



Retention Schedule

Version 2₁₅

Name of Record	Retention Schedule
Author	Records Manager
Owner	Chief Officer – Legal & Procurement
Status	Adopted
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NOTE:

as of SUMMER 2016 any records which could fall within the scope of the **SCOTTISH CHILD ABUSE INQUIRY** should NOT be disposed of until this guidance has been reviewed

Version	Notes	Author	Date
0.1	Adapted SCARRS and inserted existing Council Retention Schedules	RMPO	01/12/14
1.0 -1.9	Multiple revisions. See previous versions for details		02/15 - 09/16
2.0	Wrote intro notes. Changed formatting, inc. issue re. column sizes. Amended 10.009.19. Included 10.010.13	RM	22/3/17
2.01	Amended finance entries further to input from Accountancy, May 2017. Revised 12.003.002 and 12.004.12	RM	22/5/17
2.1	Amended HR section. The first 14 elements at 15.001.001 are taken from the RS approved by HR.	RM	8/12/17
2 ₀₂	Further to issues with version numbering, reformatted style. Following discussion with Registrar, Replaced extensive registration section with amended retentions	RM	29/1/18
2 ₀₃	Following discussions with Comms, amended retentions for 20.003.014, added line at 20.002.07	RM	31/1/18
2 ₀₄	Amended financial retentions at 12.002-4 to remove ref. to Taxes Management Act. Added caveat re. European-funded projects at 12.003.010. All as per advice from Accountancy Collapsed details of versions 1.0-1.9 above	RM	23/02/18
2 ₀₅	Added section at 17.005 for DP; line at 17.005.001 for Privacy Impact Assessments	RM	17/04/18
2 ₀₆	Included Cfy+5 at 12.003.010 (grants) . Added 15.008.001x (final location and number to be reconsidered) re. staff driving/insurance documentation)	RM	19/04/18
2 ₀₇	Amendments at 12.001.001 & .003; 12.002.001 & .003; 12.003.001, .003 & .004; 12.004.010 as requested by Accountancy 26/4	RM	01/05/18
2 ₀₈	Inserted line at 12.004.005b re. paperwork in support of e-financials	RM	17/05/18
2 ₀₉	Misc amendments: 08.005.005; 08.006.001	RM	31/05/18
2 ₁₀	Checked formatting; amended review timescale	RM	28/08/18
2 ₁₁	Incorporated amended information management (section 17.001.001, 2 & 6); deleted 17.001.003 & 4 and 17.005.001 (re. DP); included a new section at 17.006 re. DP as per v2.4 of SCA schedule. Included a note at 17.004.004 re. image capture.	RM	16/11/18
2 ₁₂	Added new retention for State Aid records. 12.003.10-16 renumbered 11-17	RM	12/12/18
2 ₁₃	Finance amendments as per comments from Operations Manager, Corp & Comm: 12.004.008 and 013 deleted; 12.005.001-004 & .007 marked as" under review" until the new Finance system has been established.	RM	08/01/19
2 ₁₄	Amended 12.01.4-6: changed to Cfy+5 and to "destroy"	RM	14/02/19
2 ₁₅	Added ref to IJB	SIIO	09/08/19

Introduction

This is the retention schedule for records held by East Renfrewshire Council, the Integration Joint Board and associated bodies. You can find out more about using the retention schedule in the guidance at:

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=14283&p=0>

The schedule was originally based on the model retention schedule developed by the Scottish Council on Archives.

You can navigate through the schedule by using the section headers in the table below, or simply by searching on the term you are interested in.

If you have any queries, additions or amendments, please contact:

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1. [Adult Care Services](#)
2. [Childhood & Family](#)
3. [Community Safety & Emergencies](#)
4. [Consumer Affairs](#)
5. [Council Property](#)
6. [Cemeteries & Crematoria](#)
7. [Criminal Justice](#)
8. [Democracy](#)
9. [Economic Development](#)
10. [Education & Skills](#)
11. [Environmental Protection](#)
12. [Finance](#)
13. [Health & Safety](#)
14. [Housing](#)
15. [Human Resources](#)
16. [ICT](#)
17. [Information Management](#)
18. [Legal Services](#)
19. [Leisure & Culture](#)
20. [Management](#)
21. [Planning & Building Standards](#)
22. [Procurement](#)
23. [Registrars](#)
24. [Risk Management & Insurance](#)
25. [Transport & Infrastructure](#)
26. [Waste Management](#)

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
1	ADULT CARE SERVICES						
1.001	Asylum seekers						
01.001.001	Case file - asylum seekers		1. Last action 2. Death of adult	5 years 3 years	Destroy	Retention period allows time for audit.	
1.002	Carers						
	Carers files - see Retention Schedule 15: Human Resources						
	for carers of children and young people, see schedule 02 : Children and Family Services						
1.003	Community support						
	Kept in client case file and follow appropriate retention period						
1.004	Care Services (including, Residential homes Home care and housing support services)						
01.004.001	Service file -Care Service management records -	Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence	Current year	6 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
01.004.004	Service user file	Records documenting the preparation, review and revision of a 'personal plan' for a service user, financial transactions undertaken for a service user; liaisons with social workers regarding the type of care being provided to a service user or problems with providing home care, administration of medicines to a service user. Records held must include:	1. Last action 2. Death of adult	5 years 3 years	Destroy		
	Service user file	Personal Plans				Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 5	
	Service user file	Records for service users. Name, address, date of birth Details of next of kin or person authorised to act on their behalf. Details of users general practitioner Date service was first provided				Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (1)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
	Service user file	Details of any restraint used; Incidents detrimental to the health or welfare of a service user; Complaints, outcome and action taken; Money and valuables deposited by a service user / when returned/what used for; Date and time of death of any service user who has died including doctor certifying death; Details of medication without consent				Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (3)	
01.004.005	Care service records	Fire and emergency procedures.; Fire drills and alarm tests. Maintenance of equipment. Daily list of persons employed. Date and time of death of any service user who has died including doctor certifying death. Medicines kept on the premises.	Current year	5 years	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (3)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
	Records of persons employed	Full name, address, date of birth, qualifications, training and experience. Date of commencement. Date of termination Positions held Registration (if appropriate) Any disciplinary action and outcome	Retained as Personal File - See HR schedule			Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (2)	
01.004.006	Notification of death, illness and other events sent to the Care Inspectorate		Current year	3 years	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 21	
01.004.007	Notification of absence sent to the Care Inspectorate	Proposed absence of manager for a continuous period of more than 28 days.	End of period of absence	3 years	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 22	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
01.004.008	Notification of changes sent to the Care Inspectorate	Change of provider. Change of manager Change of premises Change of name of an individual Change of ownership of a body corporate or identity of its officers. Change of identity of partners	Current year	3 years	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 23 (1)	
01.004.009	Notification of complaints procedure sent to the Care Inspectorate	Copy of complaints procedure	Until superseded	Nil	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 25	
01.004.010	Notification from a care service to the Care Inspectorate	Notification of unfitness	Date of notification	5 years	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 8	
01.004.011	Notification from a care service to the Care Inspectorate	Appointment of a manager	Date of notification	5 years	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 17	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
01.004.012	Application by Local Authority to register a care service under s33(1)c Regulation of Care (Scotland) Act 2001	A statement that the local authority have determined that they must provide the service in order to fulfil a statutory duty; and A statement of the reasons for that determination (including identification of the statutory provisions which in the opinion of the local authority give rise to that duty).	Until superseded	5 years	Destroy	The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SSI 2002/113(3)	
01.004.013	Statement of aims and objectives		Until superseded	5 years	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 3	
01.004.014	Certificate of registration		Until superseded	5 years	Destroy	Regulation of Care (Scotland) Act 2001. 2001 asp 8 Section 9 To be displayed on premises concerned.	
1.004.015	Dismissal of social worker - notification to Scottish Social Services Council		Dismissal	6 years	Destroy	Smoking, Health and Social Care (Scotland) Act 2005 asp 13. Section 32. Inserts section 57A into the 2001 Act. To be in writing	
1.005	Social issues						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
	Kept in client case file and follow appropriate retention period						
1.006	Supporting adults						
01.006.002	Register of adults with learning difficulties who received social work services.		Current year	100 years	Destroy		
01.006.003	Case file - adult with learning difficulties, where statutory measures were taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	10 years 5 years	Destroy		
01.006.004	Case file - adult with learning difficulties, where statutory measures were not taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy		
01.006.010	Register of adults with mental health problems who received social work services.		Current year	100 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
01.006.011	Case file - adult with mental health problems, where statutory measures were taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	10 years 5 years	Destroy		
01.006.011	Case file - adult with mental health problems, where statutory measures were not taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy		
01.006.013	Case file - Occupational therapy	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy		
01.006.017	Register of adults with physical disabilities who received social work services.		Current year	100 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
01.006.018	Case file - physical disabilities	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy		
01.006.019	Case file - all other adults which do not fit into categories above	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy		
01.006.020	Plan of use of the service (Personal Plans)		1. Superseded 2. Death of adult	5 years 3 years	Destroy	The Regulation of Care (Requirements as to Care Services) (Scotland) Amendment Regulations 2004. SSI 2004 No 94. Regulation 2 – Amends SSI 2002 No 114 as amended by SSI 2003 No 149 and SSI 2003 No 572. To be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
01.006.021	NHS/LA agreement		1. Superseded 2. Death of adult	5 years 3 years	Destroy	The Community Care (Joint Working etc) (Scotland) Regulations 2002. SSI 2002 No 533 Regulations 2 (b), 3 (b) To be in writing Reg. 9	
01.006.022	Part 9 Care Plan (under the Mental Health (Care and Treatment) (Scotland) Act 2003, Part 9 - Compulsion Orders)	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Mental Health (Content and amendment of care plans) (Scotland) Regulations 2005. SSI 2005 No 309	
01.006.023	Social Circumstances report - under the Mental Health (Care and Treatment) (Scotland) Act 2003	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Mental Health (Social Circumstances Reports) (Scotland) regulations 2005. SSI 2005 No 310 Regulation 2	
01.006.024	Content of Part 9 Care Plan	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Mental Health (content and amendment of Part 9 care plans) (Scotland) Regulations 2005. SSI2005 No 312 Regulation 2	
01.006.025	Interviews	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 8	
01.006.026	Medical examinations	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 9	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
01.006.027	Request for records	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 10. When not made during a visit then the request must be in writing This includes electronic means	
01.006.028	Assessment orders (Issued by Sheriff. Expires 7 days from issue.)	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 11	
01.006.029	Removal orders(Issued by Sheriff. Expires 7 days from issue.)	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 14	
01.006.030	Banning order	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 19. Expires (a) On a specified date; (b) The date recalled; or (c) 6 months after it is granted	
01.006.031	Report of a visit (It is assumed a report of a visit under Section 36 will be required)	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Adult Support and Protection (Scotland) Act 2007. 2007 asp10. Section 36	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
01.006.032	Adult Protection Committee	Procedures, practices, arrangements	Until superseded	5 years	Destroy or Transfer to Archive	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 42. Consider for permanent preservation in an archive. See Democracy schedule.	
01.006.033	Adult Protection Committee	Minutes	Current year	5 years	Destroy or Transfer to Archive	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 42. Consider for permanent preservation in an archive. See Democracy schedule.	
01.006.034	Adult Protection Committee	Biennial report	Current year	5 years	Destroy or Transfer to Archive	Adult Support and Protection (Scotland) Act 2007. 2007 asp10. Section 46. Consider for permanent preservation in an archive. See Democracy schedule.	
01.006.035	Records of the exercise of the withdrawer's powers	Retain on case file	1. Last action 2. Death of adult	5 years 3 years	Destroy	Adult Support and Protection (Scotland) Act 2007. 2007 asp10. Section 30B	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
01.006.036	Patient Care Record		1.75th birthday 2. Death of adult	Recommend all records be retained until the 75 th birthday or 25 years after date of death whichever is later		Healthcare Improvement Scotland (requirements as to Independent Health Care Services) Regulations 2011. SSI 2011 No 182. Regulation 4	
1.007	Supporting disabilities						
	Kept in client case file and follow appropriate retention period						
1.008	Adults with Incapacity						
1.008.001	Complaints relating to Guardianship		Current year	5 years	Destroy	Adults with Incapacity (Scotland) Act 2000. asp 4 Section 10	
1.008.002	Power of Attorney		Power of Attorney ceases	5 years	Destroy	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Section 15 The Adults with Incapacity (Certificate in Relation to Powers of Attorney) (Scotland) Regulations 2001. SSI 2001 No 80. To be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
1.008.003	Records – Attorneys A continuing or welfare attorney shall keep records of the exercise of his powers		Guardianship ceases	5 years	Destroy	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Sections 21, 30 To be in writing	
1.008.004	Statement of resident's affairs		Guardianship ceases	5 years	Destroy	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Section 43. To be in writing	
1.008.005	Intervention orders A person authorised under an intervention order shall keep records of the exercise of his powers.		Guardianship ceases	5 years	Destroy	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Section 53 (3), 54. To be in writing	
1.008.006	Guardianship Order A guardian shall keep records of the exercise of his powers		Guardianship ceases	5 years	Destroy	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Sections 57, 65. To be in writing	
1.008.007	Management Plan		Guardianship ceases	5 years	Destroy	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2-1. To be in writing	
1.008.008	Inventory of estate		Guardianship ceases	5 years	Destroy	Adults with Incapacity (Scotland) Act 2000. 2000. 2000 asp 4. Schedule 2 - 3. To be in writing	
1.008.009	Accounts		Current financial year	5 years	Destroy	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2 - 7 As prescribed by the Public Guardian	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
1.008.010	Medical treatment certificates		Death or Guardianship ceases	5 years	Destroy	The Adults with Incapacity (Medical Treatment Certificates) (Scotland) Regulations 2002 SI 2002 No 208. Regulation 2. As per schedule	
1.008.011	Certificate of Incapacity		Certificate lapses	5 years	Destroy	The Adults with Incapacity (Management of Residents' Finances) (Scotland) Regulations 2003. SSI 2003 No 155. Regulation 2. To be in writing Schedule 1 & 2	
1.008.012	Certificate of Incapacity		Certificate lapses	5 years	Destroy	The Adults with Incapacity (Management of Residents' Finances) (No 2) (Scotland) Regulations 2003. SSI 2003 No 266. Regulation 2 To be writing. Schedules 2 & 2	
2	CHILDREN & FAMILIES						
	NB: particular care should be taken with disposals of records under this heading with regard to the Historical Abuse Inquiry						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
2.001	Adoption and fostering						
02.001.001	Fostering and adoption panel records	Records documenting the appointment of a person as a member of a fostering or adoption panel.	Termination of appointment	1 year	Destroy		
02.001.002	Council registration as an adoption/fostering service	Application	Date of acceptance	1 year	Destroy	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Sections 7 & 33 - no retention period specified	
02.001.003		Certificate of registration	Until superseded or obsolete	6 years	Destroy	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Section 9 - no retention period specified	
02.001.004	Register of "looked after" children		Date of birth	100 years	Destroy		
02.001.005	Carer recruitment activity records		End of current calendar year	5 years	Archival Review		
02.001.006	Carer and adopters assessment criteria records		Superseded	10 years	Review for archival value		
02.001.007	Carer training programme records		Superseded	5 years	Review for ongoing value	Record of individual training to be entered on personnel file	
02.001.008	Case file - Pre-approval carers and adopters - initial enquiry	Records where case progressed to initial inquiry only	Case closure	1 year	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
02.001.009	Case file - Pre-approval carers and adopters - initial interview only - no concerns	Records where case progressed to initial interview only – no other concerns	Case closure	1 year	Destroy		
02.001.010	Case file - Pre-approval carers and adopters - initial interview only - concerns	Records where case progressed to initial interview only –concerns about enquirer or enquirer advised not to proceed	Case closure	10 years	Destroy		
02.001.011	Case file - Pre-approval carers and adopters - background preparation only	Records where case progressed to preparation group/home study/reference checks only	Case closure	10 years	Destroy		
02.001.012	Case file - Pre-approval carers and adopters - not approved/withdrawn	Records where case progressed to panel/agency decision – not approved/ approved but carer withdraws	Date of decision or date of prospective carer/adopter's death if earlier	25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	
02.001.013	Case file - Approved carers		Termination of approval or date of death of carer if earlier	25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	
02.001.014	Case file - Kinship carers		Termination of last placement or date of death of carer if earlier	25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 16(1)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
02.001.015	Case file - Prospective adopters - no adoption order	Prospective adopters, in relation to whom an adoption order is not made	Last action on case	10 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)b	
02.001.016	Case file – Adopters		Date of granting the adoption order	100 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	
02.001.017	Case file - Private fostering	Records documenting the monitoring of a private fostering arrangement	Last action on case	5 years	Destroy	Foster Children (Scotland) Act 1984; Foster Children (Private Fostering) (Scotland) Regulations 1985;	
02.001.018	Case file - adopted children		Date of adoption order	100 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	
02.001.019	Indexes to adoption case files		Last entry on index	100 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	
2.002	Child protection						
02.002.001	Case file - Child investigated and placed on Child Protection Register		Case closure	35 years	Destroy	Unless child looked after where 100 years from date of birth retention period applies	
02.002.002	Case file - Child investigated but not placed on Child Protection Register		Case closure	5years	Destroy	Unless child looked after where 100 years from date of birth retention period applies	
02.002.003	Child Protection Register records		Date of birth of child	100 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
02.002.004	Register of Schedule 1 offenders		Date of entry on register	100 years	Destroy		
2.003	Child minding						
02.003.001	Register - list of registered childminders		Superseded	100 years	Destroy		
2.004	Children looked after in care						
02.004.001	Case file - Looked after children, including children freed for adoption but not adopted, fostered children and children on a Residential Supervision Requirement		1. Date of child's birth or 2. Date of death where child dies before 18th birthday	1. 100 years 2. 25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210. Regulation 43(1). Case file to contain the Childs Plan and information specified under Regulations 12,15,36,42	
02.004.002	Case file - Through care and aftercare	Pathway assessment Pathway views Pathway plan Reviews of the pathway plan Procedures for making representations.	1. Date of child's birth or 2. Date of death where child dies before 18th birthday	1. 75 years 2. 25 years	Destroy	The Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. SSI 2003 No 608 Regulations 3, 15	
2.005	Communications						
	see Retention Schedule 20: Management						
2.006	Programme management and development						
	see Retention Schedule 20: Management						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
2.007	Residential homes	for Children's Case Files, See 02.004, Children Looked After in Care					
02.007.001	Service file - Residential home/Home Care Service management records - major records	Strategy, planning, monitoring, meetings, correspondence, visitors books.	Until superseded Current year	6 years 6 years 3 years	Destroy	Records required by Residential Establishments - Child Care (Scotland) Regulations 1996 SI1996/3256 Regulation 5. Records required by The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002 SSI 2002/114 For Child records (Regs 13 and 17) see Case files The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113 Regulation 1(3) - no retention period specified	
02.007.002	Service file - Residential home/Home Care Service management records - minor records		Current	2 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
02.007.003	Notification records from a residential home to the Care Inspectorate	Death of service user, details of medication administered to service user without their consent (or the consent of people authorised to consent on their behalf), the appointment of a manager for a home care service, proposed absence of a manager of a home care service for a continuous period of 28 days or more , proposed changes to the management of a home care service	Date of event	3 years	Destroy	Records required by The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002 SSI 2002/114 Regulations 17, 20,21,22,23 -no retention period specified. Details of medication administered should be added to case file.	
02.007.004	Children's home register.		Last entry on register	Retain permanently	Transfer to archive for permanent retention		
2.008	Social issues						
	Kept in client case file and follow appropriate retention period						
2.009	Special education						
	Special education is covered in Schedule 10 Education and Skills						
2.01	Supporting children						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
02.010.001	Case file - Missing children who do not come under any other category		Date of recording missing status. If the person ceases to be missing, retain for one year from the date of recording that the person is no longer missing.	2 years	Destroy		
02.010.002	Case file - Children and families not included in any other case file categories		Case closure or one year from date of death	5 years	Destroy		
02.010.003	Case file - Children's rights office		Date of birth Date of death if child dies before 18	100 years 15 years	Destroy		
02.010.004	Movement restriction care plan		Date of birth	25 years	Destroy	Intensive Support and Monitoring (Scotland) Regulations 2005. SSI 2005 No 201 Regulation 2 Amends Regulation 4 of SSI 2005 No 129. To be in writing. Regulation 4 (2)	
2.011	Supporting disabilities						
	Kept in client case file and follow appropriate retention period						
2.012	Training						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
02.012.001	Records of training provided to individuals working with children and young people		End of employment	25 years	Destroy		
2.013	Youth justice						
02.013.001	Case file - young offenders	Records of court procedures, action plan orders, implementation of orders, reparation orders, supervision orders, probation orders and referral orders	Closure	5 years	Destroy	Unless child looked after where 100 year from date of birth retention period applies	
2.014	Youth services						
02.014.001	Records relating to youth leadership training for social work staff		End of employment	25 years	Destroy		
3	COMMUNITY SAFETY & EMERGENCIES						
3.001	Advice						
03.001.001	Contingency planning		Date superseded.	2 years	Destroy		
03.001.002	Emergency response plan	Advice and assistance	End of current year	5 years	Destroy	Given to an external organisation to prepare and maintain an emergency response plan.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
03.001.003	Business continuity plan	Records documenting the provision of advice and assistance to an external organisation in relation to business continuity planning.	End of current year	5 years	Review for ongoing value		
03.001.004	Fire safety planning	Advisory information	End of current year	5 years	Destroy		
03.001.005	Home security	fire safety visits, home safety checks	End of current year	5 years	Destroy		
03.001.006	Advice to businesses		Until superseded	5 years	Destroy	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 33	
3.002	Community safety						
03.002.001	CCTV surveillance	Procedures	Date of last action.	3 years	Destroy	Not to be confused with RIPSA authorisation forms or the actual cctv recordings min. 7 days if not needed for crime prevention	
03.002.002	Community wardens	incident logs	Date of last action.	3 years	Destroy		
03.002.003	Crime reduction	Community strategy documents	Until superseded	3 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
03.002.005	Anti-Social Behaviour - Local authority Strategy		Until superseded	5 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 To be published Section 1 (2)	
03.002.006	Implementation reports		Until superseded	5 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 To be published. Section 2	
03.002.007	Antisocial behaviour order Interim orders (Copies) (Original held by the court)		Expiry, revoked or recalled.	2 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Sections 8 (2) (b), 14 (1), 15, 119. To be in writing Criminal Procedure Act (Scotland) Act 1995. Section 234AB (1)(b) Data Protection Act – Principle 5	
03.002.008	Notice containing a statement to recover expenditure		Payment - Current financial year	6 years	Destroy	Antisocial Behaviour Notice (Landlord Liability) (Scotland) Regulations 2005. SSI 2005 No 562. Regulation 2. To be in writing	
03.002.009	Noise Control Notice		Expiry, revoked or recalled.	2 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. To be in writing. Section 41	
03.002.010	Noise complaint		Date of last complaint for the offending property	2 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 43	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
03.002.011	Noise Warning Notices		Date of last complaint for the offending property	2 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 44. To be in writing	
03.002.012	Controlled waste and litter fixed penalty notices		Current financial year	6 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 55. To be in writing	
03.002.013	Graffiti Removal Notice		Date of last complaint for the offending property	2 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 58. To be in writing	
03.002.014	Antisocial Behaviour Notices		Date of last complaint for the offending property	2 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 68. To be in writing	
03.002.015	Management Control Order		Date expired or revoked	2 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 74. To be in writing	
03.002.016	Management Control Orders – finance		Current financial year	6 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 Schedule 3 - 3	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
03.002.017	Registers (of certain landlords)	To be kept up to date	To be kept up to date			Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 Section 82 To be available for public inspection	
03.002.018	Application for registration		Date of acceptance or refusal	1 year	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Sections 83, 84	
03.002.018	Notice of notification or refusal to register		Date of issue	6 years	Destroy	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 86 To be in writing Section 88(6) 90(2)	
03.002.019	Advice and assistance to landlords or tenants		Recommend 6 years after date advice given			Private Landlord Registration (Advice and Assistance) (Scotland) Regulations 2005. SSI 2005 No 557 Regulations 2, 4 Antisocial Behaviour Notice (Advice and Assistance) (Scotland) Regulations 2005 SSI 2005 No 563 Regulation 2 Issued under part 8 of the Anti social behaviour etc Act (Scotland) Act 2004	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
03.002.020	CCTV footage	Footage from street, mobile and body cameras	Day of recording	28 days	Destroy	Information Commissioner's Office <i>Code of Practice on CCTV</i> , s 8.3. A hold may be put on deletion where an investigation for an appropriate purpose is being carried out.	
3.003	Emergency planning						
03.003.000	Emergency Planning Papers		Date superseded.	Current + 10	Destroy		ERC Retention Schedule
03.003.001	Emergency agencies	Contact details.	Date superseded.	Nil	Destroy		
03.003.002	Emergency call-outs	Cascade call-out list	Date of call-out	6 months	Destroy		3 years to 6 months CCS 7/4/15 AJC
03.003.003	Emergency plan - development	Development (includes community risk register)	Date superseded.	Permanent	Retain for historical value.	Civil Contingencies Act 2004	
03.003.004	Emergency plan - tests		Date of last action.	5 years	Destroy	Civil Contingencies Act 2004	
03.003.005	Radiation emergency - off-site plan		Date superseded.	3 years	Destroy	Records documenting the preparation, review, revision and testing of an off-site emergency plan for premises which present a risk of a radiation emergency.	
03.003.006	Major accident plan		Date superseded.	3 years	Destroy	Records documenting the preparation, review and revision of an off-site emergency plan for a major accident hazard pipeline.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
03.003.007	Radiation emergency warning		Date superseded.	5 years	Review for historical value.	Records documenting the preparation and maintenance of arrangements to inform and advise the public in the event of a radiation emergency.	
03.003.008	Radiation emergency plan		Date of last action.	5 years* see note	Review for historical value.	For a routine assessment of risk, see 03.003.009 if a radiation leak took place	
03.003.009		As above – radiation leak took place	Date of last action	50 years	Review for historical value.	Draft retention schedule for Fire Officers suggests 50 years if a radiation leak took place	
03.003.010	Details of meetings held under the Civil Contingencies Act 2004		Date of meeting	5 years	Destroy	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 3	
03.003.011	Risk assessments		Superseded	5 years	Destroy	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. To be in writing; Regulation 11 (4) SSI 2005 No 494 Regulation 10	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
03.003.012	Community risk register		To be kept up to date			Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 12	
03.003.013	Arrangements to warn		Superseded	5 years	Destroy	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 14 and 23	
03.003.014	Plans		Superseded	5 years	Destroy	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulations 15 and 16	
03.003.015	Information sharing requests and responses		Date of response	3 years	Destroy	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. To be in writing; Regulation 42. Can be electronic means including fax SSI 2005 No 494 Regulations 42, 43 and 44	
3.004	Emergency service						
03.004.001	Notifications of emergency response		Date of last action.	10 years	Review for historical value.		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
03.004.002	Reclaim of finances		Date of last action.	5 years	Destroy	Records documenting the preparation and submission of a claim for financial support from government to meet costs incurred in responding to an emergency.	
3.005	Enforcement						
3.006	Fire prevention						
3.007	Measures against vandalism						
03.007.001	Fly posting		Date of last action.	3 years	Destroy		
03.007.002	Removal of graffiti		Date of last action.	3 years	Destroy		
3.008	Training						
03.008.001	Training exercises		Date of last action.	10 years	Destroy		
4	CONSUMER AFFAIRS						
4.001	Advice						
04.001.001	Campaigns	Information relating to campaigns within consumer affairs	Date campaign completed	7 years	Destroy		
4.002	Enforcement / Prosecution of offences						
04.002.001	Prosecution of offences case files	Dangerous and wild animals;	Date investigation complete	7 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.002.002	Animal health and welfare	Care Notices	Date of notice	6 years	Destroy	Animal Health and Welfare (Scotland) Act 2006 s 25	
04.002.003	Enforcement policy		Date superseded	Until superseded	Destroy		
04.002.004	Civic Government (Scotland) Act referrals		Date of referral	2 years	Destroy		
04.002.005	Fixed Penalty Notices		Date notice charged	6 years	Destroy		
04.002.006	Food alerts (FAFA and FAFI)		Date of alert	2 years	Destroy		
04.002.007	Food poisoning notifications		Date of notification	2 years	Destroy		
04.002.008	Food safety notices (such as seizure and detention but not Hygiene Improvement or Emergency Prohibition Notices)		Date notice issued	2 years	Destroy		
04.002.009	Health and safety at work		Date investigation complete	7 years Or 40 years for investigation relating to asbestos incident.	Destroy	Health and Safety at Work Act	
04.002.010	Hygiene Emergency prohibition notices			Retain permanently	Retain		
04.002.011	Inspections		Date investigation complete	7 years	Destroy		
04.002.012	Prosecution reports to procurator fiscal		End of current year	5 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.002.013	Prosecution Registers		End of current year	Permanent	Retain for historical value.		
04.002.014	Health and safety prosecutions register		Date superseded	Retain permanently	Retain		
04.002.015	Safety notices (under the Consumer protection Act)		Date notice issued	5 years	Destroy	Consumer Protection Act	
04.002.016	Trading standards - improvement notices		Date notice issued	5 years	Destroy		
04.002.017	Trading standards - notification books		Date notice issued	5 years	Destroy		
04.002.018	Weights and measures - notification books		Date investigation complete	7 years	Destroy		
04.002.019	Notice requiring removal from sale of beef		Date of notice	3 years	Destroy	The Beef Labelling (Enforcement) (Scotland) Reg 2001. SSI 2001 252. Reg 4(3). To be in writing	
04.002.019	Wine regulations	Control on movement. Consent to movement.	Date of notice	2 years	Destroy	The Common Agricultural Policy (Wine) (Scotland) Regulations 2002. SSI 2002 No 325. Regulation 9, 10	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.002.020	Imported animal products	Border posts - Local authority returns	Current year	3 years	Destroy	The Products of Animal Origin (Third Country Imports) (Scotland) Regulations 2002. SSI 2002 No 445. Regulation 12	
04.002.021	Records connected with the enforcing of restrictions on the movement of animals		Date of the restriction order	6 years	Destroy	The Movement of Animals (Restrictions) (Scotland) Order 2003. SSI 2003 No 353. Regulation 12. To be in writing	
04.002.022	Animal health - BSE	Notices	While current	3 years	Destroy	The Transmissible Spongiform Encephalopathy (Scotland) Regulations 2010. SSI 2010 No 177. Regulation 15	
04.002.023	Animal feed regulations	Notice of temporary suspension of registration or approval; Notification of lifting of suspension;	End of approval or registration	5 years	Destroy	Feed (Hygiene and Enforcement) (Scotland) Regs 2005. SSI 2005 No 608 To be in writing; Regulation 26	
04.002.024	Animal feed regulations	Notice of revocation of registration or approval; Feed business improvement notice; Feed business prohibition orders	Date of notice	5 years	Destroy	Feed (Hygiene and Enforcement) (Scotland) Regulations 2005. SSI 2005 No 608. To be in writing; Regulation 26	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.002.025	Animal feed regulations	Feed business emergency prohibition notices and orders.	Cessation of order or notice	5 years	Destroy	Feed (Hygiene and Enforcement) (Scotland) Regulations 2005. SSI 2005 No 608. To be in writing; Regulation 26	
04.002.026	Notices requiring the disposal of animal products		Date of notice	5 years	Destroy	Older Cattle (Disposal) (Scotland) Regulations 2006 No 4. Regulation 6 To be in writing includes electronic communication. Regulation 3	
04.002.027	Animal health - Foot and Mouth	Notification of disease or suspected disease	Date of notification	3 years	Destroy	Foot and Mouth Disease (Scotland) Order 2006. SSI 2006 No 44. Reg 8, 9 Notices, licences, certificates, declarations to be in writing. Regulations 5 and 6	
04.002.028	Animal health - Avian flu	Declaration and Notices	Date of notice	3 years	Destroy	Avian Influenza (H5N1 in Wild Birds) (Scotland) Order 2007. SSI 2007 No 61 Reg 3. Must be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.002.029	Animal health - Avian flu	Notice of restriction	Date of notification	3 years	Destroy	Avian Influenza and Influenza of Avian origin in mammals (Scotland) Order 2006. SSI 2006 No 336. Reg 10. Reg 4	
04.002.030	Animal health - Avian flu	Notice to prohibit the keeping of poultry or other captive birds	Date of expiry	3 years	Destroy	Avian Influenza and Influenza of Avian origin in mammals (Scotland) Order 2006. SSI 2006 No 336. Regulation 65 (6) To be in writing.	
04.002.031	Animal health - Avian flu	Notice directing that the birds specified are to be killed; Emergency vaccination notice	Date of notice	3 years	Destroy	Avian influenza (Slaughter and Vaccination) (Scotland) Regulations 2006 SSI 2006 No 337. Reg 10(2). Regulation 12 (1) (b) Reg 3	
04.002.032	Swine Vesicular disease	Declaration of zone; Approvals, declarations, designations, directions or notices	Date of declaration/notice	2 years	Destroy	Swine Vesicular Disease (Scotland) Order 2009. SSI 2009 No 173 Regulation 8, 9	
04.002.033	Food hygiene regulation	Hygiene improvement notice, Hygiene prohibition notice, Hygiene emergency prohibition notice and order, Remedial action notice and detention notice	Date of notice	3 years	Destroy	Food Hygiene (Scotland) Regulations 2006. SSI 2006 No 3. Regulations 6, 7, 8, 9 (See time limit in Regulation 16)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.002.034	Food contaminants	Notice that food is not to be used for human consumption	Date of notice	3 years	Destroy	Contaminants in Food (Scotland) Regulations 2006. SSI 2006 No 306 Regulation 5.	
04.002.035	Alcohol licensing	Notice for breach of licence; Closure order; Warning to licence holder	Licence is superseded, surrendered or revoked	5 years	Destroy	Licensing (Scotland) Act 2005. 2005 asp 16. Section 14, 39, 97, 98	
04.002.036	Alcohol licensing	Exclusion order	Date of order	2 years	Destroy	Licensing (Scotland) Act 2005. 2005 asp 16. Section 94	
4.003	Environmental health						
04.003.001	Animal control licences		Date administrative use ceases	5 years	Destroy		
04.003.002	Building Standards and planning consultations		Date administrative use ceases	1 year	Destroy	Building (Forms) (Scotland) Regulations 2005. SSI 2005 No 172	
04.003.003	Closed Landfill sites			Retain permanently	Retain for historical value.		
04.003.004	Contaminated Land Register Strategy		Date superseded	Until superseded	Destroy	Maintain and update current only. The Contaminated Land (Scotland) Regulations 2000. SSI 2000 No 178 Regulation 14. To be in writing	
04.003.005	Environmental health and housing files		Date case closed	5 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.003.006	Housing conditions survey			Retain permanently	Retain for historical value.		
04.003.007	Infection control policies		Date superseded	3 years	Destroy		
04.003.008	Contaminated land - Remediation Notice		Date of compliance	16 years	Destroy	The Contaminated Land (Scotland) Regulations 2000. SSI 2000 No 178 Regulation 5 To be in writing as per Schedule 2	
4.004	Investigation, inspections and monitoring						
04.004.001	Equipment inspection records		Date of equipment disposal	5 years	Destroy		
04.004.002	Food standards inspection forms		Date of inspection	5 years	Destroy		
04.004.003	Investigations - case files by organisation name	Nuisances, for example, complaints against traders, complaints-food, etc.	Date of last action	3 years	Destroy	Environmental Protection Act 1990.	
04.004.004	CCTV records from covert surveillance (including master copy of RIPSAs - authorisation forms) - in cases that lead to prosecution		Date investigation complete	5 years		Regulatory & Investigatory Powers (Scotland) Act 2000	Amended CG 24/9/15

