

Appendix 7. Document Retention Policy

Records Established	Minimum Retention Period	Responsible Record Keeper	Location of Records	Comments / Justification
Hazardous Waste Consignment and Controlled Waste Transfer Notes	Current + 3 years	Waste Disposal Officer	Local Record Systems	Legal Requirement
Producer Returns	Current + 3 years	Waste Disposal Officer	Local Record Systems	Legal Requirement
Appointments:				
Environment Officer	Most Recent	Director with SHE oversight	SHE Directory	Appointment Letter
Waste Disposal Officer	Most Recent	Director	SHE Directory	Appointment Letter