

Estates Directorate Records Retention Schedule

Estates and Facilities

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
Estate Management					
1 Estate Strategy Development					
1.1	Records documenting the development and establishment of the institution's estate strategy: key records	Superseded + 10 years	Archive	Holds research/historic value	Head of Estates Planning
1.2	Records documenting the development and establishment of the institution's estate strategy: working papers	Issue of strategy + 1 year	Review	May hold research/historic value	Head of Estates Planning
2 Estate Management Policy Development					
2.1	Records documenting the development and establishment of the institution's estate management policies: key records	Superseded + 10 years	Archive	Holds research/historic value	Director of Estates
2.2	Records documenting the development and establishment of the institution's estate management policies: working papers	Issue of policy + 1 year	Review	May hold research/historic value	Director of Estates
3 Estate Management Procedure Development					
3.1	Master copies of procedures relating to estate management	Superseded + 10 years	Archive	Holds research/historic value	Director of Estates
3.2	Records documenting the development of the institution's procedures relating to estate management	Issue of procedures + 1 year	Review	May hold research/historic value	Director of Estates

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
4 Property Acquisition					
4.1	Records documenting the acquisition of ownership of properties	Disposal of property + 12 years	Archive	Holds historic/research value; Limitation (NI) Order 1989	Head of Estates Planning
4.2	Deeds of title for properties owned by the institution	Disposal of property	Transfer to new owner	Deeds of title for a property are transferred to the new owner when the property is sold	Head of Estates Planning
4.3	Records documenting negotiations for properties where the property was not acquired	Closure of negotiations + 6 years	Review	Holds historic/research value; Limitation(NI) Order 1989	Head of Estates Planning
4.4	Records documenting the negotiation of leases and original lease agreements	Expiry of lease + 15 years	Review	Holds historic/research value; Limitation (NI) Order 1989	Head of Estates Planning
5 Property Development					
5.1	Records documenting the development of properties	Disposal of Property	Review	Some of these records may be transferred to the new owner when property is sold. Activities include: undertaking feasibility studies; conducting consultations; developing specifications; preparing building plans; obtaining planning consents; obtaining permits for specific types of work; undertaking development works; inspecting completed works and arranging external inspections to obtain necessary certifications.	Head of Estates Planning

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
5.2	Health and Safety File for a structure, as required by Regulation 14(d) of the Construction (Design and Management) Regulations 1994 (SI 1994/3140)	Demolition of property OR Disposal of interest in the property	Review	The Construction (Design and Management) Regulations 1994; SI 1994/3140 does not prescribe a retention period for these records but Regulation 12 implies that the Health and Safety File for a structure should be retained for the life of the structure by the person responsible for the property. Regulation 12(2) requires that a Health and Safety File is transferred to the new owner when ownership transfers.	Head of Estates Services
5.3	Records documenting applications for planning consents required to (re)develop property and consents granted	Disposal of property or expiry of consent	Retain	Planning consents which are valid when a property is sold are transferred to the new owner	Head of Estates Planning
6 Property Maintenance					
6.1	Records documenting routine inspections of property	Date of inspection + 5 years	Secure disposal	Retaining inspection records provides evidence of effective property management. Activities include: conducting general inspections; establishing and implementing planned maintenance programmes; carrying out reactive maintenance; conducting inspections to determine the presence and condition of hazardous materials (e.g. asbestos); carrying out decontamination works.	Head of Estates Services
6.2	Records documenting major maintenance works on property	Disposal of property	Secure disposal	Some of these records may be transferred to new owners when land is sold	Head of Estates Services
6.3	Records documenting minor maintenance works on property	Completion of works + 15 years	Secure disposal	Limitation (NI) Order 1989	Head of Estates Services

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
6.4	Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises, as required by Regulation 4(3) of the Control of Asbestos Regulations 2006 (SI 2006/2739)	Review of assessment + 10 years	Retain	SI 2006/2739 does not prescribe a retention period for these records. Retaining assessments provides evidence of effective management of risks associated with works carried out	Head of Estates Services
6.5	Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it	Removal of asbestos + 10 years OR Subsequent inspection + 10 years	Retain	Retaining these records provides evidence of compliance with SI 2006/2739	Head of Estates Services
7 Property Disposal					
7.1	Records documenting the disposal of properties by sale, transfer or donation	Disposal of property + 12 years	Review	Activities include: obtaining valuations; undertaking surveys. Records documenting the disposal of properties by sale, transfer or donation; may hold research/historic value	Head of Estates Planning
8 Property Security Management					
8.1	Records documenting the conduct and results of security inspections of properties, and action taken to address issues raised	Completion of subsequent inspection	Review	Activities include: conducting security inspections; conducting routine surveillance operations (e.g. guarding, patrol and CCTV surveillance) to prevent and detect unauthorised access; responding to, and investigating, security breaches or incidents.	Head of Estates Services
8.2	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs)	Creation + 2 years	Secure disposal		Head of Administration and Resources
8.3	Records of security passes issued to visitors	Expiry of pass + 1 year	Secure disposal	Incident investigation of any description	Head of Administration and Resources