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.004.005	CCTV records from covert surveillance (including master copy of RISPA authorisation forms) - routine recordings not needed for prosecution		Date of decision to not proceed with prosecution.	7 days	Destroy/ Overwrite	Data Protection Act 1998 c.29	
04.004.006	Enquiry sheets / log book - for example, dog wardens, pest control, trading standards		Date enquiry closed	1 year	Destroy		
04.004.007	Monitoring case files (by organisation type)	Air pollution, Animal health, Food hygiene, Food hygiene (home care), Food standards, Food safety, Hazardous substances, Infectious diseases, Land pollution, Pollution, Product safety, River pollution, Swimming pools, Weights and measures	Date of last action	3 years	Destroy		
04.004.008	Consumer Affairs cases		Date of last action	3 years	Destroy	Responsive - The general monitoring of SLA response / service standards/ KPIs etc.to consumer affair issues.	
04.004.009	General nuisance monitoring		Date of last action	3 years	Destroy	Environmental Protection Act 1990. Nuisances - for example, dampness / drainage. [The monitoring of general nuisance within the public domain.]	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.004.010	Animal health & welfare - Sheep and goats	Annual Inventory	Current year	2 years	Destroy	The Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009. SSI 2009 No 414 Council Regulation (EC) No 21/2004	
04.004.011	Alcohol licensing	Relevant Statistical Information (Section 6(5)) provided to Licensing Forum	Date provided	3 years	Destroy/ Consider for Archival preservation	Licensing (Scotland) Act 2005. 2005 asp 16. Section 12	
04.004.012	Private water supplies	Notices of determination of relevant person, Statements, Schemes and summaries regarding a temporary departure of a Type A supply that is not wholesome; Risk assessment Type A and Type B; Investigations; Check monitoring Type A and Type B; Audit monitoring	Date of entry in register	15 years	Destroy	Private Water Supplies (Scotland) Regulations 2006. SSI 2006 No 209 Regulation 4, 8, 19, 20 Reg 34(6)	
4.005	Registration, certification and licensing						
04.005.001	Entertainment and drinks	Register	Date registration lapses	2 years	Consider for archival retention		Amended CG 24/9/15
04.005.002	Food premises	Register	Date registration lapses	2 years	Destroy		
04.005.003	Licence premises	Register	Date registration lapses	2 years	Consider for archival retention		Amended CG 24/9/15

