

APPENDIX 17

UNIVERSITY OF EDINBURGH RECORDS RETENTION SCHEDULE

What is the purpose of the retention schedule?

The schedule sets out the minimum amount of time that the University is obliged to maintain certain records. The retention periods set out in this Appendix apply to both paper and electronic information.

What help is available?

The University Records Management Section provides advice, guidance and training related to data protection, records management and freedom of information issues. The Section's website contains a wide range of guidance documents on records management topics (www.recordsmanagement.ed.ac.uk). If the advice that is sought cannot be located on that website, please contact the Section directly at recordsmanagement@ed.ac.uk.

What policies relate specifically to health and safety records is available?

Records documenting accident, incidents, diseases and dangerous occurrences to employees arising from accidents etc in the workplace

Maintain from date of first reported incident

Destroy no earlier than date of last entry plus 40 years for diseases

Dictated by Health and Safety at Work Act 1974 and RIDDOR Regulations (7) 1994

Health surveillance regarding staff exposed to asbestos, lead, radiation or hazardous substances, including biological agents

Maintain from date of first entry

Destroy no earlier than date of last entry plus 40 years

Dictated by Health and Safety at Work Act 1974 and RIDDOR Regulations (7) 1994

General health surveillance records for staff

Destroy after date of last surveillance plus 40 years

Referrals to Occupational Health Unit by individual workers or that person's manager

Destroy ten years after last treatment, patient's death or permanent removal from the country after last treatment, patient's death or permanent removal from the country

Radiation Dosimeter Summary Records for staff

Destroy two years from end of calendar year

Further Information

http://www.ed.ac.uk/polopoly_fs/1.84162!/fileManager/HRRetentionSchedulePt3a.pdf

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