		issued 02 June 2011)		SEPA RETENTION SCHEDULE (in progress)			
lan Level 1 Fileplan Level 2	Record Type Accident book (Form BI 510)	(Recommendation)	Person Responsible	Notes After last entry	Statutory Authority (Recommended Reason)	Source IPD Info Note 6	Fileplan v0.6 Mar Noted on fileplan (B
ging the Organsiation's Resources Health & Safety not appear on flieplan Health & Safety	Accident book (Form BI 510)	3 years		After last entry	Social Security (Claims and payments) Reos 1979 Social Security Administration Act 1992	PD Into Note 6 PD0012	Noted on fileplan (B Not on fileplan
not appear on fileplan Health & Safety						PRO H&S Retention Schedule	Not on fileplan Noted on fileplan (B
iging the Organsiation's Resources Human Resources iging the Organsiation's Resources Health & Safety	Application forms and Interview Notes Appointment and staff appraisal records	(1 year) (5 years)		(Litigation) (SEPA policy??)		IPD Info Note 6 PD0012	Noted on fileplan (E Noted on fileplan (E
ging the Organsiation's Resources Health & Safety	Assessments under Health & Safety regs	(Permanently)				IPD Info Note 6	Noted on fileplan
not appear on the fileplan ging the Organisation's Resources Treasury Management	Records of consultations with safety representatives and committees Banking records	(6 years)				SEPA EA Retention periods for Finance	Noted on filenian (F
iging the Organsiation's Resources Facilities Management	CCTV Tapes						Noted on fileplan (E
orate Governance Corporate Governance orate Governance Corporate Governance	Contracts, general Contracts under seal	(6 years) (12 years)				SEPA EA Retention periods for Finance SEPA EA Retention periods for Finance	Noted on fileplan (6 Noted on fileplan (6
iging the Organisation's Resources Financial Accounting	Creditors records	(6 years)				SEPA EA Retention periods for Finance	Noted on fileplan
iging the Organsiation's Resources HR iging the Organsiation's Resources Health & Safety	Disciplinary records Health surveillance medical records of employees who are or liable to be exposed to a substance hazardous to health	(3 years) 2 years		(SEPA policy??)	Ionising Radiations Regs 1985	PD0012 PRO H&S Retention Schedule	Noted on fileplan
iging the Organsiation's Resources Financial Accounting	Financial memorandum	(3 years)			IDIISHO RADIEDIIS ROUS 1969	SEPA EA Retention periods for Finance	Noted on fileplan
ning the Organsiation's Resources	Scheme of delegation					OFFILE AND	Noted on filenian
iging the Organsiation's Resources Asset Management loing the Organsiation's Resources Financial Accounting	Fixed asset registers General accounting records	(Permanently) (Permanently)				SEPA EA Retention periods for Finance SEPA EA Retention periods for Finance	Noted on fileplan Noted on fileplan
lation the Environment Licenced sites (by License number)	General correspondence files	(5 years)		(After closure)		SE RM Manual	Noted on fileplan
iging the Organsiation's Resources HR iging the Organsiation's Resources Financial Accounting	Health surveillance medical records of employees who are or liable to be exposed to a substance hazardous to health income records	(6 years)		From date of last incident	COSHH Reas 1994. Rea 11	IPD Info Note 6 / PD0012 / PRO H&S Retention SEPA EA Retention periods for Finance	Noted on fileplan Noted on fileplan
iging the Organsiation's Resources Statutory Reporting	Income tax and NI returns	3 years		After end of financial year to which they relate	Income Tax (Employments) Regs 1993, Reg 55(12)	IPD Info Note 6	Noted on fileplan
not appear on the fileplan not appear on the fileplan	Income tax records Correspondence with Inland Revenue				(Litigation)	PD0012	-
ging the Organsiation's Resources Charging Schemes	Internal Revenue approvals	(Permanently)				IPD Info Note 6	Noted on fileplan
ging the Organsiation's Resources Health & Safety ging the Organsiation's Resources Health & Safety	Medical records and details of biological tests under Control of Lead at Work Regs 1980 Medical records under Control of Asbestos at Work Regs 1987	2 years 40 years		(Business practice)	Control of Lead at Work Regs 1980 Control of Asbestos at Work Regs 1987	IPD Info Note 6 IPD Info Note 6	Noted on fileplan Noted on fileplan