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	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
8.4	Records of security passes issued to employees, other staff and students	Expiry of pass + 1 year	Secure disposal	Incident investigation of any description	Head of Administration and Resources
8.5	Records documenting the conduct of routine security surveillance of properties	Creation + 1 month	Secure disposal	Incident investigation of any description	Head of Estates Services
8.6	Records documenting security breaches or incidents, and action taken	Last action on incident + 5 years	Secure disposal	Incident investigation of any description	Head of Estates Services
9 Property Leasing-out					
9.1	Records documenting leasing-out arrangements for properties	Expiry of lease + 12 years	Secure disposal	Limitation (NI) Order 1989	Head of Estates Planning
10 Space Management					
10.1	Records documenting the conduct and outcomes of space audits	Completion of subsequent audit + 5 years	Secure disposal	Ongoing processing and support to updating on the Estates Strategy	Head of Estates Planning
Facilities Management					
11 Facilities Strategy Development					
11.1	Records documenting the development and establishment of the institution's facilities strategy: key records	Superseded + 10 years	Secure disposal	To support the Estates Strategy	Head of Estates Services
11.2	Records documenting the development and establishment of the institution's facilities strategy: working papers	Issue of strategy + 1 year	Secure disposal	To support the Estates Strategy	Head of Estates Services
12 Facilities Management Policy Development					
12.1	Records documenting the development and establishment of the institution's facilities management policies: key records	Superseded + 10 years	Secure disposal	To support the Estates Strategy	Head of Estates Services

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
12.2	Records documenting the development and establishment of the institution's facilities management policies: working papers	Issue of policy + 1 year	Secure disposal	To support the Estates Strategy	Head of Estates Services
13 Facilities Management Procedure Development					
13.1	Master copies of procedures relating to facilities management	Superseded + 10 years	Secure disposal	To support the Estates Strategy	Head of Estates Services
13.2	Records documenting the development of the institution's procedures relating to facilities management	Issue of procedures + 1 year	Secure disposal	To support the Estates Strategy	Head of Estates Services
14 Facilities Development					
14.1	Records documenting the specification of requirements for facilities	Completion of works + 12 years	Secure disposal	Limitation (NI) Order 1989	Head of Estates Development
14.2	Records documenting the development of interior design and fit-out schemes	Completion of works + 12 years	Secure disposal	Limitation (NI) Order 1989	Head of Estates Development
14.3	Records documenting the carrying out of interior decoration and fitting-out works	Completion of works + 12 years	Secure disposal	Limitation (NI) Order 1989	Head of Estates Development
15 Facilities Maintenance					
15.1	Records documenting routine inspections of facilities	Completion of two subsequent inspections	Secure disposal	Retaining inspection records provides evidence of effective property management over time	Head of Estates Services
15.2	Records documenting the carrying out of major maintenance works within facilities	Completion of works + 12 years	Secure disposal	Limitation (NI) Order 1989	Head of Estates Development

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
15.3	Records documenting the carrying out of minor maintenance works within facilities	Current year + 5 years	Secure disposal	Quality assurance	Head of Estates Services
16 Facilities Security Management					
16.1	Records documenting the conduct and outcomes of security inspections of facilities	Completion of two subsequent inspections	Secure disposal	Retaining inspection records provides evidence of effective property management over time	Head of Estates Services
16.2	Records documenting the conduct of routine surveillance of facilities	Creation + 1 month	Secure disposal	Retaining inspection records provides evidence of security breaches and ongoing securing of premises	Head of Estates Services
16.3	Records documenting occurrences of unauthorised access to facilities, and action taken	Last action on incident + 1 year	Secure disposal	Retaining inspection records provides evidence of security breaches and ongoing securing of premises. To assist with potential criminal investigations	Head of Estates Services
17 Facilities Compliance Management					
17.1	Records documenting the conduct and outcomes of inspections of facilities by enforcing authorities	Completion of subsequent inspection	Secure disposal	A longer retention period may be advisable for particular types of facilities (e.g. where there are significant health and safety risks) in order to maintain evidence of effective management over time	Head of Estates Services
17.2	Original licences and certificates	Superseded	Secure disposal	A longer retention period may be advisable for particular types of facilities (e.g. where there are significant health and safety risks) in order to maintain evidence of effective management over time	Head of Estates Services

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
	Equipment and Consumables Management				
18	Equipment & Consumables Selection				
18.1	Records documenting the development of specifications for, and the selection of, equipment/consumables: major items	Annually on review	Review	Service delivery	Head of Estates Development
18.2	Records documenting the development of specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations	Annually on review	Review	Retaining these records for a long period is in line with requirements/recommendations for retention of Health & Safety records	Head of Estates Development
18.3	Records documenting the development of specifications for, and the selection of, equipment/consumables: other items	Annually on review	Review	Retaining these records for a long period is in line with requirements/recommendations for retention of Health & Safety records	Head of Estates Development
19	Equipment Installation/Commissioning				
19.1	Records documenting the installation of equipment: major items	Decommissioning/removal	Secure disposal	Retaining these records for a long period is in line with requirements/recommendations for retention of Health & Safety records	Head of Estates Services
19.2	Records documenting the installation of equipment: items which are safety critical or associated with hazardous operations	Decommissioning/removal	Secure disposal	Retaining these records for a long period is in line with requirements/recommendations for retention of Health & Safety records	Head of Estates Services

