

Procedure	9.0 EMSP Records Control
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9.0 Records Control

1. Purpose

1.1 To identify, establish, implement, document and maintain a procedure to ensure environmental records are kept for required periods and maintained within the scope of the EMS to ensure conformity to the standard and applicable legislation.

2. Scope

2.1 All relevant environmental records within the scope of the EMS.

3. Responsibility

3.1 The University of Bristol shall maintain records with respect to its Environmental Management System as defined in the table below.

Record Description	Responsible Person	Record Location	Retention time
Waste transfer notes	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Min 2 years
Hazardous Waste Consignment Notes	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Disposal + 6 years
Licenses, permits, registrations or exemptions	Responsible Person as defined by the EMS and legal register	Campus Division Sustainability SharePoint	End of activity + 10 years
Environmental Performance Indicators	Responsible Person as defined by the EMS and legal register	Campus Division Sustainability SharePoint	Various, maximum 7 years.
Training Records	Relevant Line Manager as defined under the Responsible Person on the Legal Register linked to Aspects	Held by Line Manager and under Staff	Expiry of relevant certification + 6 years

	and Impacts	Development Group.	
Emergency Response	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Date of notification + 10 years
Internal EMS audits	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Completion of audit + 7 years
Corrective Action Records	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Completion of audit + 7 years
Internal EMS / Legislation Environmental Communication	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Completion of audit + 7 years
External Environmental Communication / Complaints	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Completion of inquiry + 10 years
Internal EMS Audit Records and Reports	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Completion of audit + 7 years
Register of Legislation	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Continuously updated
Aspects and Impacts Register	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Completion of audit + 7 years
Non-Compliance Reports/ Environmental Incident Investigation	Sustainability Manger (Circular Economy and EMS)	Campus Division Sustainability SharePoint	Completion of audit + 7 years
Relevant correspondence with EA regarding permits and	Sustainability Manger (Circular Economy and EMS)	Held by Sustainability Manger (Circular	indefinitely

exemptions		Economy and EMS) on the Campus Division Sustainability SharePoint	
Management Review Meetings	Sustainability Manger (Circular Economy and EMS) / Head of Sustainability	Held by Sustainability Manger (Circular Economy and EMS) on the Campus Division Sustainability SharePoint	indefinitely

Changes to the procedure

Version	Reason for Change	Date
2	Review of the University's record retention schedule	09-12-2019
3	Update with SharePoint and Sustainability Manager (Circular Economy and EMS) title change.	04-10-2021