# Business Classification Scheme and Disposal Policy

Version 28
November 2025

# Contents

# Summary of Classification Headings

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- STANDARDS DEVELOPMENT
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- EXTERNAL COMMUNICATIONS
- RESEARCH AND SCIENTIFIC SUPPORT
- STATISTICS AND DATA COLLECTION

# Introduction

As a government department, there is an expectation on HSE (from both Parliament and the UK population) to treat its information with due care. This includes protecting information (whether personal data or sensitive material) and safeguarding material that enable HSE to demonstrate accountability and responsibility. This accountability to the citizen is what gives government departments their unique status within society, and it is the information we capture that is the main conduit for ensuring our responsibilities are effectively discharged.

The Public Records Act 1958 and 1967 (PRA), the Data Protection Act 2018 (DPA), the Freedom of Information Act 2000 (FOI Act), UK GDPR (2021) and the Re-use of Public Sector Information Regulations 2015 provide the legal framework for all civil service information activity. Together they place limitations and boundaries on what can be collected and held; what should be retained and released; what should be made available on request; and how material can be used and reused. Government departments and specifically their Accounting Officers are responsible before the law for compliance with each of these and the Lord Chancellor's Code of Practice on the management of records is currently the main route to guidance on how compliance can be achieved.

To meet our statutory responsibilities HSE is required to manage its information in a systematic way. This means the information we capture is stored, organised and structured in a consistent way, is secure, accessible to those who need it, and is destroyed when there is no longer a legal or operational reason for retaining it.

The Business Classification Scheme (BCS) and Disposal Policy is a critical component of HSE's information management regime. Its purpose is to support compliance with legal obligations, and provides a roadmap for managing the lifecycle of information. It provides a corporately agreed policy that sets out HSE's broad information categories, and the set period for which the information should be retained.

The BCS is an integral feature of our corporate information management systems. TRIM, COIN, and our paper records repository, all use the BCS as the basis for classifying, storing, accessing, and (eventually) disposing of information. However, this policy applies to **all** information captured or created by HSE, regardless of format, purpose, or storage mechanism.

## Processing personal data

HSE will process your information under the relevant lawful basis, as permitted under Article 6 and where applicable, 9 of UK GDPR or s35(2) of the Data Protection Act 2018, with supporting conditions in Schedules 1 or 8 met as required. HSE will only retain your personal data for as long as it is needed and as set out in HSE's Privacy Notice.

Your personal data can be retained for a number of purposes across the classification scheme, and will be managed in accordance with this policy.

# How it Works

The BCS provides a common and consistent framework for handling information across HSE. It is intended to support all areas of HSE's business, including programme and project-based working. It is derived from a functional analysis of HSE which is an approach that has been adopted throughout the Civil Service and endorsed by The National Archives.

The BCS is organised into a three-level classification, which, for most areas has been organised as follows:

- **Function** - used as a top-level term to represent the major responsibilities that are managed by the HSE to fulfil its goals.

- **Activity** - used to describe the major tasks performed by the HSE to accomplish each of its functions. Several activities may be associated with each function.

- **Process** - used to describe the tasks, which take place on a regular basis to perform each activity.

## Examples

| Function | Activity | Process |
|---|---|---|
| 1 Business Support and Management | 1.6. Human Resource Management | 1.6.4. Recruitment |
| 4 Regulatory Function | 4.4 Permissioning | 4.4.2 Safety Reports / Cases: Assessment |
| 2 Policy and Legislation Development | 2.3 EU Work | 2.3.2 Legislation |

# Disposal Schedule

Each entry in the BCS includes a column containing the recommended disposal period for the category of information in question. This represents the point in the content's lifecycle at which HSE requires the information to be destroyed.

If in exceptional circumstances information is required for longer than its disposal period, a Records Instrument (RI) will be required. An RI provides legal provision for the retention of information beyond its normal disposal point and requires a business case that sets out the justification for doing so. It is the Secretary of State who has the final approval on all such cases

The main drivers for disposal, and therefore the authority for the disposal periods defined in this document are:

- Statutory – where HSE has a legal duty defined by law to retain information for the period defined

- Litigation – Where information is retained for the purposes of defending HSE in the event of litigation being brought against it

- Approved disposal – pre-defined disposal periods prescribed by other bodies, e.g. The National Archives, the Cabinet Office, etc.

- Operational need – where the retention of information continues to provide a critical role to HSE's operational activities

# Exceptions to the Default Disposal Schedule

| Category | BCS | Disposal Schedule |
|---|---|---|
| Individual employee medical reports relating to accidents and ill health, health surveillance records relating to hazardous substances (including asbestos, compressed air, lead and ionising radiation) | 1.6.1. | 40 years |
| Papers relating to certain Industry Advisory Committees are sent to the National Archives for permanent preservation e.g. ACDS, ACTS, | 1.14.2. | To be selected for permanent preservation at TNA in line with the HSE Appraisal Report |
| Plant Protection Legislation, Policy and Committees: development of policy and advice to ministers on pesticides and plant protection and UK representation at EU forums. These areas of policy are significant for historical purposes:<br><br>• demonstrating the tightening or weakening of regulatory processes;<br>• discussing the work of the Committees licensing pesticides;<br>• monitoring residues;<br>• commenting on the overall effectiveness and direction of pesticides regulation;<br>• significant new directions in the regime such as biodiversity initiatives. | 2.1.<br><br>2.2.<br><br>2.3.<br><br>2.5. | To be selected for permanent preservation at TNA in line with the CRD Appraisal Report |

