

Note: In the following tables the entry "CY" under **Retention Period** stands for "Current Year".

Abrasive Wheels

Title of document	Former Number/Name	Retention period	Authority	Notes
Abrasive Wheel Register	F2346	Retain until Jan. 2001	Provision and use of Work Equipment Regulations. SI 1998 No 2306	There must be a signed and dated entry in (or certificate attached to) the register. A copy must be given to the employee

Annealing of Chains and Lifting Gear

Title of document	Form Number/Name	Retention period	Authority	Notes
Chains & lifting equipment at building & construction sites	F91 part 2 section K	Recommend CY + two	Now see The Lifting Operations and Lifting Equipment Regulations 1998, SI 1998 No 2307	

Cinematograph

Title of document	Form Number/Name	Retention period	Authority	Notes
Appointment of a competent person	None specified	Recommend two years after cessation of appointment	Manufacture of Cinematograph Film Regulations 1928, Regulation 13	
Appointment of a competent person	None specified	Recommend two years after cessation of appointment	Cinematograph film Stripping Regulations 1939, Regulation 15	

Compressed Air

Title of document	Form Number/Name	Retention period	Authority	Notes
Notification to HSE, likely receiving hospitals, emergency services, etc.	In writing	Until work completed	Work in Compressed Air Regulations 1996, Regulation 6 Notification	
Plant and equipment examinations and tests	None specified	Recommend CY + six	Work in Compressed Air Regulations 1996	Pressures in excess of 0.15 bar
Health records	None specified	Forty years from date of last entry	Work in Compressed Air Regulations 1996	To be carried out at least every twelve months. Employee to receive copy of entries relating to period of work
Compression/decompression	None specified	Forty years from date of last entry	Work in Compressed Air Special Regulations 1958, Regulation 10, Replaced by the 1996 Act	Employee to receive copy of entries relating to period of work
Lock attendants register	F752	Recommend CY + fifteen	Work in Compressed Air Special Regulations 1958	
Additional controls where a person has been exposed to pressure within previous 5 hours	F750	Fifteen years from incident	Work in Compressed Air Special Regulations 1958, Regulation 10. Replaced by the 1996 Act	
Compressed air register		Forty years from date of last entry	Work in Compressed Air Special Regulations 1958, Regulation 10. Replaced by the 1996 Act	Completed register to be handed to employer for retention

Confined Spaces

Title of document	Form Number/Name	Retention period	Authority	Notes
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Exemption certificates	None specified	As specified in the exemption certificate (recommend plus three years)	The Confined Spaces Regulations 1997, SI 1997 No 1713, Section 6(1)	
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Construction

Title of document	Form Number/Name	Retention period	Authority	Notes
Emergency procedures	None specified but recommend in writing	Until superseded or work completed	Construction (Health, Safety and Welfare) Regulations 1996, SI 1999 No 1592, Regulation 20	Wording states: "There shall be prepared, etc.". It does not state the format to be kept in.
Working platforms and personal suspension equipment. Excavations and coffer dams, etc. Inspections and reports	None specified	Three months after the work is completed	Construction (Health, Safety and Welfare) Regulations 1996, SI 1999 No 1592, Regulations 29/30 and Schedule 7	Retain at the office of the person on whose behalf the inspection was carried out
Exemption certificates	None specified	Recommend until work completed + twelve months	Construction (Health, Safety and Welfare) Regulations 1996, SI 1999 No 1592, Regulation 31	
Agents written declaration	None specified	Recommend life of health and safety file	Construction (Design and Management) Regulations 1994, SI 1994 No 3140, Regulation 4	
Notification of construction project	In writing (Use of Form 10 (rev)) not compulsory	Recommend life of health and safety file	Construction (Design and Management) Regulations 1994, SI 1994 No 3140, Regulation 7	To be displayed on site (Regulation 16)
Pre-tender health and safety plan	In writing	Recommend twelve years after completion of work	Construction (Design and Management) Regulations 1994, SI 1994 No 3140, Regulation 10 and 15(3)	Certain information may need to be transferred to the health and safety file
Information to planning supervisors	In writing	Recommend life of health and safety file	Construction (Design and Management) Regulations 1994, SI 1994 No 3140, Regulation 11	
Health and safety file	None specified	To be passed from owner to owner until superseded by new file	Construction (Design and Management) Regulations 1994, SI 1994 No 3140, Regulation 12	Availability of health and safety file
Head protection assessments	None specified	Until superseded	Construction (Head Protection) Regulations 1989, Regulation 3	Provisions, maintenance and replacement of suitable head protection

Consumer Protection

Title of document	Form Number/Name	Retention period	Authority	Notes
Provision of adequate information	None specified	CY + ten. Schedule 1 places a ten year limitation on defect from supply of a product	Consumer Protection Act 1987, Section 18. Electrical Equipment (Safety) Regulations 1994, SI 1994 No 3260, Regulation 11	The Secretary of State may serve notice for the production of information. In practice delegated under Section 25 to every weights and measures authority in the UK who may take copies, seize or detain any records — Section 29. Technical documentation on electrical goods to be kept for ten years after the manufacture of that particular equipment has ceased
Prohibition notice		Recommend CY + six	Consumer Protection Act 1987, Section 13	
"a notice to warn"		Recommend CY + two	Consumer Protection Act 1987, Section 13	
Suspension notice		Recommended CY + six	Consumer Protection Act 1987, Section 14	

