



HEALTH AND SAFETY

RETENTION SCHEDULE

JUNE 2010

HEALTH AND SAFETY

ACTIVITY AREAS

- | | | | |
|---|----------------------------|----|-------------------------|
| 1 | Audit | 7 | Policies and Procedures |
| 2 | Committees (Non-statutory) | 8 | Reports |
| 3 | Committees (Statutory) | 9 | Staffing |
| 4 | Contract\Procurement | 10 | Statistics |
| 5 | Financial Records | 11 | Web Development |
| 6 | Contracts | | |

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u> <u>(Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> <u>(Archive\Shred)</u>	<u>Authorised by:</u>
Audit	Internal Audit Reports Schools\Professional Depts	Completion of audit + 1 year	Completion of audit + 5 years	Review for Archive	Health & Safety Officer
Audit	CHASTE External Audit	Completion of audit + 1 year	Completion of audit + 5 years	Review for Archive	Health & Safety Officer
Committees	Health and Safety Forum Committee - Agenda (Clerk's master copy)	Current year + 1 year	Current year + 50 years	Review for Archive after 5 years	Health & Safety Officer
Committees	Health and Safety Forum Committee - Minutes (Clerk's master copy)	Current year + 1 year	Current year + 50 years	Review for Archive after 5 years	Health & Safety Officer
Committees	Health and Safety Forum Committee - Meeting Papers (Clerk's master copy)	Current year + 1 year	Current year + 50 years	Review for Archive after 5 years	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u> <u>(Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> <u>(Archive\Shred)</u>	<u>Authorised by:</u>
Committees	Health and Safety Forum Committee Terms of Reference (Clerk's master copy)	Current year + 1 year	Current year + 50 years	Review for Archive after 5 years	Health & Safety Officer
Committees	Health and Safety Forum Committee - Briefing notes for chair	End of current year	Current year + 1 year	Confidential waste	Health & Safety Officer
Committees	Health and Safety Forum Committee - Membership (Clerk's master copy)	Current year + 1 year	Current year + 50 years	Review for Archive after 5 years	Health & Safety Officer
Committees	Health and Safety Forum Committee - Members copies - Agendas, Minutes, & Papers	N/A	Current year + 1 year	Shred	Health & Safety Officer
Contracts	Tender documentation (successful tender)	N/A	Copy retained until termination of contract.	Shred (Master copies of documentation forwarded to Procurement)	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u>	<u>Suggested retention period</u>	<u>Method of disposal</u>	<u>Authorised by:</u>
		<u>(Inactive Period i.e. each session)</u>		<u>(Archive\Shred)</u>	
Contracts	Contract document for H&S contracts	N/A	Copy retained by Unit for contract period.	Shred (Master copies of documentation forwarded to Procurement)	Health & Safety Officer
Contracts	Tender documentation (unsuccessful tenders)	N/A	Retained until tender process completed.	Shred (Master copies of documentation forwarded to Procurement)	Health & Safety Officer
Contracts	Tender documentation (successful tender)	N/A	Copy retained until termination of contract.	Shred (Master copies of documentation forwarded to Procurement)	Health & Safety Officer
Contracts	Tender contract documents	N/A	Copy retained by Unit for contract period.	Shred (Master copies of documentation forwarded to Procurement)	Health & Safety Officer
Contracts	Tender documentation (unsuccessful tenders)	N/A	Retained until tender process completed.	Shred (Master copies of documentation forwarded to Procurement)	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u>	<u>Suggested retention period</u>	<u>Method of disposal</u>	<u>Authorised by:</u>
		<u>(Inactive Period i.e. each session)</u>		<u>(Archive\Shred)</u>	
Contracts	BUPA Contract Document	N/A	Copy retained by Unit for contract period.	Shred (Master copies of documentation forwarded to Procurement)	Health & Safety Officer
Contracts	HPA Contract Document	N/A	Copy retained by Unit for contract period.	Shred (Master copies of documentation forwarded to Procurement)	Health & Safety Officer
Court Standing Committee (Non Statutory) - University Health and Safety Committee	Briefing notes for Director of HR	Annually at end of year	Current year + 1 year	Master forwarded to Director HR. Copy Shred\Delete	Health & Safety Officer
Court Standing Committee (Non Statutory) - University Health and Safety Committee	Committee papers prepared by H&S	N/A	For copies - After meeting + 1 academic session	Master copy of paper submitted to Clerk. All other copies shredded	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u> <u>(Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> <u>(Archive\Shred)</u>	<u>Authorised by:</u>
Financial Records	Order forms	N/A	Blue copy held for 1 year. .	Blue copy Shred. Top and other carbon copies sent to Finance Office.	Health & Safety Officer
Financial Records	Invoices	N/A	Copy retained by Unit for 1 year	Master forwarded to Finance Office. Copy Shred.	Health & Safety Officer
Financial Records	Invoice request forms	N/A	Copy retained by Unit for 2 years	Master forwarded to Finance Office. Copy Shred	Health & Safety Officer
Financial Records	Delivery Notes	N/A	Copy retained by Unit for 2 years	Master forwarded to Finance Office. Copy Shred	Health & Safety Officer
Financial Records	PECOS information (hardcopy)	N/A	Current year + 1 year	Shredded	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u> <u>(Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> <u>(Archive\Shred)</u>	<u>Authorised by:</u>
Financial Records	Supplier details	N/A	Until superseded	Shredded	Health & Safety Officer
Financial Records	Record of H&S Budget Codes	N/A	Until superseded	Shredded	Health & Safety Officer
Financial Records	Various statistical documentation to monitor Dept budget	When no longer required for routine reference	Current Financial year + 4 years	Confidential Waste	Health & Safety Officer