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
19.3	Health and Safety File for fixed plant which is a 'structure' as defined in Regulation 2 of the Construction (Design and Management) Regulations 1994 (SI 1994/3140)	Decommissioning/removal of plant	Secure disposal	SI 1994/3140 Regulation 12. SI 1994/3140 does not prescribe a retention period for these records but implies that the Health and Safety File for a structure should be retained for the life of the structure. A Health and Safety File is transferred to the new owner when a structure is sold.	Head of Estates Services
19.4	Reports of pre-commissioning examinations of lifting equipment, as required by Regulation 9(1) and 9(2) of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307)	Decommissioning/removal of plant	Secure disposal	SI 1998/2307 Regulation 11(2)(a)(i) and 11(2)(a)(iii)	Head of Estates Services
19.5	Reports of pre-commissioning examinations of accessories for lifting, as required Regulation 9(1) of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307)	Date of report + 2 years	Secure disposal	SI 1998/2307 Regulation 11(2)(a)(ii)	Head of Estates Services
20 Equipment Inspection, Testing & Maintenance					
20.1	Records documenting the inspection, testing and maintenance of equipment, except as specified elsewhere	Disposal of item + 1 year	Secure disposal	Retaining these records for a long period is in line with requirements/recommendations for retention of Health & Safety records	Head of Estates Services
20.2	Records documenting the inspection, testing and maintenance of equipment: major items other than those specified elsewhere	Disposal of item + 1 year	Secure disposal	Retaining these records for a long period is in line with requirements/recommendations for retention of Health & Safety records	Head of Estates Services

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	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
20.3	Records documenting the inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations	Disposal of item + 1 year	Secure disposal	Retaining these records for a long period is in line with requirements/recommendations for retention of Health & Safety records	Head of Estates Services
20.4	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health, as required by Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677)	Date of examination/test/repair + 5 years	Secure disposal	SI 2002/2677 Regulation 9(4)	Head of Estates Services
20.5	Reports of inspection and 'thorough examination' of lifting equipment, as required by Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307)	Date of subsequent report OR Date of report + 2 years	Secure disposal	SI 1998/2307 Regulation 11(2)(a)(iv)	Head of Estates Services
20.6	Maintenance logs for equipment	Life of equipment + 6 years	Secure disposal	SI 1998/2306 Regulation 5(2); 1980 c. 58 s 5	Head of Estates Services
20.7	Records documenting inspections of equipment, made under Regulation 6 of the Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306)	Completion of subsequent inspection	Secure disposal	SI 1998/2306 Regulation 6(3)	Head of Estates Services

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
21	Equipment & Consumables Disposal				
21.1	Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal	Disposal of item + 1 year	Secure disposal		Head of Estates Services
21.2	Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health	Disposal of item + 1 year	Secure disposal	Limitation (NI) Order 1989	Head of Estates Services
21.3	Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: other items	Disposal of item + 1 year	Secure disposal	Limitation (NI) Order 1989	Head of Estates Services
21.4	Records documenting the transfer of ownership of equipment/consumables	Disposal of item + 1 year	Secure disposal	Limitation (NI) Order 1989	Head of Estates Services

Health and Safety					
	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
Health and Safety Management					
1 Health & Safety Strategy Development					
1.1	Records documenting the development and establishment of the institution's health and safety strategy: key records	Superseded + 10 years	Secure Shredding	Defense of claims and legitimate archive of university information. Disposal would be completed once revised strategies are agreed together with approval sought for disposing	Director of Safety
1.2	Records documenting the development and establishment of the institution's health and safety strategy: working papers	Issue of strategy + 1 year	Secure Shredding	Defense of claims and legitimate archive of university information. Disposal would be completed once revised strategies are agreed together with approval sought for disposing	Director of Safety
2 Health & Safety Management Policy Development					
2.1	Records documenting the development and establishment of the institution's policies on health and safety: key records	Superseded + 50 years	Archive	The Health and Safety at Work (Northern Ireland) Order 1978 requires every employer to have '... a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for ... carrying out that policy ...'. These records also meet the requirement to document the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures, as set out by the Management of Health and Safety at Work Regulations (Northern Ireland) 2000. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
2.2	Records documenting the development and establishment of the institution's policies on health and safety: working papers	Issue of policy + 1 year	Secure disposal and/or deletion as necessary	Not required beyond revision	Director of Safety
3 Health & Safety Management Procedure Development					
3.1	Master copies of procedures relating to the management of health and safety	Superseded + 50 years	Archive	These records meet the requirement to document the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures, as set out by the Management of Health and Safety at Work Regulations (Northern Ireland) 2000. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.	Director of Safety
3.2	Records documenting the development of the institution's procedures relating to the management of health and safety	Issue of procedures + 1 year	Secure disposal following review	Documents are redundant once reviewed	Director of Safety
4 Health & Safety Inspection					
4.1	Records documenting the conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised	Current year + 5 years OR Superseded + 1 year	Secure disposal	Retaining previous versions provides evidence of compliance and effective management of health and safety over time	Director of Safety
5 Health & Safety Audit					
5.1	Records documenting the conduct and results of health and safety audits	Completion of audit + 7 years	Secure disposal	Retaining previous versions provides evidence of compliance and effective management of health and safety over time. Records are individually reviewed prior to disposal.	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
6	Health & Safety Consultation				
6.1	Records documenting notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 (SR 1979/437)	Termination of appointment + 1 year	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety
6.2	Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 SR 1979/437)	Current year + 5 years	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety
6.3	Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 (SR 1979/437)	Current year + 50 years	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety
6.4	Records documenting the establishment of a safety committee to fulfil the institution's duty under s 2(7) of the Health and Safety at Work etc. Act 1974 (c. 37) and in accordance with Regulation 9 of the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 (SR 1979/437). Includes records documenting the objectives, role, functions, composition and administration of the committee	Dissolution of committee + 50 years	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety

