

Records Retention Schedule

The Records Retention Schedule is a list of records managed and retained as part of business, research and academic activities at King's. Alongside each entry is an indication of how long the record should be kept; most records will ultimately be destroyed or deleted although the schedule also identifies records suitable for transfer to Archives & Research Collections for long term preservation.

The retention schedule supports the efficient management of records in all formats, both paper and digital, and promotes consistent practice by ensuring similar types of records are kept for the same amount of time, no matter where in the university they are held. The schedule also underscores compliance with legislative record keeping requirements including UK GDPR (General Data Protection Regulation and the Data Protection Act 2018) and the Code of Practice on the management of records issued under Section 46 of the Freedom of Information Act 2000.

I. How are retention rules set?

Retention rules for all university records are set according to legal, regulatory and business requirements and best practice across the HE sector. The retention schedule includes recommendations from Jisc (formerly the Joint Information Systems Committee) and is benchmarked against retention policies at comparable institutions including other Russell Group universities, the NHS, the National Archives and the Information Commissioner's Office. The schedule is maintained by Corporate Records Management and approved by University Executive.

II. How to use the retention schedule

An eight-column layout provides:

- a *reference* number for each record
- a *description* for each record
- the name of the department with *responsibility* for management of the record
- the *legal reference* (where applicable) citing any statutory or regulatory requirement that underscores the retention rule
- the *retention rule*, the number of years a record should be retained within a department before it is destroyed or deleted
- *archive*, confirmation of whether the record is suitable for transfer to [King's College London Archives](#). This is for records with permanent historical, research or business value to the university.
- *classification* reflects intended dissemination of university information in line with the [Information Classification Procedures](#):
 - External – intended to reach the widest possible audience
 - Internal – intended to reach staff and students
 - Restricted – intended for use by a limited group of users
 - Highly restricted – for use by a strictly defined group of users
- Additional *notes* to help manage the record.

This section of the retention schedule was last updated in **March 2022**. The schedule will be regularly reviewed to reflect changes to business and legal record keeping requirements. For further information, please contact Corporate Records Management; email records-management@kcl.ac.uk.