Contaminated land register		Recommend sixteen years from date land deemed safe	Limitations Act 1980	
H & S notices — prohibition & improvement register		Recommend CY + six	Limitations Act 1980	
Entertainment licence		Currency + one		
Sex establishment licence		Currency + one		
Late night cafe licence		Currency + one		
Dangerous wild animal licence		Currency + one		
Riding establishment licence		Recommend three years after last entry		Riding Establishments Act 1964, Section 1, Licensing of riding Establishments
Hairdressers licence		Currency + one		
Hairdressers register		Recommend six years from end of registration		
Street traders licence		Currency + one		
Sale of poisons licence		Five years from date of issue		
Sale of poisons register		Five years from date of last entry		
Dangerous for supply — not on the "approved for supply list"		Three years after the date on which the substance was last supplied	Chemicals (Hazard Information and Packaging for Supply) Regs. 1994 (CHIP 2) Regulation 13	
Veterinary records	Must be durable but may be kept by electronic means	Three years from date of transaction or audit	The Retailers' Records for Veterinary Medicinal Products Regulations 2000, SI 2000 No 7, Regulation 3	To be supplied in writing when requested by an authorised person.

Dangerous Substances

Title of document	Form Number/Name	Retention period	Authority	Notes
Examination, testing and certification of tanks	Not specified. May be kept on computer	Until superseded	Carriage of Dangerous Goods by Road Regulations 1996. SI 1996 No 2095, Regulation 11	When operator of a tank changes, the certificate is to be passed on in writing.
Consignor's declaration	May be an authenticated copy	Three months from completion of journey	Carriage of Dangerous Goods by Road Regulations 1996. SI 1996 No 2095, Regulation 12	
Documentation to be provided by operators (transportation documentation)	Documentary form	Three months from the completion of the journey	Carriage of Dangerous Goods by Road Regulations 1996. SI 1996 No 2095, Regulations 14, 15, 16	To be kept on vehicle whilst goods are being carried. If trailer is detached then documents must accompany trailer.
Exemption certificates	A certificate in writing	Until revoked	Carriage of Dangerous Goods by Road Regulations 1996. SI 1996 No 2095, Regulation 25	
Delivery certificates	As shown in Schedule 12 Parts iv/v/vi	Twelve months after date of delivery	Carriage of Dangerous Goods by Road Regulations 1996. SI 1996 No 2095, Schedule 12-18 & 24	
Delivery ticket		Twelve months after date of delivery	Carriage of Dangerous Goods by Road Regulations 1996. SI 1996 No 2095, Schedule 12-20(c)	
Accident reports		CY + five	Transport of Dangerous Goods (Safety Advisers)	

			Regulations 1999. SI 1999 No 257, Regulation 6	
Vocational training certificate	Not specified	Six years from expiry date	Transport of Dangerous Goods (Safety Advisers) Regulations 1999. SI 1999 No 257, Regulation 7	
Approved persons	Not specified	Until superseded	Carriage of Dangerous Goods (Classification, Packaging and Labelling) 1996. Use of Transportable Pressure Receptacles Regulations 1996, Regulation 15	
Safety Data Sheets	Not specified	For as long as the product is in use. Recommend three years after substance was last manufactured	Chemicals (Hazardous Information and Packaging for Supply) Regulations 1994. SI 1994 No 3247, Regulation 6	
Retention of Classification Data	Not specified	Three years from date of last supply	Chemicals (Hazard Information and Packaging for Supply) Regulations 1994. SI 1994 No 3247, Regulation 13	
Exemption Certificates	Not specified	Until revoked or time expired	Chemicals (Hazard Information and Packaging for Supply) Regulations 1994. SI 1994 No 3247, Regulation 15	

Disability

Title of document	Form Number/Name	Retention period	Authority	Notes
Certificate of exemption (Taxis)	Not specified	Three months from end of exemption	Disability Discrimination Act 1995. Chapter 50, Sections 36 & 37	
A notice (Taxis)	In the prescribed manner	Whilst in force	Disability Discrimination Act 1995. Chapter 50, Sections 36 & 37	To be displayed in the prescribed manner on the taxi
An accessibility certificate (PSV)		Whilst in force plus three months	Disability Discrimination Act 1995. Chapter 50, Section 41	
An approval certificate (PSV)		Whilst in force plus three months	Disability Discrimination Act 1995. Chapter 50, Section 42	

Environmental (Including Water and Pollution)

Title of document	Form Number/Name	Retention period	Authority	Notes
Carriers certificate of registration		Recommend CY + six	Control of Pollution (Amendment) Act 1989 & Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regs 1991	
Public register		Recommend twelve years after date of last entry	Environmental Protection Act 1990 as amended by the Environment Act 1995 & SI 1996 No 667	
Waste management licence		Currency + one	Environmental Protection Act 1990	
Application for Registration	On a form provided by the waste regulation authority	Recommend three years after date of application	Waste Management Licensing (Amendment) Regulations 1998. SI 1998 No 606, Schedule 5, Regulation 3(6)	
Application for renewal of registration	On a form provided by the waste regulation authority	Recommend three years after date of application	Waste Management Licensing (Amendment) Regulations 1998. SI 1998 No 606, Schedule 5, Regulation 3(7)	
Waste management public register		Recommend sixteen years after date of last entry	Waste Management Licensing Regulations 1994	

