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Records established	Minimum retention period	Responsible record keeper	location of records	Comments/Justification
COSHH Assessments	Current + 5 years	Line Management	SHE Assure	SHE Group maintain SHE Assure facility
Gas monitoring calibration and maintenance records	Current + 3 years	Estates DL/ROE	Local Record System	
		Line management at RAL	Local Record System	
LEV <sup>8</sup> maintenance records	Current + 3 years	Line Management	Local Record System	
LEV statutory inspection records	Current + 3 years	SHE Group RAL	Local Record System	
		Estates DL/ROE	Local Record System	
<b>Appointments:</b>				
COSHH Assessor	Most Recent	Director	SHE Directory	Appointment Letter

<sup>8</sup> LEV - For example glove boxes, LEV systems, extraction hoods, fume cupboards