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.004	Animal boarding licences		Date registration lapses	2 years	Destroy	Animal Boarding Establishments Act 1963.	
04.005.005	Animal breeding licences		Date registration lapses	2 years	Destroy	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. Licensing of Animal Dealers (Young Cats and Young dogs) (Scotland Regulations 2009. SSI 2009 No 141. Regulation 3, 12, Schedule	
04.005.006	Auction premises licences		Date registration lapses	2 years	Destroy		
04.005.007	Building materials licences		Date registration lapses	2 years	Destroy		
04.005.008	Butchers licences		Date registration lapses	2 years	Destroy	The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment (Scotland) regulations 2000. SSI 2000 No 93. Reg 3. Amends SI 1995 No 1763	
04.005.009	Caravan and camp site licences		Date registration lapses	2 years	Destroy	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968.	
04.005.010	Cemetery licences		Date registration lapses	2 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.011	Cooling towers	Notifications to local authority	Date of cessation of operation	2 years	Destroy / Review for Archival retention	Notification of Cooling Towers and Evaporative Condensers Regulations 1992 SI 1992 No 2225 Regulation 3	
04.005.012	Credit licensing		Date registration lapses	2 years	Destroy		
04.005.013	Crematoria licences		Date registration lapses	2 years	Destroy		
04.005.014	Dangerous wild animals licences		Date registration lapses	2 years	Destroy	Dangerous Wild Animals Act 1976.	
04.005.015	Entertainment licences		Date registration lapses	2 years	Destroy	Civic Government (Scotland) Act 1982 c.45	
04.005.016	Explosives licences - Sale or Storage		Date registration lapses	2 years	Destroy	Manufacture and Storage of Explosives Regulations 2005. SI 2005 No 1082	
04.005.017	Food business licences		Date registration lapses	2 years	Destroy	Food Premises (Registration) Regulations 1991. SI 1991:2825.	
04.005.018	Food licences		Date registration lapses	2 years	Destroy	Food Safety Act 1990.	
04.005.019	Hackney licences		Date registration lapses	2 years	Destroy	Civic Government (Scotland) Act 1982 c.45, s.10-22	
04.005.020	Highway projection licences		Date registration lapses	2 years	Destroy		
04.005.021	Hoarding licences		Date registration lapses	2 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.022	Houses - Register of unfit premises		Date superseded.	Retain permanently	Retain for historical value.		
04.005.023	Infectious diseases licensing and use		Date registration lapses	2 years	Destroy		
04.005.024	Late hours catering licences		Date registration lapses	2 years	Destroy	Civic Government (Scotland) Act 1982 c.45, s.42	
04.005.025	Liquor licences		Date registration lapses	2 years	Destroy	Criminal Justice and Licensing (Scotland) Act 2010 asp13	
04.005.026	Lottery registration		Date registration lapses	2 years	Destroy		
04.005.027	Massage and special treatment licences		Date registration lapses	2 years	Destroy		
04.005.028	Non medicinal poisons licences		Date registration lapses	2 years	Destroy		
04.005.029	Nursing agencies licences		Date registration lapses	2 years	Destroy		
04.005.030	Other hazardous substances		Date registration lapses	Permanent	Retain for historical value.		
04.005.031	Personal licences		Date registration lapses	2 years	Destroy	Licensing Act 2003.	
04.005.032	Pet shop licences		Date registration lapses	2 years	Destroy	Pet Animals Act 1951 (as amended by the 1983 Act).	
04.005.033	Petroleum licences		Date registration lapses	Permanent	Retain for historical value.	Petroleum (Regulation) Acts 1928 and 1936	
04.005.034	Premises licences		Date registration lapses	2 years	Destroy	Licensing (Scotland) Act 2005	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.035	Premises licences - Club premises certificates		Date registration lapses	2 years	Destroy	Licensing (Scotland) Act 2005	
04.005.036	Premises licences - Temporary event notices.		Date registration lapses	2 years	Destroy	Licensing (Scotland) Act 2005	
04.005.037	Private hire licences		Date registration lapses	2 years	Destroy	Civic Government (Scotland) Act 1982 c.45, s.10-22	
04.005.038	Public entertainment licences		Date registration lapses	2 years	Destroy	Licensing Act 2003.	
04.005.039	Register of reservoirs		Date superseded.	Retain permanently	Retain for historical value.		
04.005.040	Reservoirs correspondence/ Scottish Water files		Date of last action	4 years	Destroy		
04.005.041	Riding establishment licences		Date registration lapses	2 years	Destroy	Riding Establishments Act 1964 and 1970.	
04.005.042	Scaffold licences (permits)		Date registration lapses	2 years	Destroy	Roads (Scotland) Act 1984	
04.005.043	Scrap metal licences		Date registration lapses	2 years	Destroy	Scrap Metal Dealers Act 1964. Civic Government Scotland Act 1982 c.45, s.28-34	
04.005.044	Sex establishments - register		Date registration lapses	2 years	Destroy	Civic Government (Scotland) Act 1982 c.45, s.45	
04.005.045	Shops		Date registration lapses	2 years	Destroy		
04.005.046	Skip licences		Date registration lapses	2 years	Destroy	Roads (Scotland) Act 1984 sec 85	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.047	Street collections and lotteries licences		Date registration lapses	2 years	Destroy	Civic Government (Scotland) Act 1982 c.45	
04.005.048	Street trading licences		Date registration lapses	2 years	Destroy	Civic Government Scotland Act 1982 c.45, s.39	
04.005.049	Zoo licences	Licence, notice of compliance, closure notice	Date registration lapses	2 years	Destroy	The Zoo Licensing Act 1981 Amendment (Scotland) Regulations 2003. SSI 2003 No 174. Regulation 3	
04.005.050	Animal health and welfare - Imports	Certificate of veterinary clearance	Current year	5 years	Destroy	The Products of Animal Origin (Third Country Imports) (Scotland) Regulations 2002. SSI 2002 No 445. Regulation 20 To be in writing as per Regulation 60	
04.005.051	Animal health & welfare - Sheep and goats	Contingency plan (To be agreed with the local authority)	End of or revocation of plan	3 years	Destroy	The Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009. SSI 2009 No 414 Council Regulation (EC) No 21/2004	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.052	Animal health and welfare - animal dealers	Register of animal dealing licences	To be kept up to date		Consider for Archival preservation	Licensing of Animal Dealers (Young Cats and Young dogs) (Scotland) regulations 2009. SSI 2009 No 141. Regulation 12 To be available for public inspection In an appropriate form	
04.005.053	Animal health - Disease control	Declaration - copy sent to the local authority - Schedules 2, 3,4,6,7	Date of receipt	6 months	Destroy	The Disease Control (Interim Measures) (Scotland) Order 2002. SSI 2002 No 34. Regulation 11 Amends the Pigs (Records, Identification and Movement) Order 1995	
04.005.054	Animal health and welfare - Pigs	Movement of pigs declaration	Date of receipt	6 months	Destroy	The Pigs (Records, Identification and Movement) (Scotland) Amendment order 2002. SSI 2002 No 540. Regulation 2 (Amends the Pigs (Records, Identification and Movement) Order 1995 SI 1995/11)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.055	Animal health - Cattle - BSE	Approvals, authorisations, licences and registrations	End of approval or registration	3 years	Destroy	The Transmissible Spongiform Encephalopathies (Scotland) Regulations 2010. SSI 2010 No 177. Regulation 6	
04.005.056	Animal health and welfare - Avian flu	Notices, and licences	Date of notice or end of licence	5 years	Destroy	Avian Influenza (Preventative Measures) (Scotland) Order 2007. SSI 2007 No 69	
04.005.057	Animal health and welfare - Animal feed	Notification with view to registration; Declaration in relation to transitional measures; Application for approval; Application for amendment to approval or registration	End of approval or registration	3 years	Destroy	Feed (Hygiene and Enforcement) (Scotland) Regulations 2005. SSI 2005 No 608. Regulation 6, 7, 8. 3 year time limit on prosecution, s 36.	
04.005.058	Animal health and welfare - Foot and Mouth disease	Licence for movement	Date of receipt by local authority	5 years	Destroy	Foot and Mouth Disease (Scotland) Order 2006. SSI 2006 No 44. Regulation 42 Occupier of premises to which susceptible animals are moved to must retain a copy of the licence for 6 months after forwarding the original to the local authority or the slaughterhouse.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.059	Animal health and welfare - Foot and Mouth disease	Licence for movement	Date of receipt by local authority	3 years	Destroy	Foot and Mouth Disease (Slaughter and Vaccination) (Scotland) Regulations 2006. SSI 2006 No 45. Schedule - 5 Occupier of premises to which susceptible animals are moved to must retain a copy of the licence for 6 months after forwarding the original to the local authority or the slaughterhouse.	
04.005.060	Animal health and welfare - Pigs	Holding Register	Date of entry on register	3 years	Destroy	Pigs (Records, Identification and Movement) (Scotland) Order 2011 SSI 2011 No 327 Regulation 5 (See also Section 2.2.10 above) Implements Council Directive 2008/71/EC Revokes parts of SI 1995 No 11	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.061	Animal health and welfare - Trade	Health certificate	Date of certificate	3 years	Destroy	Trade in Animals and Related Products (Scotland) Regulations 2012. SSI 2012 No 177. Regulation 5 Implements Council Directive: 89/662/EEC; 90/425/EEC; 91/425/EEC; 97/78/EC Which effect to a greater or lesser degree Animal and Animal Products (Import and Export (Scotland); Fresh Meat (Import Conditions); Miscellaneous Products of Animal Origin (Import Conditions); Products of Animal Origin (Third Country Imports) (Scotland)	
04.005.062	Food safety - Butchers' Shops	Licences for Butchers' shops	License ceases	1 year	Destroy	The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment (Scotland) Regulations 2000 SSI 2000 No 93 Regulation 3 These regulations amend SI 1995 No 1763 To be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.063	Private hire licences	Notice of exemption	License or exemption ceases	1 year	Destroy	The Private Hire Car Drivers' Licences (Carrying of Guide Dogs and Hearing Dogs) (Scotland) Regulations 2004. SSI 2004 No 88. Regulation 5	
04.005.064	Licensing of Booking Offices	Booking Office Licence (Hire of taxis or private hire cars)	License ceases	1 year	Destroy	Civic Government (Scotland) Act 1982 (Licensing of Booking Offices) Order 2009. SSI 2009 No 145 Regulation 2	
04.005.064 b	Taxi Driver applications		From application	3 years	Destroy		ERC draft policy 5/11/15
04.005.065	Licensing - Alcohol	Premise Licence Occasional Licence Variation of premises licence Temporary premises licence	Licence is superseded, surrendered or revoked	5 years	Destroy	Licensing (Scotland) Act 2005, asp 16. Sections 1, 17, 26, 28, 29, 32, 45, 56	
04.005.066	Licensing - Alcohol	Licensing Policy Statement Supplementary Licensing Policy Statement	Superseded	3 years	Destroy/ Consider for Archival preservation	Licensing (Scotland) Act 2005 2005 asp 16 Section 6 To be published	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.067	Licensing - Alcohol	Public Register (The Licensing Register)	To be maintained for public inspection.	Information on register by virtue of 3(1) or 5 (1) to be kept for 5 years from the date the licence ceased to have effect.	Consider for Archival preservation	Licensing (Scotland) Act 2005 2005 asp 16. Section 9 As amended by Licensing Register (Scotland) Regulations 2007. SSI 2007No 33 Regulation 2 May be in documentary or electronic form or partly in one form and partly in the other	
04.005.068	Licensing - Alcohol	Application for premises licence; Notice of application; Objections and representations; Notification of conviction; Transfers of licence holders; Review of premises licence; Notification of change of address; Notification of determinations; Extended hours; Premises review application	Licence is superseded, surrendered or revoked	5 years	Destroy	Licensing (Scotland) Act 2005 2005 asp 16. Sections 14, 20, 21,22, 24,33, 36, 44, 48, 51, 57, 58, 61, 68, 69, 70, 75, 79, 82, 88	
04.005.069	Licence to sell alcohol - Personal licences	Application for personal licence Notice to chief constable (Endorsements last 5 years from date made – section 85)	Until superseded, surrendered or revoked	5 years	Destroy	Licensing (Scotland) Act 2005. 2005 asp 16. Sections 71, 72, 73, 85	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.070	Licensing of skin piercing or tattooing		Expiry of licence	5 years	Destroy	Civic Government (Scotland) Act 1982 (Licensing of Skin Piercing and Tattooing) Order 2006. SSI 2006 No 43	
04.005.071	Register of private water supplies		Date of entry on register	15 years	Destroy / Review for Archival retention	Private Water Supplies (Scotland) Regulations 2006. SSI 2006 No 209. Regulation 34	
04.005.072	Ship Sanitation Certificates		Date of issue	1 year	Destroy	Public Health (Ships)(Scotland) Amendment Regulations 2007 SSI 2007 No 515. Regulation 16 Inserts Reg 19D in to SI 1971 No 132 To be in writing	
04.005.073	Gambling licenses	Statement of principles	Superseded	3 years	Destroy / Review for Archival retention	Gambling Act 2005 (Licensing Authority Policy Statement) (Scotland) Regulations 2006. SSI 2006 No 154. Regulation 3 Statement to be reviewed at least every 3 years. In writing or electronically	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
04.005.074	Gambling licenses	Applications for a premises licence; Plan to accompany application; Documents to accompany plan Written statement	License ceases	3 years	Destroy	Gambling Act 2005 (Premises Licences and Provisional Statements) (Scotland) Regulations 2007. SSI 2007 No 196 Regulations 3-10 16 To be on a specified form. May be by facsimile or electronic mail	
5	COUNCIL PROPERTY						
5.001	Maintenance of council property - Maintenance records - typically organised by property						
5.001.001	Records documenting routine inspections of property.	Property Condition Surveys	Date of inspection	5 years	Destroy	Retaining inspection records provides evidence of effective property management.	
5.001.002	Records documenting major maintenance works on property.		Disposal of property	Nil	Transfer	Transfer records to new owners when land/property is sold.	
5.001.003	Records documenting minor maintenance works on property - assets over £50,000		Completion of works	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
5.001.004	Records documenting minor maintenance works on property - assets under £50,000		Completion of works	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
5.001.005	Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises		Date of assessment	10 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 4 (7)	
5.001.006	Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.		Removal of asbestos or subsequent inspection	10 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 4 (7)	
5.001.007	Records documenting the carrying out of routine maintenance and repairs to fixtures, fittings and interior decoration.		End of current year	2 years	Destroy		
5.001.008	Records documenting the maintenance of equipment: major items.		Decommissioning/disposal of item	5 years	Destroy		
5.001.009	Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations.		Decommissioning / Disposal of item	5 years	Destroy		
5.001.010	Records documenting the maintenance of equipment provided to control exposure to asbestos.	Test and examination records of exhaust ventilation equipment or respiratory protective equipment	Date of test or examination	5 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 13 (3). See also PPE/COSHH	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
5.001.011	Records documenting the inspection and testing of equipment.		Disposal of item	1 year	Destroy		
5.001.012	Records documenting the inspection and testing of equipment: items which are safety critical or are associated with hazardous operations.		Disposal of item	5 years	Destroy		
5.001.013	Plan identifying parts of premises affected by asbestos		Whilst relevant		Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 4 (8). Measures taken to implement plan to be recorded. To be in writing	
5.001.014	Asbestos Risk Assessment		Whilst relevant		Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 6. Copy of the significant findings of the risk assessment to be kept at the premises at which, and for such time as the work is being carried out.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
5.001.015	Asbestos - Plan of work		Completion of works	6 months	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 7. Copy to be kept at those premises, and for such time as the work to which the plan relates is being carried out. To be in writing	
5.001.016	Licence to work with asbestos		While current	Nil	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 8. Existing licences issued under previous legislation continue to have effect. Must return licence to Executive if revoked. To be in writing	
5.001.017	Notification of work with asbestos		Completion of works	3 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 9 To be in writing	
5.001.018	Site clearance certifications		Recommend add to the premise health and safety file and retain for the life of the building			Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 20	
5.002	Property acquisition and disposal						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
05.002.001	Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets over £50,000	surveys, valuations, correspondence	Disposal of property	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8	
05.002.002	Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets under £50,000	surveys, valuations, correspondence	Disposal of property	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8	
05.002.003	Title Deeds		Disposal of property	Nil	Transfer to new owner		
05.002.004	Records documenting negotiations for the acquisition of a property by the Council, where the property was not acquired.		Closure of negotiations	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	
05.002.005	Records documenting the acquisition of a property through lease - assets over £50,000	lease agreement, correspondence	Expiry of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.006	Records documenting the acquisition of a property through lease - assets under £50,000	lease agreement, correspondence	Expiry of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
05.002.007	Records documenting negotiations for the lease of a property by the Council, where the property was not leased.		Closure of negotiations	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	
05.002.008	Council property design and construction project files - assets over £50,000	Project Files – includes feasibility studies, brief, correspondence, minutes of site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation	Completion of project (end of defects liability period and completion of all outstanding payments)	20 years	Review for business and historical value	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	
05.002.009	Council property design and construction project files - assets under £50,000	Project Files – includes feasibility studies, brief, correspondence, minutes of site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation	Completion of project (end of defects liability period and completion of all outstanding payments)	5 years	Review for business and historical value	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	
05.002.010	Records documenting the development of specifications for consumables		Superseded	3 years	Destroy		
05.002.011	Records documenting the development of specifications for equipment: major items.		Disposal of item	3 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
05.002.012	Records documenting the disposal of properties by sale, transfer or donation		Disposal of property	20 years for assets over £50,000; 5 years for assets under £50,000	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	
05.002.013	Records documenting the termination of a property lease - assets over £50,000		Termination of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.014	Records documenting the termination of a property lease - assets under £50,000		Termination of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.015	Records documenting cleansing, sanitisation and authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.		Disposal of item	5 years	Destroy		
5.003	Property and land management		see also Schedule 21: Planning and Building Standards				
05.003.001	Records documenting the ongoing management of council property and land - assets over £50,000	Property case files	Date of lease expiry or disposal	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
05.003.002	Records documenting the ongoing management of council property and land - assets under £50,000	Property case files	Date of lease expiry or disposal	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	
05.003.003	Records documenting the lease of Council property to a third party.	E.g. allotments	Termination of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6	
05.003.004	Property compliance - inspection and enforcement	Records documenting the conduct and outcomes of an inspection of a property by an enforcing authority, and action taken to deal with matters raised.	Completion of subsequent inspection	Nil	Destroy	Or as specified by the requirements of specific enforcing authorities	
05.003.005	Property compliance	Gas safety certificates	Date of check	2 years	Destroy	Gas Safety (Installation and Use) (Amendment) Regulations 1998 SI 1998 No 2451 Part F 36 (3)(c). Refers to landlords' responsibilities	
05.003.006	Property security - inspection and enforcement	Records documenting the conduct and outcomes of a security inspection of a property, and action taken to deal with matters raised.	Completion of subsequent inspection	Nil	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
05.003.007	Property security - Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Access registers, key registers	Date superseded	2 years	Destroy		
05.003.008	Property security - Register of security passes issued to staff		Expiry of pass	1 year	Destroy		
05.003.009	Property security - Register of security passes issued to visitors		Expiry of pass	1 month	Destroy		
05.003.010	Property security - Records documenting the investigation of a security incident in a property, and action taken.		Last action on incident	1 year	Destroy		
05.003.011	Equipment and consumables - storage records	Stock inventory, stock taking records, condition monitoring, movement to and from storage	End of current year	3 years	Destroy	Subject to specific requirements for particular categories of items	
05.003.012	Fleet management - Allocation and maintenance		Disposal of the vehicle	7 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
05.003.013	Fleet management - Recording drivers usage		Date closed/returned to employer	1 year	Destroy	Transport Act 1968 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421 Regulation 11 Preservation of driver's record books.	
05.003.014	Fleet management - Recording vehicle usage		Disposal of the vehicle	3 years	Destroy		
05.003.015	Fleet management - Vehicle records, lease or purchase		Disposal of the vehicle	7 years	Destroy		
6	CEMETERIES & CREMATORIA						
6.001	Burial identity and location						
06.001.001	Registration	Cemetery and crematoria plans, burial plot layout,	Date superseded.	Retain copy of each superseded layout in the Archives	Transfer to archive		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
06.001.002	Summary management systems registration	Burial - Register and plan of plot ownership and occupation. Crematorium - Register of cremations and plan or ownership of interment of ashes. Commemoration Register and plan of headstones/shrubs and ownership of burial plots in a cemetery, for example, lair purchases (registers and plans), interment registers.	Date superseded.	Retain copy of each superseded layout in the Archives	Transfer to archive.		
06.001.003	Bookings	Applications (for a cremation, interment or monument erection)	End of current year.	15 years	Destroy	The Cremations (Scotland) Regulations 1935, dated January 30, 1935 made by Secretary of State under Section 7 of the Cremation Act 1902 (2EDW.7.c8) 9a) Regulation 19	
06.001.004	Exhumations	Exhumation orders (documentation regarding the process of regulation of exhumation).	Date superseded.	Permanent	Retain		
06.001.005	Interment Service	Regulation of burials and cremations	End of current year.	15 years	Destroy	Cremations (Scotland) Regulations 1935 Reg 19	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
06.001.006	Interment Service	Records documenting the organisation of a burial or cremation of a deceased person, where the Council has a statutory duty to do so.	End of current year.	5 years	Destroy	National Assistance Act 1948 s 50	
06.001.007	Licensing	Permits (for headstones, cemeteries and crematoria)	End of current year.	20 years	Destroy		
06.001.008	Memorial management	Records relating to the ordering [maintenance and repair] of a memorial. (E.g. war memorial).	End of current year.	Permanent	Move to archive		
6.002	Maintenance of burial grounds						
06.002.001	Planned Maintenance	Program of maintenance to cemeteries and crematoria over the next maintenance period.	End of current year.	5 years	Destroy	Covered by Land Management RRS.	
06.002.002	Redundant Churchyards	Documentation relating to disused churchyards, specifically their upkeep.	End of current year.	5 years	Destroy/ Review for Archival preservation	Covered by Land Management RRS.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
06.002.003	Responsive Maintenance	Emergency or unplanned maintenance to cemeteries and crematoria. For example, documenting the maintenance of a memorial headstone	End of current year	5 years	Destroy	Covered by Land Management RRS. Prescription and Limitation Act (Scotland) Act 1973	
7	CRIMINAL JUSTICE						
7.001	Supporting offenders						
07.001.001	Case file - Community Service Order where offender is over 21 years old		1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy	See - Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
07.001.002	Case file - Community Service Order/Community Payback Order where offender is 16 - 21 years old		Completion of order	10 years	Destroy	Excluding: Schedule 1/Circular 11/Sex Offenders – Sexual Offences (Scotland) Act, Criminal Procedure (Scotland) Act 1995 as amended by the Sexual Offences (Procedure and Evidence) (Scotland) Act 2002; and Circular SWSG 11/1994 – none of which contain retention periods Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders	
07.001.003	Case file - Community Supervision Orders/Community Payback Order where offender is over 21 years old	Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence	1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
07.001.004	Case file - Community Supervision Orders/Community Payback Order where offender is 16 - 21 years old	Including Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence	Completion of order	10 years	Destroy	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders	
07.001.006	Case file - Schedule 1/Circular 11/Sex offenders		Last action on case	100 years	Destroy	(People who have been convicted of an offence listed in the Sexual Offences (Scotland) Act, Criminal Procedure (Scotland) Act 1995 and Circular SWSG 11/1994 Sexual Offences Act 2003 (Remedial) (Scotland) Order 2011 Regulation 1	
						See also 88C of the Act. Interlocutor to be in writing. Date of discharge is – where the offender aged 18 or over on the relevant date, the date falling 15 years after that date. Where the offender was aged under 18 on the relevant date, the date falling 8 years after that date	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
07.001.007	Records documenting the provision of support to the family of a prisoner.		Last action on case	3 years	Destroy		
07.001.008	Case file - Throughcare - home background reports and other pre-release work in relation to a prisoner, where no post-release social work involvement is required.		Last action on case	3 years	Destroy		
07.001.009	Case file - Throughcare: Supervised Attendance Order		Termination of order	5 years	Destroy		
07.001.010	Case file - Throughcare: Life Licence, Extended Sentence, Non-Parole Licence, Parole Licence		Prison release date or completion of license	50 years	Destroy		
07.001.011	Case file - Throughcare: Voluntary		Last action on case	3 years	Destroy		
07.001.012	Case file - where service user found not guilty, not proven or who have had their appeal upheld, resulting in a conviction being overturned	Referral forms; Indictment(s) or Complaint(s); Case management system records; Letters of appointment; Correspondence pertaining to the case; SER; Associated reports;	Notification of Court Disposal	None	Review and destroy	Review contents of service users' files and remove all papers referring to this particular event. The destruction of these documents should be immediate, and secure on notification of Court Disposal	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
7.002	Community Supervision Programme Management						
	Keep in case file - see 07.001.003 and 07.001.004 above						
7.003	Court Social Work Service Management						
07.003.001	Records documenting the provision of social work services to a court.	Court reports, record of post-sentence interviews with offenders, records of liaison with court and sheriff	Date record approved	5 years	Review for ongoing value		
07.003.002	Records documenting the provision of a Social Enquiry Report (SER) on an offender, where there is no further social work involvement.		Last action on case	3 years	Destroy		
07.003.003	Records documenting the provision of a Means Enquiry Report for a court.		Last action on case	1 year	Destroy		
8	DEMOCRACY						
8.001	Decision making						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
08.001.001	Council and committee meeting records including Scrutiny and Members Panels - major records	Agenda, signed minutes, major business papers & reports, proceedings	Date of meeting	6 years (available for inspection by public under 1973 Act)	Retain	Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985	
08.001.002	Council and committee meeting records including Scrutiny and Members Panels - minor records	Meeting notices, administrative arrangements for meetings.	End of calendar year	None	Destroy		
08.001.003	Calendar of meetings of Council and Council committees		When superseded	None	Destroy		
08.001.004	External committees, partnerships and agencies meeting records where the Council does own the record	Documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings		Permanent	Retain	Retain master record; copies should be destroyed	
08.001.005	External committees, partnerships and agencies meeting records where the Council does not own the record	Documents establishing the committee; Agendas; Minutes; Reports; Recommendations; Supporting documents such as briefing and discussion papers	Current	5 years	Destroy	Ensure that there is an authority copy appropriately retained elsewhere prior to disposal.	
08.001.006	Records of minute-taking	Shorthand notes, audio tapes, draft minutes	Date of confirmation of the minutes	None	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
8.002	Executive						
08.002.01	Records of statutory appointments	See Retention Schedule 15: Human Resources					
08.002.02	Complaints			current + 5 years	Destroy		ERC Retention Schedule
08.002.03	COSLA/SOLACE Papers			current + 5 years	Destroy		ERC Retention Schedule
08.002.04	Violence towards staff forms			10 years	Destroy		ERC Retention Schedule
8.003	Governance						
08.003.001	Records documenting the Council's Scheme of Administration and Delegation to Committees			Permanent	Retain		
08.003.002	Records documenting the development of the Council's constitution and decision-making structures and procedures.			Permanent	Retain		
8.004	Honours and awards						
08.004.001	Records of Honours submissions	Honours nomination form, Covering documentation Letters of support Referral for comment from lord lieutenant.	Date of last action	5 years	Destroy		
8.005	Member support						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
08.005.001	Records documenting Councillors' declarations of interests.	Member's register of interest	Date member leaves office	10 years	Review for archival value		
08.005.002	Councillors' Code of Conduct		After administrative use is concluded	6 years	Destroy		
08.005.003	Register of gifts and hospitality		Date member leaves office	10 years	Review for archival value		
08.005.004	Records documenting routine communications between Council officers and individual councillors (not service-related matters)		Last action	5 years	Review for archival value		
08.005.005							Deleted CRM, 31/5/18
08.005.006	Standards - Investigations		Date member leaves office	2 years	Destroy		
08.005.007	Leader of the Council	Correspondence (Internal and external)	Current year	3 years	Destroy		
08.005.008	Leader of the Council	Service files	Current year	3 years	Destroy		
08.005.009	Leader of the Opposition	Correspondence (Internal and external)	Current year	3 years	Destroy		
08.005.010	Leader of the Opposition;	Service files	Current year	3 years	Destroy		
08.005.011	Advice		Current year	2 years	Destroy		
8.006	Planning						
08.006.001							Deleted CRM, 31/5/18

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
08.006.002	Strategic Plan - management team minutes			Permanent	Retain		
08.006.003	Strategic Plan - Reviews		Date closed	5 years	Destroy		
08.006.004	Gaelic Language Plan (Approved)		Superseded	5 years	Consider for archival value	Gaelic Language (Scotland) Act 2005 asp 7 Section 3. Review at intervals of not later than 5 years Section 7 (2)	
9	ECONOMIC DEVELOPMENT						
9.001	Business intelligence						
09.001.001	Business directory		Date superseded	Until superseded	Destroy	Maintain current only and update as required	
9.002	Promotion						
09.002.001	Business community survey		Completion of survey	5 years	Review for ongoing value		
09.002.002	Business community consultation		Completion of consultation	5 years	Review for ongoing value		
09.002.003	Establishment and operation of business forum or networking group.	Meeting minutes and papers, correspondence	Life of group	5 years	Review for ongoing value / Review for Archives		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
09.002.004	Business development advice and assistance to a specific business.		Last contact with business	5 years	Review for ongoing value		
09.002.005	Application to Council for business loan or grant - application rejected		Last action on application	1 year	Destroy		
09.002.006	Application to Council for business loan or grant - application approved		Termination of loan agreement/Final payment of grant	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	
9.003	Regeneration						
09.003.001	Area and priority regeneration strategies	Rural strategy, urban strategy, community planning strategy, town planning - final approved plans	Until superceded	10 years	Review for historical value	Consider transferring one copy of key plans to archive	
09.003.002	Implementation of Area and priority regeneration strategies		Completion of implementation	10 years	Review for historical value		
09.003.003	Records documenting the development, progress and outcomes of a regeneration project.		Completion of project	10 years	Review for historical value		
09.003.004	Direct support given to social enterprise/economic regeneration organisations.		Last contact with organisation	10 years	Review for business value		Econ Dev 5 to10 years AJC

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
09.003.005	Participation in a lobbying group to represent Council geographic area in economic development planning at regional, national and European level.		Current	10 years	Review for business and historical value		
09.003.006	Direct support given to an inward investment project.		Current year	10 years	Review for business and historical value		
09.003.007	Regeneration funding	Records documenting advice given to an organisation/individual about sources of funding for an economic development project, and assistance given to obtain funding.	Last action with organisation	10 years	Review for business value	All project documentation relating to European programmes should be kept until otherwise instructed by the European Secretariat. Each programme is required to keep all project documentation for three years after the European Commission has made their final payment to the UK. It is also required to keep some documentation for a longer period. The European Secretariat will send out further instructions telling saying when it is safe to destroy records for past programmes.	Econ Dev 5 to 10 years AJC