Environmental Statement	None specified but to be in writing and contain the information specified in Schedule 4	Two years from date of document, Regulation 20(2)	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. SI 1999 No 293, Regulation 4	
Screening Opinion or Direction	None specified	Two years from date of document, Regulation 20(2)	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. SI 1999 No 293, Regulation 4	Copy to be sent to person who proposes to carry out or has carried out the development in question
Request for screening opinion	None specified but shall be in writing and shall be accompanied by items specified in Regulation 5	Two years from date of document, Regulation 20(2)	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. SI 1999 No 293, Regulation 5	
Notification	To be in writing	Two years from date of document, Regulation 20(2)	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. SI 1999 No 293, Regulation 7, 8 and 9	
Scoping Opinion or Direction	None specified but to be in writing and shall be accompanied by items specified in Regulation 10	Two years from date of document, Regulation 20(2)	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. SI 1999 No 293, Regulation 10	
Notice in local newspaper	To contain information specified in Regulation 14	Two years from date of document, Regulation 20(2)	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. SI 1999 No 293, Regulation 14	
Final decision	To be in writing and contain the information specified in Regulation 21	Whilst relevant plus sixteen years	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. SI 1999 No 293, Regulation 21	
Regulation 25 Notice	None specified but to be accompanied by the information specified in Regulation 25	Two years from date of document, Regulation 25(19) or until entered in to Part II of the Register	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. SI 1999 No 293, Regulation 25	
Environmental management register	None specified	Recommend sixteen years after all entries cease to be relevant	Local Government Act 1972, Section 69	
Transfer notes and descriptions		Two years from date of transfer unless waste management contractor, then retain for six years	Environmental Protection (Duty of Care) Regulations 1991	
Reimbursement/Intention to reimburse	To include names and address. Total amount for each consumer. Amount of interest. Date each reimbursement is made	Recommend six years from date of information	Landfill Tax (Amendment) Regulations 1998. SI 1998 No 61, Regulation 14E	
Notice of production of records	To be in writing from the Commissioners of Customs and Excise	Recommend six years from date of notice	Landfill Tax (Amendment) Regulations 1998. SI 1998 No 61, Regulation 14F	
Exemptions Notice	To be in writing	Recommend until superseded plus six years	Clean Air Act 1993, Chapter 11, Section 7	To be issued by the local authority
Notice of measurement of grit, dust and fumes by occupiers	To be in writing	Recommend until superseded plus six years	Clean Air Act 1993, Chapter 11, Section 10	To be issued by the local authority
Records of measurement of grit, dust and fumes	None specified	Recommend six years after date of measurement	Clean Air Act 1993, Chapter 11, Section 11	
Information about furnaces and fuel consumed	To be in writing	Recommend six years after date of information	Clean Air Act 1993, Chapter 11, Section 12	Has to be submitted to the local authority within fourteen days of the request

Notices requiring information about air pollution	None specified but the issued notice to be in writing	Recommend six years after date of information	Clean Air Act 1993, Chapter 11, Section 36	Information to be supplied to the local authority within six weeks of notice. A notice has a life of twelve months
Permits	None specified	Recommend sixteen years after permit ceases to be in force	Pollution Prevention and Control Act 1999, Schedule 1, Part 1.4	Contamination of land may take time to be established and the Limitations Act may apply
Registers	None specified	Recommend sixteen years after all entries cease to be relevant	Pollution Prevention and Control Act 1999, Schedule 1, Part 1.12	To be available to the public
Notices	None specified	Recommend six years after date notice ceases	Pollution Prevention and Control Act 1999, Schedule 1, Part 1.15	
Records of samples	None specified	Six years after date of sample	Water Resources Act 1991	
Records of analysis		Six years after date of analysis	Water Resources Act 1991	
Registers		Four years after entry or date when information was superseded	Water Resources Act 1991. Groundwater Regulations 1998. SI 1998 No 2746, Regulation 22	
Application for authorisation of disposal or tipping	None specified but to be in writing	Three years after date of application	Groundwater Regulations 1998. SI 1998 No 2746, Regulation 18	
Authorisation to dispose or tip	None specified but to be in writing	Fifteen years from date of issue	Groundwater Regulations 1998. SI 1998 No 2746, Regulation 11 and 18 Statute of Limitations 1980, Regulation 14B	To be reviewed at least once every four years.
Prohibition to discharge or tip	None specified but to be in writing	Six years after issue of notice	Groundwater Regulations 1998. SI 1998 No 2746, Regulation 19	
Works notice	None specified but to include information as specified in Regulation 2	Six years after issue of notice	Anti-Pollution Works Regulations 1999. SI 1999 No 1006, Regulation 2	
Notification of determination	None specified but to be in writing	Recommend a minimum of fifteen years	Anti-Pollution Works Regulations 1999. SI 1999 No 1006, Regulation 2	Copies will be sent to the agency and all other parties involved
Application for compensation	None specified but to be in writing and to include the information specified at Regulation 7	Recommend a minimum of fifteen years	Anti-Pollution Works Regulations 1999. SI 1999 No 1006, Regulation 7	
Copy of Appointment of a Director	None specified	Six years after director leaves company	Water Industry Act 1991. Chapter 56, Section 6 and 8	Copy to be served on appointee and every local authority affected
Application for appointment or variation	None specified	Three years after date of application	Water Industry Act 1991, Chapter 56, Section 8	
Notice of appointment or variation	None specified	Six years after appointment or variation ceases	Water Industry Act 1991, Chapter 56, Section 8	Copy to be served on every local authority affected
Appointment of Variation	None specified	Until superseded	Water Industry Act 1991, Chapter 56, Section 7	
Preservation of water quality	None specified	Recommend until superseded plus six years	Water Industry Act 1991, Chapter 56, Section 69(2)(d)	Records of localities within which all premises supplied with water from same or combined sources.
Information about water quality	None specified	Recommend until superseded plus six years	Water Industry Act 1991, Chapter 56, Section 69(5) & (6)	
Consumer notice (To put matters right)	None specified	Six years after date of notice	Water Industry Act 1991, Chapter 56, Section 75(2)(b) & 80	
Application for fluoridation	To be writing	Recommend until withdrawn plus six years	Water Industry Act 1991, Chapter 56, Section 87	