| Category | BCS | Disposal Schedule |
|---|---|---|
| Inspector notebooks/diaries which do NOT contain information relating ongoing investigations, inspections or interventions (including any appeal period) should be destroyed when full – or 1 year after creation, even when not full – whichever comes first. | 4. | Destroyed when full OR 1 year after creation, even when not full – whichever comes first. |
| Inspector notebooks/diaries which DO contain information relating to open investigations, inspections or interventions (including any appeal period), should be retained for the duration of the live investigation or inspections, and any inquest, court case or appeal.<br><br>Notebook guidance produced by DoR makes it clear notebooks must be managed in line with this exception.  Anyone with a notebook where the retention is going to exceed the 10 year rule must flag that in their Division to ensure this is flagged to DoR and the Information Management Team. | 4. | Duration of the live investigation or inspection, including any inquest, court case or appeal.<br><br>If this period exceeds 10 years, this should be flagged to DoR and the Information Management and Governance teams should be consulted around the appropriate way to retain this information. |
| Biological COSHH Notification (Control of Substances Hazardous to Health) | 4.4.1. | 40 years |
| GSMR Safety Case (Gas Safety Management Regulations) | 4.4.1. | 40 years |
| OSD Safety Case (Offshore) | 4.4.1. | 40 years |
| Biological GM Notification (Genetic Modification) | 4.4.2. | 40 years |
| Hazardous Substances Consent (including Land Use Planning) | 4.4.2. | 40 years |
| Mining Issues | 4.4.2. | 40 years |

| Category | BCS | Disposal Schedule |
|---|---|---|
| OSD Safety Zone Applications and Wells Permissioning | 4.4.2. | 40 years |
| Pesticides (Plant Protection) and Biocides Products and Active Substances: Operational files and data. All information can be destroyed 10 years after the active substance has expired or is non-approved, unless concerns justify longer retention. | 4.4.2. | Business Review 10 years after active substance expires / non-approved |
| OSD Wells System – Inspection (Offshore) | 4.5. | 40 years |
| Inspector notebooks/diaries which DO NOT contain information relating to ongoing investigations but contain details of inspection visits | 4.5. | 1 year after creation or when full |
| **NOTE**: HSE has no legal requirement to keep employee health records from companies no longer trading. However, we have a small number of legacy records | 4.5. | 8 years |
| Health surveillance records if HSE is the duty holder | 4.7. | 40 years |
| Key records relating to major incidents are sent to the National Archives for permanent preservation e.g. Buncefield Fire, Piper Alpha and ICL Plastics explosions | 4.9. | Retained at The National Archive |
| Gas Safe Register – some records stored as part of the Gas Safe Register have an adjusted Retention and Disposal Schedule. | Various – see GSR document. | Please see the GSR document, available on Health and Safety - FOI retention policy |

