

Estates Records Retention Schedule

Reviewed and Updated March 2024

	General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
1.0	Estate strategy.	Retain until superseded plus 5 years.	To facilitate continuity in strategy development.	Archive one copy and destroy remainder by confidential shredding/ secure deletion of files.	Office of the Estates Director
1.1	Physical planning records.	Permanent.	Part of University record.	Archive.	Estates Capital Development Office
1.2	Campus plans and maps.	Permanent.	Part of University record.	Archive.	Estates Capital Development Office
1.3	Major maintenance and conservation.	Lifetime of property.	Part of University record.	Archive.	Estates Capital Development Office
1.4	Capital Works Management Framework Tender files	7 years from completion of project. * Exceptions: Collateral warranties, Contract documentation, and financial funding records.	To facilitate OGP auditory compliance	Destroy by confidential shredding/secure deletion of files	Estates Capital Development.
1.5	Capital Works Contracts & Capital works financial funding files	12 years	To facilitate OGP auditory compliance. To clarify contract warranty period.	Archive	Estates Capital Development
1.5	Collateral warranties for new constructions*	12 years	Defects Liability period as per Capital Works framework for public service bodies	Archive	Estates Capital Development
1.6	Fire certificates.	Retain until superseded.	No longer needed after that.	Destroy by confidential shredding/ secure deletion of files.	Estates Health & Safety office
1.7	Disability Access Certificates	Retain until superseded	No longer needed after that.	Destroy by confidential shredding/secure deletion of files.	Received by Estates Capital Development on completion of a construction project.

1.8	Minor maintenance/ repurposing.	Retain for 7 years from completion of works.	Planning enforcement proceeding can be initiated within 7 years of completion of development.	Destroy by confidential shredding/ secure deletion of files.	Estates Capital Development
1.8	Routine maintenance and cleaning.	Retain for 2 years from completion.	For continuity/ oversight of maintenance.	Destroy by confidential shredding/ secure deletion of files.	Estates Campus & Commercial Services
	Health & Safety Office General Classes of Records held	Default Retention Period	Rationale	Final Disposition:	Record Owned/Managed by:
1.1	MU Framework Safety Statement, School/Function Safety Statement where in place	10 Years	Legal requirement under SHW Act 2005	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Paper copies and stored on one drive. Going forward copies to be stored on online database additionally.
1.2	MU Safety Policy	10 Years	Legal requirement under SHW Act 2005	Destroy by confidential shredding/ secure deletion of soft copy files.	
1.3	Procedures / guidelines	10 Years	Management system and SHW Act 2005	Destroy by confidential shredding/ secure deletion of soft copy files.	
1.4	Injury / incident forms Dangerous occurrences	10 Years Until Student reaches 18 + 10 years	Statutory & insurance requirement. Section 226 of the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016	Destroy by confidential shredding/ secure deletion of soft copy files.	
1.5	Risk assessments	10 Years	Legal requirement under SHW act 2005	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Paper copies and stored on one drive. Going forward copies to be stored on online database additionally.
1.6	Pregnancy risk assessments	10 Years	Legal requirement under SHW act 2005	Destroy by confidential shredding/ secure deletion of soft copy files.	HR Office H&S Office Paper copies and stored on one drive. Going forward copies to be stored on online database additionally.
1.7	Chemical Pregnancy RA If Carcinogens	10 Years 40 Years	Legal requirement under SHW act 2005; SHW (Carcinogen) Regulations	Destroy by confidential shredding/ secure deletion of soft copy files.	Departments to maintain

1.8	Health surveillance reports	40 years	Legal requirement under SHW act 2005 and SHW (Chemical Agents) Regs 2001	Destroy by confidential shredding/ secure deletion of soft copy files.	HR Office Departments to maintain H&S Office Paper copies and stored on one drive.
1.9	Vaccination programmes for employees	Duration of employment + 10 Years	Legal requirement under SHW (Biological Agents) Regulations 2013	Destroy by confidential shredding/ secure deletion of soft copy files	HR Office Departments to maintain H&S Office Paper copies and stored on one drive.
1.10	Radiation monitoring	10 Years	Legal requirement Radiological Protection Act 1991	Destroy by confidential shredding/ secure deletion of soft copy files	Maintained by individual depts
1.11	Carcinogen records	40 years	Legal requirement under SHW (Carcinogen) Regulations	Destroy by confidential shredding/ secure deletion of soft copy files	Maintained by individual depts
1.12	Asbestos reports	40 years	Legal requirement under SHW (Exposure to Asbestos) Regulations	Destroy by confidential shredding/ secure deletion of soft copy files	H&S office / University Depts . Paper based and one drive H&S office / University Depts . Paper based and one drive – Going forward all stored on IPU
1.13	Asbestos Register	Retain indefinitely	Legal requirement under SHW (Carcinogen) Regulations	Update as required	H&S Office Register stored on one drive
1.14	VDU Assessments	5 Years + 10 years if related to a workplace accident	Legal requirement under SHW (General Application) Regulations 2007	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Paper copies and stored on one drive. Going forward copies to be stored on online database additionally.
1.15	Excel Spread sheet to record Blended working applicants	5 Years		Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Paper copies and stored on one drive.
1.16	Excel Spread sheet for Media studies filming	1 Year		Destroy by confidential shredding/ secure deletion of soft copy files.	
1.17	Filming RA & Insurance	2 Years + 10 years if related to a workplace accident claim from accident date	Legal requirement under SHW act 2005	Destroy by confidential shredding/ secure deletion of soft copy files.	
1.18	Meeting minutes	10 Years		Destroy by confidential shredding/ secure deletion of soft copy files.	