Records Retention Schedule Section H: Health & Safety

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Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.01.01	Health and Safety policies, procedures and strategies	Health & Safety Services	Institutional business requirements	Permanent retention	Yes	External	Published on Governance Zone and internal pages
H.01.02	Health and safety annual reports	Health & Safety Services	Institutional business requirements	Permanent retention	Yes	Internal	
H.02	Risk assessments						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.02.01	General risk assessments and supporting documentation	Faculties and Departments	Management of Health and Safety at Work Regulations 1999	Superseded + 5 years	No	Internal	
H.02.02	Genetic modification risk assessments	Faculties and Departments	Genetically Modified Organisms (Contained Use) Regulations 2014	Superseded + 10 years	No	Restricted	
H.02.03	Conduct, review and revision of risk assessments for exposure to hazardous substances	Health & Safety Services Faculties and Departments	Control of Substances Hazardous to Health Regulations 2002	Superseded + 10 years	No	Restricted	
H.02.04	Conduct, review and revision of risk assessments for work with ionising radiation	Health & Safety Services Faculties and Departments	Ionising Radiations Regulations 2017	Superseded + 10 years	No	Restricted	
H.02.05	Conduct, review and revision of risk assessments for work with non-ionising radiation	Health & Safety Services Faculties and Departments	Control of Artificial Optical Radiation at Work Regulations 2010	Superseded + 10 years	No	Restricted	
H.03	Hazard control – Display Screen Equipment (DSE)						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.03.01	Conduct, review and revision of display screen equipment (DSE) assessments	Health & Safety Services	The Health and Safety (Display Screen Equipment) Regulations 1992	Superseded + 10 years	No	Restricted	
H.04	Hazard control – Hazardous substances						
H.04.01	List of employees exposed to Group 3 or Group 4 biological agents and records of exposures or incidents involving these agents	Health & Safety Services Human Resources	Control of Substances Hazardous to Health Regulations 2002	Current + 40 years	No	Highly restricted	
H.04.02	Maintenance of equipment provided to control exposure to hazardous substances	Estates & Facilities Health & Safety Services	Control of Substances Hazardous to Health Regulations 2002	Date of examination, inspection, test or repair + 5 years	No	Restricted	
H.04.03	Health records of employees exposed to substances hazardous to health	Human Resources Health & Safety Services	Control of Substances Hazardous to Health Regulations 2002	Last date on record + 40 years	No	Highly restricted	
H.04.04	General health surveillance records for	Health & Safety Services	Control of Substances	Retain while current + 10 years	No	Highly restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	exposure to hazardous substances		Hazardous to Health Regulations 2002				
H.04.05	Plans and procedures for handling accidents, incidents and emergencies related to substances hazardous to health	Health & Safety Services	Control of Substances Hazardous to Health Regulations 2002	Superseded + 10 years	No	Internal	
H.04.06	Institutional responses to accidents, incidents and emergencies involving substances hazardous to health	Health & Safety Services	Control of Substances Hazardous to Health Regulations 2002	40 years	No	Restricted	
H.04.07	Controlled drugs record keeping	Users, suppliers, or producers of controlled drugs	Misuse of Drugs Regulations 2001	2 years	No	Restricted	Logs pertaining to the use, production and supply of all controlled drugs (schedules 1-5) regardless of licence requirements
H.05	Hazard control – Ionising radiation						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.05.01	Maintenance of equipment provided to control exposure to ionising radiation	Faculties and Departments	Ionising Radiations Regulations 2017	Date of examination, test or repair + 5 years	No	Restricted	
H.05.02	Maintenance of personal protective equipment (PPE) provided to control exposure to ionising radiation	Faculties and Departments	Ionising Radiations Regulations 2017	Date of examination, test or repair + 2 years	No	Restricted	
H.05.03	Contingency plans for accidents or incidents involving radiation	Health & Safety Services Faculties and Departments	Ionising Radiations Regulations 2017	Superseded + 1 year	No	Internal	
H.05.04	Maintenance and testing of equipment for monitoring levels of ionising radiation	Faculties and Departments	Ionising Radiations Regulations 2017	Date of maintenance or testing + 2 years	No	Restricted	
H.05.05	Monitoring of ionising radiation levels in designated controlled areas	Faculties and Departments	Ionising Radiations Regulations 2017	Date of monitoring + 2 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.05.06	Assessments of doses of ionised radiation received by classified persons which are likely to be significant	Health & Safety Services Human Resources	Ionising Radiations Regulations 2017	Date of assessment + 50 years or until the employee reaches 75 years (whichever is later)	No	Highly restricted	
H.05.07	Summaries of dose records	Faculties and Departments	Ionising Radiations Regulations 2017	Current year + 2 years	No	Restricted	
H.05.08	Assessment of individual doses of ionising radiation received as a result of a radiation accident	Health & Safety Services Human Resources	Ionising Radiations Regulations 2017	Date of accident + 50 years or until the employee reaches 75 years (whichever is later)	No	Highly restricted	