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
09.003.008	Regeneration funding - application processing - application rejected, withdrawn or did not progress beyond Expression of Interest	Application reviews, provision of advice	Last action on case	1 year	Destroy		
09.003.009	Regeneration funding - application processing - approved	Records documenting the processing of an application for funding, where the application was approved.	Termination of funding agreement	10 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	Econ Dev 5 to 10 years AJC
9.004	Sustainability						
09.004.001	Sustainable development projects		Date of last action	10 years	Review for historical value.		
9.005	Tourism						
09.005.001	Tourism development strategy		Superseded	10 years	Review historical value		
09.005.002	Council initiatives to promote and develop tourism	records of planning, progress and outcomes	Completion	10 years	Review for business value		Econ Dev 5 to 10 years AJC
09.005.003	Council funding and financial support for a tourism project where the Council is not a project partner.		Termination of funding agreement	10 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
09.005.004	Records documenting the development, progress and outcomes of a project to increase and enhance facilities and services for tourists, where the Council is a project partner.		Date of completion of project	10 years	Review for business and historical value		
09.005.005	Records documenting the provision of non-financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.		Last action	10 years	Destroy		
09.005.006	Records documenting the provision of financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.		Termination of funding agreement	10 years	Destroy	Prescription and Limitation (Scotland) Act; 1973 c.52	
9.006	Training - Information on training to support economic growth.						
	See Schedule 15: Human Resources						
9.007	Business Improvement Districts						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
9.007.001	Request for information for the purpose of developing a BID proposal		Date of request	10 years	Destroy	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 2 To be in writing May be electronic (Regulation 21)	Econ Dev 5 to 10 years AJC
9.007.002	Notice of a BID proposal		Date of Notice	10 years	Destroy	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 4 To be in writing	
9.007.003	Notice requesting a BID ballot		Date of notice	10 years	Destroy	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 5. To be in writing	
9.007.004	Information for the purpose of canvassing		Date of request	10 years	Destroy	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 13 (1)	
9.007.005	Request for information in data form		Date of request	10 years	Destroy	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 13 (2) (3). To be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
9.007.006	Appeal against a Veto		Date of appeal	10 years	Destroy	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 15. To be in writing	
9.007.007	Bid revenue account		Closure of account	10 years	Destroy	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 16	
9.007.008	Notice of alteration of BID arrangements without an alteration ballot		Date of notice	10 years	Destroy	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 17 To be in writing	
9.007.009	Termination of BID arrangements		Termination	10 years	Destroy	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 19. To be in writing	
9.007.010	Ballot administration	Ballot papers Proxy appointment Declaration of result	Date of ballot	Current + 1 year	Destroy	Business Improvement Districts (Scotland) Regulations 2007. To be In writing SSI 2007 No 202 Schedule 1 - 19	ERC Retention Schedule
10	EDUCATION & SKILLS						
10.001	Access and Inclusion –						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.001.001	Strategies and policies documenting the conditions of access to education services.	Accessibility strategy	Date superseded	Current	Retain permanently		
10.001.002	Records documenting the development and project management of access and inclusion related projects.	Project plans, project target and milestone reports.	Date closed	7 years	Destroy	May include "accessibility plans - schools" (as required by the Disability Discrimination Act)	
10.002	Admissions and exclusions						
10.002.001	Admission and enrolment registers		Date of last entry	Retain permanently	Retain	Consider historical value and address the permanent preservation of digital registers. These records are closed to public access for 100 years following decision of the UK Information Commissioner. Archival retention under the s33 historical and research exemption under the Data Protection Act 1998.	
10.002.002	Admission appeals		Date of decision	7 years	Destroy		
10.002.003	Admissions forms		Current school year	1 year	Destroy	May be in the form of registers.	
10.002.004	Admissions policies		Current school year	1 year	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.002.005	Alternative provision forms		Current school year	1 year	Destroy		
10.002.006	Assisted Support for Learning - LAAC (Looked After and Accommodated Children)	Case records	Date of birth	100 years. Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of death	Destroy	Looked After Children (Scotland) Regulations 2009. SSI 2009 No 210 Reg 43. Also see Education (Additional Support for Learning) Scotland Act 2004	
10.002.007	Attendance records		Current school year	4 years	Destroy		
10.002.008	Exclusion records		once superseded.	7 years	Destroy		
10.002.009	Individual Education Plan (IEP) - formerly known as Record of Needs		Date of leaving school education	5 years	Destroy	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4. May also be know as "Special Educational Needs files, reviews and IEPs".	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.002.010	Integrated Children Services - Pupil Records		Date of leaving school education	5 years	Destroy	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4. This record is part of "Get it right for every child" (GIRFEC) process.	
10.002.011	Leavers survey		Date of last entry	4 years	Destroy		
10.002.012	Placing request appeals / applications		Review and update as required	3 years	Destroy		
10.002.013	Placing request guidelines		Review and update as required	Retain permanently	Retain	Consider historical value.	
10.002.014	Pupil Progress Report (PPR) - personal pupil record		Termination or leaving date	5 years	Destroy	Schools General (Scotland) Regulations 1975 SI 1135/176 reg 10(2) - pupil progress record; retention of pupil records is governed by the The Pupils' Educational Records (Scotland) Regulations 2003 SSI 2003/581, reg 4	
10.002.015	Referrals - new referrals for admission		Date of last entry	4 years	Destroy		
10.002.016	School directory		Date superseded	Until superseded	Destroy	Maintain current only, and update as required	
10.002.017	School Rolls		Review and update as required	6 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.002.018	Waiting lists for places		Date of last action	3 years	Destroy		
10.003	Advice						
10.003.001	Generic information about Education and Skills provision in SLAs	Circulars	Date superseded	2 years	Destroy	Keep one set as master copy at HQ	
10.004	Arts Services						
10.004.001	Records documenting the operation of field centres to deliver arts education	Programme information, calendars, bookings	Date of last action	7 years	Destroy		
10.004.002	Records documenting music services - tuition provided within schools or music centres		Date of last action	7 years	Destroy		
10.004.003	Records of performances - arts services	Orders and bookings - arts performances	Date of last action	2 years	Destroy		
10.004.004		Performance licences	Date of last action or when student reaches 25 years (whichever is later)	2 years	Destroy		
10.005	Curriculum Development						
10.005.001	Records documenting curriculum development or effect of changes.	5–14 Attainment Results	Current school year	5 years	Destroy		
10.005.002		5-14 Summary Results	Current		Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.005.003		Curriculum Monitoring and Assessment Reports	Current school year	6 years	Destroy		
10.005.004		Curriculum Support Guidelines	Current school year	5 years	Destroy		
10.005.005		Course Materials	Current	Current	Destroy		
10.005.006		International projects	Date of last action	7 years	Destroy		
10.005.007		Out of schools projects	Date of last action	7 years	Destroy		
10.005.008		Outdoor education	Date of last action	7 years	Destroy		
10.005.009		Schools curriculum	Date of last action	7 years	Destroy		
10.005.010		SQA School - Level Summary Results	Current school year	Retain permanently	Permanent	SQA retain results permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland.	
10.006	Education welfare						
10.006.001	Individual records of pupil welfare needs	Absence Reporting covering Attendance and Truancy incidents)	Date of last action ALTERNATIVE Current school year	2 years ALTERNATIVE Current year + 6 years	Destroy	Standards in Scotland's Schools etc. Act 2000 asp 6	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.006.002		ASL (Additional Support for Learning) Transport Requests	Date of last action.	5 years	Destroy	Child Protection Referrals	
10.006.003		Class lists	Date superseded	1 year	Destroy		
10.006.004		Education Psychology Files	Date of last action or when student reaches 25 years (whichever is later)	Last action or on attaining 25th birthday.	Destroy		
10.006.005		Exam Results	Date of last action	5 years	Destroy		
10.006.006		Guidance Records	Date of leaving school education	5 years	Destroy	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4	
10.006.007		Pupil Records	Date of leaving school education	5 years	Destroy	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4	
10.006.008		Report Cards	Date of leaving school education	5 years	Destroy	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.006.009		Additional Support Needs records - including Support Service (Psych / Hearing etc)	Date of leaving school education	5 years	Destroy	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581, Regulation 4 - retention period. See also the Special Educational Needs and Disability Act 2001 (SENDA) , Special Educational Needs Code of Practice (2001). Education (Additional Support for Learning) Scotland Act 2004 and Education (Additional Support for Learning) Scotland Act 2009.	
10.006.010		Student welfare service	Date of leaving school education	5 years	Destroy	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4	
10.007	Employment skills						
10.007.001	Information about job skills or work experience opportunities.	Careers advice	Date superseded	Until superseded	Destroy		
10.007.002		Work experience placements	Date of last action	6 years	Destroy		
10.007.003		Workplace training	Date superseded	Until superseded	Destroy		
10.008	Lifelong learning						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.008.001	Records indicating participation in lifelong learning initiatives	Basic skills development targets and coursework	Date superseded	Until superseded	Destroy		
10.008.002		Course directory - Basic skills development	Date superseded	Until superseded	Destroy		
10.009	Management of schools						
10.009.001	Records for school management in a given school.	Accident reports visitors.	Current school year.	3 years	Destroy	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 1998.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.009.003		Accident reports – staff	Current school year.	3 years	Destroy	<p>Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628</p> <p>Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628)</p> <p>Social Security Administration Act 1992 Section 8.</p> <p>Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113</p> <p>Allows the information to be kept electronically</p> <p>Completed pages must be kept secure with restricted access. Data Protection Act 1998.</p>	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.009.004		Accident reports – children	Date of birth	25 years	Destroy	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 1998.	
10.009.005		Appointment files- Statutory appointments	Appointment	Permanent / Date of retirement + 25 years	Retain		
10.009.006		Disclosure Scotland records	Receipt of the statement from Disclosure Scotland	90 days	Destroy	Code of Practice, issued by Scottish Ministers, Part V of the Police Act 1997.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.009.007		Education Committee minutes	Date closed	3 years	Destroy	Master copy set to be kept by LA Education Department	
10.009.008		Emergency contacts	Date superseded	Until superseded	Destroy		
10.009.009		Emergency regulations	Date superseded	Until superseded	Destroy		
10.009.010		First aid book	Last entry	3 years	Destroy	The wording in BI 510 [Accident books] Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 1998.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.009.011		Handbook	Review and update as required	Retain permanently	Retain	Transfer one copy to archives for permanent retention	
10.009.012		Health and nursing - pupil files				Covered by NHS patient record retention and Access to Health Records Act 1990 c23	
10.009.013		Identification and School Badges	Until superseded	1 year	Destroy		
10.009.014		Inspections - HMI Reports		Retain permanently	Retain	Consider historical value.	
10.009.015		Interview notes	Date of filling the post	6 months	Destroy		
10.009.016		Log Books of school events (school diary)	Date of last action	Retain permanently	Retain	Transfer to archives for permanent retention.	
10.009.017		Parental consent forms	Date superseded	Until superseded	Destroy		
10.009.018		Performance - School files	Date of last action	7 years	Review	Consider historical value.	
10.009.019		Photographs (by class and year)	After pupil leaves school	5 years	Review	Consider historical value.	
10.009.020		Plans and policies - School files	Date superseded	3 years	Destroy	Consider historical value.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.009.021		Prize giving	10 years after last action or 10 years after last action when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy		
10.009.022		Public Private Partnership (PPP)	Date of last action	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973	
10.009.023		Pupil Transport Request Forms	Current school year	1 year	Destroy		
10.009.024		Risk assessments	Date assessment superseded or risk ceases	3 years	Destroy		
10.009.025		Sacramental Records	10 years after last action or when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy	Created for RC pupils. Consider retaining as per pupil record.	
10.009.026		School Catering - Dinner registers	Date of last action	3 years	Destroy		ERC Retention Schedule
10.009.027		School Crests	Review and update as required	Retain permanently	Retain	Consider historical value.	
10.009.028		School Transport Contracts	End of contract	7 years	Destroy		
10.009.029		School Transport Eligibility	Date superseded	3 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.009.030		School Transport Policy	Date superseded	5 years	Destroy/ Review for archival value		
10.009.031		Vehicle Hire Request Forms	Date of hire or if contract – end of contract	5 years	Destroy		
10.009.100	Records of individual members of staff	Personnel files (staff not working with children)	Leaving date.	6 years	Destroy		Agreed + HR 2/15
10.009.101		Personnel files (staff working with children)	Leaving date.	25 years	Destroy		Agreed + HR 2/15
10.009.102		Recruitment forms	Date of filling the post	6 months	Destroy	For successful candidate, add to personnel file	
10.009.103		Statutory appointments - Vacancy files (job role etc.)	Appointment date	2 years	Destroy		
10.009.104		Staff development, appraisal and review	Once superseded.	3 years	Destroy		
10.009.105	School payment records	Pupil, parent and staff data	payments	6 years	Destroy		Added CG 3/11/15
10.01	Teaching						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
10.010.001	General documentation relating to teaching staff and their development.	Teacher development plans - support for education and learning.	Date of last action	2 years	Destroy	Also known as: "Professional development plans" or "Annual appraisal records - school personnel"	
10.010.003		Mentoring - provision of learning mentors	Date of last action	2 years	Destroy		
10.010.004		Staff meeting minutes	Date of last action	4 years	Destroy	Consider historical value.	
10.010.005		SQH Meetings	Date of last action	4 years	Destroy		
10.010.002	Individual records of teacher performance	Reports on temporary teachers	Date of last action	10 years	Destroy		
10.010.13	home-schooling	Financial management	End of financial year	5 years	Destroy		As advised to Claire Day 21/03/17
11	ENVIRONMENTAL PROTECTION						
11.001	Advice and Audit						
11.001.001	Biodiversity	Leaflets, guidance	Date superseded.	1 year	Review for historical value.		
11.001.002	Campaigns		Date campaign ended.	1 year	Review for historical value.		
11.001.003	Environmental audit and action taken to deal with matters raised.	Audit report and recommendations	Date audit completed.	3 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
11.001.004	Records documenting the conduct and results of formal reviews of the Council's use and consumption of energy, and action taken to address issues raised.		Date review completed	5 years	Destroy		
11.002	Conservation						
11.002.001	Archaeological services		Date closed	5 years	Review for historical value.		
11.002.002	Countryside conservation		Date closed	5 years	Review for historical value.		
11.002.003	Forest management		Date closed	5 years	Review for historical value.		
11.002.004	Heritage conservation		Date closed	5 years	Review for historical value.		
11.002.005	Nature conservation		Date closed	5 years	Review for historical value.		
11.002.006	Urban conservation		Date closed	5 years	Review for historical value.		
11.002.007	Woodland management		Date closed.	5 years	Review for historical value.		
11.003	Monitoring and Investigation						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
11.003.001	Coastal erosion		Date closed.	5 years	Retain for historical value.	Records documenting the establishment, progress and outcomes of a project to develop coastal protection infrastructure.	
11.003.002	Energy use and consumption.	Routine monitoring	End of current year	5 years	Destroy		
11.003.003	Environmental impact assessment		Date superseded.	1 year	Review for historical value.		
11.003.004	Environmental incidents on the institution's premises or caused by its operations.	Environmental incident report.	Date investigation completed.	40 years (See note for exception)	Destroy	Where Radiation is involved: Until the person to which it relates has or would have reached 75 but for at least 50 years from date made.	
11.003.005	Environmental risk identification of, or caused by, the Council's premises or operations, and the conduct of a risk assessment.		Superseded	3 years	Destroy	Review every 3 years or whenever significant change	
11.003.006	Environmentally sensitive areas		Date superseded.		Retain for historical value.		
11.003.007	Environmental impact assessment -	Environmental statement		While relevant	Destroy	Environmental Impact Assessment (Scotland) Regulations 1999. SI 1999 No 1 Regulations 4, 12. To be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
11.003.008	Environmental impact assessment -	Screening opinion		While relevant	Destroy	Environmental Impact Assessment (Scotland) Regulations 1999. SI 1999 No 1 Regulation 4. To be in writing	
11.003.009	Environmental impact assessment -	Request for a Screening Opinion		While relevant	Destroy	Environmental Impact Assessment (Scotland) Regulations 1999. SI 1999 No 1 Regulation 5 To be in writing	
11.003.010	Environmental impact assessment	Scoping Opinion		While relevant	Destroy	Environmental Impact Assessment (Scotland) Regulations 1999. SI 1999 No 1 Regulation 10 To be in writing	
11.003.011	Environmental impact assessment	Adopted Screening or Scoping opinion plus requests received under Regulation 10 (1) or 11 (2)	Received	2 years	Destroy	Environmental Impact Assessment (Scotland) Regulations 1999. SI 1999 No 1. Regulation 20 To be in writing	
11.003.012	Environmental impact assessment	Regulation 30 notice Direction under 31(d) Statements and all further information received under Regulation 35	To remain available for two years or until they are entered into Part II of the Register	2 years or until entered into Part II of the Register		Environmental Impact Assessment (Scotland) Regulations 1999. SI 1999 No 1. Regulation 38 To be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
11.003.013	Environmental impact assessment	ROMP application	Date of Application	10 years	Destroy	Environmental Impact Assessment (Scotland) Amendment Regulations 2002. SSI 2002 No 324 Regulation 2 Amends SI 1999 No 1 To be in writing	
11.003.014	Environmental impact assessment - agriculture	Applications, Notices, notifications, representations, requests, approvals and agreements	Date of notice	5 years	Destroy	Environmental impact Assessment (Agriculture) Scotland) Regulations 2006 SSI 2006 No 582 Regulation 2 (4) (5). Schedule 4(8) To be in writing which includes electronic form.	
12	FINANCE						
12.001	Accounts and audit						
12.001.001	Records documenting the preparation of the Council's consolidated annual accounts and financial statements	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger; LFRs	End of financial year (on completion of audit)	6 years	Destroy	Taxes Management Act 1970, c9	"LFR" example added CMG 01/05
12.001.002	Published copy of consolidated annual accounts and financial statements.			Permanent	Retain for business and historical value	The Local Authority Accounts (Scotland) Regulations 1985. SI 1985 No. 267 (S. 24)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
							Deleted CMG 01/05
12.001.004	Internal auditing records - no investigations		End of financial year in which audit closed	5 years	Destroy		Amended RM 14/02/19
12.001.005	Internal auditing records - investigations	investigations involving prosecution, disciplinary action etc	End of financial year in which court proceedings/ disciplinary process completed	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973	Amended RM 14/02/19
12.001.006	Internal auditing records - general papers	General papers re provision and management of internal audit service (not specific to individual audits)	End of financial year	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973	Amended RM 14/02/19
12.002	Asset management						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.002.001	Records documenting the value of the Council's tangible assets	Asset registers	End of financial year (on completion of audit)	6 years	Review for historical value	Audit Commission Act 1998	CMG 28/3; further revision 1/05/18
12.002.002	Records documenting decisions (and authorisations) to dispose of capital assets (excluding Common Good assets)	Disposal registers	Date sold/ disposal of asset	6 years	Review for historical value	Audit Commission Act 1998	
12.002.003	Records documenting the identification of the Council's Common Good assets	Asset registers	Keep up to date	Permanent	Retain for business and historical value	Separate records for Common Good assets required by LASAAC <i>Accounting for the common good fund: a guidance note for practitioners, 2007</i>	CMG amended text 01/05/18
12.002.004	Records documenting decisions (and authorisations) to dispose of Common Good assets	Disposal registers		Permanent	Retain for business and historical value	Separate records for Common Good assets required by LASAAC <i>Accounting for the common good fund: a guidance note for practitioners, 2007</i>	
12.003	Financial provisions management						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.003.001	Preparation of the Council's annual capital and revenue budgets: consolidated budget	POBE	End of current financial year	6 years	Destroy	Review for historical value	CMG added example 1/5/18
12.003.002	Records documenting budget planning processes.	Draft budgets, departmental budgets	End of current financial year	6 years	Destroy		
12.003.003	Budget monitoring and actions to deal with variances: consolidated and departmental budget monitoring reports and all working papers'		End of current financial year	6 years	Destroy		CMG amended series 1/5/18
12.003.004							Deleted CMG 01/05
12.003.005	Records documenting the overall management of the institution's financial investment portfolio		Divestment	6 years	Destroy		
12.003.006	Records documenting the purchase / sale of investments		While investment held	6 years	Destroy		
12.003.007	Records relating to the borrowing of money by the council	Mortgage and other loan records;	Termination of loan agreement	6 years	Destroy	Prescription and Limitation (Scotland) Act 1973	
12.003.008	Loan register			Permanent	Retain for business and historical value		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.003.009	Management of government funding	Scottish Government (SG) circulars notifying the Council of funding allocations; preparation and submission of financial reports to SG;	End of current financial year	6 years	Destroy		
12.003.010	Records relating to GBER and de minimis aid		End of financial year	10 years	Destroy	Department for Business Innovation and Skills State Aid Manual	Added by RM following Audit request 11/12/18
12.003.011	Management of non-government grant funding - bid approved	funding bid, funding agreement, payment claims and reports to external funding organisation	Termination of funding agreement	6 years/ Cfy+5/ or 10 years in the case of European funding	Destroy	Prescription and Limitation (Scotland) Act 1973	Added Cfy+5
12.003.012	Management of non-government grant funding - bid rejected	funding bid	Rejection of bid	1 year	Destroy		
12.003.013	Records documenting the management of gifts, bequests and other donations of funds to the Council.			Permanent	Retain		
12.003.014	Register of gifts and hospitality received by individual members of staff		Register entry date	10 years	Destroy		
12.003.015	Debt management records – debts owed to the Council.	Agreements and schedules between debtor and Council	Date debt discharged.	6 years	Destroy	Prescription and Limitation (Scotland) Act 1973	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.003.016	Long term strategy and planning -major records	3 year financial plan; financial strategic forecast		Permanent	Retain for business and historical value		
12.003.017	Long term strategy and planning -preparatory records	working papers, drafts, meeting papers, correspondence	Approval date	2 years	Destroy		
12.004	Financial transactions management						
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	End of delegation arrangement	6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
12.004.002	Records documenting the opening and closure and routine administration of bank accounts.		Closure of account	6 years	Destroy		
12.004.003	Records documenting regular payment instructions for bank accounts.		Termination of instruction	6 years	Destroy		
12.004.004	Records documenting the deposits/withdrawals/transfer of funds.		End of financial current year	6 years	Destroy	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.004.005	Processing and payment of purchase and sales invoices		End of current financial year	6 years	Destroy	Taxes Management Act 1970 c9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)	
12.004.005 b	Processing of financial paperwork in support of e-financials	Copy records	End of current financial year	1 year	Destroy		Line Inserted 17/5/17 CMG
12.004.006	Petty cash records		End of current financial year	6 years	Destroy	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)	
12.004.007	Processing and payment of expenses claims		End of current financial year	6 years	Destroy	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)	
12.004.008	Fraud investigation records						LINE DELETED 8/1/19: no longer a Council function
12.004.009	Funding applications - Activities relating to the process of considering and administering applications to the authority for grant funding		End of financial year in which the records were created	6 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.004.010	Internal recharging	Internal claims/payments between business units for goods and services provided/received; control of petty cash allocations held by business units.	End of current financial year	6 year	Destroy		CMG amended 1/5/18
12.004.011	National insurance numbers - Notification and input records		End of employment	2 years	Destroy		
12.004.012	Reconciliation	Processes that Balance and reconcile financial accounts	Administrative use ends	6 years	Destroy		
12.004.013	Refunds						LINE DELETED 8/1/19 It is unclear what this relates to,
12.005	Local taxation						
12.005.001	Council tax collection	Calculation payments due, preparation and issue of bills, action taken to collect outstanding payments					8/1/19: UNDER REVIEW pending establishment of new system
12.005.002	Council tax benefit - claim processing	Includes records documenting the calculation of adjustments to benefit due					8/1/19: UNDER REVIEW pending establishment of new system

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.005.003	Housing benefit - claim processing	Includes records documenting the calculation of adjustments to benefit due					8/1/19: UNDER REVIEW pending establishment of new system
12.005.004	Collection of non domestic rates payable for a property	Calculation payments due, preparation and issue of bills, action taken to collect outstanding payments					8/1/19: UNDER REVIEW pending establishment of new system
12.005.005	Rateable property information			Permanent	Retain for business and historical value		
12.005.006	Valuation lists			Permanent	Retain for business and historical value		
12.005.007	Water Charges		End of current financial year	6 years	Destroy	Water Services Charges (Billing and Collection) (Scotland) Order 2010. SSI 2010 No 10. Reg 11 Accounts and records shall not be disposed of until at least 6 years have passed since the end of the financial year in which the transaction occurred	8/1/19: UNDER REVIEW pending establishment of new system

