

Function – Risk (v1, June 2019)

Responsible Person – Head of Resilience & Safety

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Risk Management procedure	Superseded + 1 year	Destroy	N/A
Corporate Risk Register	Superseded + 3 years	Destroy	N/A
Records documenting the formulation, testing and maintenance of incident response/ business continuity plans	Superseded + 1 year	Destroy	N/A
Debrief reports following any incidents	5 years after incident date	Destroy	N/A