not appear on the fileplan	MIDDICAL TECORES DITIDE CONTROL OF ASDESIDS AT WORK ROUS 1997	(50 years)		IDUSTICS DIALICET	Control of Papersios at Work Reds 1967	PD0012	Noted on median
ging the Organsiation's Resources	Medical Records under the Ionisina Radiations Reas 1985	50 years		From date of last entry	Ionisina Radiations Reas 1985	IPD Info Note 6 / PRO H&S Rentention Schedule	Noted on fileplan
rate Governance Legal sing the Organisation's Resources Financial Management	Memoranda of Understandino Money purchase details	(6 years)		(After transfer or value taken)		IPD Info Note 6	Noted on fileplan
ning the Organisation's Resources Human Resources	Monitoring general exposure at the workplace under COSHH Regs	5 years			COSHH Reas 1994, Rea 10	PRO H&S Retention Schedule	Noted on fileplan
ging the Organsiation's Resources Human Resources	Monitoring personal exposure of identifiable employee at the workplace under COSHH Regs Occupational health records	40 years During employment			COSHH Regs 1994. Reg 10 Health and Safety at Work Regs	PRO H&S Retention Schedule PD0012	Noted on fileplan Noted on fileplan
iging the Organsiation's Resources Financial Accounting	Pension scheme investment policies	(12 years)		(From ending of any benefit payable under the policy)	***************************************	IPD Info Note 6	Noted on fileplan
ging the Organsiation's Resources Human Resources ging the Organsiation's Resources Treasury Management	Personnel files and training records Petty cash	(6 years) (6 years)		(After employment ceases References)		IPD Info Note 6 / PD0012 SEPA EA Retention periods for Finance	Noted on fileplan Noted on fileplan
orate Governance Legal / Corporate Governance	Policy files on main work of organisation	(5 years)		(Then to be reviewed)		SE RM Manual	Noted on fileplan
ging the Organsiation's Resources Procurement ging the Organsiation's Resources Renumeration / Financial Accounting	Procurement Contracts Records of page inner	(7 years)	+	(After benefit ceases)		IPD Info Note 6	Noted on fileplan
ging the Organsiation's Resources Renumeration / Financial Accounting ging the Organsiation's Resources Renumeration / Financial Accounting	Records of pensioners Records of senior executives	(12 years) (Permanently for historical purposes)	<u> </u>			PD Info Note 6	-eoseu on trieplan
ging the Organsiation's Resources Human Resources	Records of tests and examinations of control systems and protective equipment	5 years		From date on which tests were carried out	COSHH Reas 1994. Rea 9	IPD Info Note 6 / PRO H&S Retention Schedule	Noted on filenian
ging the Organsiation's Resources Renumeration / Financial Accounting	Records relating to events notifiable under the Retirement Benefits Schemes (Information Powers) Regs 1995. Records concerning decisions to allow retirement due to incapacity	6 years		From the end of the scheme year in which the event	Retirement Benefits Schemes (Information Powers) Reas 1995 Rea 15 (1), (3)	IPD Info Note 6	Noted on fileplan
ging the Organsiation's Resources	Pension accounts and associated documents			the date upon which accounts/reports were			
iging the Organsiation's Resources Renumeration / Financial Accounting Igning the Organsiation's Resources Procurement	Redundancy details / Calculation of payments / Refunds and notification to Secretary of State Register of tenders	(12 years) (Permanently)		(From the date of redundancy)	(Limitation Act 1980 Litination)	IPD Info Note 6 / PD0012 SEPA EA Retention periods for Finance	Noted on fileplan Noted on fileplan
ging the Organsiation's Resources Human Resources	Reportable injuries, diseases and dangerous occurrences	3 years			RIDDOR Regs 1985, Reg 7	PRO H&S Retention Schedule	Noted on fileplan
not appear on fileplan	Reports and audit material Service contracts for directors	(6 years) 3 years		Driveta assessarias	Companies Act 1985, S. 221	SEPA EA Retention periods for Finance IPD Info Note 6	?