Notice for provision of sewer	None specified	Twelve years from completion of construction	Water Industry Act 1991, Chapter 56, Section 98 & 99	
Request for information	None specified	Three years after date of request	Water Industry Act 1991, Chapter 56, Section 85 & 86(4)	Information to be in format as stated in the request
Declaration of Adoption	None specified	The life of the sewer	Water Industry Act 1991, Chapter 56, Section 102	Not applicable to sewers constructed before 1st October 1937
Application and Consent for discharge of trade effluent into public sewer	To be in writing and to include information stated in Section 119	Until revoked plus six years	Water Industry Act 1991, Chapter 56, Section 118 & 119	
Conditions of consent — keeping of records and the making of returns	None specified	Until superseded	Water Industry Act 1991, Chapter 26, Section 121 (i) (j)	To be in accordance with the consent
Variation of consents	None specified	Recommend six years after variation ends or is superseded	Water Industry Act 1991, Chapter 26, Sections 124 & 125	
Agreements with respect to the disposal, etc. of trade effluent	None specified	Recommend six years after agreement ends	Water Industry Act 1991, Chapter 26, Sections 129 & 130	
Bylaws	None specified	Recommend six years after byelaw ceases	Water Industry Act 1991, Chapter 26, Section 157	Byelaws to cease ten years after the date on which they were made unless otherwise ordered by Statutory Instrument. Consideration should be given to archiving Byelaws for research purposes
The Director's register	None specified	Ongoing	Water Industry Act 1991, Chapter 26, Section 195	Registers should be kept for future research. Copies of extract are available to the public for a fee
Trade effluent registers	None specified	Ongoing	Water Industry Act 1991, Chapter 26, Section 196	Inspections by the public are free. Copies of extracts are available for a fee
Works discharges register	None specified	Ongoing	Water Industry Act 1991, Chapter 26, Section 197	
Maps of waterworks	None specified	Until superseded	Water Industry Act 1991, Chapter 26, Section 198	Available for public inspection free of charge
Sewer maps	None specified	Until superseded	Water Industry Act 1991, Chapter 26, Section 199	To be kept separately according to local authority who receive copies free of charge. Available for public inspection free of charge
Provision of information with respect to trade effluent discharges	To be in writing and to include information as laid out in Section 204	Recommend six years after date of provision of information	Water Industry Act 1991, Chapter 26, Section 204	
Notice to begin work	None specified but to include the information in regulation 5 (3)	Recommend three years	Water Supply (Water Fittings) Regulations 1999. SI 1999 No 1148, Regulation 5 (3)	
Certificate of completion and compliance	None specified but must be signed by the contractor	Recommend six years	Water Supply (Water Fittings) Regulations 1999. SI 1999 No 1148, Regulation 6	If notice is required under Regulation 5 (5) then a copy must be sent to the water undertaker
Relaxation of requirement	None specified	Recommend until superseded plus six years	Water Supply (Water Fittings) Regulations 1999. SI 1999 No 1148, Regulation 11	
Application for producer registration	To be in writing corresponding to the form shown at Part II of Schedule 4	Recommend a minimum of four years	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Regulation 6 (4)	

Application for a scheme registration	To be in writing corresponding to the form shown at Part II of Schedule 4 plus the requirement of Part III of Schedule 4	Recommend a minimum of four years	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Regulation 12 (3)	Must be accompanied by a published statement, an operational plan and other items as required by Regulation 12. Copy to be retained by applicant
Published Statement and Operational Plan	None specified	Recommend a minimum of four years	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Schedule 4 Part IV 10	
Change in membership of the scheme	To be in writing	Recommend a minimum of four years	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Regulation 13	
Confirmation of registration	To be in writing	Recommend until superseded plus four years	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Regulation 6 (6)	
Refusal to register	To be in writing	Recommend a minimum of four years	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Regulation 10	
Decision to cancel	To be in writing	Recommend a minimum of four years	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Regulation 11 (3)	
Certificate of compliance	None specified but to contain information as required by Schedule 6, Regulation 23	Recommend a minimum of four years	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Regulation 3 (5) (b) (ii) & 23	
Returns Producers and Schemes	None specified	Four years after the record is made	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Regulation 22 & 24	Returns contain tonnage of packaging waste and packaging material provided to reprocessor together with dates
Public Register	May be kept in any form but must be indexed	Superseded information to be available for a minimum of four years	The Producer Responsibility Obligations (Packaging Waste) Regulations 1997. SI 1997 No 648, Regulation 26	The appropriate agency to allow free public access
Technical Documentation	None specified	Four years from the date the packaging is placed on the market	The Packaging (Essential Requirements) Regulations 1998. SI 1998 No 1165, Regulation 11	
Application for registration	On a form to be provided by the Environment Agency	Three years from date of application	Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000. SI 2000 No 1043, Regulation 6	Apart from the name and address, the remaining information may be in electronic form. Registration to be applied for on a yearly basis. (Regulation 10)
Confirmation of registration	To be in writing	Six years after registration ceases	Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000. SI 2000 No 1043, Regulation 6	
Notice to cancel registration	To be in writing	Six years after date of notification	Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000. SI 2000 No 1043, Regulation 7	
Inventory	None specified but to contain the information specified in Regulation 9	Until superseded	Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000. SI 2000 No 1043, Regulation 9	
Public Register	May be kept in any form but must be indexed and available freely to the public	Four years from the date of the inventory	Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000. SI 2000 No 1043,	To be maintained by the Environmental Agency