1.19	Fire evacuation / drill records	10 Years	Legal requirement under SHW act 2005, Fire services act	Destroy by confidential shredding/ secure deletion of soft copy files.	
1.20	Industrial Hygiene reports	10 Years	Legal requirement under SHW act 2005	Destroy by confidential shredding/ secure deletion of soft copy files.	Departments to maintain H&S Office Paper copies and stored on one drive.
1.21	HSA reports	10 Years	Legal requirement under SHW act 2005	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Paper copies and stored on one drive. Going forward copies to be stored on online database additionally.
1.22	Internal audits	5 Years	Legal requirement under SHW act 2005	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Paper copies and stored on one drive. Going forward copies to be stored on online database additionally.
1.23	Work permits	2 Years + 10 years if related to a workplace accident claim from accident date	Legal requirement under SHW act 2005; SHW (Construction) Regulations 2013	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Paper copies and stored on one drive. Going forward copies to be stored on online database additionally.
1.24	Training records	10 Years + 10 years if related to a workplace accident claim from accident date	Legal requirement under SHW act 2005; SHW (General Application) Regulations 2017	Destroy by confidential shredding/ secure deletion of soft copy files.	HR Departments to maintain H&S Office Paper copies and stored on one drive. Going forward copies to be stored on online database additionally.
1.25	Insurance inspections on lifting equipment & pressure vessels	Life cycle of equipment + 5 Years	Legal requirement under SHW act 2005; SHW (General Application) Regulations 2017	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Maintained on insurance website but property to MU
1.26	Fire extinguisher	Life cycle of equipment + 5 Years	Legal requirement under SHW act 2005; Fire Safety Act 1981-2003	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Maintained on provider website but property to MU
1.27	Fire Detection Systems	Life cycle of equipment + 5 Years	Legal requirement under SHW act 2005; Fire Safety Act 1981-2003	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Maintained on provider website but property to MU
1.28	Emergency Lighting	Life cycle of equipment + 5 Years	Legal requirement under SHW act 2005; Fire Safety Act 1981-2003	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Paper copies and stored on one drive. Going forward copies to be stored on online database additionally.

1.29	Calibration records	Life cycle of equipment + 5 Years	Legal requirement under SHW act 2005; SHW (General Application) Regulations 2017	Destroy by confidential shredding/ secure deletion of soft copy files.	Maintained by individual depts
1.30	Safety shower inspections	Life cycle of equipment + 5 Years	Legal requirement under SHW act 2005; SHW (General Application) Regulations 2017	Destroy by confidential shredding/ secure deletion of soft copy files.	Maintained by individual depts
1.31	PAT Testing	Life cycle of equipment + 5 Years	Legal requirement under SHW act 2005; SHW (General Application) Regulations 2017	Destroy by confidential shredding/ secure deletion of soft copy files.	Maintained by individual depts
1.32	Electrical Installations Periodic Testing	Life cycle of equipment + 5 Years	Legal requirement under SHW act 2005; SHW (General Application) Regulations 2017	Destroy by confidential shredding/ secure deletion of soft copy files.	Powerhouse
1.33	Legionella Reports	10 years from inspection dates	Legal requirement under SHW act 2005; National Guidelines Control of Legionella 2009	Destroy by confidential shredding/ secure deletion of soft copy files.	H&S Office Maintained on provider website but property to MU
1.34	Contractors RAMS	2 years + 10 years if related to a workplace accident claim from accident date	Legal requirement under SHW act 2005; SHW (Construction) Regulations 2013	Destroy by confidential shredding/ secure deletion of soft copy files.	Estates Office H&S Office Maintained on provider website but property to MU