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	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
6.5	Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 (SR 1979/437)	Completion of election + 1 year	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety
6.6	Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 (SR 1979/437)	Current year + 50 years	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety
6.7	Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations (Northern Ireland) 1996 (SR 1996/511)	Completion of election + 1 year	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety
6.8	Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations (Northern Ireland) 1996 (SR 1996/511), or with all employees directly	Current year + 50 years	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
6.9	Records documenting the provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations (Northern Ireland) 1996 (SR 1996/511)	Current year + 5 years	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety
6.10	Records documenting the provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the Health and Safety (Consultation with Employees) Regulations (Northern Ireland) 1996 (SR 1996/511)	Current year + 5 years	Secure disposal	SR 1979/437 does not prescribe a retention period for these records. SR 1996/511 does not prescribe a retention period for these records	Director of Safety
7 Health & Safety Information, Instruction & Training Provision					
7.1	Records documenting the provision of health and safety information, instruction and training for employees, students and others, except where specified elsewhere in this Records Retention Schedule	Current year + 5 years or Superseded + 5 years	Secure disposal	The following regulations require information, instruction and training to be provided but do not prescribe retention periods for records relating to this activity: SI 1989/635; SI 1989/682; SR 1992/513; SI 1992/2793; SI (Northern Ireland) 1996/341; SI 1998/2306; SR 2000/388	Director of Safety
8 Health & Safety Hazard Identification & Risk Assessment					
8.1	Records documenting the conduct, review and revision of risk assessments made to fulfil the institution's duties under the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 (SR 2000/388) and except where specified elsewhere in this Records Retention Schedule	Superseded + 5 years	Secure disposal	SR 2000/388 does not prescribe a retention period for these records. As a minimum, risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
9 Health & Safety Hazard Exposure Control - Display Screen Equipment					
9.1	Records documenting the conduct, review and revision of assessments of risks to health and safety created by using workstations, to fulfil the institution's duties under the Health & Safety (Display Screen) Equipment Regulations (Northern Ireland) 1992 (SR 1992/513).	Superseded + 10 years	Secure disposal	SR 1992/513 does not prescribe a retention period for these records. As a minimum, risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time	Director of Safety
9.2	Records documenting the provision of training and information for employees using workstations, to fulfil the institution's duties under Regulations 6 and 7 of the Health & Safety (Display Screen) Equipment Regulations (Northern Ireland) 1992 (SR 1992/513)	Superseded + 5 years	Secure disposal	SR 1992/513 does not prescribe a retention period for these records	Director of Safety
10 Health & Safety Hazard Exposure Control - Noise					
10.1	Records documenting the conduct, review and revision of assessments of the risks to health and safety created by exposure to noise, made to fulfil the institution's duties under the Control of Noise at Work Regulations (Northern Ireland) 2006 (SR 2006/1)	Superseded + 10 years	Secure disposal	SR 2006/1 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time	Director of Safety
10.2	Records documenting the provision of personal protective equipment to employees, to fulfil the institution's duties under Regulation 7 of the Control of Noise at Work Regulations (Northern Ireland) 2006 (SR 2006/1)	Return of issued equipment + 1 year	Secure disposal	Common audit requirement; a record of the issue of personal protective equipment should be included in an employee's staff record	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
10.3	Records documenting the maintenance of equipment provided to control exposure to noise, to fulfil the institution's duties under Regulation 8 of the Control of Noise at Work Regulations (Northern Ireland) 2006 (SR 2006/1)	Date of examination/test/repair + 5 years	Secure disposal	SR 2006/1 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time	Director of Safety
10.4	Records documenting health surveillance of employees who are exposed to noise, carried out to fulfil the institution's duties under the Control of Noise at Work Regulations (Northern Ireland) 2006 (SR 2006/1)	Date of last entry in record + 40 years	Secure disposal	SR 2006/1 does not specify a retention period for these records	Director of Safety
10.5	Records documenting the provision of information, instruction and training for employees who are exposed to noise, to fulfil the institution's duties under the Control of Noise at Work Regulations (Northern Ireland) 2006 (SR 2006/1)	Superseded + 10 years	Secure disposal	SR 2006/1 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time	Director of Safety
11	Health & Safety Hazard Exposure Control - Hazardous Substances				
11.1	List of employees exposed to Group 3 or Group 4 biological agents, and records of exposures, accidents and incidents involving these agents, required by Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (SR 2003/34).	Current + 40 years	Secure disposal	SR 2003/34	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
11.2	Records documenting the conduct, review and revision of assessments of the risks to health created by work with substances hazardous to health, to fulfil the institution's duties under the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (SR 2003/34)	Superseded + 10 years	Secure disposal	SR 2003/34 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures	Director of Safety
11.3	Records documenting the maintenance of equipment provided to control exposure to substances hazardous to health, to fulfil the institution's duties under the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (SR 2003/34)	Date of examination/test/repair + 5 years	Secure disposal	SR 2003/34	Director of Safety