H.05.09	Health records of employees exposed to ionising radiation	Human Resources Health & Safety Services	Ionising Radiations Regulations 2017	Date of last entry + 50 years or until the employee reaches 75 years (whichever is later)	No	Highly restricted	
H.05.10	Tests to detect leakage from articles containing or embodying radioactive substances	Faculties and Departments	Ionising Radiations Regulations 2017	Completion of subsequent test or disposal of article + 2 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.05.11	Quantity and location of radioactive substances	Health & Safety Services Faculties and Departments	Ionising Radiations Regulations 2017	Disposal of substance + 2 years or date of record + 2 years (whichever is longer)	No	Restricted	
H.05.12	Area decontamination and decommissioning records	Health & Safety Services Faculties and Departments	Environmental Permitting Regulations 2016	Until surrender of permit	Yes	Restricted	
H.06	Hazard control – Non-ionising radiation						
H.06.01	Maintenance of equipment provided to control exposure to non-ionising radiation	Faculties and Departments	Control of Artificial Optical Radiation at Work Regulations 2010	Date of examination, test or repair + 5 years	No	Restricted	
H.06.02	Maintenance of personal protective equipment (PPE) provided to control exposure to non-ionising radiation	Faculties and Departments	Control of Artificial Optical Radiation at Work Regulations 2010	Date of examination, test or repair + 2 years	No	Restricted	
H.07	Accident management						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.07.01	Investigations into possible accidental release or theft of radioactive substances, where no release or theft was found to have occurred	Health & Safety Services Faculties and Departments	Ionising Radiations Regulations 2017	Date of report + 2 years	No	Restricted	
H.07.02	Investigations into possible accidental release or theft of radioactive substances, where release or theft was found to have occurred	Health & Safety Services Faculties and Departments	Ionising Radiations Regulations 2017 Environmental Permitting Regulations 2016	Date of report + 50 years	No	Restricted	
H.07.03	Online reporting of accidents or dangerous occurrences	Health & Safety Services Line managers	Management of Health and Safety at Work Regulations 1999 Limitation Act 1980 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Line managers – 3 years Health and Safety Services – 10 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.07.04	F2508 form for reportable accidents and dangerous occurrences	Health & Safety Services	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	40 years	No	Highly restricted	Incidents reportable to the Health and Safety Executive
H.07.05	F2508a form for reportable diseases	Health & Safety Services	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	40 years	No	Highly restricted	Incidents reportable to the Health and Safety Executive
H.07.06	Investigation of reportable accidents, dangerous occurrences and notifiable diseases on university premises	Health & Safety Services Estates & Facilities	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Closure of investigation + 40 years	No	Highly restricted	
H.07.07	Arrangements with external emergency services for provision of first aid, medical care, fire-fighting or rescue services	Health & Safety Services Estates & Facilities	Regulatory Reform (Fire Safety) Order 2005	Superseded + 5 years	No	Restricted	
H.07.08	Reports of immediate investigations into possible overexposure to ionising radiation	Health & Safety Services	Ionising Radiations Regulations 2017	Date of final report + 2 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.07.09	Reports of investigations of occurrences of overexposure to ionising radiation	Health & Safety Services	Ionising Radiations Regulations 2017	Date of report + 50 years or not less than 30 years after last day of work (whichever is later)	No	Highly restricted	
H.07.10	Reports of investigations of occurrences of overexposure to non-ionising radiation	Health & Safety Services	Control of Artificial Optical Radiation at Work Regulations 2010	Date of report + 10 years	No	Highly restricted	
H.08	Fire safety						
H.08.01	Conduct, review and revision of fire safety risk assessments	Health & Safety Services	Regulatory Reform (Fire Safety) Order 2005	Superseded + 10 years	No	Restricted	
H.08.02	Fire safety arrangements and procedures, including building plans	Health & Safety Services Estates & Facilities	Regulatory Reform (Fire Safety) Order 2005	Superseded + 5 years	No	Internal	
H.08.03	Fire certificates	Health & Safety Services	Regulatory Reform (Fire Safety) Order 2005	Permanent retention	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.08.04	Records of fire safety training for employees	Health & Safety Services Estates & Facilities	Regulatory Reform (Fire Safety) Order 2005	Superseded + 5 years	No	Restricted	
H.08.05	Appointment of evacuation marshals and controllers	Faculties and Departments	Regulatory Reform (Fire Safety) Order 2005	Termination of appointment	No	Restricted	
H.08.06	Risk assessment and maintenance of fire-fighting equipment, fire detectors and alarms	Estates & Facilities	Regulatory Reform (Fire Safety) Order 2005	Superseded + 5 years	No	Restricted	
H.08.07	Conduct and review of fire safety and building evacuation drills	Estates & Facilities	Regulatory Reform (Fire Safety) Order 2005	Superseded + 5 years	No	Restricted	
H.09	First aid						
H.09.01	Appointment of first aiders	Health & Safety Services Line managers	Institutional business requirements	Termination of appointment	No	Internal	
