

## ESTATES AND FACILITIES

ESTATES .....	2
FACILITIES .....	7
EQUIPMENT AND CONSUMABLES .....	10
HEALTH AND SAFETY ADMINISTRATION .....	17
HAZARD IDENTIFICATION AND EXPOSURE CONTROL.....	22
HEALTH AND SAFETY INCIDENT REPORTING AND MANAGEMENT .....	37
ENVIRONMENTAL MANAGEMENT .....	43
ENERGY AND WASTE MANAGEMENT.....	46
STAFF AND STUDENT ACCOMMODATION .....	47

## ESTATES

Records	Retention Period	Citations and Notes	Action
<b>Estate Strategy, Policy and Procedures Development</b>			
Records documenting the development and establishment of UWTSD's estate strategy and policies: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's estate strategy, policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to estate management.	Superseded + 10 years	JISC	Review
<b>Property Acquisition</b>			
Records documenting the acquisition of ownership of properties.	Property contracts executed as deeds: Disposal of property + 12 years  Other property contracts: Disposal of property + 6 years	Limitation Act 1980 c.58 s.8	Review
Deeds of title for properties owned by UWTSD.	Disposal of property	JISC	Transfer to new owner

Records	Retention Period	Citations and Notes	Action
Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations + 6 years	Limitation Act 1980 c.58 s.2	Destroy
Records documenting the negotiation of leases and original lease agreements.	Expiry of lease + 15 years	Limitation Act 1980 c.58 s.14B	Destroy
<b>Property Development</b>			
Records documenting the development of properties.	Disposal of property	JISC	Transfer to new owner
Health and Safety File for a structure, as required by Regulation 12 of the Construction (Design and Management) Regulations 2015 (SI 2015/51).	Demolition of property OR Disposal of interest in property	The Construction (Design and Management) Regulations (SI 2015/51) Regulation 12	Review
Applications for planning consents required to (re)develop property and consents granted.	Disposal of property or expiry of consent.	JISC	Transfer to new owner
<b>Property Maintenance</b>			
Records documenting routine inspections of property.	Date of inspection + 5 years OR Superseded + 1 year	JISC	Destroy
Records documenting major maintenance works on property.	Disposal of property	JISC	Transfer to new owner

Records	Retention Period	Citations and Notes	Action
Records documenting minor maintenance works on property.	Completion of works + 15 years	Limitation Act 1980 c.58 s.14B	Destroy
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 2012 (SI 2012/632).	Review of assessment + 10 years	JISC	Destroy
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	JISC	Destroy
<b>Property Disposal</b>			
Records documenting the disposal of properties by sale, transfer or donation.	Property contracts executed as deeds: Disposal of property + 12 years  Other property contracts: Disposal of property + 6 years	Limitation Act 1980 c. 58 s 8	Destroy
<b>Property Security Management</b>			
Records documenting the conduct and results of security inspections of properties, and action taken to address issues raised.	Date of inspection + 5 years OR Superseded + 1 year	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Creation + 2 years	JISC	Destroy
Records of security passes issued to visitors.	Expiry of pass + 1 month	JISC	Destroy
Records of security passes issued to employees, other staff and students.	Expiry of pass + 1 year	JISC	Destroy
Records documenting the conduct of routine security surveillance of properties (including CCTV).	Creation + 1 month	JISC	Destroy
Records documenting security breaches or incidents, and action taken.	Last action on incident + 1 year	JISC	Destroy
<b>Property Leasing-Out</b>			
Records documenting leasing-out arrangements for properties.	Property contracts executed as deeds: Expiry of lease + 12 years  Other property contracts: Expiry of lease + 6 years	Limitation Act 1980 c.58 s.8	Review
<b>Space Management</b>			

Records	Retention Period	Citations and Notes	Action
Records documenting the conduct and outcomes of space audits.	Completion of subsequent audit + 5 years	JISC	Destroy

## FACILITIES

Records	Retention Period	Citations and Notes	Action
<b>Facilities Strategy, Policy and Procedures Development</b>			
Records documenting the development and establishment of UWTSD's facilities strategy and policies: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's facilities strategy, policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to facilities management.	Superseded + 10 years	JISC	Review
<b>Facilities Development</b>			
Records documenting the specification of requirements for facilities.	Completion of works + 15 years	Limitation Act 1980 c.58 s.14	Review
Records documenting the development of interior design and fit-out schemes.	Completion of works + 15 years	Limitation Act 1980 c.58 s.14	Destroy
Records documenting the carrying out of interior decoration and fitting-out works.	Completion of works + 15 years	Limitation Act 1980 c.58 s.14	Destroy