# Business Classification Scheme (BCS)

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| **1.** | **Business Support and Management** | The internal management of HSE as an organisation and of its Directorate and Divisions. | |
| 1.1. | Business Strategy | Formulating HSE policy and strategy to enable it to operate and deliver the services it is bound to deliver at both corporate and departmental levels.<br><br>Review of operational strategies, developing objectives and plans, compliance and operational audits | |
| 1.1.1. | Corporate Mission | Development, review and updating of the missions and goals for the HSC/E and its Directorates /Divisions | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 1.1.2. | Strategic Planning | Development of operational strategies to enable HSC and HSE to achieve its missions and goals, e.g. Communications, Priority Programmes, review of operational strategies, five years forward<br><br>*Use 1.1.4. "Corporate Policies" for review of policies* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.1.3 | Business Planning | Development of annual business plan/developing objectives | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.1.4. | Corporate Policies | Developing, reviewing and updating of policies and plans that affect the whole of HSC/HSE to ensure consistency, e.g. Corporate Identity, Equal opportunities & diversity, Sustainable development, communities<br><br>*Use 1.6.2. "Conditions of employment" for policies relating to staff terms of employment, pensions etc.*<br><br>*Use 1.9.2. "Administration for procedures for staff undertaking administrative duties Use 1.9.3 "Operations" for procedure for staff undertaking operational duties and responsibilities* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.2. | Organisational Planning | Formulating and monitoring plans to deliver strategy at all levels within the organisation.<br><br>*Use 1.1.4. "Corporate Policies" for work relating to corporate policies* | |
| 1.2.1. | Financial | Planning use of financial resources, e.g. preparation and submission of HSE input to the Spending Review process | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.2.2. | Planning Staffing Needs | Planning of human resources, e.g. reviewing staffing needs and planning for restructuring<br><br>*Use 1.6.9. "Staff Performance" for Line Management of HSE staff* | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.2.3. | Developing Plans | Development, review and updating of annual and periodic plans for divisions and directorates as well as corporately for HSE<br><br>*Use 1.13.2. "In-year activities" for estate planning* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.3. | Monitoring, Auditing, Reviewing | Reviewing the performance of the business including quality management, auditing and business efficiency. | |
| 1.3.1. | Internal Audit and Assurance | Internal auditing and assurance of procedures and processes, e.g. compliance audits, financial audits, operational audits | Destroy 9 years *(3yrs active, 6yrs archived)* |
| 1.3.2. | Business Evaluation and Monitoring | Measurement of performance against targets and standards, e.g. Continuous improvement processes, quality assurance, Stakeholder perceptions, corporate health & safety performance reviews<br><br>*Use 1.6.11. "Staff relations" for staff attitude surveys*<br><br>*Use 1.1.2. "Strategic planning" for review of operational strategies* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.4. | Risk Management | Identifying and minimising risks | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.5. | Corporate Knowledge Management | Including all aspects of records management, library and information provision to staff language services and initiatives to identify and disseminate corporate knowledge | |
| 1.5.1. | Records Management | Development, review and updating of HSE Records Plan (Business Classification Scheme & Retention Schedule), Management of registered files and Electronic Document and Records Management (EDRM)<br><br>*Use 1.9.2. "Administration" for generic guidance for records management procedures*<br><br>*Use 1.1.4 "Corporate Policies" for records management policies* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.5.2. | Language Services | Work of HSE languages services, e.g. translations, interpreting service, telephone interpreting service<br><br>*Use 1.11.5. "Contract Management" for management of contracts with external translators* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.5.3. | Information Centres | Work of the HSE Information Centres, e.g. document supply, search services, integrated Library management service | Destroy 8years *(3yrs active, 5yrs archived)* |
| 1.5.4. | Internal Helplines | Provision of helplines to staff e.g. Steria service desk and personnel helpline | Destroy 5 years *(3yrs active, 2yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.5.5. | Intranet | Operation of the Intranet service within HSE, e.g. preparation, reviewing, updating and uploading web pages for information.<br><br>*Use 5.1.4. "HSE Website" for production of information intended primarily for public use* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.6. | Human Resource Management | Managing and developing HSE staff, including post-filling, performance management, conditions of employment, training and development, pay administration and staff welfare. Includes some activities associated with external staff involved in HSE activities<br><br>*Use 1.2.2 "Planning Staffing Needs" for reviews of staffing numbers, etc.* | |
| 1.6.1. | Employee Personal Records | Covers employee contracts, health, pension, special leave (including injury, adoption, parental, maternity), disciplinary records where dismissal took place, changes in legal status, working patterns, promotions re-gradings, demotions, history of pay, allowances, bonuses, and HR documents from a previous OGD employer. | Until aged 85 years *Exceptions apply |
| 1.6.2. | Conditions of Employment | Conditions of employment for all HSC/HSE employees, e.g. Civil Service Code, Official Secrets Act, Termination of employment Retirement / Redundancy / Pension contributions, Data Protection Act (subject access requests by staff) | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.6.3. | Staff Health and Safety | Management of health and safety as it relates to HSE staff, e.g. H&S Training, Monitoring H&S arrangements / Risk assessment-based guidance and instructions for fieldworkers. | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.6.4. | Recruitment | Production of vacancy matters, post-filling, job descriptions, recruitment exercises | Destroy 2 years *(2yrs active, no archiving)* |
| 1.6.5. | Termination of Employment | Early retirement and severance, death in service, redundancy<br><br>*Use 1.6.2. "Conditions of employment" for general policies relating to staff terms and conditions* | Until aged 85 years |
| 1.6.6. | Pay and Pensions | Corporate administration of pay to employees, e.g. Setting pay structure, Administration of payroll, Annual review of pay / pay negotiations, Production of Pay Matters | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.6.7. | Working Time | Administration of time worked by employees, e.g. Ensure compliance with WTR.<br><br>Agreements to work over 48 hours per week Records of time worked.<br><br>*Note: Individual time records are held locally* | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.6.8. | Training and Development | Developing, delivering and monitoring internal training and induction for new staff, developing training programmes | Destroy 9 years *(3yrs active, 6yrs archived)* |
| 1.6.9. | Staff Performance | Information that relates to the day-to-day line management of individual members of HSE staff, covering:<br><br>Attendance Management<br><br>Records relating to attendance management, sick leave, occupational health and workplace adjustments.<br><br>Other Employee record types<br><br>Records of annual leave, flexible working hours, character references, security, grievances and appeals, performance and talent management, training and development. | Destroy 8 years *(3yrs active, 5yrs archived)* |