11.4	Records documenting the conduct and results of monitoring the personal exposures of individual employees to substances hazardous to health, to fulfil the institution's duties under the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (SR 2003/34)	Last entry + 40 years	Secure disposal	SR 2003/34	Director of Safety
11.5	Records documenting the conduct and results of monitoring employees' general exposure to substances hazardous to health, to fulfil the institution's duties under Regulation 10 of the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (SR 2003/34)	Last entry + 5 years	Secure disposal	SR 2003/34 Regulation 10(5)(b)	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
11.6	Records documenting health surveillance of individual employees who are exposed to substances hazardous to health, to fulfil the institution's duties under the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (SR 2003/34)	Date of last entry in record + 40 years	Secure disposal	SR 2003/34	Director of Safety
11.7	Records documenting the provision of information, instruction and training for employees who are exposed to substances hazardous to health, to fulfil the institution's duties under the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (SR 2003/34)	Superseded + 10 years	Secure disposal	SR 2003/34 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures	Director of Safety
11.8	Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health, to fulfil the institution's duties under Regulation 13 of the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (SR 2003/34)	Superseded + 10 years	Secure disposal	SR 2003/34 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time	Director of Safety
11.9	Records documenting the institution's response to accidents, incidents and emergencies involving substances hazardous to health, to fulfil the institution's duties under the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (SR 2003/34)	Last action on event + 10 years	Secure disposal	SR 2003/34 does not prescribe a retention period for these records. Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
12	Health & Safety Hazard Exposure Control - Lead				
12.1	Records documenting the conduct, review and revision of assessments of the risks to health created by work involving lead, to fulfil the institution's duties under the Control of Lead at Work Regulations (Northern Ireland) 2003 (SR 2003/35)	Superseded + 10 years	Secure disposal	SR 2003/35 Regulation 5 implies that the records should be retained until the risk assessment is superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures	Director of Safety
12.2	Records documenting the maintenance of equipment provided to control exposure to lead, to fulfil the institution's duties under the Control of Lead at Work Regulations (Northern Ireland) 2003 (SR 2003/35)	Date of examination/test/repair + 5 years	Secure disposal	SR 2003/35 Regulation 8(4)	Director of Safety
12.3	Records documenting the conduct and results of monitoring employees' general exposure to lead (in air), to fulfil the institution's duties under the Control of Lead at Work Regulations (Northern Ireland) 2003 (SR 2003/35)	Last entry + 5 years	Secure disposal	SR 2003/35 Regulation 9(4)	Director of Safety
12.4	Records documenting medical surveillance of individual employees who are exposed to lead, to fulfil the institution's duties under Regulation 10 of the Control of Lead at Work Regulations (Northern Ireland) 2003 (SR 2003/35)	Date of last entry on record + 40 years	Secure disposal	SR 2003/35 Regulation 10(5)	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
12.5	Records documenting the provision of information, instruction and training for employees who are exposed to lead, to fulfil the institution's duties under the Control of Lead at Work Regulations (Northern Ireland) 2003 (SR 2003/35)	Superseded + 10 years	Secure disposal	SR 2003/35 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.	Director of Safety
12.6	Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of lead, to fulfil the institution's duties under the Control of Lead at Work Regulations (Northern Ireland) 2003 (SR 2003/35)	Superseded + 10 years	Secure disposal	SR 2003/35 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.	Director of Safety
12.7	Records documenting the institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations (Northern Ireland) 2003 (SR 2003/35)	Last action on event + 10 years	Secure disposal	SR 2003/35 does not prescribe a retention period for these records. Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.	Director of Safety
13 Health & Safety Hazard Exposure Control - Asbestos					
13.1	Records documenting assessments of the presence and condition of asbestos, as required by the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Completion of work to which the assessment relates	Secure disposal	SR 2012/179 does not prescribe a retention period for these records. Retaining assessments provides evidence of effective management of risks over time.	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
13.2	Records documenting the conduct, review and revision of assessments of the risks to health created by exposure to asbestos, to fulfil the institution's duties under the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179).	Superseded + 10 years	Secure disposal	SR 2012/179 does not specify a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.	Director of Safety
13.3	Records documenting the preparation of written plans of work for undertaking work with asbestos, as required by the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Completion of work to which plan relates	Secure disposal	SR 2012/179	Director of Safety
13.4	Records documenting notifications to enforcing authorities of proposed work with asbestos, to fulfil the institution's duties under the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Duration of work + 10 years	Secure disposal	SR 2012/179 Regulation 9 does not prescribe a retention period for these records. Retaining assessments provides evidence of effective management of risks associated with works carried out.	Director of Safety
13.5	Records documenting the provision of information, instruction and training for employees who are exposed to asbestos, to fulfil the institution's duties under the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179).	Superseded + 10 years	Secure disposal	SR 2012/179 Regulation 10 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.	Director of Safety
13.6	Records documenting the maintenance of equipment provided to control exposure to asbestos, to fulfil the institution's duties under the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Date of examination/test/repair + 5 years	Secure disposal	SR 2012/179	Director of Safety