Planning	Dept. Business Continuity Plan	N/A	Master copy Superseded + 1 year Duplicate copies when superseded	Shredded	Health & Safety Officer
Planning	Dept Planning documentation	When no longer required for routine reference	Current year + 4 years	Shredded	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u> <u>(Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> <u>(Archive\Shred)</u>	<u>Authorised by:</u>
Policy & Procedures	Health & Safety Policy (GCU)	When superseded	Superseded + 50 years	Archive Master Policy Document	Health & Safety Officer
Policy & Procedures	Control of Substances Hazardous to Health (GCU Policy Guidance Document)	When superseded	Superseded + 10 years	Archive Master Policy Document	Health & Safety Officer
Policy & Procedures	Incident Reporting (GCU Procedure)	When superseded	Superseded + 50 years	Archive Master Policy Document	Health & Safety Officer
Policy & Procedures	Lone Working Policy (GCU)	When superseded	Superseded + 50 years	Archive Master Policy Document	Health & Safety Officer
Policy & Procedures	Management of Health and Safety at Work (GCU Policy Guidance Document)	When superseded	Superseded + 50 years	Archive Master Policy Document	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u> <u>(Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> <u>(Archive\Shred)</u>	<u>Authorised by:</u>
Policy & Procedures	Manual Handling (GCU Policy Guidance Document)	When superseded	Superseded + 50 years	Archive Master Policy Document	Health & Safety Officer
Policy & Procedures	Noise at Work (GCU Policy Guidance Document)	When superseded	Superseded + 50 years	Archive Master Policy Document	Health & Safety Officer
Policy & Procedures	Personal protective Equipment (GCU Policy Guidance Document)	When superseded	Superseded + 50 years	Archive Master Policy Document	Health & Safety Officer
Policy & Procedures	Safety in the Workplace (GCU Policy Guidance Document)	When superseded	Superseded + 50 years	Archive Master Policy Document	Health & Safety Officer
Policy & Procedures	Work Equipment (GCU Policy Guidance Document)	When superseded	Superseded + 50 years	Archive Master Policy Document	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u>	<u>Suggested retention period</u>	<u>Method of disposal</u>	<u>Authorised by:</u>
		(Inactive Period i.e. each session)		(Archive\Shred)	
Reports	Bi-annual Health & Safety Report to University Executive Board	After 5 years	Life of Institution	Confidential waste	Health & Safety Officer
Reports	Annual summary Report to Director of HR	After 5 years	Life of Institution	Confidential waste	Health & Safety Officer
Reports	School/Professional Departments Bi Annual Health & Safety Reports	After 5 years	Life of Institution	Confidential waste	Health & Safety Officer
Reports	Incident Reports for hazardous substances	Last action on event + 1 year	Last action on event + 10 years (may require longer if potentially dangerous exposures)	Confidential waste	Health & Safety Officer
Staffing	Absence certification	N/A	Until forwarded to Departmental Secretary for progressing to HR	Original forwarded to Departmental Secretary	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u> <u>(Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> <u>(Archive\Shred)</u>	<u>Authorised by:</u>
Staffing	Employee Reference requests & responses given in confidence	N/A	Provision of reference + 1 year	Confidential waste	Health & Safety Officer
Staffing	Holiday Cards	N/A	Current holiday leave year	Submitted to HR at end of leave year	Health & Safety Officer
Staffing	Internal Authorisation for Recruitment Documentation - post approval documentation\post profiles\advert	N/A	Until post filled	Original\master copies forwarded to HR\duplicate copies confidential waste	Health & Safety Officer
Staffing	PAR - OD Learning Development Co-ordinator reports - training requirement\request forms	N/A	Completion of Actions	Original\master copies forwarded to HR\duplicate copies confidential waste	Health & Safety Officer
Staffing	Staff Recruitment Application Forms & HR appointment pack	N/A	After recruitment process has been completed	Return to HR	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u> <u>(Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> <u>(Archive\Shred)</u>	<u>Authorised by:</u>
Staffing	Temporary Agency admin staff - copy of record of hours worked	N/A	Date of record + 2 years	Shred	Health & Safety Officer
Staffing	PAR Forms completed\signed copy	When superseded	Superseded + 3 years	Shred	Health & Safety Officer
Statistics	Incident Report Forms (2000 onwards)	1 year after date of recording	Date of recording + 3 years	Confidential waste	Health & Safety Officer
Statistics	GCU Health and Safety Investigation Reports (re incidents\accidents in workplace)	Closure of investigation + 1 year	Closure of investigation + 40 years	Confidential waste	Health & Safety Officer
Statistics	RIDDOR Reports (submitted to HSE)	1 year after date of notification	Date of notification + 3 years	Confidential waste	Health & Safety Officer

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u>	<u>Suggested retention period</u>	<u>Method of disposal</u>	<u>Authorised by:</u>
		<u>(Inactive Period i.e. each session)</u>		<u>(Archive\Shred)</u>	
Statistics	RIDDOR Forms & supporting information	2 year after date of notification	Date of notification + 3 years	Confidential waste	Health & Safety Officer
Statistics	USHA Report (Annual report of accident stats)	Date of notification + 1 year	Date of notification + 3 years	Confidential waste	Health & Safety Officer
Web Development	Correspondence concerning routine updating and amendment of Health & Safety Web page	N/A	Superseded + 5 years	Shred\Delete	Health & Safety Officer