| 1.6.10. | Disciplinary Cases | Disciplinary cases that did NOT result in dismissal<br><br>*For disciplinary cases that DID result in dismissal, see 1.6.1* | Destroy 3 years *(3yrs active, no archiving)* |
| 1.6.11. | Staff Relations | Consultation with employees, staff surveys, trade union negotiations, Whitley Council Committees, handling qualifying disclosures | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.6.12. | Staff Relocation | Relocation of new and existing HSE staff<br><br>*Use 1.7.2. "Monitoring and controlling resources" for financial records relating to relocating* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.7. | Financial Management | Control and management of the HSE's financial resources, including bidding, budgeting, accounting and charging for HSE activities, centrally and departmentally.<br><br>*Use 1.11. "Procurement" for records relating to the payments for goods and services* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.7.1. | Resources: Allocation | Budgeting, allocating budgets, zero-based budgeting exercises, Capital Plan, managing and planning departmental budgets<br><br>*Use 1.2.1. "Resource Planning" for planning use of financial resources* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.7.2. | Resources: Monitoring and Control | Expenditure forecasts, mid-year reviews<br><br>*Use 1.7.3 "Accounting for the use of resources" for management of invoices* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.7.3. | Resources: Accounting | Managing and reporting income and expenditure, e.g. Handling expense claims, Setting fees and charges, Invoicing / revenue recovery, Statutory reporting (HSE Annual Accounts, VAT reporting) | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.7.4. | Asset Management | Management of HSE's financial assets and investments, administration of pension schemes, land and buildings, vehicles and office equipment | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.8. | Legal Services | Providing legal services to support the business, but excluding the formulation of health and safety legislation<br><br>*Use 2.2. "National Legislation" for formulation of health and safety legislation*<br><br>*Use 4.9. "Enforcement" for the prosecution of duty-holders* | |
| 1.8.1. | Legal Advice | Provision of legal advice to HSE<br><br>*Use 1.8.2. "Civil Claims" for individual legal case files* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.8.2. | Civil Claims | Individual legal civil claims case files | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 1.9. | Internal Guidance and Procedures | Drafting, distributing, reviewing and updating verbal and written guidance on<br><br>internal procedures and working practices. | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.9.1. | Staff Guidance | Staff Handbook<br><br>*Use 1.6.2. "Conditions of employment" for guidance to staff on conditions of employment* | Destroy 10 years<br>*(3yrs active, 7yrs archived)* |
| 1.9.2. | Administration | General Admin Procedures (GAPs), Premises Guidance Notes (PGNs), HAS Notes, Purchasing Manual | Destroy 5 years<br>*(3yrs active, 2yrs archived)* |
| 1.9.3. | Operations | Development, distribution and review of guidance to staff on the carrying out of operational duties and responsibilities.<br><br>Inspection, Investigation, Complaints, Enforcement, Notice and Prosecution | Destroy 10 years<br>*(3yrs active, 7yrs archived)* |
| 1.10. | IT and Communications Infrastructure | Developing the use of IT and communications equipment and enabling access to electronic information | |
| 1.10.1. | IT Security | IT security incident reporting scheme *Use 1.1.4. "Corporate Policies" for policies relating to IT Security*<br><br>*Use 1.9.2. "Administration" for security procedures for staff to follow* | Destroy 10 years<br>*(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.10.2. | IT Projects | Management of in-house projects relating to the development of IS/IT systems for the benefit of the organisation.<br><br>*Use 1.5.5. for "Intranet" for projects involving work on HSE's Intranet*<br><br>*Use 1.11.5. "Contract management" for projects contracted out to other than DAISY* | Destroy 8 years *(3yrs active, 5yrs archived)* |
| 1.10.3. | IT Support | Planned programmes for changes or modifications to existing systems and their implementation.<br><br>*Use 1.10.2. "IT Projects" for new projects or development of replacement systems* | Destroy 8 years *(3yrs active, 5yrs archived)* |
| 1.11. | Procurement | Procuring goods and services from external sources, including contract and project management. | |
| 1.11.1. | Terms and Conditions: Development | Drawing up and revision of terms and conditions of purchase to protect the HSE in law, e.g. purchase of services/goods, disposals and commissioning of research | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.11.2. | Supplier Information | Information about suppliers and their products or services, e.g. appraisals, records of disputes, etc.<br><br>*Use 1.11.5. "Contract management" for management of individual supplier contracts* | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.11.3. | Purchase Orders | Procurement of goods and services by means of a purchase order.<br><br>*Use 1.7.3. "Accounting for use of resources" for invoice payments* | Destroy 10 years<br>*(3yrs active, 7yrs archived)* |
| 1.11.4. | Contracts | Procurement of services or a piece of work or research by means of a contract | Destroy 10 years<br>*(3yrs active, 7yrs archived)* |
| 1.11.5. | Contract Management | Management and monitoring of contracts, including outsourcing | Destroy 10 years<br>*(3yrs active, 7yrs archived)* |
| 1.11.6. | Disposals | The sale or disposal of HSE assets (other than real estate)<br><br>*Use 1.13.1. "Major property events" for disposal of HSE buildings*<br><br>*Use 1.12.1. "Furnishings and equipment" for HSE disposal of furnishings and equipment* | Destroy 10 years<br>*(3yrs active, 7yrs archived)* |
| 1.12. | Accommodation Services | Managing in house administrative activities and services, consumables, equipment, messengers, reprographics and other office services. | |
| 1.12.1. | Furnishings and Equipment | Allocation of furniture and equipment, inventories, maintenance of records, disposal of furniture/equipment | Destroy 5 years<br>*(3yrs active, 2yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.13. | Estate Management | Managing land and acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises, including environmental considerations. Includes buildings and land owned, rented or leased by the organisation. | |
| 1.13.1. | Major Property Events | Lease breaks/expires, acquisitions, disposals/dilapidations, rent reviews, major projects | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.13.2. | In-Year Activities | Maintenance, estate planning, emergency works, minor works, specialist inspections and surveys, asbestos | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.13.3. | Environmental Aspects | Maintenance of existing Environmental Management Systems (EMS), development of new EMS for buildings or functions<br><br>*Use 1.13.2. "Managing in-year activities for maintenance of existing HSE buildings* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.14. | Health and Safety Commission (HSC) Support | All aspects of Commission and Executive business including administrative support to the<br><br>Chairman and the Advisory Committees | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.14.1. | HSC | Commission Activities, e.g. Appointment of HSC members, meetings, agenda, papers, minutes, reports, correspondence (these papers are transferred to the National Archives at 20 years old) | Destroy 18 years *(3yrs active, 15yrs archived)* *Exceptions apply* |