Records	Retention Period	Citations and Notes	Action
<b>Facilities Maintenance</b>			
Records documenting routine inspections of facilities.	Completion of two subsequent inspections	JISC	Destroy
Records documenting the carrying out of major maintenance works within facilities.	Completion of works + 15 years	Limitation Act 1980 c.58 s.14B	Destroy
Records documenting the carrying out of minor maintenance works within facilities.	Current year + 5 years	JISC	Destroy
<b>Facilities Security Management</b>			
Records documenting the conduct and outcomes of security inspections of facilities.	Completion of two subsequent inspections	JISC	Destroy
Records documenting the conduct of routine surveillance of facilities.	Creation + 1 month	JISC	Destroy
Records documenting occurrences of unauthorised access to facilities, and action taken.	Last action on incident + 1 year	JISC	Destroy
<b>Facilities Compliance Management</b>			
Records documenting the conduct and outcomes of inspections of facilities by enforcing authorities.	Completion of subsequent inspection	JISC	Review



Records	Retention Period	Citations and Notes	Action
Original licences and certificates.	Superseded	JISC	Destroy

## EQUIPMENT AND CONSUMABLES

Records	Retention Period	Citations and Notes	Action
<b>Equipment and Consumables Strategy, Policy and Procedures Development</b>			
Records documenting the development and establishment of UWTSD's equipment and consumables strategy and policies: key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's equipment and consumables strategy, policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to the management of equipment and consumables.	Superseded + 3 years	JISC	Review
<b>Equipment and Consumables Selection</b>			
Records documenting the development of specifications for, and the selection of, equipment/consumables: major items.	Life of item + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Records documenting the development of specifications for, and the selection of,	Life of item + 40 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
equipment/consumables: items which are safety critical or associated with hazardous operations.			
Records documenting the development of specifications for, and the selection of, equipment/consumables: other items.	Life of item	JISC	Destroy
<b>Equipment and Consumables Storage</b>			
Monitoring of the condition of stored equipment/consumables.	Current year + 1 year	JISC	Destroy
Stock inventory for equipment/consumables.	Superseded	JISC	Destroy
Routine stocktaking and stock checking.	Current year + 1 year	JISC	Destroy
Records documenting the movement of stock into and from storage.	Current year + 1 year	JISC	Destroy
<b>Equipment Installation and Commissioning</b>			
Records documenting the installation of equipment: major items.	Decommissioning/removal + 6 years	Limitation Act 1980 c.58 s.5	Destroy

Records	Retention Period	Citations and Notes	Action
Records documenting the installation of equipment: items which are safety critical or associated with hazardous operations.	Decommissioning/removal + 40 years	JISC	Review
Records documenting the installation of equipment: other items.	Decommissioning/removal	JISC	Destroy
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	JISC	Transfer to new owner
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	Lifting Operations and Lifting Equipment Regulations (SI 1998/2307) Regulation 11(2)(a)(i) and 11(2)(a)(iii)	Destroy
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	Lifting Operations and Lifting Equipment Regulations (SI 1998/2307) Regulation 11(2)(a)(ii)	Destroy
<b>Equipment Inspection, Testing and Maintenance</b>			

Records	Retention Period	Citations and Notes	Action
Records documenting the inspection, testing and maintenance of equipment, except as specified elsewhere.	Disposal of item + 1 year	JISC	Destroy
Records documenting the inspection, testing and maintenance of equipment: major items other than those specified elsewhere.	Decommissioning/Removal + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Maintenance logs for equipment.	Life of equipment + 6 years	Provision and Use of Work Equipment Regulations (SI 1998/2306) Regulation 5(2) Limitation Act 1980 c. 58 s 5	Destroy
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	Provision and Use of Work Equipment Regulations (SI 1998/2306) Regulation 6(3)	Destroy
Records documenting the inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations.	Decommissioning/Disposal + 15 years	Limitation Act 1980 c.58 s.14	Destroy
Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health, as required by	Date of examination/test/repair + 5 years	Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 9(4)	Destroy