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.005.08	Scottish Welfare Fund	Includes records documenting the calculation of payments made for Community Care Grants and Crisis grants	End of current year	6 years	Destroy		CCS Added 8/4/15 AJC
12.005.09	Income Maximisation	Includes records documenting claimants details for applying for state benefits	End of current year	6 years	Destroy		CCS Added 8/4/15 AJC
12.005.10	Welfare Rights		End of current year	6 years	Destroy		CG added 30/6/16 Changed from CY to C 5/9/16
12.005.11	Money Advice		End of current year	6 years	Destroy		CG added 30/6/16 Changed from CY to C 5/9/16
12.006	National taxation						
12.006.001	Records documenting the preparation and submission of the Council's tax returns.		End of current tax year	6 years	Destroy		
12.007	Payroll and pensions						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.007.001	Payroll records - major records	Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year	6 years	Destroy	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	
12.007.002	Payroll records - minor records	Timesheets, monthly payroll prints	End of current tax year	3 years	Destroy	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
12.007.003	P45 (Income tax - employee leaving)		End of employment	5 years	Destroy	Taxes Management Act 1970	
12.007.004	P60		End of current year	2 years	Destroy	Taxes Management Act 1970	
12.007.005	Statutory Sick Pay scheme records		End of current tax year	3 years	Destroy	Statutory Sick Pay (General) Regulations S.I. 1982 / 894	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
12.007.006	Statutory Maternity Pay scheme records		End of current tax year	3 years	Destroy	The Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960 as amended by SI 2005 No 989	
12.007.007	Pension scheme reports	Accounts, returns, valuation	End of current year	6 years	Destroy	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988	
12.007.008	Individual staff pension files		End of current year after date of payment	10 years	Destroy		
12.007.009	Pension scheme management	Statement of Principles governing decisions about investments	Until superseded	10 years	Destroy	The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010. S.S.I. 2010/233 Reg 12	
13	HEALTH & SAFETY						
13.001	Community safety	See Schedule 03: Community Safety and Emergencies					
13.002	Compliance						
13.002.001	Strategy and planning	System processes	Date process ceases or is superseded.	1 year	Destroy		
13.002.002	Health and Safety Policy		Date superseded.	1 year	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
13.002.003	Fire Safety training	Proof of suitable training. Attach to personnel file	End of current year.	10 years	Destroy	Fire Safety (Scotland) Regulations 2006. SSI 2006 No 456 Regulation 20	SCARRS
	Fire Warden Training		Termination of Contract	Current year + 6 years	Destroy	Fire Precautions (Workplace) Regulations 1997	ERC
13.002.004	First-aid – Letter advising of award of certificate		Termination of Contract	Current + 6 Years	Destroy		ERC Retention Schedule
13.002.005	First-aid – Course attendance sheet		Termination of Contract	Current + 6 Years	Destroy		ERC Retention Schedule
13.002.006	Manual Handling – Course attendance sheet		Date Registered	Current + 6 Years	Destroy		ERC Retention Schedule
13.002.007	Manual Handling – Letter advising of award of certificate		Date Registered	Current + 6 Years	Destroy		ERC Retention Schedule
13.003	Monitoring						
13.003.001	Accidents and incident reporting - reporting accidents to adults	Accident report/ register	Date of entry/ Accident book - date of last entry.	3 years	Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2). Prescription and Limitation (Scotland) Act 1973	
13.003.002	Accidents and incident reporting - reporting accidents to children	Accident report/ register	Date of birth of child	25 years	Destroy	See 10.009.004 in Education and Skills retention schedule	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
13.003.004	Equipment safety inspections	Yearly inspection Daily / month/ weekly inspection	Date of inspection Date of inspection	2 years 1 year	Destroy	Amended retention period from 6 years 2014-07.	
13.003.005	Hazardous substances COSHH reports		Date of last action.	40 years	Destroy	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11 Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	
13.003.006	Health and safety inspections	Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, monitoring of display screens	Date superseded./ Date of last action	1 year	Destroy	These are not directly related to investigation of specific incidents.	
13.003.007	Radon Monitoring	Dose assessment and recording of classified person (approved dosimeter service)	Date made	50 years or until person's 75th birthday	Destroy	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3)	
13.003.008	Radon Monitoring	Monitoring Results	Date recorded	2 years	Destroy	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
13.003.009	Asbestos control	Employee information/ instruction/ training - Recommend add to personnel record	Termination of employment	6 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 10	
13.003.010	Asbestos control	Arrangements to deal with accidents, incidents and emergencies	In case of any accident, incident or emergency OR Superseded	40 years 3 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 15. Information to be displayed in the work place and made available to accident and emergency services	
13.003.011	Asbestos control	Record or suitable summary of air monitoring of employees exposure to asbestos	Date of monitoring	5 years or 40 years if medical record is required	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 19	
13.003.012	Asbestos control	Health records - where exposure exceeds the action level	Date of last incident	40 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 22 (b) Original or copy may be kept. Any employee is allowed access to the record if reasonable notice is given.	
13.003.013	Asbestos control	Medical examination certificates	Date of issue	4 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 22(4)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
13.003.014	Asbestos control	Exemption certificate	Expired/revoked	40 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 32. Consider adding a copy of the certificate to the health records and retaining for 40 years	
13.004	Risk management						
13.004.001	Risk assessments		Date of last assessment / last action.	3 years	Destroy	Management of Health and Safety at Work Regulations 1992.	
14	HOUSING						
14.001	Advice	Provision of housing advice to homeowners and tenants					
14.001.001	Help and advice to private tenants or landlords		Date of last action	Current + 5 years	Destroy		
14.001.002	Tenants right to information about landlord's duty		End of tenancy	5 years	Destroy	Housing (Scotland) Act 2006. Section 19 To be in writing. Section 187	
14.001.003	Guidance about availability and amount of assistance		Superseded	5 years	Destroy	Housing (Scotland) Act 2006. Section 72 Statement to be publicly available	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.002	Enforcement	The enforcement of housing standards within the local area including housing standards assessments and safety inspections					
14.002.01	Assessment - housing standards		Date of last assessment	3 years	Destroy		
14.002.02	Safety inspections - multiple occupation		Date of last action	7 years	Destroy	The process of assessing applications for Houses in Multiple Occupation (HMO) licences. Under the Civic Government (Scotland) Act 1982 is mandatory for all local authorities to have an HMO licensing scheme to control and "improve the physical standards in multiply-occupied housing". Housing (Scotland) Act 2006	
14.002.03	HMO (House in multiple occupation) Licence		Expiry of licence	3 years	Destroy	Housing (Scotland) Act 2006. Sections 124, 160. Schedule 4. Details to be kept in a register	
14.002.04	HMO Amenity notice		Revocation or completion of work	5 years	Destroy	Housing (Scotland) Act 2006. Section 146. Schedule 5 Paragraph 8	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.003	Estate management	The management of housing estates including business premises, car parking surveys, garage letting and rental applications, housing inspections and neighbour disputes					
14.003.001	Business premises		Date of last action	7 years	Destroy		
14.003.002	Car parking surveys		Date of last action	7 years	Destroy		
14.003.003	Garage applications		Registration or entitlement lapses	2 years	Destroy		
14.003.004	Garage rentals		Entitlement lapses	2 years	Destroy		
14.003.005	Housing inspections		Date of last action	7 years	Destroy		
14.003.006	Neighbour disputes		Termination of tenancy	5 years	Destroy	If a "Known family" and still within the LA's remit retain on tenant client file.	
14.004	Housing provision	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness					
14.004.001	Allocations - waiting list		Date superseded	Current	Destroy	Maintain current only, and update as required	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.004.002	Case file - Homeless person where individual does become permanently housed	Assessment, Decisions, Temporary Accommodation, etc	Date of Decision	See Tenant Case File		Move to individual tenant's case file	
14.004.003	Case file - Homeless person where individual does not become permanently housed	Assessment, Decisions, Temporary Accommodation, etc	Date of last action	Current + 5 years	Destroy		
14.004.005	Case file - successful applicants	<ul style="list-style-type: none"> • Council housing application forms and supporting material • Application for transfer of tenancy and supporting papers 	Date of decision	See Tenant Case File		Move to individual tenant's case file	
14.004.006	Case file - unsuccessful applicants (or where application is withdrawn by applicant)	<ul style="list-style-type: none"> • Council housing application forms, needs assessment and supporting material • Application for transfer of tenancy and supporting papers 	Date of decision/last action/no response	Current + 1 year	Destroy		
14.004.007	Housing applications - register	Common Housing registers	Keep up to date	Retain permanently	Retain	Housing (Scotland) Act 2001. 2001 asp 10. Section 8	
14.004.008	Housing exchanges - Mutual exchange list		Date superseded	Current	Destroy	Maintain current only, and update as required	
14.004.010	Landlord accreditation		Date of last action	Current + 5 years	Destroy		ERC Advice
14.004.011	Case file - Sheltered housing		Date of last action	Current + 7 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.004.012	Temporary accommodation - lease agreement	Lease agreement and associated documents	Termination of lease agreement	Current + 5 years	Destroy		
14.004.013	Records documenting the decoration and furnishing of a leased property to be used as temporary accommodation.		End of work	Current + 5 years		See Records Retention Schedules for: Procurement; Finance – Financial Accounting ; Equipment & Consumables Management	
14.004.014	Case file - temporary accommodation allocated to homeless person		End of tenancy	Current + 5 years	Destroy		
14.004.015	Records documenting arrangements with a hostel/bed and breakfast establishment used to provide temporary accommodation.	Records documenting the booking of accommodation and monitoring payments	Current year	Current + 3 years	Destroy		
14.004.016	Homeless Housing support services assessment		Superseded	3 years	Destroy	The Homeless Persons Interim Accommodation (Scotland) Regulations 2002. SSI 2002 No 412 Regulation 4 (b) (v) To be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.004.017	Homeless Interview record		Date of interview	3 years	Destroy	The Homeless Persons Advice and Assistance (Scotland) Regulations 2002. SSI 2002 No 414. Regulation 6 (c). To be in writing including Braille, translation or large print	
14.004.018	Homeless Strategy		Until superseded	5 years	Destroy	Housing (Scotland) Act 2001. 2001 asp 10. Section 1. Copy to be provided on request	
14.004.019	Local Housing Strategy		Until superseded	5 years	Destroy	Housing (Scotland) Act 2001. 2001 asp 10. Section 89. Copies to be provided on request	
14.005	Housing stock	Activities relating to management of housing stock including demolition, emergency maintenance, housing grants, . . . Leases - Property may be identified by address.					
14.005.001	Property file - Demolition		Date of last action	Current + 7 years	Destroy		
14.006.002	Property file - Adaptations grants		Date of last action	5 years	Destroy		
14.005.003	Property file - Housing improvement grants over £50,000		From date of last payment	10 years	Destroy	Housing (Scotland) Act 2006 Sections 83 & 88	
14.005.004	Property file - Housing improvement grants under £50,000		From date of last payment	10 years	Destroy	Housing (Scotland) Act 2006 Sections 83 & 88	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.005.005	Property file - Leases		From expiry of lease	Current + 15 years	Destroy		
14.005.006	Property file - Planned maintenance		Date of last action	Current + 2 years	Destroy		
14.005.007	Property file - Private housing grants		Date of last action	5 years	Destroy		
14.005.008	Property file - property adaptations		Date superseded	Until superseded	Destroy	Maintain current only, and update as required	
14.005.009	Property files - major repairs	Over £50,000	Date of last action	10 years	Destroy		
14.005.010	Property files - minor repairs	Under £50,000	Date of last action	5 years	Destroy		
14.005.011	Unauthorised occupants		Date of last action	5 years	Destroy		
14.005.012	Property file - housing grant where application is rejected		Last action on application	Current + 1 year	Destroy		
14.005.013	Register of Housing Grants		Current year	10 years	Destroy	Housing (Scotland) Act 2006 Sections 83 & 88	
	Risk assessment - Asbestos Register	See Health and Safety retention schedule					
14.005.014	Housing Renewal Area Orders [HRAs}		Expiry of order	5 years	Destroy	Housing (Scotland) Act 2006 Section 1. To be in writing. Section 187	
14.005.015	HRA Action Plans and variations		Superseded	5 years	Destroy	Housing (Scotland) Act 2006. Sections 3, 4	
14.005.016	Informing of owners and occupiers of premises in the HRA action plan		Date of issue	5 years	Destroy	Housing (Scotland) Act 2006. Section 8	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.005.017	Notices under the Housing (Scotland) Act 2006	Work notices; Demolition notices; Evacuation notice; Maintenance order	Expiry, revocation or completion of notice.	5 years	Destroy	Housing (Scotland) Act 2006 Sections 30, 37, 42, 62 To be in writing Section 187	
14.005.018	Maintenance plan		Superseded	1 year	Destroy	Housing (Scotland) Act 2006 Sections 43, 44, 45 To be in writing	
14.005.019	Certification for work completed		Date of issue	10 years	Destroy	Housing (Scotland) Act 2006. Section 60 To be in writing. Section 187	
14.005.020	Housing grants - Notice of cessation of conditions		Date of notice	5 years	Destroy	The Housing Grants (Form of Cessation or Partial Cessation of Conditions Notice) (Scotland) Regulations 2003. SII 2003 No 337. Regulation 2 To be in the form of the Schedule	
14.005.021	Housing grants - Notice of payment		Date of notice	5 years	Destroy	The Housing Grants (Form of Notice of Payment) (Scotland) Regulations 2003. SSI 2003 No 338. Regulation 2. To be in the form of the Schedule	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.005.022	Application forms (Improvement Grant)		Date of payment	6 years	Destroy	The Housing Grants (Application Forms) Scotland) Regulations 2003. SSI 2003 No 420 Regulation 2, 3, 4, 5. To be in the form of Schedule 1	
14.005.023	Grant Assistance applications		Date of payment	6 years	Destroy	The Housing (Scotland) Act 2001 (Assistance to Registered Social Landlords and Other Persons) (Grants) Regulations 2004. SSI 2004 No 117. Regulation 5	
14.005.024	Repair Notice		Date of notice	5 years	Destroy	The Form of Repair Notice (Scotland) Regulations 2003. SSI 2003 No 335. Regulation 2 To be in the form as Schedule	
14.005.025	Provision of repairs and list of contractors		Until superseded		Destroy	The Scottish Secure Tenants (Right to Repair) Regulations 2002 SSI 2002 No 316 Regulation 14 To be in writing	
14.006	Managing tenancies	Activities associated with the management of tenancies					

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.006.001	Tenant file	Correspondence re tenancy; Tenancy files; Council housing; Application forms and supporting material; Application for transfer of tenancy and supporting papers; Application for emergency housing or referral from another agency	Termination of tenancy	5 years	Destroy	These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority where there is a dispute	
14.006.002	Tenant file - HomeCare Service		Termination of Service	5 years	Destroy	Processes involved in assessing and providing individual support or services. Includes those with Power of Attorney.	
14.006.003	Tenant file - Agreements (Ordinary Tenancy)	Scottish Secure Tenancy Agreement	Tenancy expires	5 years	Destroy	Housing (Scotland) Act 2001. 2001 asp 10 Section 23	
14.006.005	Tenant file - Housing needs assessment		When superseded	2 years	Destroy	This will be updated on regular (yearly and/or when new need is identified) basis	
14.006.007	Tenant files - Evictions		Date of last action	Current + 7 years	Destroy		
14.006.008	Tenant file - Housing repairs		Date of last action	Current + 2 years	Destroy	"golden" copy held in property file, retain tenant file copy til business use ended	
14.006.009	Tenant file - Rent arrears (Council property)		Date closed	Current + 7 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.006.010	Tenant file - Rent setting		Date closed	Current + 7 years	Destroy		
14.006.011	Tenant file - Right to buy		Date sold	10 years	Destroy		
14.006.013	Tenant file - Welfare services - disadvantaged persons		Date closed	Current + 7 years	Destroy		
14.006.014	Tenant file - Welfare benefit advice		Last action	Current + 6 years	Destroy		
14.006.016	Tenant file - Contents insurance for council tenants	Application forms; authorisation forms	Date closed/Termination	Current + 7 years/1 year	Destroy		
14.006.017	Tenant Participation Strategy		Date superseded	Current + 1 year	Destroy	Housing (Scotland) Act 2001. 2001 asp 10 Section 53	
14.006.018	Register of Tenants Organisations		Keep up to date	Keep up to date		Housing (Scotland) Act 2001. 2001 asp 10. Section 53(3). To be open for public inspection	
14.006.019	Register of abandoned property		Date landlord took possession of the property	5 years	Destroy	The Scottish Secure Tenancies (Abandoned Property) Order 2002 SSI 2002 No 313 Regulation 8	
14.006.020	Scottish Secure Tenancy Agreement		Termination	5 years	Destroy	Housing (Scotland) Act 2001. 2001 asp 10. S 23	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.006.021	Application for registration		Whilst on register	5 years	Destroy	The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002. SSI 2002 No 416 Regulation 5 To be in writing	
14.006.022	Removal from Register		Date of removal	3 years	Destroy	The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002. SSI 2002 No 416. Regulation 6. To be in writing	
14.006.023	Right to purchase - Application to purchase		Date of purchase	10 years	Destroy	The Right to Purchase (Application Form) (Scotland) Order 2000 SSI 2000 No 120 Regulation 2. To be in writing as per Schedule	
14.006.024	Right to purchase - Information to be submitted by landlord		Date of notice	5 years	Destroy	The Housing (Right to Buy) (Houses Liable to Demolition) (Scotland) Order 2002. SSI 2002 No 317. Regulation 2. To be in writing	
14.006.025	Compulsory Purchase forms		Date of issue	10 years	Destroy	The Compulsory Purchase of Land (Scotland) Regulations 2003. SSI 2003 No 446. Regulations 3, 4, 5 As per the Schedules	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.006.026	Ballot papers – Crofting Community Right to buy		Date of the ballot	2 years	Destroy	The Crofting Community Right to Buy (Ballot) (Scotland) Regulations 2004. SSI 2004 No 227. Regulation 8 To be in writing	
14.006.027	Ballot papers – Community Right to buy		Date of the ballot	2 years	Destroy	The Community Right to Buy (Ballot) (Scotland) Regulations 2004. SSI 2004 No 228. Regulation 8 To be in writing	
14.006.028	Register of abandoned property		Date on which the landlord took possession of the house	To remain on the register until after expiry of a period of 5 years	Destroy	The Scottish Secure Tenancies (Abandoned Property) Order 2002. SSI 2002 No 313. Regulation 8 To be in writing and available for inspection by the public	
14.006.029	Notice of proceedings for recovery of possession		Date of notice	5 years	Destroy	The Scottish Secure Tenancies (Proceedings for Possession) Regulations 2002. SSI 2002 No 320 Regulation 2 To be in writing as per Schedule	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
14.006.030	Form SSS1 (Notice under Section 34 to be served on a prospective Tenant of a short Scottish secure tenancy)		Life of tenancy	5 years	Destroy	The Short Scottish Secure Tenancies (Notices) Regulations 2002 SSI 2002 No 315 Regulation 2 To be in writing as per schedule	
14.006.031	Tenements - Notice of potential liability for costs		Expires at the end of the 3 year period beginning with the date of registration unless renewed before that period			Tenements (Scotland) Act 2004 asp 24 Section 13 (3) (Form shown at Schedule 2)	
Note	Tenements - Prescriptive period for costs to which Section 12 relates		5 years			Tenements (Scotland) Act 2004 asp 24 Section 13 (3) Amends Prescription and Limitation (Scotland) Act 1973 Section 6	
15	HUMAN RESOURCES						
15.001	Administering employees						
15.001.001	Employee files	Records of grievances where case dismissed	Conclusion of stage 1 grievance hearing	12 working days after the grievance has been found to be unfounded if decision is not appealed.	Destroy: Shredding of any paper copies. Deletion of electronic files	12 working days is to allow the employee time to appeal	Added 8/12/17

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
		Records of grievance investigations where case is upheld	Conclusion of stage 1 grievance or at appeal	6 years after the current year within which the hearing or appeal is held	Destroy: Shredding of any paper copies. Deletion of electronic files	Non-statutory retention period-established as Council policy through best practice.	Added 8/12/17
		Records of grievance appeals at stage 2	Conclusion of appeal	6 years after the current year within which the hearing or appeal is held	Destroy: Shredding of any paper copies. Deletion of electronic files	Non-statutory retention period-established as Council policy through best practice.	Added 8/12/17
		Records of grievance appeals at stage 3- Appeals Committee	Conclusion of appeal	6 years	Retain	Retain master record in Council Archives	Added 8/12/17
		Records of disciplinary investigations where unfounded	Conclusion of investigation	Immediately after the case has been found to be unfounded	Destroy: Shredding of any paper copies. Deletion of electronic files	Non-statutory retention period-established as Council policy through best practice.	Added 8/12/17
		Records of disciplinary cases where no action is taken after initial hearing	Conclusion of disciplinary hearing	Immediately after the case has been found to be unfounded	Destroy: Shredding of any paper copies. Deletion of electronic files	Non-statutory retention period-established as Council policy through best practice.	Added 8/12/17

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
		Records of disciplinary cases where action is taken after initial hearing	Conclusion of disciplinary hearing	Duration of the warning plus half the time period. (i.e. a first written warning would be retained for 6 months plus 3 months	Destroy: Shredding of any paper copies. Deletion of electronic files. Note inserted in file to confirm disciplinary record destroyed.	Non-statutory retention period-established as Council policy through best practice	Added 8/12/17
		Records of discipline appeals at stage 3 (department)	Conclusion of appeal	Duration of the resulting warning plus half the time period. If appeal is upheld and disciplinary action dismissed then immediately after hearing	Destroy: Shredding of any paper copies. Deletion of electronic files. Note inserted in file to confirm disciplinary record destroyed.	Non-statutory retention period-established as Council policy through best practice	Added 8/12/17
		Records of discipline appeals at stage 3- Appeals Committee	Conclusion of appeal	6 years	Retain	Retain master record in Council Archives	Added 8/12/17
		Records of any punitive action taken as a result of disciplinary action	Termination	6 years after the current year	Destroy: Shredding of any paper copies. Deletion of electronic files	Non-statutory retention period-established as Council policy through best practice	Added 8/12/17

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
		Disciplinary warnings involving children or vulnerable adults	Termination	25 years	Destroy: Shredding of any paper copies. Deletion of electronic files		Added 8/12/17
		Counselling (if records available) undertaken as a requirement of disciplinary action	Termination	6 years after the current year	Destroy: Shredding of any paper copies. Deletion of electronic files	Prescription and Limitation (Scotland) Act 1973	Added 8/12/17
		Details of any action plan and/or improvements required following disciplinary hearing	Termination	6 years after the current year	Destroy: Shredding of any paper copies. Deletion of electronic files	These records would be stored as normal in personal file.	Added 8/12/17
		Leave	Current year	Current year + 2 years	Destroy		
		Absence monitoring	End of current tax year	3 years	Destroy		
		Disclosure of interest	Superseded	1 year	Destroy		
		Employment conditions	Termination of employment	6 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
		Employee details (posts not subject to disclosure checks)	Termination of employment	6 years	Destroy (See note)	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for superannuation and pension purposes.	
		Employee details (posts subject to disclosure checks)	Termination of employment	25 years	Destroy (See note)	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for superannuation pension purposes.	
		Individual training records	Termination of employment	Termination date + 6 years BUT if it relates to training for work with children or vulnerable adults retain for 25 years.	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
		Induction	Termination of Contract	Current + 6 years	Destroy		
		Medical assessments	Date of birth / Termination of employment /Current year	Termination of employment plus 6 / 25 years as appropriate unless a longer requirement is needed under health and safety legislation.	Destroy	Dependant on whether Health & Safety or Monitoring requirements are relevant. See Health and Safety schedule.	
		Application for Flexible Working	Date Closed	Current + 6 years	Destroy	Prescription & Limitations Act 1973	ERC Retention Schedule
		Maternity/paternity leave	Current tax year	Current + 6 years	Destroy	SMP Regulation & Maternity & Parental Leave Regulations	ERC Retention Schedule

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
15.001.002	Reporting (terms and conditions, working hours)		Current tax year	3 years	Destroy		
15.001.003	Termination requests and notices (other than retirement)		Date of leaving	6 years	Destroy	Retain on personnel file	
15.001.004	Human Resources Guidelines		Superseded	Date superseded	Retain	Consider historical value.	
15.001.005	Dismissal of social worker - notification to Scottish Social Services Council		Dismissal	6 years	Destroy	Smoking, Health and Social Care (Scotland) Act 2005 asp 13. Section 32. Inserts section 57A into the 2001 Act. To be in writing	
15.001.006	Violence Warning Marker information		Removal of marker.	Decided on case by case basis by VWM Group.	Destroy		VWM Group. 1/4/15 AJC
15.002	Employee relations						
15.002.001	Disciplinary matters reporting	Disciplinary matters - reporting	Once appropriate action taken	Until superseded	Destroy		
15.002.002	Employment Tribunals	Applications	Termination of employment	6 years	Destroy		
15.002.003	Trade union liaison - Strategy	Partnership Agreement	Superseded	Permanent	Retain for historical value		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
15.002.004	Trade union liaison - Administration	Supporting and routine documentation,	Superseded	2 years	Destroy		
15.002.005	Staff surveys	Final employee survey results/engagement findings		5 years	Destroy		Added. CCS 06/03/15 AJC
15.003	Equal opportunities						
15.003.001	Equalities and diversity - guidelines		Until superseded	1 year	Destroy		
15.003.002	Equalities and diversity - Investigations - Case Files		Investigation concludes and action is spent / Retain current information throughout employment	5 years / Employment term	Destroy	Place on personnel file	
15.003.003	Harassment Statistics Monitoring Forms		Current year	1 year	Review	Consider historical value.	
15.003.004	Dignity at Work		Current year	2 years	Destroy		
15.003.005	Disability Equality Scheme		Superseded	3 years	Destroy	Disability Discrimination (Public Authorities) (Statutory Duties) (Scotland) Regulations 2005. SSI 2005 No 565 Regulation 2. Review at three year intervals	
15.003.006	Gender Equality Scheme		Superseded	3 years	Destroy	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32. Article 3. Review at three year intervals	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
15.003.007	Gender Equality - Annual reports		Current year	3 years	Destroy	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32 Article 5	
15.003.008	Equal pay statement		Superseded	3 years	Destroy	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32 Article 6	
15.004	Monitoring employees						
15.004.001	Performance appraisal (Probationary reports and performance plans)		Date completed	5 years	Destroy		
15.004.002	Reporting		Current	5 years	Destroy		
15.004.003	Staff directory		Current	Current	Destroy	Consider historical value	
15.005	Occupational health						
15.005.001	Absence reporting		Date after action completed	5 years	Destroy	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989. Place on personnel or occupational health file.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
15.005.002	Occupational health (separate from employee file)		Date of birth (unless see notes)	75 years	Destroy	Where statutory health surveillance has been undertaken records to be retained for 40 years after last consul, or 75 years after DOB, whichever is longest. See also Health and Safety.	
15.005.003	Occupational health - staff training (separate from Health & Safety file)		Date course completed	50 years Attach to personnel file / occupational health file	Destroy	Where records relate to training associated with the reasons for statutory Health Surveillance. Then these records should be retained for the same length of time as the individual's health record.	
15.005.004	Personal risk assessments		After revised risk assessment takes place or termination of employment	6 years	Destroy	Where risk assessments relate to the statutory health surveillance then the assessments should be retained for the same timescale as the occupational health records. Place latest assessment on personnel file / occupational file.	
15.005.005	Confirmation of Return to Work		Date of Return to work	Current + 6 years	Destroy	SMP Regulation & Maternity & Parental Leave Regulations	ERC Retention Schedule