orate Governance Legal		6 years		Public limited companies			Noted on fileplan
ging the Organsiation's Resources Payroll/Financial Accounting	Statutory maternity pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years		After the end of the financial year to which they relate		IPD Info Note 6 / PD0012	Noted on fileplan Noted on fileplan
ging the Organsiation's Resources Payroll/Financial Accounting iging the Organsiation's Resources Payroll/Financial Accounting	Statutory sick pay records, calculations, certificates, self-certificates Time cards	3 years (2 years)		After the end of the financial year to which they relate (After audit)	Statutory Sick Pay (General) Regs 1982, Reg 13	IPD Info Note 6 / PD0012 IPD Info Note 6	Noted on frieplan
s not appear on fileplan	Trade Union Agreement	(10 years)		(After ceasing to be effective)		IPD Info Note	?
s not appear on fileplan s not appear on fileplan	Trust deeds and rules Trustees' minute books	(Permanently) (Permanently)				IPD Info Note 6 IPD Info Note 6	-
iging the Organsiation's Resources Payroll/Financial Accounting	Wage/salary records	6 years			Taxes Management Act 1970	PD Info Note 6	Noted on fileplan
aging the Organsiation's Resources Pavroll/Financial Accounting	Overtime, bonuses, expenses Works council minutes	(Permanently)				SEPA EA Retention periods for Finance / PD0012 IPD Info Note 6	Noted on fileplan
This appeal of Heball	Environmental Records	1Pellisaiensivi				PD IIIO NOSE 6]'
ulation the Environment Licence Application	Paragraph 17 exemptions Radioactive Substances Authorisations	Only whilst exemption applies	Quality Manager for SW Radiation Protection Supervisor for Science	orne	Waste Management Licensing Regulations 1994, SI 1056 (with various amendments)		Noted on fileplan
orting on the Environment s not appear on fileplan IEP	Hazardous Waste Consignment Notes (SEPA's own)	Indefinitely 3 years	Consignee department		Radioactive Substances Act 1993 (and associated Exemption Orders)(as amended) Special Waste Regulations 1996 as amended		?
s not appear on fileplan IEP	Waste Transfer Notes (SEPA's own)	2 years	Consignee department	SEPA is itself the regulator	Environmental Protection (Duty of Care) Regulations 1991, SI 2839 as amended		
aging the Organsiation's Resources Information Management	Document Control Quality System Document Register	6 years	Quality Manager				Noted on fileplan
iging the Organsiation's Resources Information Management	Document History Record	6 veers	Quality Manager				Noted on fileplan
ging the Organsiation's Resources Information Management	Distribution Records of Controlled Documents from External Sources (DB Textworks) Control of Non-Conformances	Indefinitely	Information Centre Officer				Noted on the fileol
not appear on fileplan	Non Conformance Register	6 years	Quality Manager				?
not appear on fileplan Opulse - quality management not appear on fileplan Opulse - quality management	Non Conformance Register	6 years	Laboratory Quality Manager				-
not appear on fileplan	Non Conformance Reports Corrective/Preventative Action Request	6 years	Quality Manager Quality Manager				
s not appear on fileplan	Concession Request Forms Training	6 years	Quality Manager				4
ting on the Environment Reporting on the Environment	Training General Training Record	6 years	Laboratory Quality Manager			<u> </u>	Noted on fileplan
rting on the Environment Reporting on the Environment	Ecology Training Record	6 years	Laboratory Quality manager	-			Noted on fileplan
rting on the Environment Reporting on the Environment	Chemistry Training Record Internal Quality Audits	6 years	Laboratory Quality Manager				Noted on fileplan
not appear on fileplan Qoulse - quality management	Audit Calendar	6 vears	Quality Manager				?