			Regulation 11	
Note: Examination of Chains, Ropes and Lifting Gear Now see <i>The Lifting Operations and Lifting Equipment Regulations 1998, SI 1998 No 2307</i>				
Factories				
Title of document	Form Number/Name	Retention period	Authority	Notes
Notice of medical examination	In writing	Attach to medical record	Factories Act 1961, Chapter 34, Section 10A	
General Register for factories	F31	Two years from date of last entry	Factories Act 1961, Sections 127 and 140	
Notice of Occupation of factory	None specified	Until occupation ceases	Factories Act 1961, Section 137	
General register for young persons	F32	Two years from date of last entry	Factories Act 1961, Section 140	
General register - painting and whitewashing	F34	Three years from date of last entry	Factories Act 1961, Section 140	
Food				
Title of document	Form Number/Name	Retention period	Authority	Notes
Information about food acquired by the Food Agency	None specified	Six years from date of acquisition	Food Standards Act 1999, Chapter c. 28, Section 8	
Powers of Entry for persons carrying out observations	Authorisation to be in writing	Three years from date of authorisation	Food Standards Act 1999, Chapter c.28, Section 11	
Right to inspect and copy records			Food Standards Act 1999, Chapter c.28, Section 11	Enables inspection and copying of records kept on premises. Covers disclosure of trade secrets and provision of authorisation
Receipts	In writing and signed	Six years from date of receipt	Food Standards Act 1999, Chapter c.28, Sections 11 & 14	
Power to request information in relation to enforcement			Food Standards Act 1999, Chapter c.28, Sections 13 & 14	To make records available for inspection and copying
Availability of records to the public	Statement of Objectives		Food Standards Act 1999, Chapter c.28, Section 22	To inform on how records of decisions and information on which they are based are kept and made accessible
Legality of documents			Food Standards Act 1999, Chapter c.28, Schedule 1(11)	A document purporting to be duly executed under Agency seal or signed on behalf of the Agency shall be received in evidence as if sealed or signed
Register of members interests	None specified	Until superseded	Food Standards Act 1999, Chapter c.28, Schedule 1(9)	To be published
Register of members interests	None specified	Until superseded		
Food safety register		Recommend six years from end of registration		
Sealed Container Undertaking	In writing	Recommend six years from date of issue	Imported Food Regulations 1997. SI 1997 No 2537, Regulation 5(d)	Copy to be sent to the Authority or Council of destination within the UK

Non-removal certificate	None specified but must be in writing	Recommend six years from date of issue	Imported Food Regulations 1997. SI 1997 No 2537, Regulation 6(2)	
Notice Re-dispatch/non-human consumption	Not specified but must be in writing	Recommend six years from date of issue	Imported Food Regulations 1997. SI 1997 No 2537, Regulation 7	

Gas

Title of document	Form Number/Name	Retention period	Authority	Notes
Examination of gas holder	F31	Life of gas holder	Gasholders (Records of Examination) Order 1938. SI 1938 No 598. Factories Act 1961, Section 39	The date of construction of the oldest lift of every gasholder on the premises must be recorded, signed by the occupier and be available for inspection
Maintenance records of residential premises	None specified	Two years from date of check	The Gas Safety (Installation and Use) Regulations 1998. SI 1998 No 2451, Part F 36(3)(c)	Available to occupier on request but see also Part F, 36 (6)(7)(8)
Safety cases	None specified	Until superseded	Gas Safety (Management) Regulations 1996	
Manufacturer's Instructions	None specified	Leave with the owners for the life of the equipment	The Gas Safety (Installation and Use) Regulations 1998, SI 1998 No 2451, Part E 29	To accompany the appliance when sold on
Use of antiflucltuators and valves. Notice to transporter of gas	None specified	Six years from date of notice	The Gas Safety (Installation and Use) Regulations 1998. SI 1998 No 2451, Part G 38(2)(a)	
Use of antiflucltuators and valves. Exemption certificates		Length of the exemption	The Gas Safety (Installation and Use) Regulations 1998. SI 1998 No 2451, Part G 40(1)	

Good Laboratory Practice (Revokes the 1997 Regulations in full)

Title of document	Form Number/Name	Retention period	Authority	Notes
Good Laboratory practice instrument	A document comprising of or including endorsement by monitoring authority, various statements and reports	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Regulation 2, Interpretation	
Intention to conduct regulatory studies at named premises plus GLPMA acknowledgment	In writing	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Regulation 5	
Non admittance to membership of the UK GLP	In writing	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Regulation 5(3)	
Warning Notice	None specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Regulation 7	
Powers of Entry		See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Regulation 9(d)	To require the production of, inspect or take copies of or extracts from any book, document, data or record (in whatever form it is held) at, or accessible at the premises
Statement (receipt)	None specified but to contain particulars of information taken into possession	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Regulation 9(5)	
Statement of individuals fulfilling management responsibilities	None specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1, Part I 1(a)	
Record of qualifications, training, experience and job description	None specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 1(b)	