| 1.14.2. | Industry Advisory Committees | Committees and sub-committees that include non-HSE members, meetings, agendas, papers, minutes, correspondence, constitution and appointment of members, reports/reviews, topic advisory committees e.g. ACDS, ACTS | Destroy 10 years *(3yrs active, 7yrs archived)* *Exceptions apply* |
| 1.15. | Executive and Board Support (DO NOT USE - SEE 1.19) | Executive and Board Support (DO NOT USE - SEE 1.19) | |
| 1.16. | Health and Safety Laboratory | Administration of HSL including working agreements with the HSC/E and activities of the HSL Board. MOU, framework agreement, annual plans | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 1.17. | Internal Communications | e-express, exchange, briefings, communications partners | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.18. | Internal Meetings | Management/Team/Section meetings | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.19. | HSE Board April 2008 onwards | All aspects of administration of HSE Board business including Board meetings (agendas, papers, minutes) | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 1.20. | HSE Senior Management Team (SMT) | All aspects of administration of HSE SMT business including SMT meetings (agendas, papers, minutes) | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 1.21. | Information Assurance and Security | There are seven Security Policies within the HMG Security Policy Framework (SPF) outlining the mandatory security requirements and management arrangements to which all Departments and Agencies (defined as including all bodies directly responsible to them) must adhere. | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.21.1. | Governance Risk Management and Compliance SP1 | Information assurance forum, reports and risk registers, audit and independent review, security and assurance planning, training and awareness | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.21.2. | Protective Marking and Asset Control SP2 | Protective marking and asset control policy, breaches and losses, notifiable post controls, release of information controls | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.21.3. | Personnel Security SP3 | Personnel security policy, vetting, criminal records checks/PNC, personnel security investigations, statistics and finance relating to personnel security | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.21.4. | Information Security and Assurance SP4 | Information assurance and security policy, technical risk assessments, system accreditation, encryption and cryptography<br><br>*Risk Management and accreditation document set (RMADS)*<br><br>*Remote working / mobile computing*<br><br>*Removeable media, HSE network security and community security policies Incident reporting and investigation*<br><br>*Annual health checks and penetration testing*<br><br>*Security and information and communication technology (ICT) contracts* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.21.5. | Physical Security SP5 | Physical security policy at HSE premises, security containers and cabinets, physical assessments and baseline controls at premises, physical security incidents and investigations | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 1.21.6. | Counter Terrorism SP6 | Counter terrorism security policy and plans, Government response and threat levels, counter terrorism incidents, reports and reviews | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 1.21.7. | Business Continuity SP7 | Business continuity policy, business continuity assurance | Destroy 10 years *(3yrs active, 7yrs archived)* |
| **2.** | **Policy & Legislation Development** | Developing policy directly related to Health and Safety, contributing to policies for which HSE is not directly responsible. Drafting and developing legislation or codes of practice to advance policies, drafting legislative guidance. *Use 7.1. "Horizon Scanning" for gathering intelligence to inform policy* *Use 5.1.1. "Publications and multi-media for legislative guidance* *Use 1.1.2. "Strategic planning" for planning implementation of policies* | |
| 2.1. | National Policy | Collection of evidence, communications with stakeholders, consideration of alternatives to legislation, preparation of Regulatory Impact Assessment (RIA), responding to other government departments' (OGDs) consultations. | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 2.2. | National Legislation | Formulating and drafting new health and safety policy and legislation at national level on behalf of the UK government or the devolved legislatures. Reviewing existing legislation. *Use 5.1.1. "Publications and multi-media" for legislative guidance* | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 2.3. | EU Work | Contributing to and commenting on the formulation, drafting and revision of health and safety policy and legislation at European Union level e.g. Consultations with EU stakeholders, working groups, regulatory impact assessments (RIAs). | |
| 2.3.1. | Policy | HSE's involvement in the development and review of EU health and safety strategies and policies in general<br><br>*Use* 4.4.2. *"Permissioning Documents/Licensing/Statutory Notes" for active substance and product specific files* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 2.3.2. | Legislation | Formulation, drafting and review of EU legislation, consultation with stakeholders, working groups, RIA's<br><br>*Use* 4.4.2. *"Permissioning Documents/Licensing/Statutory Notes" for active substance and product specific files* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 2.4. | International Work | Work with international organisations to develop policy and formulate legislation at international level. | |
| 2.4.1. | Policy | Contributing to international treaties, conventions and surveys and international programmes | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 2.4.2. | Legislation | Formulation, drafting and revision of international legislation, expert working groups participation | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 2.4.3. | Treaties and Co-operation | Bi-lateral national agreements and agreements between the UK and other countries | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 2.5. | Policy Review and Evaluation | Evaluation and review of national/international policies and legislation<br><br>*Use 1.1.4. "Corporate Policies" for review of HSE policies*<br><br>*Use 1.1.2. "Strategic planning" for review of operational strategies* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| **3.** | **Standards: Development Formulation, drafting and revision of health and safety standards** | *Use 5.1.1. "Publications and multi-media" for preparation of guidance to standards* | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 3.1. | HSE Participation | Management information of staff involved in the development of standards *Appointment of HSE representatives to BSI committee work – criteria, communications, correspondence and changes*<br><br>*Records of HSE representation on BSI Technical Committee sub-ordinate groups* Agreements *with BSI for HSE to act as secretariat for BSI committees engaged in European/International work* | Destroy 10 years (*3yrs active, 7yrs archived*) |
| 3.2. | British Standards: Preparation | Formulating or contributing to and commenting on the drafting and review of health and safety standards at national level, consultation with stakeholders, drafting of standards.<br><br>*Use 5.1.1. "Publications and multi-media" for preparation of guidance to standards* | Destroy 10 years (*3yrs active, 7yrs archived*) |
| 3.3. | EU Standards: Preparation | Co-operating with European agencies to formulate, draft and review European health and safety standards | |
| 3.3.1. | New Standards | Preparations for a new standard. Consultation with stakeholders<br><br>*Use 5.1.1. "Publications and multi-media" for production of HSE guidance on standards* | Destroy 10 years (*3yrs active, 7yrs archived*) |