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	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
13.7	Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, to fulfil the institution's duties under the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Superseded + 10 years	Secure disposal	SR 2012/179 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.	Director of Safety
13.8	Records documenting the institution's response to accidents, incidents and emergencies involving asbestos, to fulfil its duties under the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Last action on event + 10 years	Secure disposal	SR 2012/179 does not prescribe a retention period for these records. Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.	Director of Safety
13.9	Records documenting the conduct and results of monitoring the personal exposures of individual employees (who are required to be under medical surveillance) to asbestos, to fulfil the institution's duties under the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Date of monitoring + 40 years	Secure disposal	SR 2012/179	Director of Safety
13.10	Records documenting the conduct and results of monitoring employees' general exposure to asbestos, to fulfil the institution's duties under the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Date of monitoring + 5 years	Secure disposal	SR 2012/179	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
13.11	Records documenting medical surveillance of individual employees who are exposed to asbestos, to fulfil the institution's duties under the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Date of last entry on record + 40 years	Secure disposal	SR 2012/179	Director of Safety
13.12	Employer's copies of certificates of medical examinations of identifiable employees who are exposed to asbestos, as required by the Control of Asbestos Regulations (Northern Ireland) 2012 (SR 2012/179)	Date of certificate + 4 years	Secure disposal	SR 2012/179 In practice, these are likely to be retained as part of the health records.	Director of Safety
14 Health & Safety Hazard Exposure Control - Ionising Radiation					
14.1	Records documenting the conduct, review and revision of assessments of the risks to health created by work with ionising radiation, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Superseded + 10 years	Secure disposal	SR 2017/229 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.	Director of Safety
14.2	Records documenting the maintenance of personal protective equipment provided to control exposure to ionising radiation, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of examination/test/repair + 2 years	Secure disposal	SR 2017/229	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
14.3	Records documenting the maintenance of other equipment provided to control exposure to ionising radiation, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of examination/test/repair + 5 years	Secure disposal	SR 2017/229 does not prescribe a retention period for these records	Director of Safety
14.4	Records documenting the preparation of contingency plans to deal with radiation accidents, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Superseded	Secure disposal	SR 2017/229 does not prescribe a retention period for these records	Director of Safety
14.5	Records documenting the provision of information, instruction and training for employees who are exposed to ionising radiation, to fulfil the institution's duties under Regulation 14 of the Ionising Radiations Regulations 1999 (SR 2017/229)	Superseded + 10 years	Secure disposal	SR 2017/229 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures	Director of Safety
14.6	Records documenting the maintenance and testing of equipment for monitoring levels of ionising radiation, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of maintenance/testing + 2 years	Secure disposal	SR 2017/229	Director of Safety
14.7	Records documenting the monitoring of levels of ionising radiation in designated controlled areas, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of monitoring + 2 years	Secure disposal	SR 2017/229	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
14.8	Records documenting assessments of doses of ionising radiation received by 'classified persons' which are likely to be significant, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later	Secure disposal	SR 2017/229 Dose records are usually made and maintained by a dosimetry service on behalf of an employer. A dosimetry service provides summaries of dose records to an employer on whose behalf it makes and maintains the records.	Director of Safety
14.9	Summaries of dose records, as required by the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Current year + 2 years	Secure disposal	SR 2017/229	Director of Safety
14.10	Records documenting investigations into the exposure of 'classified persons' to ionising radiation, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of report of investigation + 2 years	Secure disposal	SR 2017/229	Director of Safety
14.11	Records documenting assessments of individual doses of ionising radiation received as a result of a radiation accident, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later	Secure disposal	SR 2017/229	Director of Safety
14.12	Records documenting medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later	Secure disposal	SR 2017/229	Director of Safety