Records	Retention Period	Citations and Notes	Action
Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).			
Records documenting the examination, testing and repair of plant and equipment provided to control exposure to asbestos, as required by Regulation 13 of the Control of Asbestos Regulations 2006 (SI 2006/2739).	Date of examination/test/repair + 5 years	Control of Asbestos Regulations (SI 2012/632) Regulation 13(3)	Destroy
Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead, as required by Regulation 8 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Date of examination/test/repair + 5 years	Control of Lead at Work Regulations (SI 2002/2676) Regulation 8(4)	Destroy
Records documenting the examination, testing and repair of personal protective equipment provided to control exposure to ionising radiation, as required by Regulation 10(2) of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of examination/test/repair + 2 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 11(2)(b)	Destroy
Records documenting the examination, testing and repair of other equipment provided to	Date of examination/test/repair + 5 years	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
control exposure to ionising radiation, as required by Regulation 10(1) of the Ionising Radiations Regulations 1999 (SI 1999/3232).			
Records documenting the maintenance and testing of equipment for monitoring levels of ionising radiation, as required by Regulation 19(2) of the Ionising Radiations Regulations 1999 (SI 1999/3232).	Date of maintenance/testing + 2 years	Ionising Radiations Regulations (SI 1999/3232) Regulation 19(4)(c)	Destroy
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, whichever is the later	Lifting Operations and Lifting Equipment Regulations (SI 1998/2307) Regulation 11(2)(a)(iv).	Destroy
<b>Equipment and Consumables Disposal</b>			
Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.	Disposal of item + 1 year	JISC	Destroy
Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection	Disposal of item + 15 years	Limitation Act 1980 c.58 s.14	Destroy

Records	Retention Period	Citations and Notes	Action
with operations involving substances hazardous to health.			
Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: other items.	Disposal of item + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Records documenting the transfer of ownership of equipment/consumables.	Disposal of item + 1 year	JISC	Destroy



## HEALTH AND SAFETY ADMINISTRATION

Records	Retention Period	Citations and Notes	Action
<b>Health and Safety Strategy, Policy and Procedures Development</b>			
Records documenting the development and establishment of UWTSD's health and safety strategy: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's health and safety strategy, policies, and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Records documenting the development and establishment of UWTSD's policies on health and safety: key records.	Superseded + 50 years	Health and Safety at Work etc. Act 1974 (c.37), s 2(3)  Regulation 5(2) of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)	Review
Master copies of procedures relating to the management of health and safety.	Superseded + 50 years	Regulation 5(2) of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242).	Review
<b>Health and Safety Inspection</b>			
Records documenting the conduct and results of health and safety inspections of UWTSD's land,	Date of inspection + 5 years OR	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
buildings, facilities or operations, and action taken to address issues raised.	Superseded + 1 year		
<b>Health and Safety Audit</b>			
Records documenting the conduct and results of health and safety audits.	Completion of audit + 5 years	JISC	Destroy
<b>Health and Safety Consultation</b>			
Notifications of appointments of safety representatives by trade unions under Regulation 3 of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Termination of appointment + 1 year	JISC	Destroy
Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977 SI 1977/500).	Current year + 5 years	JISC	Destroy
Consultations and other communications with safety representatives appointed under the Safety Representatives and	Current year + 50 years	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
Safety Committees Regulations 1977 (SI 1977/500).			
Records documenting the establishment of a safety committee to fulfil UWTSD'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 1977 (SI 1977/500). Includes records documenting the objectives, role, functions, composition and administration of the committee.	Dissolution of committee + 50 years	JISC	Destroy
Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Completion of election + 1 year	JISC	Destroy
Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Current year + 50 years	JISC	Destroy
Records documenting the election of representatives of employee	Completion of election + 1 year	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
safety under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).			
Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513), or with all employees directly.	Current year + 50 years	JISC	Destroy
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 1996 (SI 1996/1513).	Current year + 5 years	JISC	Destroy
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 1996 (SI 1996/1513).	Current year + 5 years	JISC	Destroy
<b>Health and Safety Information, Instruction and Training Provision</b>			

Records	Retention Period	Citations and Notes	Action
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	JISC	Destroy