| 3.3.2. | CEN Standards | Development of a CEN standard. | Destroy 10 years (*3yrs active, 7yrs archived*) |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 3.3.3. | CENELEC Standards | Development of a CENELEC standard | Destroy 10 years (*3yrs active, 7yrs archived*) |
| 3.3.4. | Harmonised Standard: Formal Objection | Preparation of a formal objection to a harmonised standard | Destroy 10 years (*3yrs active, 7yrs archived*) |
| 3.3.5. | Monitoring Effectiveness | Monitoring impact of standards on health and safety | Destroy 10 years (*3yrs active, 7yrs archived*) |
| 3.4 | International Standards: Preparation | Co-operating with international agencies to formulate, draft and review international health and safety standards, drafting, revisions, review, negotiation, including consultation with stakeholders  *Use 5.1.1. "Publications and multi-media" for production of HSE guidance on international standards* | Destroy 10 years (*3yrs active, 7yrs archived*) |
| 3.5. | Participation by HSL (and other contractors) | Representational activity on standards for HSE, commissioning, progress and interaction with HSE, costs | Destroy 10 years (*3yrs active, 7yrs archived*) |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| **4.** | **Regulatory Functions** | Regulation of duty holders to promote compliance, including assessment and permissioning, inspection, investigation and enforcement<br><br>See **Exceptions (p.14-15)** for handling of Inspector Notebook/Diaries. | |
| 4.1. | Local Authority: Enforcement Activities | Provision of advice, information and guidance to enable local authorities to perform their statutory activities relating to assessment, permissioning and enforcement of health and safety legislation | |
| 4.1.1. | Guidance | Reviewing, updating and distributing HELA Section 18 Guidance, LAC's, PETELS, communications with LA's on specific guidance<br><br>*Use 5.1.1. "Publications and multi-media" for guidance that is not solely aimed at local authority enforcement officers*<br><br>*Use 5.1.4. "HSE Website" for information issued solely on the Intranet* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.1.2. | Monitoring and Auditing | Liaison with local authorities (LAs) both in general and individually, managing the audit protocol and the LA Health Return | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.1.3. | Training | Provision of training to local authority health and safety personnel to enable them to carry out their enforcement activities, holding or facilitating training events, producing training materials | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 4.1.4. | Local Authorities and HSE Working Together | Documents relevant to the development of Local Authority/HSE partnership strategy, planning and management arrangements, partnership activities and joint working - including liaison and communication between Local Authority Unit and Partnership Teams.<br><br>*Use 1.1.2. "Strategic Planning" for development and review of operational strategies* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.2. | Land Use Planning | Issuing advice and approval for new developments, installations or infrastructure. | |
| 4.2.1. | Planning Authorities: Advice | Regulatory and advisory activities HSE is legally required to provide towards land use planning and control, advising planning authorities on residual risk and notifying of consultation zone for future development and siting of new development in the vicinity of hazardous installations or transport infrastructure, participation in planning inquiries if necessary | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.3. | Working with other Regulators | Provision of advice, information and guidance to enable other regulators to perform their statutory activities relating to assessment, permissioning and enforcement of health and safety legislation.<br><br>*Use 5.3. "External agencies - liaison" for work with non-regulatory organisations*<br>*Use 4.1. "Local Authorities - enforcement activities" for work with local authorities* | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 4.4. | Permissioning | Processing safety reports / cases and issuing the relevant permissioning documents.<br><br>*Use 4.9. "Enforcement" for action resulting from non-compliance* | |
| 4.4.1. | Safety Reports/Cases: Assessment | Processing of safety reports/safety cases submitted under various statutory schemes, COSHH Notifications, GSRM Safety Cases, Offshore Safety Cases | Destroy 10 years *(3yrs active, 7yrs archived)* *Exceptions apply |
| 4.4.2. ' | Permissioning Documents/Licensing/Statutory Notes | Applications from duty holders for 'permission documents', including licences, certification, exemptions, consents, approvals and appraisals. Notifications of new substances (NONS), registration of biocides and pesticides and safety zone orders, biological GM notifications, hazardous substances consents, mining issues. | Destroy 10 years *(3yrs active, 7yrs archived)* *Exceptions apply |
| 4.4.3. | Explosive Statutory Permissioning Documents | Records relating to explosive site licences and ports licenced to handle explosives; classification of explosives; transport approvals; and acetylene manufacture, compression and cylinder filling licences | Destroy 100 years *(3yrs active, 97yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 4.5. | Inspection | Routine workplace and manufacture and supply site inspections, including OSD<br><br>Wells System. Records are arranged by the duty holder.<br><br>*Use 4.7. "Investigations" for investigations of incidents or accidents*<br><br>*Use 4.9. "Enforcement" for action resulting from non-compliance* | Destroy 10 years *(3yrs active, 7yrs archived)* *Exceptions apply |
| 4.6. | Targeted Intervention | Regulating duty holders other than by site visits, e.g. by seminars, workshops and correspondence and requiring a positive response from duty holders. Liaising with intermediaries with the direct purpose of improving health and safety standards *Use 5.1.3. "Stakeholder engagement" for seminars, etc. that are aimed at a wider audience than just duty holders* | Destroy 3 years *(3yrs active)* |
| 4.7. | Investigations | Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not designated major.<br><br>*Use 1.6.1. "Employee Files" for HSE Staff health related records*<br><br>*Use 4.5. "Inspection" for routine workplace inspections*<br><br>*Use 4.9. "Enforcement" for actions resulting from non-compliance*<br><br>*Use 4.8. "Major incident investigations" for investigation of an accident designated as a major incident by HSE* | Destroy 10 years *(3yrs active, 7yrs archived)* *Exceptions apply |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 4.8. | Major Incident Investigations | This section contains the records associated with the Investigation of incidents/accidents designated 'major incident' by the HSE Board. | |
| 4.8.1. | Incident Investigation Team: Activities | *Use 5.1.1. "Publications and multi-media" for production of HSE reports into results of investigations* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.8.2. | Internal Inquiries | Internal inquiries into accidents/incidents which do not result in the official publication of the results of the investigation | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.8.3. | Public Inquiries | HSE participation in a public inquiry following a major incident and monitoring progress on recommended actions<br><br>*Use 4.2.1. "Planning authorities- Advice" for HSE participation in planning inquiries* | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 4.9. | Enforcement | Prevent harm by requiring duty holders to manage and control risks effectively. Local Authorities also enforce health and safety law in workplaces allocated to them. Information that provides assurance that regulation is delivering safe operation e.g. Improvement notices, prohibition notices and prosecutions. E.g. Buncefield Fire, Piper Alpha and ICL Plastics explosions.<br><br>*Use 4.5. "Inspection" for routine workplace inspections*<br><br>*Use 4.7. "Investigations for investigations into accidents or incidents*<br><br>*Use 4.8. "Major Incident Investigations" for investigations into designated major accidents* | Destroy 10 years *(3yrs active, 7yrs archived)* *Exceptions apply |