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
15.005.006	Sickness monitoring		Termination of employment	6 years	Destroy	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989. Place on personnel file of occupational health file.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
15.005.007	Major injuries		Termination of employment	40 years	Destroy	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989. Section 6. Retention of reports. A copy of any medical report which a medical practitioner has supplied for employment or insurance purposes shall be retained by him for at least six months from the date on which it was supplied. Retention period may be dependent on which health and safety legislation the information falls under. May need relevant information for superannuation payments	
15.006	Recruitment						
15.006.001	Authorisation		Recruitment finalised	6 months	Destroy		
15.006.002	Job descriptions		Date superseded	6 months	Destroy		
	Recruitment		Recruitment finalised	6 months	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
	Recruitment process		Recruitment finalised	6 months	Destroy		
	Secondment		Termination of employment	6 years	Destroy		
	Volunteers		Termination of employment	6 years	Destroy		
15.007	Terms and conditions of employment						
15.007.001	Staff benefits		Termination of employment	6 years	Destroy		
15.007.002	Staff facilities		Termination of employment	6 years	Destroy		
15.007.003	Staff recognition		Termination of employment	6 years	Destroy		
15.007.004	Terms and conditions		Termination of employment	6 years	Destroy		
15.008	Training						
15.008.001	Driver training		Termination of employment	6 years	Destroy		
15.008.001x	Staff driving accreditation		Current year	5 years	Destroy		Added CMG 19/4
15.008.002	Reporting		Date after action completed	5 years	Destroy		
15.008.003	Support training		Termination of employment	6 years	Destroy		
15.008.004	Training courses		Current year	1 year	Destroy	Records of training on personal files concerning children or health and safety training e.g. manual handling, violence and aggression. Individual records placed on personal files.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
15.008.005	Training plan		Date after action completed	2 years	Destroy		
15.009	Workforce planning						
15.009.001	Workforce development planning		Date of last action	5 years	Destroy		
15.01	Job evaluation						
15.001.001	Job evaluation	Final report	Date the post is no longer on the structure of the Council	Current + 6	Retain		ERC Retention Schedule
15.001.002	Job evaluation	Results of large scale job evaluation	Date the post is no longer on the structure of the Council	Current + 6	Destroy		ERC Retention Schedule
15.001.003	Job evaluation	Working papers	Date the post is no longer on the structure of the Council	Current + 6	Destroy		ERC Retention Schedule
16	ICT						
16.001	ICT Systems Development						
16.001.001	Initial development of and post-implementation changes to an ICT system.		Decommissioning of system	5 years	Review for business and historical value	typically held in project files until implementation and relevant records subsequently transferred to system files	
16.001.002	Initial development of an ICT system which is not implemented.		Last action on development	5 years	Destroy	May be of use for related future projects	
16.002	ICT Systems Security Management						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
16.002.001	Security protocols for an ICT system.		Decommissioning of system	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	
16.002.002	Opening, maintenance and closure of a user account for an ICT system.		Closure of account	1 year	Destroy		
16.002.003	Routine monitoring of access to, and use of, an ICT system.		End of current year	1 year	Destroy		
16.002.004	Detection and investigation of security breaches of an ICT system, and action taken.		Last action on incident	3 years	Destroy		
16.002.005	System Auditing	System Audit data	Current Year	3 years	Destroy		
16.003	ICT Systems Operations Management						
16.003.001	Routine monitoring and testing of an ICT system, and action taken to rectify problems and optimise performance.		End of current year	1 year	Destroy		
16.003.002	Investigation of faults reported by users of an ICT system, and action taken to rectify problems.		Close of investigation	3 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
16.003.003	Management of data in an ICT system, including the operation of routine data backup, archiving and deletion routines.		End of current year	1 year	Destroy		
16.003.004	Maintenance of the software licence(s) for an ICT system.		Expiry/ Termination of licence	5 years	Destroy		
16.003.005	Management of an ICT system - system file	Handover documents, user guides, system support, technical and knowledgebase documentation	Decommissioning of system	5 years	Destroy		
16.003.006	Removal / return of mobile ICT systems hardware & software from / to the Council's premises	Register or log	Return of equipment	5 years	Destroy		
16.003.007	Arrangements for the sanitisation and disposal of institutional ICT equipment	Disposal log	Disposal of equipment	5 years	Destroy	ensure record of disposals added to council asset disposal register - this will typically be held within Finance	
16.004	ICT Systems User Training & Support						
16.004.001	Development of technical & application training and guidance for IT system users		superseded	1 year	Destroy	for administration of training and individual staff training records see HR Retention Schedule	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
16.004.002	Logging, investigation and resolution of user requests for technical and application support		Close of call	1 year	Review for business value	May be of use for future development plans and support knowledgebase	
16.003.005	Management of an ICT system - system file	Handover documents, user guides, system support, technical and knowledgebase documentation	Decommissioning of system	5 years	Destroy		
16.003.006	Removal / return of mobile ICT systems hardware & software from / to the Council's premises	Register or log	Return of equipment	5 years	Destroy		
16.003.007	Arrangements for the sanitisation and disposal of institutional ICT equipment	Disposal log	Disposal of equipment	5 years	Destroy	ensure record of disposals added to council asset disposal register - this will typically be held within Finance	
16.004	ICT Systems User Training & Support						
16.004.001	Development of technical & application training and guidance for IT system users		superseded	1 year	Destroy	for administration of training and individual staff training records see HR Retention Schedule	
16.004.002	Logging, investigation and resolution of user requests for technical and application support		Close of call	1 year	Review for business value	May be of use for future development plans and support knowledgebase	
17	INFORMATION MANAGEMENT						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
17.001	Access to information						
17.001.001	Data Protection - record of subject access request processing	Initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	GDPR Article 15	As per SCA v2.4
17.001.002	Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	Initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	6 years	Destroy	GDPR Article 15	As per SCA v2.4
17.001.003	Data protection - general compliance records	Files re. DP audit, general compliance, data breaches, security, training, etc,	Current year	3 years	Destroy		[.004 & 5 deleted 16/11; see new section 17.006]
17.001.005	Data protection	General	Current years	5 years	Destroy		ERC Retention Schedule
17.001.005	Freedom of information (FoISA) - processing of requests for information	Initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	Freedom of Information (Scotland) Act 2002 asp 13	
17.001.006	Freedom of information (FoISA) - processing of requests for information where appeal made to Scottish Information Commissioner	Initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	6 years	Destroy	Freedom of Information (Scotland) Act 2002 asp 13	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
17.001.007	Freedom of information (FoISA)	General	End of current year	5years	Destroy		ERC Retention Schedule
17.001.008	Council Publication Scheme		Superseded	3 years	Review for historical value	Freedom of Information (Scotland) Act 2002 asp 13	
17.001.009	Environment Information Regulations - processing of requests for information	Initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520	
17.001.010	Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	Initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	6 years	Destroy	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520	
17.002	Archives						
	Archives management is covered under function 19 - Leisure and culture						
17.003	Knowledge management						
17.003.001	Contacts lists		Superseded	None	Destroy		
17.003.002	Information asset lists		Superseded	2 years	Destroy		
17.003.003	Geographic Information System (GIS)	I&R Source data for SVDLS for loading to GIS. System itself to be kept up to date	Date of survey completion	5 years	Transfer to archive		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
17.004	Records management						
17.004.001	Records surveys	Information relating to record audits	Current	2 years	Destroy		
17.004.002	Classification schemes	Classification schemes	Current	Until superseded	Review for historical value	Consider historical value.	
17.004.003	Forms development	Standard templates	Superseded	1 year	Sample for historical value		
17.004.004	Image capture		Date of scan	Nil	Destroy	Paper information may be destroyed immediately after the scanned image has been checked and accepted if the scanning is completed to the relevant BSI standard - but see corporate scanning guidance.	
17.004.005	Retention schedules		Current	20 years	Destroy	Retain in line with currency of the records series.	
17.004.006	Lists of Records destroyed	Records destruction register	Date of destruction	100 years	Destroy		
17.004.007	Records disposal certificated	Disposal certificates	Date of destruction	20 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
17.004.008	Records retention issues log		Date of last action	6 years	Destroy	Consider retaining the summary statistics as a measurement of service delivery and for appraising the effectiveness of retention schedules.	
17.004.009	Records management general	Stats, training.	End of current year	5 years	Destroy		ERC Retention Schedule
17.005	Registartion						
	See appropriate section						
17.006	Data Protection Compliance						Activity added 2018-11
17.006.001	Records of Data Processing		Superseded	3 years	Review for historical value	General Data Protection Regulation Article 30. For Law Enforcement processing, Data Protection Act 2018, section 60.	Series added 2018-11
17.006.002	Data subject rights request log and records		Current year	3 years	Destroy	General Data Protection Regulation Articles 15-21. For Law Enforcement Processing, Data	Series added 2018-11

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
						Protection Act 2018, sections 43 to 50.	
17.006.003	Data Protection Impact Assessments		Duration of processing/Superseded	3 years	Review for historical value	GDPR Article 35. For Law Enforcement Processing, Data Protection Act 2018, section 64	Series added 2018-11
17.006.004	Privacy notices		Superseded	3 years	Review high level notices for historical value. Destroy specific notices	General Data Protection Regulation articles 13 and 14	Series added 2018-11
17.006.005	Data Protection Policy		Duration of processing/Superseded	3 years	Destroy	Data Protection Act 2018, Schedule 1, Part 4	Series added 2018-11
17.006.006	Personal data breach/incident logs		Current year	5 years	Destroy	General Data Protection Regulation Article 33. For Law Enforcement processing, Data Protection Act 2018, section 67.	Series added 2018-11

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
17.006.007	Law enforcement processing logs	Logging data on collection, alteration, consultation, disclosure (including transfers), combination and erasure of personal data processed for law enforcement purposes.	Life of record/data	Life of record/ data	Destroy	Data Protection Act 2018, section 62	Series added 2018-11
18	LEGAL SERVICES						
18.001	Advice						
18.001.001	Advice to the public	Community legal advice	Date superseded.	5 years	Destroy		
18.001.002	Provision of legal advice	Case file	Date file closed	5 years	Transfer to Archives	Advice where expert opinion of counsel received is to be retained permanently. (Transfer to archives after 5 years.) Other advice: Review for historical value for potential retention in archives if a major precedent - otherwise destroy.	
18.002	Bylaws						
18.002.001	Enactment	Byelaws		Permanent.	Transfer to Archives	Retain for historical value.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
18.002.002	Enforcement	Papers relating to byelaw enforcement matters generally	Date matter concluded	2 years / 5 years	Destroy		
18.003	District Court						
18.003.001	Court Papers		End of current year	10 years	Review		ERC Retention Schedule
18.003.02	Subject Files		End of current year	5 years	Review		ERC Retention Schedule
18.003.03	Attendance Orders		End of current year	10 years	Review		ERC Retention Schedule
18.004	Land and highways						
18.004.001	Acquisition	Road adoptions - land acquisitions and highways	Disposal	Life of acquisition plus 5 years	Destroy		
18.004.002	Disposal	Road adoptions - land dispersals and highways	Disposal	Disposal plus 5 years	Destroy	Prescription and Limitation (Scotland) Act 1973	
18.005	Land registration						
18.005.001	Land charges	Searches	Date file closed	12 years	Destroy	Prescription & Limitation (Scotland) Act 1973 and 1984	
18.005.002	Land charges	Registers - land registration charges	Date file closed	10 years	Permanent		
18.006	Litigation						
18.006.001	Anti-social behaviour cases (All papers relating to court case including all file papers and any productions.)		Date of expiration of court order/conclusion of any court action.	10 years	Destroy	Law Society Guidelines	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
18.006.002	Eviction actions (All papers relating to court case)		Date of court order/conclusion of any court action	10 years	Destroy	Law Society Guidelines	
18.006.003	Adoption cases /Freeing for adoption, fostering; OR other cases involving children including child protection orders. (All papers relating to court case including all file papers and any productions.)	Case Record	Date of order/decision or close of file	Adoption order made - 100 years. No adoption order made - 10 years	Destroy	See also RRS Children and Families. Adoption Agencies (Scotland) Regulations 2009. SSI 2009 No 154. Reg 27 Case record of adoptions to be kept in an accessible form in secure conditions for at least 100 years. In respect of a prospective adopter to whom an adoption order is not made, retain for at least 10 years. Preserve other case records in secure conditions for as long as it is considered appropriate	
18.006.004	Employment tribunal. (All papers.)		Date file closed.	10 years	Destroy		
18.006.005	Mental health. (All papers.)		Date file closed (or death if indefinite guardianship).	10 years	Destroy		
18.006.006	Any other civil action. (All papers relating to court action.)		Date of expiration of court order/conclusion of any court action.	10 years	Destroy	Law Society Guidelines	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
18.006.007	Commercial	Case files (not relating to contracts)	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.		
18.006.008	Criminal	Case files	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.		
18.006.009	Debt recovery	Simple debt collection actions	Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan).	1 year or 5 years	Destroy		
18.006.010	Precedent cases	Records documenting the conduct of litigation involving the Council, where a legal precedent was established.	Date case closed	Permanent	Transfer to Archives		
18.007	Management of legal activities						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
18.007.002	Agreements	Concordat. Process of agreeing terms between organisations Note: this does not include contractual agreements.	Date agreement expires or is terminated	6 years	Destroy	Any agreement recorded in the registers or the books of Council and Session should be retained indefinitely as it will appear in any searches made in these registers. The correspondence file associated with such agreements can be destroyed as suggested.	
18.007.003	Conveyance files and (covering the process of changing ownership of land or property).		Date file closed	10 years	Destroy		
18.007.004	Deeds (and any documents required along with deeds).		Date file closed	Permanent	Retain	Transfer to archives for historical value.	
18.007.005	Land charges		Date file closed	10 years	Destroy		
18.007.006	Purchase (open market). (correspondence, tax certificates, missives, letters of obligation)		Date file closed	5 years	Destroy (unless unusually complicated then retain until property disposed of)		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
18.007.007	Compulsory purchase - Authorisations, Deeds etc.		Date property disposed of.	Deeds are transferred with the sale. General papers retain 5 years	Will be required in future transactions for that property		
18.007.008	Compulsory purchase - Correspondence and other papers including GVD.		Disposal of property	10 years	Destroy/ Review for archival value		
18.007.009	Sale or disposal -Titles and plans		Disposal of property	Permanent	Archive		
18.007.010	Sale or disposal - Correspondence and other papers.		Date of sale	5 years	Destroy		
18.007.011	Servitudes and wayleaves		Deeds, titles and plans to be retained permanently.	Deeds granted kept permanently.	Retain		
18.007.012	Servitudes and wayleaves - Correspondence and other papers		Date of grant of deed.	5 years	Destroy		
18.007.013	Copyright	Advice on IPR and copyright ownership.	Date superseded.	Nil	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
18.007.014	Trusts	Correspondence/admin papers. Trust doc being kept permanently with council's deeds	Date superseded.	10 years	Destroy		
18.008	Planning controls						
18.008.001	Certificate of Lawful Use or Development	Certificate	Date of agreement period expires.	5 years	Review	Town and Country Planning (Scotland) Act 1997 and 2006	
18.008.002	Certificate of Lawful Use or Development	Other documentation	Date of certificate.	20 years	Destroy	Prescription & Limitation Act (Scotland) Act 1973 and 1984	
19	LEISURE AND CULTURE						
19.001	Allotments						
19.001.001	Establishment, development and closure of an allotment site		Closure of site	5 years	Destroy		
19.001.002	Maintenance of infrastructure and facilities at an allotment site		End of current year	5 years	Destroy		
19.001.003	Processing of an application for rental of an allotment plot or to erect a structure, where the application is rejected.		End of current year	1 year	Destroy		
19.001.004	Processing of an application for rental of an allotment plot or to erect a structure, where the application is approved.		Termination of rental	1 year	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
19.002	Archives						
19.002.01	Accession register			Permanent	Retain for historical value		
19.002.02	Catalogue of all archival holdings held by the Council			Permanent	Retain for historical value		
19.002.03	Depositor records	Including liaison with owner on conditions of donation	End of life of deposit	5 years	Destroy		
19.002.04	Loans to third parties	Loan agreement	End of loan period	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	
19.002.05	Loans to third parties	Record of loan	End of life of deposit	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	
19.002.06	Loans from third parties	Record of loan	End of loan period	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	
19.002.07	Conservation records		End of life of deposit	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	
19.002.08	Register of individual visitors to the archives centre.	Visitors' Books Visitor Registration Forms User database	Current	5 years	Destroy	Security purposes	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
19.002.09	Research services		End of current year	5 years	Destroy	Used for compilation of info for future work plans, FAQs on a collection etc	
19.002.10	Reprographic services provision - where no fees charged	Copying/Photographic orders, copyright forms	End of financial year	3 years	Destroy	Copyright Act 1988. For Financial records relating to fee payment see Schedule 12: Finance	
19.002.11	Environmental monitoring	Temp/RH reading records	End of current year	5 years	Destroy	BS 5454	
19.002.12	Environmental monitoring	Report on environmental conditions		Permanent	Retain	BS 5454	
19.002.13	Production of archives	Production/Request slips	End of current year	3 years	Destroy		
19.002.14	Archival item withdrawal	Record of withdrawal	Withdrawal plus 20 years	Permanent	Retain for historical value		
19.003	Arts						
19.003.001	Arts development programme, project or event where Council is initiator or pays keys role	Bids for funding from external organisations, of sponsorship, collaboration with national, regional or local arts organisations, communications with artists/performers	End of programme/event	5 years	Review for historical and business value;		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
19.003.002	Artist details	Records documenting details of artists and their work.	End of calendar year	3 years	Review for ongoing value		
19.003.003	Advice and assistance given to a community arts project		End of project	3 years	Destroy		
19.004	Community facilities						
19.004.001	Business/ private hire applications	Applications and booking forms	End of current year	5 years	Review	Prescription and limitation (Scotland) Act 1973 (as amended)	
19.004.002	Subsidised rate (Category 2 forms) - Successful applications		End of financial year	5 years	Destroy	Prescription and limitation (Scotland) Act 1973 (as amended)	
19.004.003	Subsidised rate (Category 2 forms) - Unsuccessful applications		End of financial year	1 year	Destroy		
19.005	Leisure promotion	See Schedule 20: Management					
19.006	Libraries		See Schedule 10: Education and Skills for School Library Services				
19.006.001	Book ordering		End of financial year	6 years	Destroy		
19.006.002	Catalogue	On line database or paper lists	Superseded	Permanent	Retain for historical value	-	
19.006.003	Fines		End of financial year	6 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
19.006.004	Library development records	Stock plans, reader development	Superseded	3 years	Destroy		
19.006.005	Inter-library loan agreements		End of loan period	5 years	Destroy		
19.006.006	Community information files	details of local groups, community organisations etc	Superseded	1 year	destroy	Maintain current only, and update as required	
19.006.007	Membership	registration and renewals	Termination	1 year	Destroy	Data Protection Act 1998	
19.006.008	Public access IT administration	Acceptable use of IT/registration form	Termination	5 yrs	Destroy	Prescription & Limitation Act Data Protection Act 1998	
19.007	Museums and Art Galleries						
19.007.001	Depositors agreements			Permanent	Retain for historical value		
19.007.002	Loans to third parties	Loan agreement	End of loan period	5 years	Destroy		
19.007.003	Loans to third parties	Record of loan	End of life of deposit	5 years	Retain		
19.007.004	Loans from third parties	Record of loan	End of loan period	5 years	Retain		
19.007.005	Museum catalogue		Superseded	Nil	Review for historical value		
19.007.006	Museum development records		Superseded or project closure	3 years	Review for historical value		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
19.007.007	Accreditation - notification of registered status	Working documents	Whilst relevant	3 years			
19.007.008	Accreditation.	Notification of registered status		Permanent	Retain for historical value		
19.007.009	Environmental monitoring	Temp/RH reading records	End of current year	5 years	Destroy	required for Accreditation	
19.007.010	Environmental monitoring	Report on environmental conditions		Permanent	Review for historical value	required for Accreditation	
19.007.011	Gallery /museum object withdrawal			Permanent	Review for historical value		
19.008	Cinemas and Theatres						
	Events management & promotion	See Schedule 20 - Management					
	Contracts management e.g. with artists for performances	See Schedule 22 - Procurement					
	Financial management	See Schedule 12 - Finance					
19.009	Parks and open spaces						
19.009.001	Adoption of land as a public open space or recreational facility			Permanent Until disposed of plus 20 years	Retain for business and historical value	Prescription and limitation (Scotland) Act 1973 (as amended)	
19.009.002	Development of land as a public open space or recreational facility		Closure of amenity	5 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
19.009.003	Maintenance of infrastructure and facilities on public land or in a recreational facility		End of current year	5 years	Destroy		
19.009.004	Closure of a public open space or a recreational facility		Closure of amenity	20 years	Destroy	Prescription and limitation (Scotland) Act 1973 (as amended)	
19.009.005	Garden Assistance service		End of current year	2 years	Destroy		Added CG 5/9/16
	Events management & promotion	See Schedule 20 - Management					
	Land & property management	See Schedule 5 - Council Property					
	Health and Safety e.g. water testing; equipment inspections e.g. children's playground equipment, accident reports etc..	See Schedule 13 Health & Safety					
19.01	Sports						
19.010.001	Sports coach training	The development of a training programme for sports coaches	Completion of training programme	5 years	Review for business value		
19.010.002	Sports coach training	The administration of a training programme for sports coaches	Completion of training programme	1 year	Destroy		
19.010.003	Advice and assistance given to a community sports project		End of project	3 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
19.010.004	Records documenting the development of a sport development programme to encourage participation and progression in sport.		Completion of development programme	5 years	Review for business value		
19.011	Sports & Leisure Facilities						
19.011.001	Membership	Registration and renewals	Termination	1 year	Destroy	Data Protection Act 1998	
19.011.002	Bookings	booking forms including equipment bookings	End of financial year	1 year	Destroy	Data Protection Act 1998	
	Events management & promotion	See Schedule 20 - Management					
	Contracts management e.g. with outsourced services	See Schedule 22 - Procurement					
	Health and Safety e.g. pool test sheets; equipment testing, accident reports etc..	See Schedule 13 Health & Safety					
	Financial records - including ticket sales	See Schedule 12 - Finance					
19.012	Tourism		See Schedule 09: Economic Development				
20	MANAGEMENT						
20.001	Ceremonial						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.001.001	Formal record of a civic event or an official visit to the Council	Visitors book, photographs, video and audio recordings, programme, text of speeches delivered, press cuttings, commemorative gifts	Date of last action	3 years	Review for archival value	Retain one set of records only - copies to be destroyed once business use concluded	
20.001.002	Records documenting the planning of a civic event and/or official visit to the Council		Date of last action	3 years	Destroy		
20.001.003	Formal record of official Council representation at events, ceremonies etc. other than those which the Council organises.	Photographs, video and audio recordings, programme, text of speeches delivered, press cuttings	Date of last action	3 years	Review for archival value		
20.001.004	Records documenting the planning of official Council representation at events, ceremonies etc. other than those which the Council organises.		Date of last action	3 years	Destroy		
20.002	Communication support						
20.002.01	Language translation services	Record of translation	Current year	3 years	Destroy	Offer to archivist once administrative use has concluded	
20.002.02	Mail processing	Incoming and outgoing mail logs and registers	Current	3 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.002.03	Publications - major publications	Guides, books and other Council publications	Date published	Permanent	Retain	Retain one set of records only - copies to be destroyed once business use concluded. Comply with legal deposit requirements: http://www.nls.uk/about-us/what-we-are/legal-deposit	
20.002.04	Publications - minor publications	Guides, books and other Council publications	Date published	3 years	Sample for archival value	Retain one set of records only - copies to be destroyed once business use concluded. Comply with legal deposit requirements: http://www.nls.uk/about-us/what-we-are/legal-deposit	
20.002.05	Publications - preparatory records		Conclusion of campaign	1 year	Destroy		
20.002.06	Staff communications	Staff memos, newsletters	Administrative use ends	3 years	Destroy		
20.002.07	Corporate publication	Corporate magazine	Date published	5 years	Archive		CG 31/1/18
20.003	Corporate communication						
20.003.001	Campaigns - final outputs	Final outputs - presentations, leaflets	Conclusion of campaign	3 years	Sample for archival value	Retain one set of records only - copies to be destroyed	
20.003.002	Campaigns - preparatory records		Conclusion of campaign	1 year	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.003.003	Corporate identity and branding - artwork	Final artwork for corporate identity marks	Superseded	Permanent	Retain	Transfer to archives	
20.003.004	Corporate identity and branding - preparatory records	Records documenting the development of corporate style guides for official use of corporate identity marks.	Superseded	1 year	Destroy		
20.003.005	Marketing materials - final outputs	Presentations, leaflets, posters	Superseded	3 years	Sample for archival value	Retain one set of records only - copies to be destroyed	
20.003.006	Marketing materials - preparatory records		Approval of final outputs	1 year	Destroy		
20.003.007	Communications with other public sector organisations	Requests for information and other general correspondence	Last action	3 years	Review for archival and re-use value	Includes other Local Government authorities, Local Government organisations, Central Government departments and agencies and parliamentary organisations	
20.003.008	Consultations - Council responses to external consultations	Records documenting the Council's response to a consultation/survey carried out by an external organisation	Last action	3 years	Review for ongoing value		
20.003.009	Consultations - Council consultation of external organisations - Final outputs	Reports, presentations, anonymised statistics	Publication date	5 years	Review for ongoing value		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.003.010	Consultations - Council consultation of external organisations - preparatory records	Records documenting the design of a consultation/survey.	Completion of survey/consultation	3 years	Review for ongoing value		
20.003.011		Records documenting the administration of a consultation/survey.	Completion of survey/consultation	1 year	Destroy		
20.003.012		Records documenting a response from another organisation to a consultation/survey.	Completion of survey/consultation	1 year	Destroy		
20.003.013		Records documenting the analysis of responses to a consultation/survey.	Completion of survey/consultation	5 years	Archive		Changed to 5 years and Archive. CCS 05/03/15 AJC
20.003.014	Media relations records - final outputs	Media reports, briefings, press releases, published version of a media interview,	Publication/release date	5 years	Archive		Changed to "Archive" RM 31/1/18
20.003.015	Media relations records - preparatory records	Organisational records, drafts, correspondence	Last action	4 year	Review for archival and re-use value	No longer held	Removed CCS 27/03/15AJC
20.003.016	Media relations records - Media liaison		Date of last action	5 years	Review for archival and re-use value		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.003.017	Media relations records - media coverage	Records documenting the monitoring of media coverage of the Council.	Current	5 years	Review for Archives		
20.003.018	Customer satisfaction surveys - survey design	Records documenting the design of the survey.	Completion of survey	3 years	Review of ongoing value / Review for Archives		
20.003.019	Customer satisfaction surveys - individual responses	Records documenting identifiable individual responses to the survey.	Completion of analysis of responses	None	Destroy	Data Protection Act 1998 c. 29 Destroy immediately anonymised summaries have been created	
20.003.020	Customer satisfaction surveys - analysis	Records documenting summaries and analyses of responses to the survey.	Completion of survey	5 years	Review for archival and re-use value		
20.003.021	Public relations - Statistics, trends and customer satisfaction data	Anonymised summaries and reports	Current	5 years	Review for archival value		
20.004	Enquiries and complaints						
20.004.001	Comments and enquiries - case files	Records documenting the processing of customer comments and enquiries about the Council including responses	Last action on comments	1 year	Destroy	See also Information Management schedule for enquiries under Data Protection, Freedom of Information and Environmental Information legislation	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.004.002	Comments and enquiries – analysis	Statistics and anonymised responses	Current	3 years	Review for archival and re-use value		
20.004.003	Complaints - case file	Records documenting the handling of a customer complaint.	Last action on complaint	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
20.004.004	Complaints – analysis	Statistics and anonymised responses	Current	5 years	Review for archival and re-use value		
20.004.005	Complaints – register	Complaints Register	Current Paper-last entry Electronic-review yearly	5 years	Destroy		Changed from 10 to 5. 06/03/15 AJC
20.004.006	Customer Relationship Management System	Customer contacts and service requests	Current Request for service	5 years	Purge file		CCS 02/03/15 AJC
20.004.007	Blue Badge Information System	Application for a blue badge for parking	Current Last renewal	3 years in line with application process	Archive		CCS 02/03/15 AJC
20.004.008	National Entitlement Cards	Application for NEC and Young Scot Card	Current Last renewal	Until age 25	Destroy		CCS 02/03/15 AJC
20.005	External audits						
	Refer to retention schedule of specific function that is being audited						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.006	Business preparation						
	For Meetings, Officer representation and Partnership and agency working see Retention Schedule 8: Democracy						
20.006.001	Records documenting the Council's membership of a local government organisation.		Termination of membership	3 years	Destroy		
20.006.002	Records documenting the Council's representation in the work of a local government organisation.	Records of nominations to positions in the local government organisation.	Termination of membership	5 years	Review for archival and re-use value		
20.007	Project Management						
20.007.001	Projects funded by the Council - major records	Business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	Project close	5 years	Review for archival and re-use value		CCS. Changed 6 to 5 years.13/03/15 AJC
20.007.002	Projects funded by the Council - preparatory records	Minor drafts, correspondence, copies of financial and contractual records	Project close	5 years	Review for archival and re-use value	For records relating to the procurement of services in relation to projects see Retention Schedule 12 - Finance	CCS. Changed 6 to 5 years.13/03/15 AJC

