

**HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Environmental Management**

This retention schedule is based on the recommendations made by the Joint Information Systems Committee. The letter indicates the final disposition of each type of record, and applies to original records. Where copies of originals are kept locally, these can be destroyed when these are no longer required.:

A = 1 copy to be transferred to the University Archive. See Retention Schedule Guidelines for further details.

D = Destroyed.

The number following the letter code indicates the period (in years) after which records may be destroyed, and is the minimum retention period required by best practice or legislation. It assumes a new file is opened at the start of each academic, calendar or financial year, and is **always** calculated from the date of the last record in the file.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Legislative Authority
<p>ENVIRONMENT/STRATEGY</p> <ul style="list-style-type: none"> • identifying requirements for new/revised strategy • undertaking research • developing strategy proposals • consulting on strategy proposals • reviewing and revising strategy proposals in the light of comments received • drafting strategy documents • consulting on strategy documents • reviewing draft strategy documents in the light of comments received • producing final strategy documents • submitting final strategy documents for formal endorsement • formally endorsing strategy documents • disseminating strategy documents • reviewing strategy. 	<p>Key records documenting the development and establishment of the institution's environmental management strategy.</p> <p>Working papers documenting development and establishment of the institution's environmental management strategy.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of strategy + 1 year</p>	

Records Retention Schedule for Environmental Management (2)

<p>ENVIRONMENT/POLICY</p> <ul style="list-style-type: none"> • identifying requirements for new/revised policy • undertaking research • developing policy proposals • consulting on policy proposals • reviewing and revising policy proposals in the light of comments received • drafting policy documents • consulting on policy documents • reviewing draft policy documents in the light of comments received • producing final policy documents • submitting final policy documents for formal approval • formally approving policy documents • disseminating policy documents • reviewing policy 	<p>Key records documenting the development and establishment of the institution's environmental management policies.</p> <p>Working papers documenting development and establishment of the institution's environmental management policies.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of policy + 1 year</p>	
<p>ENVIRONMENT/PROCEDURES</p> <ul style="list-style-type: none"> • identifying needs for new/revised procedure • undertaking research • analysing work processes • drafting procedure documents • consulting on procedure documents • reviewing draft procedure documents in the light of comments received • trialling procedure • refining procedure as a result of trials • submitting final procedure documents for formal approval • formally approving procedure documents • disseminating procedure documents • reviewing procedure. 	<p>Master copies of procedures relating to environmental management.</p> <p>Development of the institution's procedures relating to environmental management.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of procedures + 1 year</p>	
<p>ENVIRONMENT/AUDITS</p> <ul style="list-style-type: none"> • planning audits • conducting audits • writing and delivering audit reports • reviewing and responding to audit reports. 	<p>Conduct and results of environmental audits, and action taken to address issues raised.</p>	<p>D: Completion of audit + 5 years</p>	

Records Retention Schedule for Environmental Management (3)

<p>ENVIRONMENT/HAZARDS</p> <ul style="list-style-type: none"> • identifying environmental risks affecting the institution's premises or operations • conducting risk assessments to establish the likelihood and consequences of those risks • implementing appropriate measures to eliminate the risks or to mitigate their consequences. 	<p>Identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments.</p>	<p>A: Elimination of risk + 5 years OR Updating of risk assessment + 5 years</p>	
<p>ENVIRONMENT/SCHEME ACCREDITATION</p> <p>Activities involved in obtaining and maintaining accreditation under established environmental management schemes (e.g. EMAS), including:</p> <ul style="list-style-type: none"> • applying for accreditation • liaising with accreditation bodies • facilitating inspections/audits by accrediting bodies. 	<p>Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.</p>	<p>Term of accreditation + 1 year</p>	
<p>ENVIRONMENT/AWARENESS PROMOTION</p> <p>Activities involved in raising awareness of environmental issues among the institution's staff and students, to improve the institution's overall environmental performance, including:</p> <ul style="list-style-type: none"> • designing and implementing campaigns to raise staff and student awareness of environmental issues. 	<p>Action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.</p>	<p>D: Current + 5 years</p>	
<p>ENVIRONMENT/INCIDENTS</p> <ul style="list-style-type: none"> • recording and investigating environmental incidents on the institution's premises or caused by its operations, and in reporting reportable incidents to the enforcing authorities. 	<p>Recording of environmental incidents on the institution's premises or caused by its operations.</p> <p>Investigation of environmental incidents on the institution's premises or caused by its operations.</p> <p>Notification and reporting of reportable environmental incidents to enforcing authorities.</p>	<p>A: Last action on incident + 40 years</p> <p>A: Closure of investigation + 40 years</p> <p>A: Date of notification + 5 years</p>	

Records Retention Schedule for Environmental Management (4)

<p>ENVIRONMENT/ENERGY Activities involved in monitoring and controlling the institution's use and consumption of energy, including:</p> <ul style="list-style-type: none"> • conducting energy audits 	<p>Records documenting routine monitoring of the institution's use and consumption of energy</p> <p>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</p>	<p>Current year + 5</p> <p>Completion of review + 5 years</p>	
<p>ENVIRONMENT/WASTE Collecting, classifying, storing, and disposing of the institution's waste, including conducting waste audits.</p> <p>Disposing means destruction by recycling or incineration or dumping into landfill.</p> <p>For establishing and managing contracts with commercial waste disposal companies, use the relevant categories in PROCUREMENT</p> <p>Waste means: 'household waste', 'industrial waste' and 'commercial waste' as defined in the Controlled Waste Regulations 1992; 'special waste' as defined in the Special Waste Regulations 1996. For practical purposes, these categories include:</p> <ul style="list-style-type: none"> • office waste • catering waste • redundant equipment and consumables • redundant records • clinical waste • other hazardous waste. 	<p>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).</p> <p>Hazardous waste to be disposed of, as required by Regulation 49 of the Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/894).</p>	<p>A: Removal of waste consignment + 3 years SI 2005/894 repealed SI 1996/972 but SI 2005/894 Regulation 51(4) requires registers made under SI 1996/972 Regulation 15(4) to be retained for the period specified here.</p> <p>A: Removal of waste + 3 years SI 2005/894 Regulation 49(1) specifies the content of these records.</p>	<p>SI 1996/972 Regulation 15(4)</p> <p>SI 2005/894 Regulation 49(3)</p>