| 4.10. | Emergency Arrangements | Development, testing, approval, regulation, monitoring and review of emergency<br><br>response plans, including the co-ordination of arrangements, emergency exercises | |
| 4.10.1. | Duty Holders: On-site Arrangements | Duty Holders: On-site Arrangements | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 4.10.2. | Duty Holders: Off-site Arrangements | Duty Holders: Off-site Arrangements | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.10.3. | National Emergencies | Reports of practice exercises and recommendations for action | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.10.4. | HSE Emergency Arrangements | HSE's arrangements for its involvement in any emergency, Duty Officer guidance | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.11. | Decommissioning and Liabilities Management | HSE's involvement in the decommissioning and liabilities management of nuclear and other hazardous installations | Destroy 7 years after installation decommissioned |
| 4.12. | Regulatory Assurance | Information that provides assurance that regulation is delivering safe operation | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 4.12.1. | Regulatory Assurance: Programme Standard Information | Standard information regarding the delivery of regulatory assurance | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 4.12.2. | Regulatory Assurance – Regulatory Strategy | Information that generates and monitors strategic activity in regulations | Destroy 10 years *(3yrs active, 7yrs archived)* |
| **5.** | **External Communications** | Providing information and advice both proactively and in response to all external stakeholders, including duty holders and employees, government and international organisations, professional and industry bodies, other authorities and members of the public. | |
| 5.1. | Proactive Communications | Preparing and providing information to explain and publicise legislation or guidance | |
| 5.1.1. | Publications and Multi-media | Writing, production and distribution of HSE publications in all formats<br><br>*Use 4.1.1 "Guidance" for LA circulars and HELA's*<br><br>*Use 5.1.4. "HSE Website" for information solely on the Intranet*<br><br>*Use 5.4.5. "Media briefing" for press releases* | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 5.1.2. | Events | Planning, holding and results of events held or attended specifically to publicise guidance or advice<br><br>*Use 5.4.5. "Media briefing" for press releases*<br><br>*Use 5.1.3. "Stakeholder engagement" for seminars, etc. aimed at specific industries*<br><br>*or specific groups of stakeholders*<br><br>*Use 4.6. "Targeted intervention" for events aimed at specific groups of duty holders,*<br><br>*i.e. those who have a direct responsibility for health and safety of their employees* | Destroy 8 years<br>*(3yrs active, 5yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 5.1.3. | Stakeholder Engagement | Meetings/correspondence with local liaison committees (LLCs) pressure groups, professional and industry groups and unions to publicise specific guidance or advice and to receive feedback<br><br>*Use 4.6. "Targeted intervention" for seminars etc. that are aimed at duty holders Use 2.1. "National policy" for consultation with stakeholders on national policies Use 2.3.1. "EU policy" for consultation with stakeholders on EU policies*<br><br>*Use 2.3.2. "EU legislation" for consultation with stakeholders on EU legislation*<br><br>*Use 3.3. "European standards – Preparation" for consultation with stakeholders on European standards*<br><br>*Use 3.4. "International standards" for consultation with stakeholders on International standards*<br><br>*Use 4.3. "Working with other regulators" for consultation with other health and safety regulators*<br><br>*Use 4.1. "Local Authorities – enforcement activities of local authorities" for consultation with local authorities* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 5.1.4. | HSE Website | Provision of information and advice via the HSE website, planning the structure, drafting content, publishing web pages, monitoring, reviewing and updating content | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 5.1.5. | Campaigns | Organisation of publicity campaigns<br><br>*Use 1.1.2. "Strategic planning" for development of a publicity campaign as a means of achieving an operational goal* | Destroy 8 years *(3yrs active, 5yrs archived)* |
| 5.2. | External Enquiries | Responding to general enquiries on health and safety matters via correspondence, email and telephone and enquiries from outside the HSE dealt with by the library and information service<br><br>*Use 5.4.1. "Official Enquiries – responses" for official requests for information from MP's etc.* | |
| 5.2.1. | General Enquiries: Responses | General Enquiries: Responses | Destroy 5 years *(3yrs active, 2yrs archived)* |
| 5.2.2. | Disclosure | Responses to enquiries requiring the disclosure or otherwise of information governed by legislation or national policy, e.g. civil disclosure, Data Protection Act, FOI and EIR requests. | Destroy 6 years *(3yrs active, 3yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 5.3. | External Agencies: Liaison | Co-operating with and providing advice and assistance to external bodies to ensure best practice and effective joint working, including national and foreign governments, international agencies, other enforcement agencies, European Focal Point<br><br>*Use 4.3. "Working with other regulators" for liaison with other health and safety regulators* | |
| 5.3.1. | Agency Agreements | Formulation and enactment of agency agreements with other government departments | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 5.3.2. | Memoranda of Understanding (MOUs) | Formulation and enactment of memoranda of understanding (MOUs) with other government departments and agencies such as local authorities. Also includes statements of intent | Destroy 8 years *(3yrs active, 5yrs archived)* |
| 5.3.3. | Other Government Departments | Initiatives that are undertaken jointly between the HSE and OGDs, bilateral meetings | Destroy 8 years *(3yrs active, 5yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 5.3.4. | Non-Governmental Organisations | HSE's co-operation with and participation in non-governmental groups, charities, trade associations and professional societies<br><br>*Use 2.1. "National policy" for consultation with stakeholders on national policies*<br><br>*Use 2.3.1. "EU policy" for consultation with stakeholders on EU policies*<br><br>*Use 2.3.2. "EU legislation" for consultation with stakeholders on EU legislation*<br><br>*Use 3.4. "International standards" for consultation with stakeholders on International standards*<br><br>*Use 3.3.1. Preparatory work" for consultation with stakeholders on European standards*<br><br>*Use 5.1.3. "Stakeholder engagement" for meetings, etc. to publicise specific guidance*<br><br>*Use 4.1.2. "Monitoring and auditing" for liaison with local authorities* | Destroy 8 years *(3yrs active, 5yrs archived)* |
| 5.3.5. | EU Agencies | Work undertaken by HSE either jointly or on behalf of EU agencies, UK focal point for the European Agency for Safety & Health at Work | Destroy 8 years *(3yrs active, 5yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 5.3.6. | International Agencies | Work undertaken by HSE either jointly or on behalf of international agencies including non-EU agencies in Europe | Destroy 8 years *(3yrs active, 5yrs archived)* |
| 5.3.7. | National Agencies in Other Countries | Work carried out jointly or on behalf of agencies in other countries, e.g. secondments, assistance to developing countries | Destroy 8 years *(3yrs active, 5yrs archived)* |
