

Document Control Record

1. Document Details:

Name: SAFETY RECORD RETENTION SCHEDULE

Number: STM6006

Version Number: [1.910](#)

- Document Status:** Working Draft
 Approved for Issue
 Archived

Next Scheduled Review Date:

2. Version History:

Version Number	Date	Reason/Comments
1.0	14/08/2007	Initial issue
1.1	15/05/2008	Added obsolete procedures.
1.2	19/06/2008	Revised Disposal method and some safety records.
1.3	19/12/2008	Added additional records to list
1.4	15/03/2010	Added Occurrence Reports (STM6033)
1.5	18/07/2010	Changed ITSRR to ITSR
1.6	31/01/2011	Added more documents
1.7	31/10/2011	Added more documents
1.8	28/02/2013	Added more documents
1.9	31/12/2013	Added more documents and changed ITSR & OTSI to ONRSR
1.10	17/10/2014	Added Tramcar Registration Compliance Audit Records (STM6076)

Approved by **Signature & Date**

3. Distribution List

Position	Date	Copy Issued (Yes/No)	Copy No.	Received
Rail Safety Manager		Y	1	

SYDNEY TRAMWAY MUSEUM

Safety Records Retention Schedule

	Title of Safety Record	Retention Period	Location of Record	Position Responsible for Removal	Disposal Method	Comments
1	Accident/Incident Investigation Reports	5 years	Main Office	Rail Safety Manager	Archived	
2	Accident/Incident Notification of Occurrences to ONRSR	5 years	Main Office	Rail Safety Manager	Shredder	ONRSR will have them archived
3	Assessment Form for Rail Safety Watcher and Track Awareness (STM6181)	5 years	Main Office	Rail Safety Manager	Shredder	
4	Calibration Sheets and Certificates	5 years	Main Office	Rail Safety Manager	Archived	
5	Change Requests (STM6169)	5 years	Main Office	Rail Safety Manager	Archived	
6	Competency Data Collection Form (STM6175)	5 years	Main Office	Rail Safety Manager	Shredder	
7	Contract Records	5 years	Main Office	Rail Safety Manager	Archived	
8	Design Records	5 years	Main Office	Rail Safety Manager	Archived	
9	Electrical Equipment Registers (STM6132)	5 years	Electricians Office	Rail Safety Manager	Shredder	
10	Gift Acknowledgement forms (STM6177)	5 years	Main Office	Rail Safety Manager	Archived	To be kept for STM History purposes.
11	Incident Trend and Analysis reports	5 years	Main Office	Rail Safety Manager	Archived	
12	Internal Audit Records.	5 years	Main Office	Rail Safety Manager	Archived	
13	Listing of Dewirements (STM6189)	5 years	Main Office	Rail Safety Manager	Shredder	Used for analysis and reporting
14	Operational Performance Documents	5 years	Main Office	Rail Safety Manager	Shredder	
15	Princes Highway Level Crossing Inspection Report (STM6194)	5 years	Main Office	Rail Safety Manager	Archived	
16	Proceed orders (STM6149)	2 years	Main Office	Operations Manager	Shredder	
17	Occurrence Reports (STM6033)	5 years	Main Office	Rail Safety Manager	Archived	Used for further analysis
18	Obsolete SMS procedures	2 years	Main Office	Rail Safety Manager	Shredder	Electronic copies available
19	Register of Worker Injury (STM6069)	5 years	Main Office	Rail Safety Manager	Shredder	

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Safety Records Retention Schedule						
	Title of Safety Record	Retention Period	Location of Record	Position Responsible for Removal	Disposal Method	Comments
20	Regulatory Reports	5 years	Main Office	Rail Safety Manager	Archived	
21	Rail Safety Management Meeting Minutes & Reports	5 years	Main Office	Rail Safety Manager	Archived	Electronic copies available
22	Risk Assessment Records	5 years	Main Office	Rail Safety Manager	Archived	
24	Rolling Stock Certification Records	5 years	Main Office	Rail Safety Manager	Archived	
25	Safety Performance Audit Records	5 years	Main Office	Rail Safety Manager	Archived	
25	Safety Interface Register (STM6193)	5 years	Main Office	Rail Safety Manager	Archived	
26	Staff Competency Records	5 years	Main Office	Rail Safety Manager	Archived	
27	Staff Medical Report Notifications	5 years	Main Office	Rail Safety Manager	Shredder	
28	Staff Training Records	5 years	Main Office	Rail Safety Manager	Archived	
29	Third Party Audits	5 years	Main Office	Rail Safety Manager	Archived	
30	Track Certification Records	5 years	Main Office	Rail Safety Manager	Archived	
31	Traffic Notices	5 years	Main Office	Rail Safety Manager	Archived	
32	Tramline Access Agreement (STM6191)	5 years	Main Office	Rail Safety Manager	Archived	
33	Tramcar Registration Compliance Audit Records (STM6076)	10 years	Main Office	Rail Safety Manager	Archived	

NB: Archived records means that the records will be archived in the STM Archives.