

Retention of Records Table

Amendment record

This chapter has been reviewed by the Directorate of Defence Safety (DDS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments **should** in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date published	Reason for Review	Authority
1.2	Oct 2022	Interim update post-handover of policy from DSA to D HS&EP.	Dir HSEP
1.3	17 April 2024	Review, update and release of two-part structure.	DDS
1.4	18 Sep 2025	Amendment to the retention period for health surveillance and health monitoring records.	DDS

Note: The list in the following table is not exhaustive. Seek advice from your local health and safety adviser as required.

Type of Record	Retention time
Risk assessments including those that have been replaced or are no longer valid. This includes all types of risk assessment covering both the work site and the processes being conducted and includes hazardous substances, manual handling, Display Screen Equipment and so on.	Minimum of 3 years after they expire.
Risk assessments associated with hazards, such as asbestos or noise and so on that might take many years for an illness to become evident.	Minimum of 40 years .
Safe Systems of Work.	Minimum of 3 years after they expire.
Health and safety training records.	6 years
Health surveillance and health monitoring records.	As long as personnel remain employed by Defence and a minimum of 40 years from the date of the last entry.
Respiratory Protective Equipment Fit Test Certificate.	Minimum of 5 years from date of test.
Examination of respiratory protective equipment including respiratory and other personal protective equipment tests.	Minimum of 5 years .
Records of safety inspections and so on.	Minimum of 3 years .

Type of Record	Retention time
Maintenance, examination and testing records such as air monitoring, examination and test of local exhaust ventilation and so on.	Minimum of 5 years .
Permits to Work.	Minimum of 3 years .
Permits to Work Register.	Minimum of 3 years following the last entry, or as defined by maintenance records.
Occurrence reports, their investigations and associated documentation including, but not limited to, any work instructions, risk assessments, policy and guidance or JSP 375 chapters being used at the time.	Minimum of 3 years or 3 years after the injured parties 18th birthday.
Specified Injury reportable to the HSE and their investigations.	Minimum of 40 years .
Health and safety orders, organisation and arrangements statements, locally produced health and safety manuals and plans and annual health and safety performance reports and audits.	Minimum of 15 years .
Organisational Safety Assessment (OSA) and associated documents.	Minimum of 15 years .

Where there is a Statutory requirement to keep records for a specified period, it is recommended that the latest edition of the relevant legislation is checked and / or local health and safety advisers are consulted before disposing of any records.