



South Ayrshire Council Records Retention Schedule

Version	Date Issued	Reviewed By	Updated Information
1.0	January 2017	R. Queen	
2.0	March 2017	R. Queen	Schedules amended: 1, 3, 5, 7, 8, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 24
3.0	January 2019	R. Queen	Schedules amended: 2, 3, 4, 5, 6, 9, 10, 12, 14, 15, 19, 20, 21, 22, 23 and 26
4.0	February 2020	R. Queen	Schedules amended: 4, 5, 6, 9, 11, 12, 13, 19 and 21

Please note this document is subject to change following a review by individual service areas and the Records Management Team. This document is based on the Scottish Council on Archives Records Retention Schedule (SCARRS) model. This retention schedule applies to all records held by South Ayrshire Council, South Ayrshire Licensing Board and South Ayrshire Integration Joint Board regardless of format.

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1. Adult Services

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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	C + 5 years C + 3 years	Destroy	Business Requirement	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							
1.002.001	Adult carers	Adult carer support plan	Until superseded	Until superseded	Destroy	Business requirement	Carers (Scotland) Act 2016. Section 6	
1.002.002	Young carers	Young carer statement	Until superseded	Until superseded	Destroy	Business requirement	Carers (Scotland) Act 2016. Section 12	
1.003	Community support							
	Kept in client case file and follow appropriate retention period							

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
1.004	Care Services (including, Residential homes Home care and housing support services)							Amended from Residential homes
01.004.001	Service file -Care Service management records -	Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence	Current year	C + 6 years	Destroy	Business Requirement		
01.004.002/ 01.004.003								Remove 2014
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	C + 5 years C + 3 years	Destroy	Business Requirement		
	Service user file	Personal Plans					Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 5	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
	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)	
	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	C + 5 years	Destroy	Business Requirement	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	Authority	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	C + 3 years	Destroy	Business Requirement	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	C + 3 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 22	
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	C + 3 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 23 (1)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
01.004.009	Notification of complaints procedure sent to the Care Inspectorate	Copy of complaints procedure	Until superseded	Nil	Destroy	Business Requirement	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	C + 5 years	Destroy	Business Requirement	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	C + 5 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 17	
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	C + 5 years	Destroy	Business Requirement	The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SSI 2002/113(3)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
01.004.013	Statement of aims and objectives		Until superseded	C + 5 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 3	
01.004.014	Certificate of registration		Until superseded	C + 5 years	Destroy	Business requirement	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	C + 6 years	Destroy	Business Requirement	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							
	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	C + 100 years	Destroy	Business Requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
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)	Last action	C + 10 years	Destroy	Business Requirement		Amended retention 2017-03
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)	Last action	C + 10 years	Destroy	Business Requirement		Amended retention 2017-03
01.006.010	Register of adults with mental health problems who received social work services.		Current year	C + 100 years	Destroy	Business Requirement		
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)	Last action	C + 10 years	Destroy	Business Requirement		Amended retention 2017-03
01.006.012	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	C + 5 years C + 3 years	Destroy	Business Requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
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	C + 5 years C + 3 years	Destroy	Business Requirement		
01.006.017	Register of adults with physical disabilities who received social work services.		Current year	C + 100 years	Destroy	Business Requirement		
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	C + 5 years C + 3 years	Destroy	Business Requirement		
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	C + 5 years C + 3 years	Destroy	Business Requirement		
01.006.020	Plan of use of the service (Personal Plans)		1. Superseded 2. Death of adult	C + 5 years C + 3 years	Destroy	Business Requirement	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	Authority	Citation/ Notes	Edit History
01.006.021	NHS/LA agreement		1. Superseded 2. Death of adult	C + 5 years C + 3 years	Destroy	Business Requirement	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	Last action	C + 10 years	Destroy	Business Requirement	Mental Health (Content and amendment of care plans) (Scotland) Regulations 2005. SSI 2005 No 309	Amended retention 2017-03
01.006.023	Social Circumstances report - under the Mental Health (Care and Treatment) (Scotland) Act 2003	Retain on case file	Last action	C + 10 years	Destroy	Business Requirement	Mental Health (Social Circumstances Reports) (Scotland) regulations 2005. SSI 2005 No 310 Regulation 2	Amended retention 2017-03
01.006.024	Content of Part 9 Care Plan	Retain on case file	Last action	C + 10 years	Destroy	Business Requirement	Mental Health (content and amendment of Part 9 care plans) (Scotland) Regulations 2005. SSI2005 No 312 Regulation 2	Amended retention 2017-03
01.006.025	Interviews	Retain on case file	Last action	C + 10 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 8	Amended retention 2017-03