Standard Operating Procedures	In writing	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 1(e) and Schedule 1 Part VII (1)	
Historical file for standard operating procedures	None specified	See note at bottom of section. Recommend review every twenty-five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 1(k)	
Deviations from standard operating procedures	To be documented	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1P Part VII 3	
Change of study director	To be documented	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 1(g)	
Study Plan	To be in writing	See note at bottom of section. Recommend review every twenty five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part VIII 1	To contain a list of records to be retained. Schedule 1 Part VIII 2(f) (No indication is made of length of retention)
Approval of study plan	To be documented	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 1(i)	Copy to be given to quality assurance personnel
Master Schedule	None specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 1(m)	
Change of principal investigator	To be documented	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 1(h)	
Deviations from study plan	To be documented	See note at bottom of section.	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 2(e)	
Generation of raw data	To be documented	See note at bottom of section. Recommend review every twenty-five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 2(f)	
Validation of computerised systems	None specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part I 2(g)	
Quality assurance	To be documented	See note at bottom of section. Recommend review every twenty-five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part II 1(1)	
Study based inspections (QA)	None specified	Regulations state records should be retained. Recommend review every twenty five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part II 2(c)	
Facility based inspections (QA)	None specified	Regulations state records should be retained. Recommend review every twenty five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part II 2(c)	
Processed based inspections (QA)	None specified	Regulations state records should be retained. Recommend review every twenty five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part II 2(c)	
Final Reports	None specified	See note at bottom of section. Recommend review every twenty five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part IX 1	To include where the final report is to be stored
Final reports (QA)	None specified	See note at bottom of section. Review every twenty five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part II 2(d)	
Inspection results (QA)	In writing	See note at bottom of section. Review every twenty five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part II 2(e)	
Final Report Statement (QA)	To be signed	See note at bottom of section. Review every twenty five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part II 2(f)	
Apparatus records	None specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI	

			1999 No 3106, Schedule 1 Part IV 2	
Source information of chemicals, reagents and solutions	None specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part IV 4	
Biological test systems	None specified but to include source, date of arrival and condition of arrival	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part V 2(3)	
Pest control agents	To be documented	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part V 2(6)	
Receipt, handling, sampling and storage	In writing. Schedule 2 Part 1 9 (2)	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part VI 1(1)	
Data	To be recorded directly, promptly, accurately and legibly by the individual entering the data	See note at bottom of section. Recommend review every twenty five years	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part VIII 3(3)	
Environmental monitoring records	None specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 1 Part X 1	
Determination of identity, purity, composition, stability for the prevention of contamination	In writing	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 2 Part 1 9 (2)	
Homogeneity and stability of contents of containers	Not specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 2 Part 1 9	
Log books	Not specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 2 Part II 3	
Laboratory notebooks	Not specified	See note at bottom of section	The Good Laboratory Practice Regulations 1999. SI 1999 No 3106, Schedule 2 Part I 3	

Note:Storage and retention of records and materials. To be retained in the archives for the period specified by the appropriate regulatory authorities. If a test facility or archiving contracting facility goes out of business and has no legal successor, the archive should be transferred to the archives of the sponsor of the regulatory study. In the absence of a required retention period, the final disposition of any study materials should be documented. GLPR Regulations 1999 No 3106 Schedule 1 Part X.

Lifts

Title of document	Form Number/Name	Retention period	Authority	Notes
Copy of Declaration of EC Conformity including final inspection certificate	None specified	Ten years from date lift placed on the market. Ten years from date when safety component was last manufactured	The Lift Regulations 1997 SI 1997 No 831 Section 11 and Schedules 6 and 7	
Instruction Manual	None specified	The life of the lift or until superseded	The Lift Regulations 1997 SI 1997 No 831	
Log Book	None specified	Recommend the life of the lift + six years	The Lift Regulations 1997 SI 1997 No 831	
Safety Components	None specified	Ten years after the last component has been made	The Lift Regulations 1997 SI 1997 No 831	
Technical Dossier	None specified	Ten years after the last lift has been made	The Lift Regulations 1997 SI 1997 No 831	Includes instruction manual. Declaration of conformity, tests and calculations, drawings and diagrams
Technical Documentation	None specified	Ten years after the last lift type has been made	The Lift Regulations 1997 SI 1997 No 831, Schedule 5	
Quality Assurance System	None specified	Ten years after the last safety component has been made.	The Lift Regulations 1997 SI 1997 No 831, Schedule 8 and 13	

		Ten years after the last lift has been made		
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Power Presses

Title of document	Form Number/Name	Retention period	Authority	Notes
Suitability of Work Equipment (Proof of suitability)	None specified	Life of equipment	The Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306, Regulation 4	
Maintenance Log	None specified	Life of equipment	The Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306, Regulation 5 (2)	
Inspections	None specified	Until superseded	The Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306, Regulation 6 (3)	See 6 (5) for exemptions. To be passed on to new owner when sold
List of authorised persons for use, repair, modification, maintenance or servicing	None specified	Until superseded	The Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306, Regulation 7 (a)(b)	
Training Information Instructions	None specified	Until superseded	The Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306, Regulation 7 (2), Regulation 8 (1)(2), Regulation 9 (1)(2)	
Power Presses Examination and installation	None specified	Life of equipment	The Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306, Regulation 32 (1)	
6/12 monthly examination (plus exceptional circumstances or remedied defects. Regulation 34)	None specified	Recommend six months after being superseded	The Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306, Regulation 32 (4)	
Certificate of Inspection of guards and protection devices	None specified	Keep at or near power press until superseded and then for a further six months from date of signature	The Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306, Regulation 33 (1)	
Reports made under Regulation 32	None specified	Two years after the date the report was written	The Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306, Regulation 34 (1)	

