

**RSU INF 2021-06 (NOVEMBER 2023)  
RETENTION OF RECORDS**

University of Manchester 2021





The University of Manchester

**RSU INF 2021-06: Retention of records**

<b>Table 1 General record keeping</b>			
<b>Record</b>	<b>Statutory (years)</b>	<b>UoM requirement (years)</b>	<b>Where / format</b>
Risk assessment: generic [available from website]	-	6 or superseded	Radiation Safety Unit; electronic
Local risk assessments (supplementary if necessary)	-	6 or superseded	Radiation Safety Unit; electronic
Generic copies of Local rules, SOPs [available from website]	-	6 or superseded	Radiation Safety Unit; electronic
Localised modified versions of Local Rules & SOPs (if prepared locally) held in radiation areas.	-	6 or superseded	Radiation Safety Unit; electronic. Locally produced variants not held by RSU.
Reports, investigations, inspections (not covered elsewhere)	-	6 or superseded	Radiation Safety Unit; electronic
EPR permits, HSE consents, (current, revoked and surrendered)	-	Retain until revised by EA / HSE	Radiation Safety Unit; electronic or paper in RSU secure filing cabinet

<b>Table 2 Ionising Radiations Regulations 2017</b>			
<b>Record</b>	<b>Statutory (years)</b>	<b>UoM requirement (years)</b>	<b>Where / format</b>
Health & dose rate monitoring with respect to controlled areas	2	6 or superseded	Radiation Safety Unit; electronic
Monitoring of controlled areas with respect to preventing the spread of contamination	-	6 or superseded	Radiation Safety Unit; electronic
Approximately annual service-led radiation monitoring and / or checks of supervised areas with respect to preventing the spread of contamination and ensuring areas are properly designated	2	6 or superseded	Radiation Safety Unit; electronic
Local radiation monitoring of supervised areas with respect to preventing the spread of contamination and ensuring areas are properly designated	2	6 or superseded	Radiation Safety Unit; electronic
Approximately annual service-led checks of radiation enclosures (e.g. x-ray generators) and including critical examination reports	2	6 or superseded	Radiation Safety Unit; electronic
PPE	2	6 or superseded	Radiation Safety Unit; electronic
Radiation monitors used in designated areas	2	6 or superseded	Radiation Safety Unit; electronic
Dose records for classified workers	30 or until the person would have reached 75 y/o	-	Radiation Safety Unit; electronic
Dose record summaries supplied by an ADS for classified workers	2	6 or superseded	Radiation Safety Unit; electronic
Dosimetry records - where issued to unclassified workers.	-	6 or superseded	Radiation Safety Unit; electronic
Dose investigation for classified workers where employer believes the dose differs from the measured dose (dosimetry)	2	6 or superseded	Radiation Safety Unit; electronic

Dose investigation where employer believes a person may in one occurrence have received a dose > 6 mSv or > 3/10ths of a dose limit	30 or until the person would have reached 75 y/o	-	Radiation Safety Unit; electronic
Medical surveillance - health record (Regulation 25): (i) classified workers, (ii) overexposures, (iii) conditions imposed on workers by an Appointed Doctor,	30 or until the person would have reached 75 y/o	-	Radiation Safety Unit; electronic
An 'immediate investigation report' relating to a suspected overexposure	2	6 or superseded	Radiation Safety Unit; electronic
A final report relating to the investigation of a suspected overexposure where an overexposure was deemed to have occurred	30 or until the person would have reached 75 y/o	-	Radiation Safety Unit; electronic
(Annual) leakage test reports	2 or until a further report, then 2 y after disposal of the source	6 or superseded	Radiation Safety Unit; electronic
Source accountancy records	2 (after disposal)	6 or superseded	Radiation Safety Unit; electronic
A notification to HSE of a suspected release, where it was subsequently found a release <u>hadn't</u> occurred	2	6 or superseded	Radiation Safety Unit; electronic
A notification to HSE of a suspected release, where it was subsequently found a release had occurred	Not stated	-	Radiation Safety Unit; electronic
Training records	-	-	Held by SLD
Training records held by RSU	-	6 or superseded	Radiation Safety Unit; electronic

**Table 3 Environmental Permitting Regulations 2016**

Note: record retention times under EPR apply from October 2010 onwards and are more stringent than retention times under the Radioactive Substances Act 1993, which did not specify any retention times.

Record	Statutory (years)	UoM requirement (years)	Where / format
Disposal records	Retained until written permission to dispose / delete is received from the Environment Agency	-	Radiation Safety Unit; electronic
Source accountancy records			Radiation Safety Unit; electronic
Waste monitoring, instrument calibration for waste monitoring, surveys			Radiation Safety Unit; electronic
Communications from Environment Agency or others regarding Agency matters		-	Radiation Safety Unit; electronic

**Notes**

- (1) All expired documents to be destroyed.
- (2) UoM requirement is based on the School audit cycle, which is 6 years.

Document management	
Title	Retention of Records
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