## HAZARD IDENTIFICATION AND EXPOSURE CONTROL

Records	Retention Period	Citations and Notes	Action
<b>Health and Safety Hazard Identification and Risk Assessment</b>			
Records documenting the conduct, review and revision of risk assessments made to fulfil UWTSD's duties under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) and except where specified elsewhere in this Records Retention Schedule.	Superseded + 5 years	JISC	Review
<b>Health and Safety Hazard Exposure Control – Display Screen Equipment</b>			
Records documenting the conduct, review and revision of assessments of risks to health and safety created by using workstations, to fulfil UWTSD's duties under Regulation 2 of the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792).	Superseded + 10 years	JISC	Review
Records documenting the provision of training and information for employees using workstations, to fulfil UWTSD's duties under Regulations 6 and 7 of the Health &	Superseded + 5 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792).			
<b>Health and Safety Hazard Exposure Control – Noise</b>			
Records documenting the conduct, review and revision of assessments of the risks to health and safety created by exposure to noise, made to fulfil UWTSD's duties under Regulation 5 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Superseded + 10 years	JISC	Review
Records documenting the provision of personal protective equipment to employees, to fulfil UWTSD's duties under Regulation 7 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Return of issued equipment + 1 year	Common audit requirement  <i>A record of the issue of personal protective equipment should be included in an employee's staff record. See HUMAN RESOURCES - EMPLOYEE CONTRACT MANAGEMENT.</i>	Destroy
Records documenting the maintenance of equipment provided to control exposure to noise, to fulfil UWTSD's duties under Regulation 8 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Date of examination/test/repair + 5 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
Records documenting health surveillance of employees who are exposed to noise, carried out to fulfil UWTSD's duties under Regulation 9 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Date of last entry in record + 40 years	JISC	Review
Records documenting the provision of information, instruction and training for employees who are exposed to noise, to fulfil UWTSD's duties under Regulation 10 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Superseded + 10 years	JISC	Review
<b>Health and Safety Hazard Exposure Control – Hazardous Substances</b>			
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 2002 (SI 2002/2677), Schedule 3, para. 4.	Current + 40 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 7(10) and Schedule 3, para. 4(3)	Review
Records documenting the conduct, review and revision of assessments of the risks to health created by work with substances hazardous to health, to fulfil UWTSD's duties	Superseded + 10 years	JISC	Review



Records	Retention Period	Citations and Notes	Action
under Regulation 6 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).			
Records documenting the maintenance of equipment provided to control exposure to substances hazardous to health, to fulfil UWTSD's duties under Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Date of examination/test/repair + 5 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 9(4)	Review
Records documenting the conduct and results of monitoring the personal exposures of individual employees to substances hazardous to health, to fulfil UWTSD's duties under Regulation 10 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Last entry + 40 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 10(5)(a)	Review
Records documenting the conduct and results of monitoring employees' general exposure to substances hazardous to health, to fulfil UWTSD's duties under Regulation 10 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Last entry + 5 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 10(5)(b)	Review

Records	Retention Period	Citations and Notes	Action
Records documenting health surveillance of individual employees who are exposed to substances hazardous to health, to fulfil UWTSD's duties under Regulation 11 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Date of last entry in record + 40 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 11(3)	Review
Records documenting the provision of information, instruction and training for employees who are exposed to substances hazardous to health, to fulfil UWTSD's duties under Regulation 12 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Superseded + 10 years	JISC	Review
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 UWTSD's duties under Regulation 13 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Superseded + 10 years	JISC	Review
Records documenting UWTSD's response to accidents, incidents and emergencies involving substances	Last action on event + 10 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
hazardous to health, to fulfil UWTSD's duties under Regulation 13 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).			
<b>Health and Safety Hazard Exposure Control – Non-Ionising Radiation</b>			
Records documenting controlling and investigating exposure, assessing the risks to health, providing and maintain equipment to control exposure following ICNiRP guidelines, providing information, instruction and training for employees who are exposed to non-ionising radiation, monitoring levels of non-ionising radiation, testing to detect leakage from articles or equipment transmitting non-ionising radiations.	Date of inspection/test/repair/training + 5 years	EC Directives 2013/35/EC  ICNiRP guidelines	Review
<b>Health and Safety Hazard Exposure Control – Lead</b>			
Records documenting the conduct, review and revision of assessments of the risks to health created by work involving lead, to fulfil UWTSD's duties under Regulation 5 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Superseded + 10 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
Records documenting the maintenance of equipment provided to control exposure to lead, to fulfil UWTSD's duties under Regulation 8 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Date of examination/test/repair + 5 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) Regulation 8(4)	Review
Records documenting the conduct and results of monitoring employees' general exposure to lead (in air), to fulfil UWTSD's duties under Regulation 9 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Last entry + 5 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) Regulation 9(4)	Review
Records documenting medical surveillance of individual employees who are exposed to lead, to fulfil UWTSD's duties under Regulation 10 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Date of last entry on record + 40 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) Regulation 10(5)	Review
Records documenting the provision of information, instruction and training for employees who are exposed to lead, to fulfil UWTSD's duties under Regulation 11 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Superseded + 10 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of lead, to fulfil UWTSD's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Superseded + 10 years	JISC	Review
Records documenting UWTSD's response to accidents, incidents and emergencies involving lead, to fulfil UWTSD's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).	Last action on event + 10 years	JISC	Review
<b>Health and Safety Hazard Exposure Control – Asbestos</b>			
Records documenting assessments of the presence and condition of asbestos, as required by Regulation 5 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Completion of work to which the assessment relates + 10 years	JISC	Review
Records documenting the conduct, review and revision of assessments of the risks to health created by exposure to asbestos, to fulfil UWTSD's duties under Regulation 6 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Superseded + 10 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
Plans of work for undertaking work with asbestos, as required by Regulation 7 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Completion of work to which plan relates.	Control of Asbestos Regulations (SI 2012/632) Regulation 7(2)	Destroy
Records documenting notifications to enforcing authorities of proposed work with asbestos, to fulfil UWTSD's duties under Regulation 9 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Duration of work + 10 years	JISC	Review
Records documenting the provision of information, instruction and training for employees who are exposed to asbestos, to fulfil UWTSD's duties under Regulation 10 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Superseded + 10 years	JISC	Review
Records documenting the maintenance of equipment provided to control exposure to asbestos, to fulfil UWTSD's duties under Regulation 13 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Date of examination/test/repair + 5 years	Control of Asbestos Regulations (SI 2012/632) Regulation 13(3)	Review
Records documenting the development of plans and information to deal with accidents,	Superseded + 10 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
incidents and emergencies related to the presence of asbestos, to fulfil UWTSD's duties under Regulation 15 of the Control of Asbestos Regulations 2012 (SI 2012/632).			
Records documenting UWTSD's response to accidents, incidents and emergencies involving asbestos, to fulfil its duties under Regulation 15 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Last action on event + 10 years	JISC	Review
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 UWTSD's duties under Regulation 19 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Date of monitoring + 40 years	Control of Asbestos Regulations (SI 2012/632) Regulation 19(4)(a)	Review
Records documenting the conduct and results of monitoring employees' general exposure to asbestos, to fulfil UWTSD's duties under Regulation 19 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Date of monitoring + 5 years	Control of Asbestos Regulations (SI 2012/632) Regulation 19(4)(b)	Review