not appear on fileplan Qoulse - quality management not appear on fileplan Qoulse - quality management	Audit Status Checklist for Internal Quality Audit	6 vears	Quality Manager Quality Manager				-
not appear on fileplan Goulse - quality management	Internal Audit Report	6 years	Quality Manager				
ing on the Environment Reporting on the Environment	Maintenance of Equipment	f	Laborator Coulis Manager				Natural conflict
ting on the Environment Reporting on the Environment	Equipment Maintenance Schedules Equipment Maintenance Logs	6 years	Laboratory Quality Manager Laboratory Quality Manager				Noted on fileplan Noted on fileplan
ting on the Environment Reporting on the Environment	Equipment Inventories	live update	Laboratory Quality Manager				Noted on fileplan
rting on the Environment Reporting on the Environment	Equipment Details Calibration of Measuring and Testing Equipment	held for 6 years after disposal	Laboratory Quality Manager				Noted on fileplan
ting on the Environment Reporting on the Environment	Log of Equipment Requiring Calibration	6 years	Laboratory Quality Manager				
rting on the Environment Reporting on the Environment rting on the Environment Reporting on the Environment	Internal Calibration Record Internal Check Record	6 years	Laboratory Quality Manager Laboratory Quality Manager				Noted on the filepl
	Calibration Details of Equipment	6 years	Laboratory Quality Manager Laboratory Quality Manager				Noted on fileplan
ting on the Environment Reporting on the Environment		6 years	Laboratory Quality Manager			ļ	Noted on fileplan
ting on the Environment Reporting on the Environment	Laboratory Equipment Calibration Certificates					i e	Noted on fileplan
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ing on the Environment Reporting on the Environment ting on the Environment Reporting on the Environment ting on the Environment ting on the Environment ting on the Environment	Customer Requests Work Request Forms (for UKAS) Work Request Form (other)	6 years 3 years	Appropriate Area Lab Appropriate Section				?
ing on the Environment Reporting on the Environment Report	Customer Recusers Work Recuser Form (for LIKAS) Work Recuser Form (soft LIKAS) Work Recuser Form (soften) Statutory and Non Statutory Consultations	6 years 3 years	Appropriate Section Planning Liaison Officers and Local Ops Team Leaders				? Noted on files***
isg on the Environment Reporting on the Environment Various Contract Reporting on the Environment Various Contract Reporting on the Environment Licensed sites (by Licence Number) Licensed sites (by Licence Number)	Custome Requests Viron Request Forms (br UAAS) Viron Request Form (other) Viron Request Form (other) Stations and No Stations Consultations Public Request Form (other) Pu	6 years 3 years	Acoropriate Section Planning Lisison Officers and Local Oos Team Leaders Registras Team Leaders Specialists				? Noted on fileplan
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ting on the Environment Reporting on the Environment Import the Environment Reporting on the Environment Import the Environment Import the Environment Import the Environment Import the Environment Important Important Important Important Impor	Customer Recuests With Recuest in Fram for URAS) Stanton and Non Stanton Consultation Stanton and Non Stanton Consultation Stanton and Non Stanton Consultation Stanton Consultation Stanton Consultation Recuest of Consultation and Consultation Recuest Recuest of Consultation Lincon Within Files Request of Consultation Lincon Within Files Request of Consultation Lincon Within Files	6 years 3 years	Accessoriate Section Planning Liaison Officers and Local Oos Team Leaders Resistrars Team Leaders Specialists Special Waste Registrar Team Leader Specialist				? Noted on fileplan