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.007.003	Projects - funded through European and other external funds	All documentation relating to the project: Specifications, plans, reports, correspondence, consultations ..etc, Feasibility studies, copies of financial documents,	Closure of the European Funding Programme(s) which funded the project	5 years	Review for archival and re-use value	Retention and Disposal depends on the length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention. Seek expert advice on European Funding.	ERC Retention.CCS. Changed 7 to 5 years.13/03/15 AJC
20.008	Quality and performance						
20.008.001	Assessments for accreditation, e.g. Chartermark, IIP		Until superseded	5 years	Destroy		Changed trigger to "Until superseded"
20.008.002	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - major records	Final reports - Best Value Review; Policy review; Strategic plan review; operational plan review	Approval of review report	5 years	Destroy		
20.008.003	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - preparatory records	Supporting and preparatory documentation including minor drafts, correspondence, meeting records	Approval of review report	1 year	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.008.004	Inspections - external inspections received in relation to corporate or service specific performance management indicators (PFI)	Inspection report	Date of inspection report	5 years	Destroy		
20.008.005	Process maps		When superseded or obsolete	3 years	Destroy		
20.009	Statutory returns						
20.009.001	Reports to government – Outputs	Final version of statutory performance data submitted	Date of return	5 years	Destroy		
20.009.002	Reports to government - preparatory records	Records documenting the collection, collation and submission of statutory performance data as required by a statutory authority.	Current	3 years	Destroy		Changed from 2 to 3 years. CCS 05/03/15 AJC
20.010	Strategic planning						
20.010.001	Corporate initiatives		End of initiative	5 years	Review for re-use and archival value		
20.010.002	Records documenting the preparation of business for consideration by the Council's strategic management group/ Senior Management Team, and the record of discussion and decisions.	Agenda, reports/papers for consideration, minutes	Current year	Permanent	Retain		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.010.003	Council and Community Planning Partnership Corporate Plan.		Superseded	Permanent	Retain		
20.010.004	Strategic service plan		Superseded	Permanent	Retain		
20.010.005	Operational service plan		Superseded	3 years	Destroy		
20.010.006	Organisational structure		Superseded	1 year	Sample for archival value		
20.010.007	Corporate policies - master records	Including significant records documenting policy development	Superseded	Permanent	Retain	Owning function and responsible service is responsible for ensuring that a master copy is transferred to archives	
20.010.008	Corporate policies - Departmental/service copies		Superseded	None	Destroy		
20.010.009	Corporate policies - preparatory records		Authorisation of policy	1 year			
20.010.010	Service specific policies and procedures		Superseded	2 years	Sample for archival value		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
20.010.011	Policy consultation - major policies	The process of consulting the public and staff in the development of significant policies of the local authority	Consultation completed	5 years	Destroy		
20.010.012	Policy consultation - minor policies	The process of consulting the public and staff in the development of minor policies of the local authority	Consultation completed	1 year	Destroy		
20.011	Event Management						
20.011.01	Event project plan & evaluation		Completion of the event	5 years	Review for archival and reuse value		Added 27/03/15 AJC
20.011.02	Event budget profile		Completion of the event	5 years	Review for archival and reuse value		Added 27/03/15 AJC
20.011.03	Event marketing & PR plan		Completion of the event	3 years	Review for archival and reuse value		Added 27/03/15 AJC
20.011.04	Event-related contracts		End of contract	5 years	Destroy		Added 27/03/15 AJC
20.011.05	Funding applications		Completion of the event	3 years	Review for archival and reuse value		Added 27/03/15 AJC
21	PLANNING AND BUILDING STANDARDS						
21.001	Building standards						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.001.001	Building forms	<p>Statutory and model forms:- Building Warrant Amendment to building Warrant Extension of period of validity of building warrant Extension of period of use of limited life building Completion Certificate – submission Completion certificate where no building warrant obtained – submission Completion certificate for local authority use Building regulations compliance notice Continuing requirement enforcement notice Building warrant enforcement notice Defective building notice Dangerous building notice</p> <p>Notice of intention to enter premises Authority to enter premises Certificate to accompany application for warrant to exercise powers of entry, inspection or testing Notice to remove from a building</p>	Superseded	6 years	Destroy	Building (Forms) (Scotland) Regulations 2005, SSI 2005 No 172	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.001.002	Building Warrant Records	Copies of Building Warrant Plans, specifications and documents, Completion Certificates, Design Certificates		Permanent Part Two of the Register. 25 years and thereafter for such period as the local authority having regard to any guidance issued by the Scottish Ministers considers reasonable Section 57	Retain for business and historical	Data is used for business purposes (public searches/copies of documents etc.) Building (Procedure) (Scotland) Regulations 2004. SI 2004 No 428	
21.001.003	Building Warrant Application processing: Building Standards Register Part 1	Electronic applications list, details of certificates from approved certifiers, Compliance and Enforcement Notices		Permanent To be in electronic format Part One of the Register To be maintained by the local authority for all time.	Retain for business and historical value	Building (Scotland) Act 2003, Section 24 and The Building (Procedure) (Scotland) Regulations 2004 Section 57 (2)(a) & Section 57(3)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.001.004	Building Warrant Application processing: Building Standards Register Part 2 (See also 21.002.015)	Copies of warrants and completion certificates, principal drawings and specifications , other documents submitted by verifiers for registration, copies of energy performance certificates, notices served under Building (Scotland) Act 2003	Date Building Warrant granted	25 years - minor applications; major applications - 50 years Part Two of the Register. 25 years and thereafter for such period as the local authority having regard to any guidance issued by the Scottish Ministers considers reasonable Section 57	Review for business and historical value	The Building (Procedure) (Scotland) Regulations 2004 Section 57(2)(b) & 57(4) and Procedural Handbook 2010. Legislation requires 25 year retention, Procedural Handbook gives additional advice of documents which should be kept for longer and recommends agreement between Building Control & Archivist; (details of complex buildings should be retained for at least 50 years or until building demolished). Details of drainage layouts, contaminated land or sites requiring special founds to be retained for longer period	
21.001.005	Building Warrant pre - application discussion	Correspondence, plans and documents	(End of pre-application discussion where no submission results)	2 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.001.006	Alternative Compliance Views	Requests, plans, reports and decisions	Building demolished	5 years	Review for business and historical value	The Building (Procedure) (Scotland) Regulations 2004 , Section 57	
21.001.007	Building Warrant applications - no plans submitted	Building Warrant application form and documents	from date received	42 days	Return to applicant	The Building (Procedure) (Scotland) Regulations 2004, Section 8(b)	
21.001.008	Building Warrant Application processing - no response	Building Warrant Applications (pre-approval), plans, Correspondence, specifications and documents	from 1st response date	9 months	Reject application/agree further period	Building (Scotland) Act 2003, Section 47(2).The Building (Procedure) (Scotland) Regulations 2004, Section 60(3); Data required to approve applications	
21.001.009	Building Warrant Application processing: - application rejected	Copies of Building Warrant Plans, specifications, documents and refusal.	Last action on case	1 year	Return to applicant	The Building (Procedure) (Scotland) Regulations 2004, Section 56(5) Legislative requirement to returns plans to applicant 'without delay'. Destroy	
21.001.010	Clearance documents	Letters of Comfort; Exempt class enquiries		Retain permanently	Retain		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.001.011	Building Standards Compliance & Enforcement - Dangerous/ Defective Buildings	Copies of Notices, details of decisions		Permanent	Retain for business and historical value	The Building (Procedure) (Scotland) Regulations 2004, Section 57; Procedures regulations require particulars of notices and details of decisions for sections 28-30 to be retained in part 1 of register for all time.	
21.001.012	Building Standards Compliance & Enforcement - Unauthorised works	Copies of Notices, details of decisions	once administrative use has concluded	Permanent	Retain for business and historical value	The Building (Procedure) (Scotland) Regulations 2004 Section 57; Procedure regs require particulars of notices and details of decisions for sections 25-27 to be retained in part 1 of register for all time.	
21.001.013	Building Standards Compliance & Enforcement - recovery of costs of works		Last action on case	6 years	Destroy		
21.001.014	Property and Ownership Enquiries	Correspondence	Enquiry Response date	2 years	Destroy		
21.001.015	Street Naming & Numbering	Street Naming & Numbering consultations and decisions		Permanent	Retain for business and historical value	Civic Government (Scotland) Act 1982: S97	
21.001.016	Search Requests	Records of requests and responses	Date of decision	5yrs	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.001.017	Evacuation of building notice		Date of issue	6 years	Destroy	Building (Scotland) Act 2003. 2003 asp 8 Section 42. To be in writing	
21.002	Development management						
	<i>Planning application processing</i>						
21.002.001	Pre-application enquiries documentation where no submission results		Last action	2 years	Destroy	Where submission results, transfer records to application file	
21.002.002	Application Case Files (including planning applications, conservation area consents, listed building consents, advertisement consents, prior approvals etc)	Application form, plans and drawings, design & access statements, directions from Scottish Ministers, decision notices, environmental statements, reports of handling, non-material variation documents, documents discharging conditions	Determination of application	Indefinite		The documents listed in the Planning Register [as specified in Section 36 of the Town and Country Planning (Scotland) Act 1997] require to be kept indefinitely	Expand 16/5/15 AJC
	Application Case Files (including planning applications, conservation area consents, listed building consents, advertisement consents, prior approvals etc)	Acknowledgement letters, general correspondence, pre-application consultation report, representations, consultation responses, processing agreements, notices of initiation and completion of development	Determination of application	10 years		For planning documents that are not named in the Planning Register, no statutory retention period is specified, however 'Data Protection Guidelines for Planning Authorities' published August 2013, says that it is justified that these documents are kept for up to 10 years (and beyond if authorities think that there is a business case to keep it)	Expand 16/5/15 AJC

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.002.003	Withdrawn applications		Submission date	1 year	Destroy	Retain as above for application case files for an extended period as a record what has been applied for and consultations that were undertaken.	
21.002.004	Dormant applications	-	Last action	5 years	Destroy	-	
21.002.005	Planning appeal files	Appeal/review forms, plans and drawings, statements, decision notices,	Decision date	Permanent		Retain documents named in the Planning Register	
	Planning appeal and review files	Acknowledgement letters, general correspondence,	Decision date	10 years		Documents not named in the Planning Register to be treated similarly to planning application documents	
21.002.006	Enforcement case file	Correspondence and documents		Permanent		Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992). The need for enforcement action may last for many years and indefinitely in the case of listed buildings. All enforcement records need to be kept in perpetuity for legal reasons.	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.002.007	Enforcement register	Served enforcement notices, breach of condition notices and stop notices		Permanent	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992)	
21.002.008	Ordnance Survey Maps/ Plans - Annotated			Permanent	Retain for business and historical value		
21.002.009	Planning prosecution reports		Close of case	Indefinite	Review for business and historical value Retain for business and historical value	Retain the same as enforcement case files	Amended Env 16/03/15 AJC
21.002.010	application for conservation area consent	-	Determination of application	Current + 5 years	Destroy	-	Removed Env 16/3/15 AJC
21.002.011	Tree works		Completion of work			Policies apply consistent with planning application case files	
21.002.012	Tree preservation orders		While tree exists	10 years	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 160 and The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas)(Scotland) Regulations 1995 as amended in 1981 and 1984;	Amended to 10 years Env 16/3/15 AJC

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.002.013	Housing development (Social Housing)	See Schedule 14: Housing					
	Maintaining registers						
21.002.014	Register of planning applications Part I (see also 21.002.003 - Planning Application case files) (including planning applications, conservation area consents, listed building consents, advertisement consents, prior approvals etc)	Submitted applications, plans and drawings, reports, statements and directions	Determination of application	Indefinite		Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and Country Planning (General Development Procedure (Scotland Order 1991 (as amended) Section 10 and Schedule 5; Planning etc. (Scotland) Act 2006.	Amended indefinite Env 16/3/15 AJC
21.002.015	Register of applications for planning permission - Part II (including planning applications, conservation area consents, listed building consents, advertisement consents, prior approvals etc)	Decision notices, environmental statements, reports of handling	Date of document	Indefinite		"Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and Country Planning (General Development Procedure (Scotland Order 1991 (as amended) Section 10 and Schedule 5; Planning ""etc. (Scotland) Act 2006.	Amended indefinite Env 16/3/15 AJC

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.002.016	Register of Applications for advertisement consent	-	Until consent lapses	Permanent	Retain for business and historical value	The Town and Country Planning (Control of Advertisement Regulations) (Scotland) Regulations 1984 Regulation 34	Removed Env 16/3/15 AJC
21.002.017	Register of Applications for Hazardous Substances Consent and Hazardous Substances contravention notices		End of consent for site	Permanent		Planning (Hazardous Substances) (Scotland) Act 1997 ;Section 56N(1)(a) ; The Town and Country Planning (Hazardous Substances)(Scotland Regulations 1993 as amended Regulations 22 &24	Amended permanent Env 16/3/15 AJC
21.002.018	Informal Register - Details of confirmed Tree Preservation Orders (TPO)		Tree no longer in place	3 years or 6 years in case of prosecution		Town and Country Planning (Scotland) Act 1997 Section 160 and The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas)(Scotland) Regulations 1995 as amended in 1981 and 1984	
21.002.019	Register of Notifications of proposals to fell or lop trees in conservation areas		Tree no longer in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 172 & 175	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.002.020	Register of Listed Building Applications and Applications for Conservation Area consent	-	-	Permanent	Retain for business and historical value	Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 and Para 2.45 of the Memorandum of Guidance 1998	Removed Env 16/3/15 AJC
21.002.021	Register of applications for section 51 determinations	-	-	Permanent	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 c.8 section 36(1)	Removed Env 16/3/15 AJC
21.002.022	Register of applications for Certificates of Lawfulness (formerly Established use Certificates)	-	-	Permanent	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 c.8 section 36(1)	Removed Env 16/3/15 AJC
21.002.023	Register of Telecommunications Masts	-	While mast is in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 c.8 section 36(1)	Removed Env 16/3/15 AJC
21.002.024	Register of Wasteland/Amenity notices served	-	While wasteland/amenity is in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 481.	Removed Env 16/3/15 AJC
21.003	Forward planning						
21.003.001	Employment Land GIS data		Following annual review	5 years	Review for historical value		
21.003.002	Employment Land Survey database		Project no longer required	nil	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.003.003	Housing Land Audit report and GIS features		After issue	10 years	Review for historical value		
21.003.004	Housing Land Audit supporting data and documentation		After issue	3 years	Review for historical value		
21.003.005	SVDLS Scottish Government returns		Completion of survey	3 years	Destroy	Original record with Scottish Government	
21.003.006	SVDLS supporting documentation	Analysis, reporting, GIS	Completion of survey	3 years	Review for historical value		
21.003.007	Register of Development Plans		Superseded	Permanent	Retain for business and historical value	The Town and Country Planning (Structure and Local Plans) (Scotland) Regulations (SI 1983 No. 1590) Circular 32/1983 Transfer to archives	
	Action area identified in a structure plan	-	-	Prescribed period for action area in a structure plan shall be 5 years from the date on which the relevant structure plan is approved by the Secretary of State	-	The Town and Country Planning (Structure and Local Plans) (Scotland) Regulations (SI 1983 No. 1590) Circular 32/1983	Removed Env 16/3/15 AJC

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
	Economic regeneration	See Schedule 09: Economic Development					
21.003.008	Local and Strategic Development Plans - final version of plan; and Supplementary Planning Guidance			Permanent Place copy in archives	Retain for business and historical value		
21.003.009	Local and Strategic Development Plans - Examination	Written submissions, hearings and enquiry	After plan superseded	20 years	Review for historical value		Changed 5 to 20 years Env 16/3/15 AJC
21.003.010	Local and Strategic Development Plans - preparatory	Drafting of plan and consultations on the drafts, including schedule of land ownership, publicity strategy, site evaluation assessments, modifications, equalities & human rights assessments, publicity strategy	Completion of subsequent planning cycle	5 years	Destroy		Changed 0 to 5 years Env 16/3/15 AJC
21.003.011	Local and Strategic Development Plans - action programmes & monitoring statements		After plan superseded	10 years	Review for historical value	Local and Strategic Development Plans - action programmes & monitoring statements	Changed 2 to 10 years Env 16/3/15 AJC
21.003.012	Natural environment - Policies re agriculture, countryside and protected sites		Superseded	Permanent	Retain for business and historical value	Transfer to archives	
21.003.013	Natural environment / maintaining developing open spaces for public amenity	-	Date closed	7 years	Destroy	-	Removed Env 16/3/15 AJC