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
01.006.026	Medical examinations	Retain on case file	Last action	C + 10 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 9	Amended retention 2017-03
01.006.027	Request for records	Retain on case file	Last action	C + 10 years	Destroy	Business Requirement	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	Amended retention 2017-03
01.006.028	Assessment orders (Issued by Sheriff. Expires 7 days from issue.)	Retain on case file	Last action	C + 10 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 11	Amended retention 2017-03
01.006.029	Removal orders (Issued by Sheriff. Expires 7 days from issue.)	Retain on case file	Last action	C + 10 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 14	Amended retention 2017-03
01.006.030	Banning order	Retain on case file	Last action	C + 10 years	Destroy	Business Requirement	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	Amended retention 2017-03

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
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	Last action	C + 10 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10. Section 36	Amended retention 2017-03
01.006.032	Adult Protection Committee	Procedures, practices, arrangements	Until superseded	C + 10 years	Destroy or Transfer to Archive	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 42. Consider for permanent preservation in an archive. See Democracy schedule.	Amended retention 2017-03
01.006.033	Adult Protection Committee	Minutes	Current year	C + 5 years	Destroy or Transfer to Archive	Business Requirement	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	C + 5 years	Destroy or Transfer to Archive	Business Requirement	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	Last action	C + 10 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10. Section 30B	Amended retention 2017-03

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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		Business Requirement	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	C + 5 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. asp 4 Section 10	
1.008.002	Power of Attorney		Power of Attorney ceases	C + 5 years	Destroy	Business Requirement	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	
1.008.003	Records – Attorneys A continuing or welfare attorney shall keep records of the exercise of his powers		Guardianship ceases	C + 5 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Sections 21, 30 To be in writing	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
1.008.004	Statement of resident's affairs		Guardianship ceases	C + 5 years	Destroy	Business Requirement	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	C + 5 years	Destroy	Business Requirement	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	C + 5 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Sections 57, 65. To be in writing	
1.008.007	Management Plan		Guardianship ceases	C + 5 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2-1. To be in writing	
1.008.008	Inventory of estate		Guardianship ceases	C + 5 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2 - 3. To be in writing	
1.008.009	Accounts		Current financial year	C + 5 years	Destroy	Business Requirement	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	Authority	Citation/ Notes	Edit History
1.008.010	Medical treatment certificates		Death or Guardianship ceases	C + 5 years	Destroy	Business Requirement	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	C + 5 years	Destroy	Business Requirement	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	C + 5 years	Destroy	Business Requirement	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 and Family Services

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
2	CHILDREN & FAMILIES							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting, processing of expenses etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	management and training of staff	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt., promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
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	C + 5 years	Destroy	Business requirement		Amended retention 2018-04

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
02.001.002	Council registration as an adoption/fostering service	Application	Date of acceptance	C + 1 year	Destroy	Business requirement	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	C + 6 years	Destroy	Business requirement	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	C + 100 years	Destroy	Business requirement		
02.001.005	Carer recruitment activity records		End of current calendar year	C + 5 years	Archival Review	Business requirement		
02.001.006	Carer and adopters assessment criteria records		Superseded	C + 10 years	Review for archival value	Business requirement		
02.001.007	Carer training programme records		Superseded	C + 5 years	Review for ongoing value	Business requirement	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	C + 1 year	Destroy	Business requirement		
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	C + 1 year	Destroy	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
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	C + 10 years	Destroy	Business requirement		
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	C + 10 years	Destroy	Business requirement		
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	C + 25 years	Destroy	Statutory	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	C + 100 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	Amended 2018-04
02.001.014	Case file - Kinship carers		Termination of last placement or date of death of carer if earlier	C + 100 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 16(1)	Amended 2018-04
02.001.014.001	Case file – Kinship care assessments – not viable or children not placed		Date of decision	C + 10 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations	Added 2018-04
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	C + 25 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)b	Amended retention 2018-04