Records	Retention Period	Citations and Notes	Action
Records documenting medical surveillance of individual employees who are exposed to asbestos, to fulfil UWTSD's duties under Regulation 22 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Date of last entry on record + 40 years	Control of Asbestos Regulations (SI 2012/632) Regulation 22(1)(b)	Review
Employer's copies of certificates of medical examinations of identifiable employees who are exposed to asbestos, as required by Regulation 22 of the Control of Asbestos Regulations 2012 (SI 2012/632).	Date of certificate + 4 years	Control of Asbestos Regulations (SI 2012/632) Regulation 22(4)  <i>These are likely to be retained as part of the health records required by Regulation 22 of SI 2012/632.</i>	Review
<b>Health and Safety Hazard Exposure Control – Ionising Radiation</b>			
Records documenting the conduct, review and revision of assessments of the risks to health created by work with ionising radiation, to fulfil UWTSD's duties under Regulation 7 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Superseded + 10 years	JISC	Review
Records documenting the maintenance of personal protective equipment provided to control exposure to ionising radiation, to fulfil UWTSD's duties under Regulation 10 of the Ionising	Date of examination/test/repair + 2 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 10(2)	Review



Records	Retention Period	Citations and Notes	Action
Radiations Regulations 2017 (SI 2017/1075).			
Records documenting the maintenance of other equipment provided to control exposure to ionising radiation, to fulfil UWTSD's duties under Regulation 10 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Date of examination/test/repair + 5 years	JISC	Review
Records documenting the preparation of contingency plans to deal with radiation accidents, to fulfil UWTSD's duties under Regulation 12 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Superseded	JISC	Destroy
Records documenting the provision of information, instruction and training for employees who are exposed to ionising radiation, to fulfil UWTSD's duties under Regulation 14 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Superseded + 10 years	JISC	Review
Records documenting the maintenance and testing of equipment for monitoring levels of ionising radiation, to fulfil UWTSD's	Date of maintenance/testing + 2 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 19(4)(c)	Review

Records	Retention Period	Citations and Notes	Action
duties under Regulation 19 of the Ionising Radiations Regulations 2017 (SI 2017/1075).			
Records documenting the monitoring of levels of ionising radiation in designated controlled areas, to fulfil UWTSD's duties under Regulation 19 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Date of monitoring + 2 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 19(4)(c)	Review
Records documenting assessments of doses of ionising radiation received by 'classified persons' which are likely to be significant, to fulfil UWTSD's duties under Regulation 21 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Date of assessment + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later	Ionising Radiations Regulations (SI 2017/1075) Regulation 21(3)(a)  <i>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.</i>	Review
Summaries of dose records, as required by Regulation 21 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Current year + 2 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 21(7)	Review
Records documenting investigations into the exposure of 'classified persons' to ionising radiation, to fulfil UWTSD's duties under	Date of report of investigation + 2 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 22(4)	Review