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	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
14.13	Reports of immediate investigations into possible overexposure to ionising radiation, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of report of investigation + 2 years	Secure disposal	SR 2017/229	Director of Safety
14.14	Reports of investigations into occurrences of overexposure to ionising radiation, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later	Secure disposal	SR 2017/229	Director of Safety
14.15	Records documenting tests to detect leakage from articles containing or embodying radioactive substances, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Completion of subsequent test on article OR Disposal of article + 2 years	Secure disposal	SR 2017/229	Director of Safety
14.16	Records of the quantity and location of radioactive substances, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Disposal of radioactive substance + 2 years OR Date of record + 2 years, whichever is the longer.	Secure disposal	SR 2017/229	Director of Safety
14.17	Records documenting immediate investigations into possible accidental release or theft of radioactive substances, where no release or theft was found to have occurred, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of report + 2 years	Secure disposal	SR 2017/229	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
14.18	Records documenting immediate investigations into possible accidental release or theft of radioactive substances, where accidental release or theft was found to have occurred, to fulfil the institution's duties under the Ionising Radiations Regulations (Northern Ireland) 2017 (SR 2017/229)	Date of report + 50 years	Secure disposal	SR 2017/229 Regulation 30	Director of Safety
15 Health & Safety Incident Recording, Reporting & Investigation					
15.1	Records, including Accident/Dangerous Occurrence/Near Miss Report forms, (AC1 forms) and Accident Books, (Bi510), of injuries, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises, to fulfil the institution's duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1997 (SR 1997/455)	Date of recording + 5 years	Secure disposal	SR 1997/455. The contents of records to be kept are specified in the Schedule of SR 1997/455. See also Social Security Regulations.	Director of Safety
15.2	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises	Closure of investigation + 40 years	Secure disposal	Limitation (NI) Order 1989	Director of Safety
15.3	Records documenting the notification and reporting (to the relevant enforcing authorities) of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities	Date of notification + 3 years	Secure disposal	In line with SR 1997/455 Regulation 7(3)	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
16	Health & Safety Incident Management				Director of Safety
16.1	Records documenting the conduct, review and revision of fire safety risk assessments to fulfil the institution's duties under Fire Safety Regulations.	Superseded + 5 years	Secure disposal	The Regulations do not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time	Director of Safety
16.2	Records documenting fire safety arrangements made to fulfil the institution's duties under the Fire Safety Regulations.	Superseded + 5 years	Secure disposal	The Regulations do not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time	Director of Safety
16.3	Records documenting the nomination of 'competent persons' to implement fire-fighting measures to fulfil the institution's duties under the Fire Safety Regulations.	Termination of status as 'competent person'	Secure disposal	The Regulations do not prescribe a retention period for these records. Retention of these records must comply with the provisions of the Data Protection Act 2018. 'Competent persons' in this context are often referred to as 'fire wardens' or similar.	Director of Safety
16.4	Records documenting the provision of role-specific training for 'competent persons' to implement fire-fighting measures in the institution's premises to fulfil the institution's duties under the Fire Safety Regulations.	Current year + 5 years OR Superseded + 5 years	Secure disposal	The Regulations do not prescribe a retention period for these records. Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.	Director of Safety
16.5	Records documenting the conduct, review and revision of assessments of requirements for fire-fighting equipment and for fire detectors and alarms to fulfil the institution's duties under the Fire Safety Regulations.	Review of assessment + 5 years	Secure disposal	The Regulations do not prescribe a retention period for these records. Retaining information about previous assessments provides evidence of compliance and effective management of health and safety over time.	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
16.6	Records documenting the maintenance of premises, facilities and equipment to fulfil the institution's duties under the Fire Safety Regulations	Current year + 5 years	Secure disposal	The Regulations do not prescribe a retention period for these records. Retaining maintenance history provides evidence of compliance and effective management of health and safety over time. Also see: ESTATE MANAGEMENT - PREMISES MAINTENANCE; FACILITIES MANAGEMENT - FACILITIES MAINTENANCE; EQUIPMENT & CONSUMABLES MANAGEMENT - EQUIPMENT MAINTENANCE.	Director of Safety
16.7	Records documenting the appointment of 'competent persons' to assist in implementing fire safety measures to fulfil the institution's duties under the Fire Safety Regulations	Termination of status as 'competent person'	Secure disposal	The Regulations do not prescribe a retention period for these records. 'Competent persons' in this context are often referred to as 'fire wardens' or similar.	Director of Safety
16.8	Records documenting the conduct and review of safety drills to fulfil the institution's duties under the Fire Safety Regulations	Current year + 5 years OR Superseded + 5 years	Secure disposal	The Regulations do not prescribe a retention period for these records. Retaining information about previous drills etc. provides evidence of compliance and effective management of health and safety over time.	Director of Safety
16.9	Records documenting arrangements with external emergency services for the provision of first-aid, emergency medical care, fire-fighting and rescue services (including the provision of information on the institution's emergency procedures and arrangements) to fulfil the institution's duties under the Fire Safety Regulations	Current year + 5 years OR Superseded + 5 years	Secure disposal	The Regulations do not prescribe a retention period for these records. Retaining information about previous arrangements provides evidence of compliance and effective management of health and safety over time.	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
16.10	Records documenting the maintenance of premises, facilities and equipment provided for the use by, or the protection of, fire-fighters to fulfil the institution's duties under the Fire Safety Regulations	Current year + 5 years	Secure disposal	The Regulations do not prescribe a retention period for these records. Retaining maintenance history provides evidence of compliance and effective management of health and safety over time. Also see: ESTATE MANAGEMENT - PREMISES MAINTENANCE; FACILITIES MANAGEMENT - FACILITIES MAINTENANCE; EQUIPMENT & CONSUMABLES MANAGEMENT - EQUIPMENT MAINTENANCE	Director of Safety
16.11	Records documenting the provision of fire safety training to employees to fulfil the institution's duties under the Fire Safety Regulations.	Current year + 5 years OR Superseded + 5 years	Secure disposal	The Regulations do not prescribe a retention period for these records. Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.	Director of Safety
16.12	Records documenting the appointment of first aiders	Termination of appointment	Secure disposal		Director of Safety
16.13	Records documenting the provision of approved training for first aiders to fulfil the institution's duties under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 (SR 1982/429)	Current year + 3 years OR Superseded + 3 years	Secure disposal	SR 1982/429 does not prescribe a retention period for these records. Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.	Director of Safety
16.14	Records documenting the provision of information about first aid arrangements to employees, to fulfil the institution's duties under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 (SR 1982/429)	Superseded + 3 years	Secure disposal	SR 1982/429 does not prescribe a retention period for these records. Retaining previous information provides evidence of compliance and effective management of health and safety over time.	Director of Safety