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
02.001.016	Case file – Adopters		Date of granting the adoption order	C + 100 years	Destroy	Statutory	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	C + 5 years	Destroy	Business requirement	Foster Children (Scotland) Act 1984; Foster Children (Private Fostering) (Scotland) Regulations 1985;	
02.001.018	Case file - adopted children		Date of adoption order	C + 100 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	
02.001.019	Indexes to adoption case files		Last entry on index	C + 100 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	
02.001.019.001	Adoption Allowances	Records pertaining to payment of adoption allowance	Termination of adoption allowance being paid	C + 6 years	Destroy	Business requirement		Added 2018-04
2.002	Child protection							
02.002.001	Case file - Child investigated and placed on Child Protection Register		Case closure	C + 35 years	Destroy	Business requirement	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	C + 35 years	Destroy	Business requirement	Unless child looked after where 100 years from date of birth retention period applies	Amended retention 2018-04
02.002.003	Child Protection Register records		Date of birth of child	DOB + 100 years	Destroy	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
02.002.004	Register of Schedule 1 offenders		Date of entry on register	C + 100 years	Destroy	Business requirement		
2.003	Child minding							
02.003.001	Register - list of registered child minders		Superseded	C + 100 years	Destroy	Business requirement		
2.004	Children looked after in care							
SPECIAL NOTE	As of October 2015 and until further notices, authorities must have regard to the instructions received from the Historical Child Abuse Inquiry Scotland to consider "the protection of potentially relevant records, to ensure they are not destroyed before the Inquiry has had the opportunity to consider them". The scope of the inquiry is considered to extend back to 1945. Authorities should consider the potential value of records to the inquiry before carrying out any disposal, particularly for records under 2.004 and 2.007;							Added June 2016. To be removed on conclusion of Inquiry.
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 and children looked after at home with parents		1. Date of child's birth or 2. Date of death where child dies before 18th birthday	1. C + 100 years 2. C + 25 years	Destroy	Statutory	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 - Throughcare 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. DOB + 100 years 2. C + 25 years	Destroy	Statutory	The Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. SSI 2003 No 608 Regulations 3, 15	Amended retention 2018-04

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
02.004.003	Health and Safety risk assessments for outings/trips for looked after children		Date of assessment	C + 100 years	Destroy	Business requirement		Added 2018-04
2.005	Communications							
	see Retention Schedule 20: Management							
2.006	Programme management and development							
	see Retention Schedule 20: Management							
2.007	Residential homes	for Children's Case Files, See 02.004, Children Looked After in Care						
SPECIAL NOTE	As of October 2015 and until further notices, authorities must have regard to the instructions received from the Historical Child Abuse Inquiry Scotland to consider "the protection of potentially relevant records, to ensure they are not destroyed before the Inquiry has had the opportunity to consider them". The scope of the inquiry is considered to extend back to 1945. Authorities should consider the potential value of records to the inquiry before carrying out any disposal, particularly for records under 2.004 and 2.007;							Added June 2016. To be removed on conclusion of Inquiry.

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
02.007.001	Service file - Residential home/Home Care Service management records - major records	Strategy, planning, monitoring, meetings, correspondence visitors books, daily log books	Until superseded Current year	C + 6 years C + 6 years C + 100 years	Destroy	Business requirement	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	Amended visitor book retention 2018-04
02.007.002	Service file - Residential home/Home Care Service management records - minor records		Current	C + 2 years	Destroy	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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	C + 3 years	Destroy	Business requirement	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	Business requirement		
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							

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
2.010	Supporting children							
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.	C + 2 years	Destroy	Business requirement		
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	C + 5 years	Destroy	Business requirement		
02.010.002.001	Case file – Case file where no statutory or child protection measures – voluntary work with family		Case Closure	C + 10 years	Destroy	Business requirement		Added 2018-04
02.010.002.002	Miscellaneous referrals to service including Out of Hours/Police referrals which either resulted in no action or initial assessment completed and no further action or allocation		Referral Closed	C + 2 years	Destroy	Business requirement		Added 2018-04
02.010.003	Case file - Children's rights office		Date of birth Date of death if child dies before 18	C + 100 years C + 15 years	Destroy	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
02.010.004	Movement restriction care plan		Date of birth	C + 25 years	Destroy	Business requirement	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							
02.011.001	Case file – non statutory involvement with no overnight respite or looked after episodes		Case Closure	C + 10 years	Destroy	Business requirement		Added 2018-04
02.011.002	Case file – child who has been looked after or had been looked after or had overnight respite periods as defined in the Looked After Children Regulations		Case Closure or transfer to Adult Services	C + 100 years	Destroy	Business requirement		Added 2018-04
2.012	Training							
02.012.001	Records of training provided to individuals working with children and young people		End of employment	C + 25 years	Destroy	Business requirement		
2.013	Youth justice							

