

Disposal and Retention Checklist

Each of the following questions and guidance underneath them should be considered prior to the disposal of any document.

1. Has the document been appraised?

- Check that the nature and contents of the document are suitable for disposal.

2. Is retention required to fulfil statutory obligations or other regulatory obligations?

- Evidence of ownership or control such as title deeds, leases or licences
- Required by outside auditing bodies such as those relating to ISO14000, energy schemes, HSE etc.
- An Operation and Maintenance Manual, or a Health and Safety Manual for a building would need to be kept for the life time of the building

3. Is retention required for evidence?

- Keep any documents which may be required for legal proceedings until the threat of proceedings has passed.
- The limitation period for commencing litigation should also be a key consideration with records documenting the following:
 - Inspections of areas containing hazards likely to cause injury
 - Removal of hazardous materials likely to cause injury
 - Training records kept for evidence of Health and Safety procedures such as for individuals working with hazardous substances
 - Accident and incident reports
 - Contracts, agreements and tenders

4. Is retention required to meet the operational needs of the service?

- Consider whether the document in question may be useful for future reference, as a precedent or for performance management purposes
- To evidence good practice

5. Is retention required because the document or record is of historic interest or intrinsic value?

- In most cases this consideration will not be relevant
- If a particular document has historic or financial value, the Library should be consulted as in the case of historical buildings, photographs or drawings.