

## Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
<b>F33.01</b>	<b>The Development of Specifications</b>			
F33.01.01	The development of specifications for, and the selection of, equipment and consumables: major items	Life of item + 6 years	Institutional Business Requirement	
F33.01.02	The development of specifications for, and the selection of, equipment and consumables: items which are safety critical or associated with hazardous operations	Permanent	Institutional Business Requirement	
F33.01.03	The development of specifications for, and the selection of, equipment and consumables: other items	Life of item	Institutional Business Requirement	
<b>F33.02</b>	<b>Equipment and Consumables Storage</b>			
F33.02.01	The monitoring of the condition of stored equipment and consumables	Current year + 1 year	Institutional Business Requirement	
F33.02.02	The stock inventory for equipment and consumables	Superseded	Limitation Act 1980 c58SI1998/2306	
F33.02.03	Routine stocktaking and stock checking	Current year + 1 year	Limitation Act 1980 c58SI1998/2306	Potential long term liability
F33.02.04	The movement of stock into and from storage	Current year + 1 year	SI1998/2306	
<b>F33.03</b>	<b>Equipment and Consumables Installation and Commissioning</b>			
F33.03.01	The installation of equipment and consumables: major items	Decommissioning or removal + 6 years	SI 1998/2307 Regulation 11(2)(a)(i) and 11(2)(a)(iii)	
F33.03.02	The installation of equipment and consumables: items which are safety critical or associated with hazardous operations	Permanent	SI 1998/2307 Regulation 11(2)(a)(ii)	
F33.03.03	The installation of equipment and consumables: other items	Decommissioning or removal + 1 year	SI1998/2307	
F33.03.04	Reports of pre-commissioning examinations of lifting equipment, as required by regulation 9(1) and 9(2) of the lifting operations and lifting equipment regulations 1998 (SI 1998/2307)	Decommissioning	SI 1994/3140 Regulation 2; SI 2015/51	Construction (Design and Management) Regulations 2015 (pdf) does not prescribe a retention period for these records but implies that the Health and Safety file for a structure should be retained for the life of the structure. A Health and Safety file is transferred to the new owner when a structure is sold.

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<b>F33.03</b>	<b>Equipment and Consumables Installation and Commissioning continued..</b>			
F33.03.05	Reports of pre-commissioning examinations of accessories for lifting, as required regulation 9(1) of the lifting operations and lifting equipment regulations 1998 (SI 1998/2307)	Date of report + 2 years	Institutional Business Requirement	
F33.03.06	Reports of post-installation examinations of lifting equipment, as required by the regulations cited	Decommissioning	Limitation Act 1980 c58 s 5	
F33.03.07	Health and safety file for fixed plant which is a structure' as defined in regulation 2 of the construction (design and management) regulations 1994	Decommissioning/removal of plant	Limitation Act 1980 c58 s 14	The Fire Precautions (Workplace) Regulations (SI 1997/1840) Regulation 6 requires the maintenance of fire detection and fire-fighting equipment but does not prescribe a retention period for records in relation to this activity. Retaining a maintenance history provides evidence of compliance and effective management of health and safety over time
<b>F33.04</b>	<b>Equipment Inspection, Testing and Maintenance</b>			
F33.04.01	The inspection, testing and maintenance of equipment, except as specified elsewhere	Disposal of item + 1 year	SI 2002/2677 Regulation 9(4)	
F33.04.02	The inspection, testing and maintenance of equipment: major items other than those specified elsewhere	Decommissioning or removal + 6 years	SI 2012/632 Regulation 13(3)	
F33.04.03	The inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations	Decommissioning/Disposal + 15 years	SI 2002/2676 Regulation 8(4)	
F33.04.04	The examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health, as required by regulation 9 of the control of substances hazardous to health regulations 2002	Date of examination/test/repair + 5 years	SI 2017/1075 Regulation 11(2)(b)	
F33.04.05	The examination, testing and repair of plant and equipment provided to control exposure to asbestos, as required by regulation 13 of the control of asbestos regulations 2006	Date of examination/test/repair + 5 years	SI 2017/1075	The Ionising Radiations Regulations (SI 2017/1075) does not prescribe a retention period for these records.
F33.04.06	The examination, testing and repair of plant and equipment provided to control exposure to lead, as required by regulation 8 of the control of lead at work regulations 2002	Date of examination/test/repair + 5 years	SI 1999/3232 Regulation (19)(4)(c)	
F33.04.07	The examination, testing and repair of personal protective equipment provided to control exposure to ionising radiation, as required by regulation 10(2) of the ionising radiations regulations 1999	Date of examination/test/repair + 2 years	SI 1998/2307 Regulation 11(2)(a)(iv)	

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Reference	Description	Retention Period	Citation	Notes
<b>F33.04</b>	<b>Equipment Inspection, Testing and Maintenance continued...</b>			
F33.04.08	The examination, testing and repair of other equipment provided to control exposure to ionising radiation, as required by regulation 10(1) of the ionising radiations regulations 1999	Date of examination/test/repair + 5 years	SI 1998/2306 Regulation 5(2); Limitation Act 1980 c58 s 5	
F33.04.09	The maintenance and testing of equipment for monitoring levels of ionising radiation, as required by regulation 19 of the ionising radiations regulations 1999	Date of maintenance/testing + 2 years	SI 1998/2306 Regulation 6(3)	
F33.04.10	Reports of inspection and thorough examination of lifting equipment, as required by regulation 9 of the lifting operations and lifting equipment regulations 1998	Date of subsequent report OR Date of report + 2 years, whichever is the later	Limitation Act 1980 c58 s 5	
F33.04.11	Maintenance logs for equipment	Life of equipment + 6 years	Limitation Act 1980 c58 s 14	The Fire Precautions (Workplace) Regulations (SI 1997/1840) Regulation 6 requires the maintenance of fire detection and fire-fighting equipment but does not prescribe a retention period for records in relation to this activity Retaining a maintenance history provides evidence of compliance and effective management of health and safety over time
F33.04.12	Inspections of equipment made under regulation 6 of the provision and use of work equipment regulations 1998	Completion of subsequent inspection	SI 2012/632 Regulation 13(3)	
<b>F33.05</b>	<b>Equipment and Consumables Maintenance</b>			
F33.05.01	The inspection, testing and maintenance of equipment: major items other than those specified elsewhere	Decommissioning/Removal + 6 years	Institutional Business Requirements	
F33.05.02	The inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations	Decommissioning/Disposal + 15 years	Limitation Act 1980 c58 s 14	
F33.05.03	The examination, testing and repair of plant and equipment provided to control exposure to asbestos, as required by regulation 13 of the control of asbestos regulations 2006 (si 2006/2739)	Date of examination/test/repair + 5 years	Limitation Act 1980 c58 s 5	

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<b>F33.06</b>	<b>Equipment and Consumables Disposal</b>			
F33.06.01	Authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal	Disposal of item + 1 year	Institutional Business Requirements	
F33.06.02	The cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health	Disposal of item + 15 years	Limitation Act 1980 c58 s 5	
F33.06.03	The cleaning/sanitisation of equipment/consumables prior to disposal: other items	Disposal if item + 6 year	Limitation Act 1980 c58	
F33.06.04	The transfer of ownership of equipment/consumables	Disposal of item + 1 year	Limitation Act 1980 c58	