Records	Retention Period	Citations and Notes	Action
Regulation 22 of the Ionising Radiations Regulations 2017 (SI 2017/1075).			
Records documenting assessments of individual doses of ionising radiation received as a result of a radiation accident, to fulfil UWTSD's duties under Regulation 23 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Date of accident + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later	Ionising Radiations Regulations (SI 2017/1075) Regulation 23(2)(b)	Review
Records documenting medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance, to fulfil UWTSD's duties under Regulation 24 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later	Ionising Radiations Regulations (SI 2017/1075) Regulation 24(3)	Review
Reports of immediate investigations into possible overexposure to ionising radiation, to fulfil UWTSD's duties under Regulation 25 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Date of report of investigation + 2 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 25(2)(a)	Review
Reports of investigations into occurrences of overexposure to ionising radiation, to fulfil UWTSD's duties under Regulation 25 of the	Date of report + 50 years OR	Ionising Radiations Regulations (SI 2017/1075) Regulation 25(2)(b)	Review

Records	Retention Period	Citations and Notes	Action
Ionising Radiations Regulations 2017 (SI 2017/1075).	Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later		
Records documenting tests to detect leakage from articles containing or embodying radioactive substances, to fulfil UWTSD's duties under Regulation 27 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Completion of subsequent test on article OR Disposal of article + 2 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 27(3)	Review
Records of the quantity and location of radioactive substances, to fulfil UWTSD's duties under Regulation 28 of the Ionising Radiations Regulations 2017 (SI 2017/1075).	Disposal of radioactive substance + 2 years OR Date of record + 2 years, whichever is the longer	Ionising Radiations Regulations (SI 2017/1075) Regulation 28	Review

## HEALTH AND SAFETY INCIDENT REPORTING AND MANAGEMENT

Records	Retention Period	Citations and Notes	Action
<b>Health and Safety Incident Recording, Reporting and Investigation</b>			
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 UWTSD's duties under Regulation 30 of the Ionising Radiations Regulations 2012 (SI 2012/632).	Date of report + 2 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 30	Review
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 UWTSD's duties under Regulation 30 of the Ionising Radiations Regulations 2012 (SI 2012/632).	Date of report + 50 years	Ionising Radiations Regulations (SI 2017/1075) Regulation 30	Review
Records of injuries, dangerous occurrences and outbreaks of notifiable diseases on UWTSD's premises, to fulfil UWTSD's duties under Regulation 7 of the Reporting of Injuries, Diseases and Dangerous	Date of recording + 3 years	<p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) Regulation 7(3)</p> <p>The Social Security (Claims and Payments) Amendment (No. 3)</p>	Review

Records	Retention Period	Citations and Notes	Action
Occurrences Regulations 2013 (SI 2013/1471).		Regulations (SI 1993/2113) Regulation 2  The contents of records to be kept are specified in Schedule 4 of (SI 2013/1471).	
Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on UWTSD's premises.	Closure of investigation + 40 years	Limitation Act 1980 c.58 s.11	Review
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	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) Regulation 7(3)	Destroy
<b>Health and Safety Incident Management</b>			
Records documenting the conduct, review and revision of fire safety risk assessments to fulfil UWTSD's duties under Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Superseded + 5 years	JISC	Review
Records documenting fire safety arrangements made to fulfil	Superseded + 5 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
UWTSD's duties under Article 11 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).			
Records documenting the nomination of 'competent persons' to implement fire-fighting measures to fulfil UWTSD's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Termination of status as 'competent person' (e.g. fire warden)	JISC	Destroy
Records documenting the provision of role-specific training for 'competent persons' to implement fire-fighting measures in UWTSD's premises to fulfil UWTSD's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Current year + 5 years OR Superseded + 5 years	JISC	Review
Records documenting the conduct, review and revision of assessments of requirements for fire-fighting equipment and for fire detectors and alarms to fulfil UWTSD's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Review of assessment + 5 years	JISC	Review
Records documenting the maintenance of premises, facilities	Current year + 5 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
and equipment to fulfil UWTSD's duties under Article 17 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).		<i>Also see: ESTATES AND FACILITIES - ESTATES; ESTATES AND FACILITIES - FACILITIES; ESTATES AND FACILITIES - EQUIPMENT.</i>	
Records documenting the appointment of 'competent persons' to assist in implementing fire safety measures to fulfil UWTSD's duties under Article 18 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Termination of status as 'competent person' (e.g. fire warden)	JISC	Destroy
Records documenting the conduct and review of safety drills to fulfil UWTSD's duties under Article 15 of the Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).	Current year + 5 years OR Superseded + 5 years	JISC	Review
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 UWTSD's emergency procedures and arrangements) to fulfil UWTSD's duties under Article 16 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Current year + 5 years OR Superseded + 5 years	JISC	Review