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ching on the functionment of Resortion on the Environment intention to the functionment of Resortion on the Environment on the Environment on the Environment	Customer Recoverts (LUAD) Charlomer Recoverts (LUAD) Stock Recovert (LUAD) Stock Recover	6 years 1 years 2 years 6 years 6 years 6 years 6 years 6 years	Aconomista Section Planama Laisono Officera and Local Ons Team Leaders Planama Laisono Officera and Local Ons Team Leaders Team Leaders Specialists Special Wasser Separation Team Leader Specialists Register Reg				7 Noted on filecian
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Reporting on the Environment	Laboratory Processes	AQCI Investigations.	6 years	aboratory Quality Manager	Noted on fileplan
Does not appear on the fileplan		Control Chart Data - Exceedences			
Reporting on the Environment	Laboratory Processes	Positive and Negative Control - Exceedences	6 years	aboratory Quality Manager	Noted on fileplan
Reporting on the Environment	Laboratory Processes	Spiking Recovery Checks	6 years	aboratory Quality Manager	Noted on fileplan
Reporting on the Environment	Laboratory Processes	Control Charts & AQC Logs	6 years	aboratory Quality Manager	Noted on fileplan
Reporting on the Environment	Laboratory Processes	Calibration, Sensitivity, Recovery & replicate Testing Exceedences	6 years	aboratory Quality Manager	Noted on fileplan
Reporting on the Environment	Laboratory Processes	Replicate Testing Checks	6 years	aboratory Quality Manager	Noted on fileplan
		Precision Bias and Proficiency Tests			
Reporting on the Environment	Laboratory Processes	Proficiency Test Failures	6 years	aboratory Quality Manager	Noted on fileplan
		Complaints			
	Engaging with our Customers	Complaints Register	6 years	uality Manager	Noted on fileplan
Engaging with our Customers	Regulation & Environment				
	Engaging with our Customers	Complaint Report Form	6 years	uality Manager	
Engaging with our Customers	Regulation & Environment				Noted on fileplan
		Corrective and Preventative Action			
Does not appear on fileplan	Qoulse - Quality Management	Quality Improvement Initiatives	6 years	uality Manager	
Does not appear on fileplan	Qoulse - Quality Management	Corrective & Preventative Action	6 years	uality Manager	
		Procurement and Assessment of Suppliers			
Managing the Organsiation's Resources	Procurement	Supplier Request Information Form	6 years	rocurement	
Managing the Organsiation's Resources	Procurement	Supplier Evaluation Report	6 years	rocurement	
Managing the Organsiation's Resources	Procurement	Supplier Assessment Questionnaire	6 years	rocurement	Noted on fileplan
Managing the Organsiation's Resources	Procurement	Supplier Review Report	6 years	rocurement	Noted on fileplan
Managing the Organsiation's Resources	Financial Accounting	Purchase Orders, Associated Papers and Goods Received Notes (GRNs)	6 years	visional Finance Representatives	Noted on fileplan
Managing the Organsiation's Resources	Financial Management	Petty Cash Statements	1 year	ocal Office Services	Noted on fileplan
		Minutes			
Does not appear on fileplan	Qpulse - Quality Management	Quality System Management Review	6 years	uality Manager	?
	Various	Management Team Meetings	6 years	rector	
Does not appear on fileplan	Corporate Governance - DMTs	Licensing Team Meeting Minutes	6 years	egistrars	
		Other Registers			
Reporting on the Environment	Laboratory Processes	Hydrology Drawing Register	6 years	nit Head of Hydrology	Noted on fileplan
Managing the Organsiation's Resources	Facilities Management	Building Drawing Register	Live. update ongoing	usiness Manager	Noted on fileplan
Engaging with our Customers	Engaging with our Customers	Planning Applications/ Permissions / Warrants and C of C	Indefinite	usiness Manager	Noted on fileplan
Managing the Organsiation's Resources	Procurement	Approved Suppliers List	Live undate ongoing	rocurrement	Noted on fileplan