

## Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
<b>E26.01</b>	<b>Environmental Hazard Identification and Risk Assessment</b>			
E26.01.01	The conduct and results of environmental audits, and actions taken to address issues raised	Completion of audit + 5 years	Institutional Business Requirement	
<b>E26.02</b>	<b>Environmental Management Scheme Accreditation Management</b>			
E26.02.01	Identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments	Elimination of risk + 5 years or Updating of risk assessment + 5 years	Institutional Business Requirement	
<b>E26.03</b>	<b>Environmental Awareness Promotion</b>			
E26.03.01	The attainment and maintenance of the institutions accreditation under established environmental management schemes	Termination of accreditation + 1 year	Institutional Business Requirement	
<b>E26.04</b>	<b>Environmental Incident Recording, Reporting and Investigation</b>			
E26.04.01	Action taken by the institution to raise awareness of environmental issues among its employees, other staff and students	Current year + 5 years	Institutional Business Requirement	
<b>E26.05</b>	<b>Environmental Incident Recording, Reporting and Investigation</b>			
E26.05.01	The recording of environmental incidents on the institutions premises or caused by its operations	Last action on incident + 40 years	Institutional Business Requirement	
E26.05.02	The investigation of environmental incidents on the institutions premises or caused by its operations	Closure of investigation + 40 years	Institutional Business Requirement	
E26.05.03	Notification and reporting of reportable environmental incidents to enforcing authorities	Date of notification + 5 years	SI1991/2839	

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<b>E26.06</b>	<b>Energy Management</b>			
E26.06.01	Routine monitoring of the institutions use and consumption of energy	Current year + 5 years	SI 2005/894 Regulation 51(4); SI 1996/972 Regulation 15(4); SI 2005/894 Regulation 49(3); SI 2005/894 Regulation 49(1)	The Special Waste Regulations (SI 1996/972) Regulation 15(4)The Hazardous Waste (England and Wales) Regulations (SI 2005/894) repealed SI 1996/972 but SI 2005/894 Regulation 51(4) requires registers made under SI 1996/972 Regulation 15(4) to be retained for the period specified here. SI 2005/894 Regulation 49(3)The Hazardous Waste (England and Wales) Regulations (SI 2005/894) Regulation 49(1) specifies the content of these records
E26.06.02	The conduct and results of formal reviews of the institutions use and consumption of energy, and action taken to address issues raised	Completion of review + 5 years	2018 c12; EU 2016/679	Retention of these records must comply with the provisions of current Data Protection laws
<b>E26.07</b>	<b>Waste Management</b>			
E26.07.01	The classification, collection and storage of 'controlled waste prior to removal from the premises for disposal	Removal of waste consignment + 2 years	Institutional Business Requirement	
E26.07.02	Waste removed from the premises for disposal by registered/licensed contractors	Removal of waste + 3 years	Institutional Business Requirement	