Pressure Systems

Title of document	Form Number/Name	Retention period	Authority	Notes
Placing on the market or putting into service Technical documentation	None specified	Retain according to the conformity assessment procedure	The Pressure Equipment Regulations 1999. SI 1999 No 2001, Regulation 7 (4) and 8 (4)	
Sound Engineering Practice Adequate Instructions for use	None specified	Until superseded	The Pressure Equipment Regulations 1999. SI 1999 No 2001, Regulation 9 (2)(b)	
Information on residual hazards and measures to be taken	None specified	Until superseded	The Pressure Equipment Regulations 1999. SI 1999 No 2001, Annex 1 1.General 1.2	
Marking and labelling Documentation not included on the dataplate	None specified. Must remain legible whilst relevant	Until superseded	The Pressure Equipment Regulations 1999. SI 1999 No 2001, Annex 1 3.Manufacturing	
Product verification	None specified	Retain for ten years after the equipment last manufactured	The Pressure Equipment Regulations 1999. SI 1999 No 2001. All modules	
Design standard/ specification	None specified	Retain for life of equipment	Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996, Regulation 17	

Provision of information	None specified	Until superseded	Pressure Systems and Transportable Gas Containers Regulations 1989, Regulation 4	
Certificate of conformity	None specified	The life of the equipment	Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996, Regulation 13	
Exemption certificates	None specified	Until superseded	Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996	
EC certificate submissions	None specified	Ten years after issue	The Simple Pressure Vessels (Safety) Regulations 1991. Simple Pressure Vessels (Safety) (Amendment) Regulations 1994	
Provision of Information and marking	To be in writing (see note at end of section)		The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 5 and 14	
Written statement by owner of mobile system	To be in writing (see note at end of section)	Until superseded	The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 7	
Scheme of Examination	To be in writing (see note at end of section)	Until superseded	The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 8	To be reviewed at appropriate intervals by competent person
Examination	To be in writing (see note at end of section)	The last report. Unless they contain information assisting in safe operating or assisting in the safe repair or modification. Then until superseded	The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 9 and 14	The examiner shall sign or add his name to the report
Postponement of cease of use for examination	To be in writing (see note at end of section)	Until no longer relevant	The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 9 (7)	
Postponement of cease of use by user or owner (in the case of mobile systems)	Declaration that the postponement will not give rise to danger		The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 9 (8)	
Imminent Danger	A written report (see note at end of section)	Until no longer relevant	The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 10	Copy to be sent to enforcing authority within fourteen days
Operation	None specified but must be suitable and adequate. Recommend these are put in writing	Until superseded	The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 11	
Change of user or owner		Records to be passed on	The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 14	
Exemptions by the Executive	To be a certificate in writing	Until superseded	The Pressure Systems Safety Regulations. SI 2000 No 128, Regulation 17	
Transfer of responsibility	To be in writing (see note at end of section)	Until superseded	The Pressure Systems Safety Regulations. SI 2000 No 128, Schedule 2	Reports required under the regulations must also be given to the supplier
<p>Note 1:Any reference in the Regulations to anything being in writing or written (including any reference to anything being kept in writing shall include reference being in a form:</p> <p>(a) <i>in which it is capable of being reproduced as a written copy when required.</i></p> <p>(b) <i>which is secure from loss or unauthorised interference.</i></p> <p>SI 2000 No 128 Regulation 2 (2) Interpretation.</p>				
<p>Note 2:Any records or information to be kept under the 2000 Regulations must, in the case of an installed system be kept at the premises where the system is installed. In the case of a mobile system, at the premises in Great Britain from which the deployment of the system is controlled.</p> <p>SI 2000 No 128 Regulation 14. Keeping of records etc</p>				

Radiation

Title of document	Form Number/Name	Retention period	Authority	Notes
Application Registration for use of radioactive material	None specified	Recommend three years from date of application	Radioactive Substances Act 1993. Chapter 12, Section 7 & 10	
Certificate of registration	None specified	Recommend at least six years after termination	Radioactive Substances Act 1993. Chapter 12, Section 7, 10 & 20	To be displayed on the premises. Section 19
Authorisation to dispose of radioactive waste	None specified	As decided by the Chief Inspector	Radioactive Substances Act 1993. Chapter 12, Section 16 & 20	To be displayed on the premises. Section 19
Enforcement Notices	None specified	Whilst in force plus six years	Radioactive Substances Act 1993. Chapter 12, Section 21	
Public access to documents and records	Need not be kept in documentary form	As decided by the Chief Inspector	Radioactive Substances Act 1993. Chapter 12, Section 39	To be made available by the local authority. Copies of documents to be available for a reasonable fee
Authorisation of specified practices	In writing	Recommend whilst relevant plus six years	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 5	
Notification of specified Work	None specified but content to be as Schedule 2	Recommend whilst relevant plus six years	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 6	
Risk Assessments	None specified	Until superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 7	
Notification of pregnancy and breast feeding	None specified	Recommend adding to health record	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 8	
Examination of respiratory protective equipment	None specified	At least two years from date of examination	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 10	
Contingency plan	None specified	Until superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 12	
Appointment of radiation protection advisor	In writing	Recommend twelve months after appointment ceases	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 13	
Local rules	In writing	Recommend twelve months after being superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 17	
Radiation passbook (outside workers)	To contain the particulars shown in Schedule 6 in a format approved by the Executive	Results of monitoring or measurements by employer under Regulation 18 (3) to be kept for two years from the date they were recorded	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 18	Employee may request the results subject to reasonable notice
Monitoring results	None specified	Two years from the date on which they were made	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 19 (4)	
Monitoring equipment tests and maintenance	None specified	Two years from the date on which they were made	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 19 (4)	
Dose assessment and recording of classified person (approved dosimetry service)	None specified	Until the person to which it relates has or would have reached seventy five but for at least fifty years from date made	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 21 (3)	To supply suitable summaries to the employer at appropriate intervals
Termination record	None specified	Copy to be sent to the Executive and the employer	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 21 (3)(d)	
Summary of dose record	None specified	At least two years from end of calendar year to which it	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 21 (7)	