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
16.15	Records documenting the conduct, review and revision of assessments of requirements for first aid facilities, equipment and trained personnel to fulfil the institution's duties under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 (SR 1982/429)	Superseded + 3 years	Secure disposal	SR 1982/429 does not prescribe a retention period for these records. Retaining information about previous arrangements provides evidence of compliance and effective management of health and safety over time.	Director of Safety

Environment Management					
	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
1 Environmental Strategy Development					
1.1	Records documenting the development and establishment of the institution's environmental management strategy: key records	Superseded + 10 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
1.2	Records documenting the development and establishment of the institution's environmental management strategy: working papers	Issue of strategy + 1 year	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
2 Environmental Management Policy Development					
2.1	Records documenting the development and establishment of the institution's environmental management policies: key records	Superseded + 10 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
2.2	Records documenting the development and establishment of the institution's environmental management policies: working papers	Issue of policy + 1 year	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
3 Environmental Management Procedure Development					
3.1	Master copies of procedures relating to environmental management	Superseded + 10 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
3.2	Records documenting the development of the institution's procedures relating to environmental management	Issue of procedures + 1 year	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	

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	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
4 Environmental Audit					
4.1	Records documenting the conduct and results of environmental audits, and action taken to address issues raised	Completion of audit + 5 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
5 Environmental Hazard Identification & Risk Assessment					
5.1	Records documenting identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments	Elimination of risk + 5 years OR Updating of risk assessment + 5 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
6 Environmental Management Scheme Accreditation Management					
6.1	Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes	Termination of accreditation + 1 year	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
7 Environmental Awareness Promotion					
7.1	Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students	Current year + 5 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
8 Environmental Incident Recording, Reporting & Investigation					
8.1	Records documenting the recording of environmental incidents on the institution's premises or caused by its operations	Last action on incident + 40 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
8.2	Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations	Closure of investigation + 40 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental

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	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
8.3	Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities	Date of notification + 5 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Environmental
9 Energy Management					
9.1	Records documenting routine monitoring of the institution's use and consumption of energy	Current year + 5 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Energy
9.2	Records documenting the conduct and results of formal reviews of the institution's use and consumption of energy, and action taken to address issues raised	Completion of review + 5 years	Shred paper records; Delete electronic records held from database	Estates Directorate Recommendation	Estates Manager, Energy
10 Waste Management					
10.1	Records, in the form of consignment notes, documenting removal of hazardous waste as required by Hazardous Waste Regulations (Northern Ireland) (and amendments) 2005	Removal of waste consignment + 3 years	Shred paper records; Delete electronic records held from database	Hazardous Waste Regulations (NI) 2005 37 (4) specifies the length these records must be retained	Estates Manager, Environmental
10.2	Records, in the form of Waste Transfer Notes/Season Tickets, documenting removal of non-hazardous waste as required by The Controlled Waste (Duty of Care) Regulations (Northern Ireland) 2002	Removal of waste + 3 years	Shred paper records; Delete electronic records held from database	The Controlled Waste (Duty of Care) Regulations (Northern Ireland) 2002 5 (3) specifies the length these records must be retained	Estates Manager, Environmental

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
11	Staff and Student Engagement Program				
11.1	Names and email addresses of staff participating in the University environmental staff engagement programs e.g. Green Impact, awareness events, Green Awards, Green challenge	Current year + 3 years	Shred paper records; Delete electronic records held from database	Risk Management and Good Practice to comply with the Data Protection Act 2018	Estates Manager, Environmental
11.2	Names and email addresses of students participating in the University environmental staff engagement programs e.g. Green Impact, awareness events, Green Awards, Green challenge, volunteering programs	Current year + 3 years	Shred paper records; Delete electronic records held from database	Risk Management and Good Practice to comply with the Data Protection Act 2018	Estates Manager, Environmental