H.09.02	Provision of first aid information and	Health & Safety Services	Health and Safety (First Aid) Regulations 1981	Superseded + 3 years	No	Internal	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	arrangements to employees						
H.09.03	Needs assessment and maintenance of first aid equipment and facilities	Health & Safety Services Faculties and Departments Estates & Facilities	Health and Safety (First Aid) Regulations 1981	Superseded + 3 years	No	Restricted	
H.10	Inspections and audits						
H.10.01	Conduct and results of health and safety inspections of buildings, facilities and operations	Health & Safety Services	Institutional business requirements	Date of inspection + 5 years	No	Restricted	
H.10.02	Conduct and results of health and safety audits	Health & Safety Services	Institutional business requirements	Completion of audit + 5 years	No	Restricted	
H.11	Training						
H.11.01	Provision of health and safety information, instruction and training for employees, students and visitors to campus	Health & Safety Services	Institutional business requirements	Superseded + 5 years	No	Internal	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.11.02	Training and information for users of display screen equipment (DSE)	Health & Safety Services	The Health and Safety (Display Screen Equipment) Regulations 1992	Superseded + 5 years	No	Internal	
H.11.03	Training records for evacuation marshals and controllers	Health & Safety Services Estates & Facilities	Regulatory Reform (Fire Safety) Order 2005	Superseded + 5 years	No	Internal	
H.11.04	Training records for appointed first aiders	Health & Safety Services	Health and Safety (First Aid) Regulations 1981	Superseded + 3 years	No	Internal	
H.11.05	Records of training, information and instruction issued to employees exposed to hazardous substances	Health & Safety Services	Control of Substances Hazardous to Health Regulations 2002	Superseded + 10 years	No	Internal	
H.11.06	Records of training, information and instruction issued to employees exposed to ionising radiation	Health & Safety Services	Ionising Radiations Regulations 2017	Superseded + 10 years	No	Internal	
H.11.07	Records of training, information and	Health & Safety Services	Control of Artificial Optical	Superseded + 10 years	No	Internal	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	instruction issued to employees exposed to non-ionising radiation		Radiation at Work Regulations 2010				
H.12	Legal notifications, registration and returns – Environment Agency						
H.12.01	Permit for unsealed radioactive materials	Health & Safety Services	Environmental Permitting Regulations 2016	Superseded + 10 years	No	External	
H.12.02	Permit for sealed radioactive materials	Health & Safety Services	Environmental Permitting Regulations 2016	Superseded + 10 years	No	Highly restricted	
H.12.03	Pollution inventory return	Health & Safety Services	Environmental Permitting Regulations 2016	1 year	No	External	
H.12.04	High Activity Sealed Source (HASS) Declaration	Health & Safety Services	Environmental Permitting Regulations 2016	5 years	No	Highly restricted	
H.12.05	Notifications as detailed in SPR018	Health & Safety Services	Environmental Permitting Regulations 2016	5 years	No	Restricted	
H.13	Legal notifications, registration and returns – Health and Safety Executive (HSE)						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.13.01	GMO notification, including HSE form CU2	Health & Safety Services Faculties and Departments	Genetically Modified Organisms (Contained Use) Regulations 2014	Duration of notification + 10 years	No	Restricted	
H.13.02	Containment level 3 pathogens	Health & Safety Services Faculties and Departments	Control of Substances Hazardous to Health Regulations 2002 Management of Health and Safety at Work Regulations 1999	Duration of authority + 10 years	No	Restricted	
H.13.03	F10 form for new building projects	Health & Safety Services Estates & Facilities	Construction, Design and Management Regulations 2015	Duration of building project + 3 years	No	Restricted	
H.13.04	Registrations for work with ionising radiation	Health & Safety Services	Ionising Radiations Regulations 2017	Duration of licence + 5 years	No	External	
H.13.05	Consents for work with ionising radiation	Health & Safety Services	Ionising Radiations Regulations 2017	Duration of licence + 5 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.13.06	Notifications as detailed in SPR018	Health & Safety Services	Ionising Radiations Regulations 2017	5 years	No	Restricted	
H.14	Legal notifications, registration and returns – Home Office						
H.14.01	Annual declaration of storage and use of chemicals listed under the Chemical Weapons Convention	Health & Safety Services	Chemical Weapons Act 1996	10 years	No	Restricted	
H.14.02	Register and notification of dangerous pathogens and toxins	Health & Safety Services	Anti-Terrorism Crime and Security Act 2001	10 years	No	Restricted	
H.14.03	Notification and license to use explosive materials	Faculties and Departments	Explosives Regulations 2014	Duration of licence + 10 years	No	Restricted	
H.14.04	Notification of holdings of substances for use as drug precursors	Health & Safety Services	Misuse of Drugs Act 2001	Duration of notification + 5 years	No	Restricted	
H.14.05	Notification and licence for storage and use of controlled drugs	Faculties and Departments	Misuse of Drugs Act 2001	Duration of licence + 5 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
H.15	Legal notifications, registration and returns – UK Nuclear Safeguards						
H.15.01	Annual declaration of basic technical characteristics, stock list and accounting records of qualifying nuclear material	Health & Safety Services	Nuclear Safeguards Regulations 2019	5 years	No	Restricted	