

## Records Control

|                           |                |
|---------------------------|----------------|
| <b>Reference:</b>         | RC-PRO-006     |
| <b>Effective Date:</b>    | 30/05/2025     |
| <b>Owning Department:</b> | Sustainability |
| <b>Review Period:</b>     | 2 years        |
| <b>Version:</b>           | 3.0            |
| <b>Document Type:</b>     | Procedure      |
| <b>Version Author:</b>    | Kasia Haywood  |

### Version History

| Version | Date       | Purpose   | Author        | Review Due Date |
|---------|------------|---|---------------|-----------------|
| 1.0     | 01/2018    | Original draft  | Rose Rooney   | 01/20           |
| 2.0     | 09/12/2019 | Review of the University's record retention schedule              | Rose Rooney   | 09/12/2021      |
| 3.0     | 30/05/25   | Updated job titles, record locations and review of whole document | Kasia Haywood | 30/05/27        |

## 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 Environmental Management System (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 EMS as defined in the table below.

| Record Description                                     | Responsible Person  | Record Location   | Retention time                             |
|--|---|---|--|
| Waste transfer notes                                   | Environmental Supervisors   | Campus Division I drive and hardcopy                    | Min 2 years                                |
| Hazardous Waste Consignment Notes                      | Environmental Supervisors   | Campus Division I drive and hardcopy                    | Disposal + 6 years                         |
| Licenses, permits, registrations or exemptions         | Responsible Person as defined by the EMS and legal register   | Campus Division Sharepoint                              | End of activity + 10 years                 |
| Environmental Performance Indicators                   | Responsible Person as defined by the EMS and legal register   | Campus Division Sharepoint                              | Various, maximum 7 years.                  |
| Training Records                                       | Relevant Line Manager as defined under the Responsible Person on the Legal Register linked to Aspects and Impacts | Held by Line Manager and under Staff Development Group. | Expiry of relevant certification + 6 years |
| Emergency Response                                     | Sustainability Manger (Scope 3)   | Campus Division Sharepoint                              | Date of notification + 10 years            |
| Internal EMS audits                                    | Sustainability Manger (Scope 3)   | Campus Division Sharepoint                              | Completion of audit + 7 years              |
| Corrective Action Records                              | Sustainability Manger (Scope 3)   | Campus Division Sharepoint                              | Completion of audit + 7 years              |
| Internal EMS / Legislation Environmental Communication | Sustainability Manger (Scope 3)   | Campus Division Sharepoint.                             | Completion of audit + 7 years              |
| External Environmental Communication / Complaints      | Sustainability Manger (Scope 3)   | Campus Division Sharepoint. Communication Log           | Completion of inquiry + 10 years           |

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|--|--|--|-------------------------------|
| Internal EMS Audit Records and Reports                           | Sustainability Manger (Scope 3)          | Campus Division Sharepoint   | Completion of audit + 7 years |
| Register of Legislation  | Sustainability Manger (Scope 3)          | Campus Division Sharepoint   | Continuously updated          |
| Aspects and Impacts Register                                     | Sustainability Manger (Scope 3)          | Campus Division Sharepoint   | Completion of audit + 7 years |
| Non-Compliance Reports/ Environmental Incident Investigation     | Sustainability Manger (Scope 3)          | Campus Division Sharepoint   | Completion of audit + 7 years |
| Relevant correspondence with EA regarding permits and exemptions | Sustainability Manager (Scope 3)         | Held by Sustainability Manager for Waste and EMS on the Campus Division 'I' drive. | indefinitely                  |
| Management Review Meetings                                       | Head of Net Zero Carbon & Sustainability | Held by Sustainability Manager (Scope 3) on the Campus Division Sharepoint.        | indefinitely                  |