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
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	C + 5 years	Destroy	Business requirement	Unless child looked after where 100 year from date of birth retention period applies	
2.014	Youth services							
02.013.001	Records relating to youth leadership training for social work staff		End of employment	C + 25 years	Destroy	Business requirement		

3. Community Safety

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
3	COMMUNITY SAFETY & EMERGENCIES							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
3.001	Advice							
03.001.001	Contingency planning		Date superseded	C + 2 years	Destroy	Business requirement.		
03.001.002	Emergency response plan	Advice and assistance	End of current year	C + 5 years	Destroy	Business requirement.	Given to an external organisation to prepare and maintain an emergency response plan.	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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	C + 5 years	Review for ongoing value	Business requirement.		
03.001.004	Fire safety planning	Advisory information	End of current year	C + 5 years	Destroy	Business requirement		
03.001.005	Home security	fire safety visits, home safety checks	End of current year	C + 5 years	Destroy	Business requirement		
03.001.006	Advice to businesses		Until superseded	C + 6 years	Destroy	Business requirement	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 33	Amended retention 2018-04
3.002	Community safety							
03.002.001	CCTV surveillance	Procedures	Date of last action.	C + 3 years	Destroy	Business requirement	Not to be confused with RIPSAs authorisation forms or the actual CCTV recordings min. 7 days if not needed for crime prevention	
03.002.002	Community Support Workers	incident logs	Date of last action.	C + 3 years	Destroy	Business requirement		
03.002.003	Community Safety Partnership	Community strategy documents	Until superseded	C + 5 years	Destroy	Business requirement		
03.002.004	Neighbourhood Watch	Information about the responsibilities, set-up etc.	Until superseded	C + 3 years	Destroy	Business requirement		

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
03.002.005	Anti-Social Behaviour - Local authority Strategy		Until superseded	C + 5 years	Destroy	Business requirement	Antisocial Behaviour etc. (Scotland) Act 2004. 2004 asp 8 To be published Section 1 (2)	
03.002.006	Implementation reports		Until superseded	C + 5 years	Destroy	Business requirement	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.	C + 2 years	Destroy	Business requirement	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	C + 6 years	Destroy	Statutory	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.	C + 2 years	Destroy	Business requirement	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	C + 2 years	Destroy	Business requirement	Antisocial Behaviour etc. (Scotland) Act 2004. 2004 asp 8. Section 43	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
03.002.011	Noise Warning Notices		Date of last complaint for the offending property	C + 2 years	Destroy	Business requirement	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	C + 6 years	Destroy	Business requirement	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	C + 2 years	Destroy	Business requirement	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	C + 2 years	Destroy	Business requirement	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	C + 2 years	Destroy	Business requirement	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	C + 6 years	Destroy	Business requirement	Antisocial Behaviour etc. (Scotland) Act 2004. 2004 asp 8 Schedule 3 - 3	
03.002.017	Registers (Of certain landlords)	To be kept up to date	To be kept up to date			Statutory	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	C + 1 year	Destroy	Business requirement	Antisocial Behaviour etc. (Scotland) Act 2004. 2004 asp 8. Sections 83, 84	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
03.002.018	Notice of notification or refusal to register		Date of issue	C + 6 years	Destroy	Business requirement	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		Date advice given	C + 6 years	Destroy	Statutory	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	Amended retention and trigger 2018-04
03.002.020	CCTV footage		Day of recording	31 days	Destroy	Business requirement	Information Commissioner's Office Code of Practice on CCTV. Surveillance Camera Commissioner – Surveillance Camera Code of Practice	Amended 2018-12
3.003	Emergency planning							
03.003.001	Emergency agencies	Contact details.	Date superseded.	Nil	Destroy	Business requirement		
03.003.002	Emergency call-outs	Records generated during incidents and incident debriefing	Date of call-out	Permanent	Retain for historical value	Business requirement		Amended retention 2017-03