		relates		
Investigation of much greater or much less dose than entry shown	None specified	Two years from date report made	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 22 (4)	
Accidents — dose assessment	None specified	Until the person to whom it relates has or would have reached seventy five but for at least fifty years from date of accident	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 23 (2)	
Health record	To contain the details shown in Schedule 7	Until the person to whom it relates has or would have reached seventy five but for at least fifty years from date of last entry	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 24 (3)	
Review of health record	In writing	Until the person to whom it relates has or would have reached seventy five but for at least fifty years from date of last entry	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 24 (9)	
Over exposure immediate investigation	None specified	Two years from date it was made	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 25 (2)(a)	
Over exposure Investigation	None specified	Until the person to whom it relates has or would have reached seventy five but for at least fifty years from date of last entry	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 25 (2)(b)	
Sealed sources tests	None specified	For two years after the article is disposed of or until a further record is made	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 27	
Accounting for radioactive substances	None specified	For two years from the date of the record and in addition for at least two years from the date of disposal	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 28	
Notification of certain occurrences	None specified	Fifty years in the case of an occurrence and two years for any other case	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 30 (5)	
Medical exposure Immediate report	None specified	Two years from the date of the report	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 32 (7)	
Medical exposure. Detailed report	None specified	Fifty years from the date of that report	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 32 (7)	
Approval of dosimetry services	In writing	Until superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 35 (1)	
Reassessment of dosimetry services	In writing	Until superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 35 (3)	
Exemption certificates	In writing	Until superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 37	
Existing records made under the 1985 Regulations		As shown under Transitional Provisions and Modification, Revocation and Saving	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Regulation 39 and 41 (4)	
Dose limitations made under Regulation 11 (2)	In writing	Review not less than once every five years and preserve	The Ionising Radiation Regulations 1999. SI 1999 No 3232, Schedule 4 Part II 13 and 17	

		the record for fifty years from date made		
Written procedures	To be in writing and include the procedures in Schedule 1	Recommend six years after they have been superseded	Ionising Radiation (Medical Exposure) Regulations 2000. SI 2000 No 1059, Regulation 4 (1) and Schedule 1	
Protocols	None specified but to be in writing	Recommend six years after they have been superseded	Ionising Radiation (Medical Exposure) Regulations 2000. SI 2000 No 1059, Regulation 4 (2)	
Overexposure to radiation	None specified	Recommend results of investigation be retained for a minimum of six years. Consider adding final assessment to patient records	Ionising Radiation (Medical Exposure) Regulations 2000. SI 2000 No 1059, Regulation 4 (5)	
Patient medical data	None specified	Add to patient records	Ionising Radiation (Medical Exposure) Regulations 2000. SI 2000 No 1059, Regulation 5 (5)	
Medicinal treatment/diagnosis — instructions and information to patients	None specified but to be in writing	Add to patient records	Ionising Radiation (Medical Exposure) Regulations 2000. SI 2000 No 1059, Regulation 7 (5)	Copy to be given to patient or person responsible for patient
Inventory of equipment	None specified	Until superseded	Ionising Radiation (Medical Exposure) Regulations 2000. SI 2000 No 1059, Regulation 10	
Record of practitioners and operators	None specified	To be kept up to date	Ionising Radiation (Medical Exposure) Regulations 2000. SI 2000 No 1059, Regulation 11 (4)	
Notice		As prescribed by Sections 3 & 4 of the Act	Nuclear Safeguards Act 2000, Section 2	
Records			Nuclear Safeguards Act 2000, Sections 3 & 4	A person receiving a "Notice" shall keep and retain such records as may be necessary to comply
Record of assessment	None specified	Details of the assessment made under article 67(1) of the Air Navigation (No 2) Order 1995 — at least twelve months. A record containing the details of the exposure shall be available for production as a paper record for a period of two years from the date of assessment, except where the exposure is more than six milli Sieverts per year, then it shall be available in paper to the seventy fifth birthday or thirtieth anniversary of the termination of exposure to cosmic radiation, which ever is the later	Air Navigation (Cosmic Radiation) (Keeping of Records) Regulations 2000. SI 2000 No 1380, Regulation 2. Air Navigation (Cosmic Radiation) Order 2000. SI 2000 No 1104, Regulation 4	Records may be kept per individual or as a group of crew members.

Note:The Ionising Radiation Regulations 1999 revoke or modify the Ionising Radiations Regulations 1985 and the Ionising Radiations (Outside Workers) Regulations 1993 as well as other Regulations.

Railways

Title of document	Form Number/Name	Retention period	Authority	Notes
Safety Case	None specified	Until superseded	Railways (Safety Case) Regulations 1994	

Training records	None specified	CY + three	Railways (Safety Critical Work) Regulations 1994	
Exemption certificates	By certificate in writing	Recommend six years after date revoked	Railway Safety Regulations 1999. SI 1999 No 2244, Regulation 6	Subject to conditions and a time limit

Waste Management

Title of document	Form Number/Name	Retention period	Authority	Notes
Certificate of Technical Competence	None specified	Until revoked	Waste Management Licensing (Amendment) Regulations 1997	

Work Equipment

Title of document	Form Number/Name	Retention period	Authority	Notes
Technical file	None specified	For as long as the equipment is in use	Electromagnetic Compatibility Regulations 1992 as amended by Electromagnetic Compatibility (Amendment) Regulations 1994	