Records	Retention Period	Citations and Notes	Action
Records documenting the maintenance of premises, facilities and equipment provided for the use by, or the protection of, fire-fighters to fulfil UWTSD's duties under Article 38 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Current year + 5 years	JISC  <i>Also see: ESTATES AND FACILITIES - ESTATES; ESTATES AND FACILITIES - FACILITIES; ESTATES AND FACILITIES - EQUIPMENT.</i>	Review
Records documenting the provision of fire safety training to employees to fulfil UWTSD's duties under Article 21 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Current year + 5 years OR Superseded + 5 years	JISC	Review
Records documenting the appointment of first aiders.	Termination of appointment	JISC	Destroy
Records documenting the provision of approved training for first aiders to fulfil UWTSD's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	Current year + 3 years OR Superseded + 3 years	JISC	Review
Records documenting the provision of information about first aid arrangements to employees, to fulfil UWTSD's duties under Regulation 4	Superseded + 3 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).			
Records documenting the conduct, review and revision of assessments of requirements for first aid facilities, equipment and trained personnel to fulfil UWTSD's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	Superseded + 3 years	JISC	Review

## ENVIRONMENTAL MANAGEMENT

Records	Retention Period	Citations and Notes	Action
<b>Environmental Management Strategy, Policy and Procedures Development</b>			
Records documenting the development and establishment of UWTSD's environmental management strategy and policies: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's environmental management strategy, policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to environmental management.	Superseded + 10 years	JISC	Review
<b>Environmental Audit</b>			
Records documenting the conduct and results of environmental audits, and action taken to address issues raised.	Completion of audit + 5 years	JISC	Review
<b>Environmental Hazard Identification and Risk Assessment</b>			

Records	Retention Period	Citations and Notes	Action
Records documenting identified environmental hazards to UWTSD, 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	JISC	Destroy
<b>Environmental Management Scheme Accreditation</b>			
Records documenting the attainment and maintenance of UWTSD's accreditation under established environmental management schemes.	Termination of accreditation + 1 year	JISC	Review
<b>Environmental Awareness Promotion</b>			
Records documenting action taken by UWTSD to raise awareness of environmental issues among its employees, other staff and students.	Current year + 5 years	JISC	Destroy
<b>Environmental Incident Recording, Reporting and Investigation</b>			
Records documenting the recording of environmental incidents on UWTSD's premises or caused by its operations.	Last action on incident + 40 years	JISC	Review
Records documenting the investigation of environmental	Closure of investigation + 40 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
incidents on UWTSD's premises or caused by its operations.			
Notification and reporting of reportable environmental incidents to enforcing authorities.	Date of notification + 5 years	JISC	Destroy

## ENERGY AND WASTE MANAGEMENT

Records	Retention Period	Citations and Notes	Action
<b>Energy Management</b>			
Routine monitoring of UWTSD's use and consumption of energy.	Current year + 5 years	JISC	Destroy
Records documenting the conduct and results of formal reviews of UWTSD's use and consumption of energy, and action taken to address issues raised.	Completion of review + 5 years	JISC	Destroy
<b>Waste Management</b>			
Register of 'special waste' removed from the premises for disposal by registered/licensed contractors, as required by Regulation 15 of the Special Waste Regulations 1996 (SI 1996/972).	Removal of waste consignment + 3 years	The Special Waste Regulations (SI 1996/972) Regulation 15(4)  Hazardous Waste (England and Wales) Regulations (SI 2005/894)	Destroy
Records documenting hazardous waste to be disposed of, as required by Regulation 49 of the Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/894).	Removal of waste + 3 years	SI 2005/894 Regulation 49(3)  Hazardous Waste (England and Wales) Regulations (SI 2005/894) Regulation 49(1)	Destroy

## STAFF AND STUDENT ACCOMMODATION

Records	Retention Period	Citations and Notes	Action
<b>Accommodation Contract</b>			
Records documenting the establishment of formal contractual relationship between UWTSD's accommodation and student.	Termination of contract + 6 years	Limitation Act 1980	Destroy
<b>Allocation Plan and Policy</b>			
Records documenting the development and establishment of UWTSD's accommodation allocation plan and policy for the corresponding year.	Superseded + 10 years	JISC	Destroy
<b>Accommodation Application</b>			
Records documenting the student's application to accommodation provided by UWTSD's accommodation: successful applications.	Superseded by contract	Limitation Act 1980	Destroy
Records documenting the student's application to accommodation provided by UWTSD's accommodation: unsuccessful applications.	Start of current academic year + 1 year	JISC	Destroy

