

## PROJECT ARCHIVING

### WHEN SHOULD A PROJECT START ARCHIVING?

#### During Construction:

Dependant on project size, archiving needs should be assessed and undertaken periodically throughout a project to avoid the build up of documents, files and paper.

The benefit of this is the reduction of potential damage and loss, whilst freeing office space and reducing fire / trip hazards.

Documentation that is no longer required on site but must be retained should be considered within this review.

*Note: Scan and digitally upload any items that can be stored to the project electronic filing system or is a known duplicate / non-live record (as applicable).*

#### Project Closeout:

Once the construction phase has finished and prior to demobilisation, full archiving should be completed as per [CDPD43-01 Project Completion & Site Closure Process](#) to safely remove all required documents from site. Note: this should be undertaken with sufficient time to allow collection, before welfare is removed.

### HOW TO ARCHIVE:

Archiving must be completed in line with MWHT's [Project Archiving Process \(FSPD01-01\)](#). Utilise MWHT's [Record Retention Schedule](#) to understand what documentation is required to be achieved and the necessary legislative and contractual retention lengths.

- Order archive banker boxes via [Fens](#).
- Group documents into boxes based on GDPR / retention period and type (e.g. RAMS).
- Label and barcode and seal each box using FSR01-01 Archive Label. [Fig 3]
- Record boxes and contents details on FSR01-04 Archive Request Form. [Fig 4]
- Email the Archive Request form to [office.services@mwhtreatment.com](mailto:office.services@mwhtreatment.com) to arrange collection. Include the address for collection and recommended collection dates .
- The archiving supplier will then collect.

If you require assistance regarding retention requirements, or barcodes are required, contact your Quality Manager or Central Facility Services.



Fig 1: Example of a project's archiving being moved from one site to another resulting in wear and tear, potential loss of required information and lack of dedicated storage space.



Fig 2: A recent incident where welfare flooding resulting in the irreparable damage of retained project files, which could have been archived previously throughout the project's lifecycle.



Fig 3: Example of a completed and labelled archive box.

Box No	Box Title	Project Name	Retention Period	Retention Date	Retention Method	Retention Location	Retention Status	Retention Date	Retention Method	Retention Location	Retention Status
1	ASPD001	Waterloo (S&P)	5 Years	31/03/2024	Retention / In-Use / Health Assessment / Signing in Out (RAMS)	01/05/2024	Review	01/05/2024	01/05/2024	01/05/2024	01/05/2024
2	ASPD002	Waterloo (S&P)	5 Years	31/03/2024	RAMS / Permits	01/05/2024	Review	01/05/2024	01/05/2024	01/05/2024	01/05/2024
3	ASPD003	Ruxton (S&P) / Dudson (S&P)	5 Years	31/03/2024	BOOK / Inductions / Daily Briefings / Permit / Permit / Waste Transfer Notes	01/05/2024	Review	01/05/2024	01/05/2024	01/05/2024	01/05/2024
4	ASPD004	S&P H&SOP	5 Years	31/03/2024	INDUCTIONS / (S&P) / ENVIRONMENTAL / TRAINING / TOOLBOX TALKS / OCCUPATIONAL HEALTH & SAFETY / RECORDS	01/05/2024	Disposal	01/05/2024	01/05/2024	01/05/2024	01/05/2024
5	ASPD005	S&P H&SOP	5 Years	31/03/2024	RISK ASSESSMENT / METHOD STATEMENTS / SHUT DOWN / RISK	01/05/2024	Disposal	01/05/2024	01/05/2024	01/05/2024	01/05/2024
6	ASPD006	S&P T&SOP	5 Years	31/03/2024	INDUCTIONS / (S&P) / RISK ASSESSMENT / METHOD STATEMENTS	01/05/2024	Disposal	01/05/2024	01/05/2024	01/05/2024	01/05/2024
7	ASPD007	S&P T&SOP	5 Years	31/03/2024	TRAINING / TOOLBOX TALKS / SHUT DOWN / RISK / ENVIRONMENTAL	01/05/2024	Disposal	01/05/2024	01/05/2024	01/05/2024	01/05/2024
8	ASPD008	S&P T&SOP	5 Years	31/03/2024	POINT OF WORK RISK ASSESSMENT	01/05/2024	Disposal	01/05/2024	01/05/2024	01/05/2024	01/05/2024

Fig 4: Example of a completed archive request form.

