

Function – Risk (v2, November 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Risk Management procedure	Superseded + 1 year	Destroy	N/A
Corporate Risk Register	Superseded + 5years	Destroy	N/A
Records documenting the formulation	Superseded + 1 year	Destroy	N/A
Debrief reports following any real life incidents or notional exercises	5 years after incident date	Destroy	N/A
Trips on Travel Risk System	4 years after date of trip	Destroy	N/A
Risks on risk management system	3 years after deleted by School / Department	Destroy	N/A