



## Document and Record Control Procedure

Scope

Table 1: Environmental Records Retention Schedule

Records	Retention Period (unless Superseded)	Responsible Person / Department
Data Collection Tables/Statistics	10 years for annual figures	Campus Wellbeing
Environmental Review	5 years	Campus Wellbeing
Objectives & Targets	5 years	Campus Wellbeing
Communications Log	5 years	Campus Wellbeing
Environmental Incident Reports	10 years	Campus Wellbeing
Monitoring Records	5 years	Campus Wellbeing