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
21.003.014	Planning policy - documentation in relation to specific sites and buildings, including development briefs and master plans.		Date closed	Permanent	Retain for business and historical value	Transfer to archives	
21.003.015	Planning Consultation - responding to submissions, objections and amendments		Date of decision	20 years	Destroy	Retain high profile schemes for historical value	Changed 15 to 20 years Env 16/5/15 AJ3
21.003.016	Regional plans - final plan	Mineral plan, waste plan,	Superseded	Permanent	Retain for business and historical value	Transfer to archives	
21.003.017	Regional plans - working documents	Mineral plan, waste plan,	Superseded	10 years	Review for historical value		Changed 2 to 10 years Env 16/3/15 AJC
21.003.018	Sustainable development - biodiversity, flooding and pollution		Date closed	10 years	Review for historical value		Changed 7 to 10 years Env 16/3/15 AJC
22	PROCUREMENT						
22.001	Contracting						
22.001.001	Approved supplier evaluation criteria records		Superseded	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	
22.001.002	Invitations to prospective suppliers to apply for contract		Date of invitation for approval issued for current suppliers	3 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
22.001.003	Evaluations of applications for approval from prospective suppliers & notification of the outcome: contracted suppliers		End of approval	3 years	Destroy		
22.001.004	Evaluations of applications for approval from prospective suppliers & notification of the outcome: rejected supplier		Date unsuccessful notice issued	1 year	Destroy		
22.001.005	Contracted supplier lists or databases		When superceded	None	Destroy		
22.001.006	Contract management files	Including; Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions).	End of contract	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 S.I. 1991 No. 2680 The Public Works Contracts Regulations 1991 S.I. 1993 No. 3228 The Public Services Contracts Regulations 1993 S.I. 1995 No. 201 The Public Supply Contracts Regulations 1995 S.I 2003/46 The Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations 2003	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
22.001.008	Records containing data on, and analyses of, performance against the plans for the implementation of the Council's procurement strategy		End of current financial year	5 years	Destroy	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	
22.001.009	Records of purchasing authorisation limits		Superseded	1 year	Destroy		
22.001.010	Internal authorisations for procurement		End of current financial year	1 year	Destroy		
22.001.011	Purchase ordering records (for VAT-registered bodies)	Purchase orders; goods received notes	End of current financial year	6 years	Destroy	<i>Keeping VAT records</i> HMRC Reference: Notice 700/21 (October 2013)	
22.001.012	Information on tender and award of contracts made by an authority acting in the capacity of a Utility		Award of contract	4 years	Destroy	Utilities Contracts (Scotland) Regulations 2006 SSI 2006 No 2 Regulation 37 As amended by Public Contracts and Utilities Contracts (Scotland) Amendment Regulations 2009 SSI 2009 No 428 As amended by SSI 2009 No 439 By electronic means Reg 12	
22.002	Market information						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
22.002.001	Product evaluation		Current	None	Destroy	If part of a contract then until the contract ends plus 5 years	
22.002.002	Product information		Current	None	Destroy		
22.003	Tendering						
22.003.001	Initial proposal	Business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Records required by S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	
22.003.003	Contract award reports (OJEU)		End of contract	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	
22.003.004	Issue of Invitations to Tender and handling of incoming tenders records		Award of contract	1 year	Destroy	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
22.003.005	Tender evaluation, negotiation and notification records Unsuccessful tenders		Award of contract	1 year	Destroy	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46; records relating to second and third choice contractors may be kept throughout contract to avoid re-tendering if successful contractor withdraws service	
22.003.006	Tender evaluation, negotiation and notification records Successful tenders		End of contract	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	
22.003.007	Statistical reports to Scottish Government on contracts awarded		Date of creation	3 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	
23	REGISTRARS						
23.001.001	Completed Registration documents		Calendar year	3 years	Destroy		As per agreement with Registrar Jan 2018
23.001.002	Register of Corrections		Date of completion of examination by General Register Office for Scotland	Permanent	Retained in Office		As per agreement with Registrar Jan 2018

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
23.001.003	Register of Births, Marriages, Still Births, Civil Partnerships and Deaths		Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland		As per agreement with Registrar Jan 2018
23.001.004	Marriage Notice/Civil Partnership Notice		End of current year.	3 years	Destroy	Records provided by an informant registering a marriage.	As per agreement with Registrar Jan 2018
23.001.005	Inquests on remains found in treasure trove		Date of last action.	2 years	Destroy	TNA Retention and Disposal Guidance 13.	As per agreement with Registrar Jan 2018
23.001.006	Records documenting citizenship ceremonies		tbc	tbc	Destroy	Guidance from the Home Office awaited.	As per agreement with Registrar Jan 2018
24	RISK MANAGEMENT and INSURANCE						
24.001	Claims						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
24.001.001	Claims processing	Claims records	Date all obligations and entitlements concluded or for minors, 16th birthday	5 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984. For particularly serious or contentious cases or cases of proven negligence, consider retention up to 20 years. For cases of employer's liability, consider retention up to 40 years.	
24.002	Insuring against loss	See also Finance RRS					
24.002.001	Insurance policy document		Date all obligations and entitlements concluded.	5 years or Permanent	Destroy or Permanent		
24.002.002	Certificate of insurance		Date all obligations and entitlements concluded.	5 years or Permanent	Destroy		
24.002.003	Certificate of insurance: employers' liability insurance.		Date all obligations and entitlements concluded.	40 years or Permanent	Destroy or Permanent	Forms part of the policy documentation	
24.002.004	Policy and tender renewal documents.		Date policy renewed	5 years	Destroy		
24.002.005	Summary arrangements		Date superseded	Permanent - offer to archivist	Review for historical value		
24.003	Risk management and business continuity						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
24.003.001	Business continuity planning	Approved plans	Date superseded	1 year	Destroy		
24.003.002	Education	Campaigns	Date superseded	1 year	Destroy		
24.003.003	Business continuity plan - final approved version		Date superseded	5 years	Retain for historical value		
24.003.004	Business continuity plan - training programme development		Date superseded	5 years	Review for historical value		
	Business continuity - training programme delivery		Date superseded	1 year	Destroy		
24.003.005	Emergency response records.		Date of last action.	5 years	Review for historical value		
24.003.006	Risk register - assessment of the risk of an emergency occurring which would affect the Council's ability to carry out its functions		Date superseded	5 years	Review for historical value		
24.003.007	Valuations		Date superseded	5 years	Review for historical value		
25	TRANSPORT AND INFRASTRUCTURE						
25.001	Design and construction						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.001.001	Design and construction:- Roads and highways; Traffic management schemes; Coast Protection Structures; Flood Schemes; Harbours, Quarries, etc.	Project Management Design of Works Procurement of Works Construction Environmental assessments Public Enquiries	Completion of project	5 years	Destroy/review for historical value	Quarries are subject to separate specific health and safety legislation	
25.001.002	Design and construction - as built and supporting information.	Drawings, photographs, design calculations, ground investigations, inspection reports		Permanent	Retain for business and historical value		
25.001.003	Lighting scheme design	Bill of quantities, Design Drawings, calculations, correspondence;	End of life of asset	5 years	Destroy		
25.001.004	Lighting scheme design	Installation documentation, Health & Safety file, correspondence	End of life of asset	3 years	Destroy		
25.001.005	Provision of permanent road markings	Design documents including plans, work requests & orders, contract documents, approval and remedial actions	Once development completed	7 years	Destroy	The Traffic Signs Regulations and General Directions 2002	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.001.006	Road construction consent	URSN, Application Form, Acknowledgement Letter, Approved Plans, Supporting Information, Committee Report, Decision Confirmation	End of life of road or date of consent if road not constructed	6 years	Review for business and historical value	Roads (Scotland) Act, 1984 section 21;	
25.002	Harbours and waterways						
25.002.001	Application processing for adoption of harbour/pier - application rejected		Date of last action on application	5 years	Destroy		
25.002.002	Application processing for adoption of harbour/pier - application approved			Permanent	Retain for business and historical value		
25.002.003	Development of an adopted harbour/pier by the Council.			Permanent	Retain for business and historical value		
25.002.004	Inspection and assessment of an adopted harbour/pier to identify defects and priorities for maintenance.		End of current year	10 years	Review for business value		
25.002.005	Maintenance work on an adopted harbour/pier.		End of current year	10 years	Destroy		
25.003	Highway development control						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.003.001	Recording location of highways, bridle paths, foot paths and rights of way.	Definitive map Correspondence concerning enquiries and disputes	To be kept up to date	Permanent -	Retain for business and historical value		
25.003.002	Establishing planning scheme controls and providing for them to be amended and modified.	Amendments to definitive map Road adoption		Permanent	Retain for business and historical value		
25.003.003	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments		Issue of decision	5 years	Destroy		
25.004	Highway enforcement						
25.004.001	Car Parking - excess notices		Completion of appeal	5 Years	Destroy	Roads (Scotland) Act 1991 and The Road Traffic Act 1991 (Special Parking Area) (Scotland) Order 2003 SSI 2003 No 508	
25.004.002	Fixed Penalty Notices served by Roads Authority		After compliance with notice	3 Years	Destroy	Roads (Scotland) Act 1991 and The Road Traffic Act 1991 (Special Parking Area) (Scotland) Order 2003 SSI 2003 No 508	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.004.003	Applications and consents - builder skips, building materials, scaffolding, road opening and works related to private apparatus on or over any part of the road	Application Form, Assessment, Approval, Inspections, Enforcement	Expiry of consent	3 Years	Destroy	Required by Roads (Scotland) Act 1984	
25.004.004	Applications and consents - rejected	Application Form, Assessment, Approval, Inspections, Enforcement	Date rejected	1 year	Destroy	Required by Roads (Scotland) Act 1984	
25.005	Infrastructure management						
25.005.001	List of public roads (LOPR)	Notification, Request, LSG, USRN, Road Schedule, Plan, Inspection, street Gazetteer		Permanent	Retain for business and historical value	Required by Roads (Scotland) Act 1984	
25.005.002	Local and national coring	SWSR extract, location List, Notification, Plans, Report, Inspections, Follow On Action, Inspection List, Symology Website	End of guarantee period of failed reinstatements	5 years	Destroy	to comply with the New Roads and Street Works Act(NRSWA)	
25.005.003	Weekly road report		End of current year	5 years	Destroy		
25.006	Public transport						
25.006.004	Demand-responsive public transport service - bookings		End of current financial year	1 year	Destroy	Data Protection Act 1998 c.29	
25.006.005	Liaison with public transport users through a representative group.		Current	5 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.006.006	Concessionary travel - application rejected		Last action on application	6 months	Destroy	Data Protection Act 1998 c.29	
25.006.007	Concessionary travel - application approved		Expiry / Withdrawal of pass	1 year	Destroy	Data Protection Act 1998 c.29	
25.006.008	Community transport scheme - development	Records documenting the Council's involvement in developing a community transport scheme.	Life of scheme	5 years	Review for business and historical value		
25.006.009	Community transport scheme - support	Records documenting the Council's support for a community transport scheme.	Current year	3 years	Destroy		
25.006.010	Operators license		License expiry	5 years	Return to Department of Transport		
25.006.011	Tachographs		End of current year	1 year	Destroy	Transport Act 1968 Chapter 73. Sections 96, 98, 99, 103. EC Regulation 3821/85 Passenger and Goods Vehicles (Recording Equipment) Regulations 2005. SI 2005 No 1904	
25.006.012	Fuel movement reports		End of current year	1 year	Destroy		
25.006.13	Taxi testing	Details of results of taxi testing to allow the issue of Taxi licence plates		3 years	Destroy		Added, Environment 05/03/15 AJC

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
	Management of the public transport vehicle fleet.	See Records Retention Schedule for Council Property fleet.					
25.007	Rights of way						
25.007.001	Handling of a general enquiry about Rights Of Way.		Current year	1 year	Destroy		
25.007.002	Records documenting the Council's involvement in resolving a dispute over a Rights Of Way.	Case file	Last action on case	5 years	Destroy		
25.007.003	Records documenting legal action taken by the Council to protect, maintain, divert or extinguish a Right Of Way.	Case file		Permanent	Retain for business and historical value		
25.007.004	Definitive map/descriptions of public rights of way			Permanent	Retain for business and historical value		
25.007.005	Core Path Plans		Until superceded	Permanent	Retain for business and historical value	Land Reform (Scotland) Act 2003. 2003 asp 2 Sections 17, 18, 20 To be available for sale and public inspection	
25.007.006	Path Orders		Until superceded	Permanent	Retain for business and historical value	Land Reform (Scotland) Act 2003. 2003 asp 2 Section 22 (8) and Schedule 1 To be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.007.007	Notice of proposed order		Date of notice	5 years	Destroy	Land Reform (Scotland) Act 2003. 2003 asp 2 Section 22 (8) and Schedule 1 To be in writing	
25.008	Road maintenance						
25.008.001	Annual works programme		End of current year	10 years	Review for business value		
25.008.002	Condition assessment		End of current year	10 years	Review for business value		
25.008.003	Defect rectification		Rectification date	5 years	Destroy		
25.008.004	Highway Structures Inspection Reports		Until superseded	Permanent	Retain for business and historical value	Required by Roads (Scotland) Act 1984	
25.008.005	Public Liability Enquiries		Close of enquiry	5 years	Destroy		
25.008.006	Safety Inspections		Date of inspection	5 years	Destroy		
25.008.007	Winter maintenance	Gritting Routes - Treatment Logs -	Until superseded. End of current year	5 years	Destroy		
25.008.008	ICE Early Warning System	Equipment and Operation	End of financial year to which records relate.	5 years	Destroy		
25.008.009	Test and inspection of street lighting	Structural Test & Inspections, Night Inspection records	superseded by next inspection and test	5 years	Destroy		
25.008.010	Street lighting Repair Sheets		End of financial year	5 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.008.011	Road closure - application processing where the application is rejected.		Last action on application	6 months	Destroy		
25.008.012	Road closure - application processing where the application is approved.		End of closure period	1 year	Destroy		
25.008.013	Planning and management of a temporary road closure/diversion, and other traffic restrictions.	Including - planning of an alternative route and facilities, the specification of temporary signs and barriers required to warn and divert traffic, installation of signs, barriers and temporary facilities, liaison with other authorities and organisations, the preparation and publication of notices of temporary road closures and diversions	End of restrictions	1 year	Destroy		
25.009	Road safety						
25.009.001	Promotion of road safety	Local, regional or national campaign, partnership with a community organisation or another agency to promote road safety generally, and to specific target groups	Superseded	5 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.009.002	Road safety training programme	Key records - training materials, evaluation	Programme completed	5 years	Destroy		
25.009.003	Road safety training programme	Administration and working documents	Programme completed	1 year	Destroy		
25.009.004	Analysis of road accident data to identify and prioritise improvements to locations or routes		End of current year	10 years	Destroy		
25.009.005	Investigation into a reported road safety hazard, and action taken.	Case file	Last action on case	5 years	Destroy		
25.009.006	Road safety audit		Completion of next audit	5 years	Destroy		
25.010	School transport						
25.010.001	Assessment of requirements/demand for the school transport service.		End of current year	5 years	Review for ongoing value		
25.010.002	Planning and scheduling of school transport service routes.		End of current year	3 years	Review for ongoing value		
	Management of the school transport vehicle fleet.	See Records Retention Schedule for Council Property					
25.011	Traffic management						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.011.001	Traffic orders (permanent)			Permanent	Retain for business and historical value		
25.011.002	Traffic orders (temporary)		Expiry of order	3 years	destroy		
25.011.003	Traffic management schemes to manage continued flow, diversion or reduction of traffic.		End of life of scheme	5 years	destroy		
25.011.004	Measurement, monitoring and analysis of traffic volume and flow.		End of current year	5 years	Destroy		
25.011.005	Weather forecasting		End of financial year	5 years	Destroy		
25.011.006	Records documenting lobbying activities aimed at improving transport in and through the region.		End of current year	10 years	Review for ongoing and historical value		
25.011.007	Public parking area management	Inspection and assessment, maintenance work,	Current	5 years	Destroy		
25.011.008	Processing complaint about a public parking area		Last action on complaint	3 years	Destroy		
25.011.009	Resident/disabled parking permit application processing - rejected application	Case file	Last action on application	Current + 3 years	Destroy		ERC Retention Schedule

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.011.010	Resident/disabled parking permit application processing - approved application	Case file	Expiry/withdrawal of permit	Current + 3 years	Destroy		ERC Retention Schedule
25.011.011	Traffic lights & pedestrian crossings - needs assessment		Superseded	5 years	Destroy		
25.011.012	Traffic lights & pedestrian crossings - design & installation		Life of installation	5 years	Destroy		
25.011.013	Traffic lights & pedestrian crossings - maintenance		End of current year	5 years	Destroy		
25.012	Transport planning						
25.012.001	Records documenting the Council's involvement in the development of a major transport scheme.			Permanent	Retain for business and historical value		
25.012.002	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority.	Structure Plan Local transport plan		Permanent	Retain for business and historical value		
25.012.003	Public transport service planning including scheduled services, demand responsive services and "special needs" services	Assessment of requirements	Superseded	5 years	Destroy		
25.012.004	Cycle and Disability Audits		Superseded	5 years	Destroy		
25.012.005	Route Action Studies		Superseded	5 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
25.012.006	Traffic Reviews		Superseded	5 years	Destroy		
25.012.007	Traffic Counts, studies and statistics		On completion of review	10 Years	Destroy		
25.012.008	Home Zones	Correspondence and options appraisal files	End of financial year	5 years	Destroy		
26	WASTE MANAGEMENT						
26.001	Waste Strategy						
26.001.001	Partnership plans and Area Waste Plans		Until superseded	Permanent	Retain for historical value.		
26.001.002	Strategy development		Until superseded	5 years	Destroy/ Review for historical value.		
26.002.003	Integrated Waste Management Plan		Until superseded	Permanent	Transfer to archive	Plan required under Environmental Protection Act 1990, Section 44ZA. Local Government in Scotland Act 2003, S 34	
26.002	Fly tipping						
26.002.01	Fly tipping- Enquiries		End of current year.	1 year	Destroy		
26.002.02	Fly tipping - general information and advice.		Until superseded	3 years	Destroy		
26.002.03	Fly tipping - reports and action taken.		Date of last action.	3 years	Destroy		
26.003	Street cleaning						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
26.003.001	Pest control- Enquiries		End of current year	1 year	Destroy	See also Health & Safety RRS 13.004.001 Risk assessments	
26.003.002	Pest control - general information and advice.		Superseded.	1 year	Destroy	See also Health & Safety RRS 13.004.001 Risk assessments	
26.003.003	Pest control - reports and action taken.		Date of last action.	3 years	Destroy	See also Health & Safety RRS 13.004.001 Risk assessments	
26.003.004	Road cleansing - complaints		Date of last action.	1 year	Destroy		
26.003.005	Road cleansing - enquiries		End of current year.	1 year	Destroy		
26.003.006	Road cleansing - general advice and information		Superseded.	1 year	Destroy		
26.003.008	Road cleansing - programme development		Superseded.	1 year	Destroy		
26.003.009	Road cleansing - scheduling		End of current year.	1 year	Destroy		
26.004	Waste collection						
26.004.001	Abandoned vehicles - enquiries		End of current year.	1 year	Destroy		
26.004.002	Abandoned vehicles - general information and advice		Superseded.	1 year	Destroy		
26.004.003	Bulk waste collection		Date of last action.	2 years	Destroy		
26.004.004	Controlled waste collection		Date of last action.	5 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
26.004.005	Discarded needles - advice and general information		Date superseded.	5 years	Destroy		
26.004.006	Discarded needles - enquiries		End of current year.	1 year	Destroy		
26.004.007	Discarded needles - report and removal		Date of last action.	5 years	Destroy		
26.004.008	Domestic waste collection		Date of last action.	2 years	Destroy		
26.004.009	Trade waste collection		Date of last action.	2 years	Destroy		
26.004.010	Special waste collection records		Current year	3 years	Destroy	The Special Waste Amendment (Scotland) Regulations 2004 (SSI 2004 No.112) Reg 15a	
26.005	Waste disposal						
26.005.001	Waste sites - enquiries		End of current year.	1 year	Destroy		
26.005.002	Waste sites - exempt activity returns		End of current year.	3 years	Destroy		
26.005.003	General information and advice about waste treatment and disposal.		Date superseded.	Nil	Destroy		
26.005.004	Management plan - Operation of a landfill waste disposal site.		End of current year.	5 years	Destroy	SSI 2003 No 235	
26.005.005	Licensed / Permitted Waste Management Site Returns			Closure of site	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
26.005.006	Records documenting the testing of waste when it is accepted at the landfill site (including samples and results of any analysis).		Date of analysis	1 month	Destroy		
26.005.007	Records documenting annual reporting to SEPA of monitoring and other data.		Current year	5 years	Destroy	Record required by SSI 2003 No. 235 Regulation 16(5)	
26.005.008	Records of job skills and training requirements.		Until superseded.	1 year	Destroy		
26.005.009	Records of staff training		Termination of employment	5 years	Destroy	May be held on personnel file for termination of employment + 6 years. For training specific to health and safety functions, retain for relevant specific retention period.	
26.005.010	Site inspection reports		Current year	3 years	Destroy		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
26.005.011	Records documenting the closure, restoration and aftercare of a landfill site.		Date of closure.	Permanent	Transfer to Archives	SSI 2003 No 235 Regulation 13 The operator of a landfill shall ensure that the charges the operator makes for the disposal of waste in its landfill covers all of the following—the estimated costs for the closure and after-care of the landfill site for a period of at least 30 years from its closure.	
26.005.012	Records documenting the planning and scheduling of the transportation of waste.		End of current year.	3 years	Destroy		
26.005.013	Waste sites development	Landfill waste disposal site development.	Date superseded.	Permanent	Transfer to Archives		
26.005.014	Permit - Obtaining and maintaining a landfill permit from the Scottish Environmental Protection Agency.		Termination of permit	5 years	Destroy	Record required by SSI 2000 No. 323 Regulation 6	
26.005.015	Waste site plans (as-built) and photographs		Date file closed.	Permanent	Transfer to Archives		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
26.005.016	Site Conditioning Plans	Records documenting the monitoring of groundwater, surface water, leachate and gas, including sampling results.	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.017		Records documenting the collection, treatment and disposal of leachate and gas.	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.018		Site rainfall data	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.019		Water balance data	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.020		(Annual) Local Authority Waste Arisings Survey	End of current year.	6 years	Destroy/ Review for archival value	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.021		Licensed / Permitted Waste Management Site Returns	Date of site closure	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.022		Exempt Activity Returns	End of current year.	3 years+E48	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
26.005.023	Records documenting the movement of consignment of controlled waste.	Written description of waste	Date of transfer	2 years	Destroy	Environmental Protection (Duty of Care) Regulations 1991 SI 1991 No 2839 Regulation 3	
26.005.024	Records documenting the movement of a consignment of controlled waste.	Waste Transfer Note	Date of transfer.	2 years	Destroy	Environmental Protection (Duty of Care) Regulations 1991 SI 1991 No 2839 Regulation 3	
26.005.025	Records of uplift and disposal of exempt waste		Date of uplift	2 years	Destroy	Waste Management Licensing Amendment (Scotland) Regulations 2006 Reg 18a	
26.005.026	Pollution prevention and control	Permits	Until transferred or surrendered to SEPA		Transfer	Pollution Prevention and Control (Scotland) Regulations 2000. SI 2000 No 323. Reg 7	
26.005.027	Pollution prevention and control	Proposed changes in operation	Whilst relevant		Destroy	Pollution Prevention and Control (Scotland) Regulations 2000. SI 2000 No 323. Reg 12	
26.005.028	Pollution prevention and control	Monitoring information	Entry in to register	4 years	Destroy	Pollution Prevention and Control (Scotland) Regulations 2000. SI 2000 No 323. Sched 9-4	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Citation/ Notes	Edit History
26.005.029	Mercury storage	Acceptance certificates All documents relating to the keeping, monitoring and inspection of the mercury during storage. All records concerning destocking, dispatch, destination and intended treatment of mercury	Termination of storage of metallic mercury	3 years	Destroy	Landfill (Scotland) Amendment Regulations 2013. SSI 2013 No 222. Regulation 7 (7)	
26.005.030	Imported animal products	Products committed to a land fill. (Record kept by operator of landfill.) Records required as contained in Article 9 of Regulation (EC) No 1774/2002	Date products placed in landfill	2 years	Destroy	Products of Animal Origin (Third country Imports) (Scotland) Regulations 2007. SSI 2007 No 1. Regulation 31	
26.006	Waste reduction						
26.006.001	Quarterly Composting / Recycling Returns		End of current year.	5 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.006.002	Recycling targets and performance statistics		End of current year.	5 years	Destroy		
26.006.003	(Annual) Local Authority Waste Arisings Survey		End of current year.	5 years	Destroy/ Review for historical value	Consider for permanent retention	