



This schedule is to be used in conjunction with the Environment Health and Safety Manual

Example of Records Disposal Schedule

Note: Consult with Records Services prior to destruction of records.

Sort by Schedule #18	Subject and Activity	Custody and Transfer	Prime Source	Retention / Destruction
Staff	Employee medical records and health monitoring results	Occupational Health Nurse, Student Health	Occupational Health Nurse, Student Health	100 years
EHS	Risk assessment	Supervisor Safety Officer Head of Department	Departmental Office or Laboratories	Destroy when superseded
EHS	Training registers/records	Staff Development	Human Resources	3 years
Accidents	Hazard reports (eg. Toolbox meetings)	Safety Officer Head of Department	Departmental Office	2 years
Accidents	Workplace inspections records	Supervisor Safety Officer Head of Department	Departmental Office or Laboratories	2 years
Committees	Incident notifications & reports Investigations	Supervisor Safety Officer Head of Department	EHS Unit & Departmental Office	2 years
Equipment	Committee minutes (eg. Departmental Safety Committee minutes)	Safety Officer Head of Department	Departmental Office	Permanent
EHS	Plant register / registration / service reports & testing	Supervisor Technical Manager Safety Officer	Departmental Office	Destroy when superseded
EHS	Environmental reports	EHS Unit	EHS Unit & Departmental Office	2 years
EHS	MSDS	Supervisor Safety Officer Head of Department	Laboratories & / or Department Office	5 years
EHS	Hazardous substances manifest	Safety Officer Head of Department	Department Office Laboratories Fire panels	7 years after last entry
Keys	Key register and restricted access areas	Safety Officer Head of Department	Department / Office	2 years
Reports	Consultants reports	Safety Officer Head of Department	Departmental Office	7 years
Staff	Position descriptions / responsibility statements	Supervisor Departmental Manager Safety Officer Head of Department	Human Resources & Department Office	Destroy when superseded
Signature Authority	Purchasing checklists	Supervisor Purchasing Manager Head of Department	Departmental Office	2 years
Staff	Induction checklists / Training needs analysis	Supervisor Departmental Manager Safety Office Head of Department	Departmental Office	3 years
Equipment	Tender / contract documents	Supervisor Safety Officer Head of Department	Departmental Office	7 years
Staff	Work permits	Technical Manager Safety Officer Head of Department	Departmental Office	1 month
Equipment	Registration & license certificates	Supervisor Safety Officer	Departmental Office	2 years



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		Head of Department		
Equipment	Maintenance schedules	Supervisor Safety Officer Head of Department	Departmental Office or Laboratories	2 years
Publications	Electronic information (inc web)	Technical Manager in conjunction with LITE Head of Department	Faculty / Department Offices	As required
Waste Disposal	Waste Disposal	Safety Officer Head of Department	Departmental Office & / or Laboratories, EHS Unit	2 years
EHS	Emergency Procedures	Safety Officer Head of Department	Department Office or Laboratories	Destroy when superseded
EHS	Radiation Reports / Information	Technical Manager Safety Officer	EHS Unit Departmental Office	7 years
Legislation	Legislation	Safety Officer Head of Department	Departmental Office or Laboratories	Destroy when superseded
Reports	External Audit Documents	EHS Unit	Departmental Office & EHS Unit	Permanent