<b>Records</b>	<b>Retention Period</b>	<b>Citations and Notes</b>	<b>Action</b>
Records documenting the students application to accommodation provided by UWTSD's accommodation: specific requirements – supporting evidence.	Decision + 3 months	JISC	Destroy
<b>Accommodation Enquiries</b>			
Records documenting the handling of enquiries from prospective and current students.	Current academic year + 2 years	JISC	Destroy
<b>Inventories</b>			
Records documenting the room facilities associated with the contracted room and common areas.	End of academic year + 6 years	Limitation Act 1980	Destroy
<b>Rents</b>			
Records documenting the development and establishment of UWTSD's accommodation rents for the corresponding year.	Superseded + 10 years	JISC	Destroy
<b>Students Lists</b>			



Records	Retention Period	Citations and Notes	Action
Records documenting the collation of students in list format for information purposes.	Superseded OR End of academic year	JISC	Destroy
<b>Transfer Requests Forms</b>			
Records documenting the request to alter student allocation.	End of current academic year	JISC	Destroy
<b>Incident Reports</b>			
Incidence reports relating to student accommodation (unless covered under ESTATES AND FACILITIES - HEALTH AND SAFETY INCIDENT REPORTING AND MANAGEMENT).	Last action + 1 year	JISC	Destroy
<b>Academic Withdrawal Requests</b>			
Record documenting student's withdrawal request that may result in termination of accommodation licence.	End of licence + 1 year	JISC	Destroy
<b>Off-Campus Accommodation</b>			
Records documenting enquiries from current and prospective	Last action + 1 year	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
landlords (Head Leasing Scheme enquiries).			
Records documenting the development and establishment of proposed rents offered to landlords for the corresponding year.	Superseded + 1 year	JISC	Destroy
Records documenting the landlord's application to Head Leasing Scheme (HLS) provided by UWTSD's accommodation: successful applications.	Superseded by contract	JISC	Destroy
Records documenting the landlord's application to HLS provided by UWTSD's accommodation: unsuccessful applications (UWTSD rejects property).	Start of current academic year + 1 year	JISC	Destroy
Records documenting the landlord's application to HLS provided by UWTSD's accommodation: unsuccessful applications (landlord rejects offer).	Start of current academic year + 1 year	JISC	Destroy
Records documenting the establishment of formal contractual relationship between UWTSD and landlord.	Termination of contract + 6 years	Limitation Act 1980	Destroy

Records	Retention Period	Citations and Notes	Action
Records documenting landlord property ownership for information purposes.	While current + 1 year	JISC	Destroy
Records documenting the landlord name, address and contact details, in list format for information purposes.	Superseded OR End of academic year	JISC	Destroy
Landlord Invoices-records documenting remedial and compliance work.	End of licence + 6 years	JISC	Destroy
Landlord bank details.	End of licence + 6 years	JISC	Destroy
Records documenting landlord's proposed contractual arrangement: agreed.	End of licence + 6 years	JISC	Destroy
Records documenting landlord's proposed contractual arrangement: not agreed.	Current academic year + 1 year	JISC	Destroy
<b>Staff and Family Housing</b>			
Assured shorthold tenancy agreement.	Termination of contract + 6 years	Housing Act 1988  Limitation Act 1980	Destroy
Staff and family accommodation applications: successful.	Superseded by contract	Limitation Act 1980	Destroy

Records	Retention Period	Citations and Notes	Action
Staff and family accommodation applications: unsuccessful.	End of decision process OR Add to waiting list	JISC	Destroy
Waiting lists.	End of academic year if unsuccessful	JISC	Destroy
Records documenting the individual's occupation of staff and family housing and the activities that facilitate the occupancy: council tax, utility bills, rent collection etc.	Termination of tenancy + 1 year	JISC	Destroy
Records documenting the landlord's application to lodgings list provided by staff and family housing: successful applications.	Current year + 1 year	JISC	Destroy
Records documenting the landlord's application to lodgings list provided by staff and family housing: unsuccessful applications.	End of decision process	JISC	Destroy
Right to rent check – records documenting checks are carried out to confirm that a tenant or lodger can legally rent a residential property in Wales.	End of tenancy + 1 year	Immigration Act 2014 Section 22	Destroy
Relocation service – records documenting the individual's	End of enquiry + 1 year	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
enquiry for assistance when relocating to UWTSD and processes associated.			