| 5.4. | Official Enquiries and Briefings | Responding to enquiries of a formal or official nature, such as briefing ministers, preparing responses to parliamentary questions | |
| 5.4.1. | Official Enquiries: Responses | Official enquiries and their responses forwarded to the relevant HSE section for draft reply, enquiries to the HSC Chairman, HSE Chief Executive, enquiries put to Ministers | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 5.4.2. | Official Briefings: Responses | Briefing requests and their responses received by the HSE Secretariat from OGDs, MP's, HSC, DWP case policy briefings | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 5.4.3. | Speeches and Interviews | Preparation and delivery of speeches and interviews on behalf of ministers and other officials as well as those prepared by the Executive for their own use | Destroy 10 years *(3yrs active, 7yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 5.4.4. | Parliamentary Questions (PQs) | HSE responses to oral and written PQs received from a government department | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 5.4.5. | Media Briefing | Preparation, publication and distribution of press releases, the holding of press conferences and other official communication with the media<br><br>*Use 4.8. "Major Incident Investigations" for press releases etc. relating to a major accident* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| **6.** | **Research and Scientific Support** | Gathering relevant information and knowledge and making it available within the HSE to establish priorities and to facilitate policy formulation and work planning. The section is structured in accordance with HSE's science and innovation system categories and topics, a separate folder should be created for each project under the appropriate topic. | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 6.1. | Fire, Explosion and Process Safety Research | | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 6.1.1. | Explosions: Vapour Release | | |
| 6.1.2. | Explosions: Gas | | |
| 6.1.3. | Explosions: Dust | | |
| 6.1.4. | Fires | | |
| 6.1.5. | Explosives and Reactive Chemicals | | |
| 6.1.6. | Ignition from Electricity | | |
| 6.1.7. | Natural (Geological and Meteorological) | | |
| 6.1.8. | Other (e.g. Aircraft Strike) | | |
| 6.1.9. | Fire, Explosion and Process Safety: Scientific Support | | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 6.2. | Engineering Research | | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 6.2.1. | Mechanical and Materials | | |
| 6.2.2. | Civil and Construction | | |
| 6.2.3. | Environmental Forces | | |
| 6.2.4. | Machine Safety | | |
| 6.2.5. | Electrical | | |
| 6.2.6. | Computer Related Issues | | |
| 6.2.7. | Wells and Well Operations | | |
| 6.2.8. | Decommissioning and Dismantling | | |
| 6.2.9. | Scientific Support | | |
| 6.2.10. | Marine Engineering and Naval Architecture | | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 6.3. | Work Environment Research | | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 6.3.1. | Monitoring of Gases | | |
| 6.3.2. | Monitoring of Dusts | | |
| 6.3.3. | Control of Airborne Contaminants | | |
| 6.3.4. | Noise | | |
| 6.3.5. | Vibration | | |
| 6.3.6. | Protective Equipment | | |
| 6.3.7. | Radiation | | |
| 6.3.8. | Analytical Methods | | |
| 6.3.9. | Ergonomics | | |
| 6.3.10. | Work Environment: Scientific Support | | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 6.4. | Occupational Health Research | | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 6.4.1. | Chemical Hazards | | |
| 6.4.2. | Biological Hazards | | |
| 6.4.3. | Physical Hazards | | |
| 6.4.4. | Mental Health and Stress | | |
| 6.4.5. | Musculoskeletal Hazards | | |
| 6.4.6. | Workplace Health Surveillance | | |
| 6.4.7. | Epidemiology | | |
| 6.4.8. | Occupational Health Provision (including First Aid) | | |
| 6.4.9. | Ionising Radiation | | |
| 6.4.10. | Occupational Health: Scientific Support | | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 6.5. | Behavioural and Social Sciences Research | | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 6.5.1. | Behavioural Science | | |
| 6.5.2. | Socio-Economics of Health and Safety | | |
| 6.5.3. | Effectiveness of the H&S Framework | | |
| 6.5.4. | International Comparisons | | |
| 6.5.5. | Behavioural Toxicology/Occupational Psychology | | |
| 6.5.6. | Human Factors | | |
| 6.5.7. | Management Organisational Factors | | |
| 6.5.8. | Evacuation, Escape and Rescue | | |
| 6.5.9. | Behavioural and Social Sciences: Scientific Support | | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 6.6. | Risk Assessment Research | | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 6.6.1. | General Methodologies and Criteria | | |
| 6.6.2. | Risk Assessment Tools | | |
| 6.6.3. | Risk Assessment Analyses | | |
| 6.6.4. | Probabilities | | |
| 6.6.5. | Consequences | | |
| 6.6.6. | Mitigation | | |
| 6.6.7. | Reliability | | |
| 6.6.8. | Expert Systems | | |
| 6.6.9. | Health Effects | | |
| 6.6.10. | Risk Assessment: Scientific Support | | |
| 6.7. | Nuclear Safety Research | DO NOT USE - LEGACY NUCLEAR (ONR) RECORDS | Destroy 18 years *(3yrs active, 15yrs archived)* |
| 6.8. | Research Dissemination | Dissemination of the research findings to a wider audience | Destroy 18 years *(3yrs active, 15yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 6.9. | Research Evaluation | Final evaluation of the research, to ascertain whether it met its immediate objectives and to put forward improvement measures for mainstream research programme *Use 7.2.4. 'Data Analysis' for evaluation of data and intelligence that has been collected through means other than formal research.* | Destroy 18 years *(3yrs active, 15yrs archived)* |
| **7.** | **Statistics and Data Collection** | Routine data collection where this is not part of a specific research project, including capturing, organising, analysing and interpreting external data, filed intelligence and internal information on health and safety issues and compiling statistics. | |
| 7.1. Horizon Scanning | Horizon Scanning | Proactive seeking of intelligence to inform future planning, proactive seeking of intelligence to inform planning, collating evidence from research/surveys, collection of evidence, correspondence and communications with stakeholders, science white papers | Destroy 9 years *(3yrs active, 6yrs archived)* |
| 7.2. | Statistics | Systems for the formal and informal capture of raw data and pre-digested material from field intelligence, external and internal sources and the subsequent analysis and presentation of this data e.g. RIDDOR incident reporting, CIS, National Enforcement Database, OG Core | |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 7.2.1. | Capturing Statistics | Processes and procedures associated with capture of statistical data | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 7.2.2. | Quality Assurance and Standards | Ensuring that data collected are consistent with the standards set out in the national framework for statistics. Arrangement and storage of data for ease of retrieval | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 7.2.3. | Data Organisation | Arrangement and storage of data for ease of retrieval | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 7.2.4. | Data Analysis | Analysing, interpreting and synthesising collected intelligence into usable and meaningful formats, policy and project impact evaluation, production of annual statistics reports, Labour Force Survey, analysis of enquiries received *Use 5.1.1. "Publication and multi-media" for physical publication of the reports* | Destroy 10 years *(3yrs active, 7yrs archived)* |
| 7.2.5. | Dissemination | Dissemination of data analysed by HSE | Destroy 18 years *(3yrs active, 15yrs archived)* |

| Function Code | Heading | Scope Note | Disposal Schedule |
|---|---|---|---|
| 7.2.6. | Evaluation | Evaluation of the data collected by HSE and its analysis. | Destroy 10 years *(3yrs active, 7yrs archived)* |

# Further information