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
03.003.003	Emergency plans - development	Development (includes community risk register and all emergency response arrangements)	Date superseded	C + 5 years	Destroy	Business requirement	Civil Contingencies Act 2004	Amended retention 2017-03
03.003.004	Emergency plan - tests	Training and exercising materials	Date of last action	Permanent	Retain for historical value	Business requirement	Civil Contingencies Act 2004	Amended retention 2017-03
03.003.005	Radiation emergency - off-site plan		Date superseded	C + 5 years	Destroy	S.I. 2001/2975 Regulation 9	Records documenting the preparation, review, revision and testing of an off-site emergency plan for premises which present a risk of a radiation emergency.	Amended retention 2017-03
03.003.006	Major accident plan		Date superseded	C + 3 years	Destroy	S.I. 1996/825 Regulation 25; 1999 Control of Major Accident Hazards Regs SI 1999/743	Records documenting the preparation, review and revision of an off-site emergency plan for a major accident hazard pipeline.	
03.003.007								Removed 2017-03
03.003.008								Removed 2017-03

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
03.003.009		as above – radiation leak took place	Date of last action	C + 50 years	Review for historical value.	Statutory	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	C + 5 years	Destroy	Business requirement	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 3	
03.003.011	Risk assessments		Superseded	C + 5 years	Destroy	Business requirement	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. To be in writing; Regulation 11 (4) SSI 2005 No 494 Regulation 10	
03.003.012	Community risk register	The CRR is administered by the Scottish Fire and Rescue Service	To be kept up to date	Retain Current		Business requirement	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 12	
03.003.013								Removed 2017-03

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
03.003.014	Plans	Multi-agency of-site plans (COMAH), Internal council emergency arrangements, multi-agency emergency response plans (not including those already listed)	Superseded	C + 5 years	Destroy	Business requirement	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulations 15 and 16 Control of Major Accident Hazard Regulations, 2015 (previously 1999) Merchant Shipping (Oil Preparedness, Response and Co operation Convention) Regulations 1998 (SI 1998 No. 1056), The National Contingency Plan for Marine Oil Pollution from Shipping and Offshore Installations (2006)	
03.003.015	Information sharing requests and responses		Date of response	C + 3 years	Destroy	Business requirement	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	
13.003.015.001	Information sharing requests and responses	In relation to young offenders	Date Support Terminates	Nil	Destroy	Business requirement	Destroy immediately once support terminates	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
03.003.016								Removed 2017-03
3.004	Emergency service							
03.004.001	Notifications of emergency response		Date of last action.	C + 10 years	Review for historical value	Business requirement		
03.004.002	Reclaim of finances		Date of last action.	C + 5 years	Destroy	Business requirement	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							
								Section removed following transfer of functions to Scottish Fire & Rescue Service under Police and Fire Reform (Scotland) Act of 2012

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
3.006	Fire prevention							
								Section removed following transfer of functions to Scottish Fire & Rescue Service under Police and Fire Reform (Scotland) Act of 2012
3.007	Measures against vandalism							
03.007.001	Flyposting		Date of last action.	C + 3 years	Destroy	Business requirement.		
03.007.002	Removal of graffiti		Date of last action.	C + 3 years	Destroy	Business requirement.		
3.008	Training							
03.008.001	Training exercises		Date of last action.	C + 5 years	Destroy	Business requirement.		

4. Consumer Affairs

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
4	CONSUMER AFFAIRS							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
4.001	Advice							
04.001.001	Campaigns	Information relating to campaigns within consumer affairs	Date campaign completed	C + 7 years	Destroy	Business requirement		

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
4.002	Enforcement / Prosecution of offences							
04.002.001	Prosecution of offences case files	Dangerous and wild animals	Date investigation complete	C + 7 years	Destroy	Business requirement		
04.002.002	Animal health and welfare	Care Notices	Date of notice	C + 6 years	Destroy	Business requirement	Animal Health and Welfare (Scotland) Act 2006 s 25	
04.002.003	Enforcement policy		Date superseded	Until superseded	Destroy	Business requirement		
04.002.004	Civic Government (Scotland) Act referrals		Date of referral	C + 2 years	Destroy	Business requirement		
04.002.005	Fixed Penalty Notices	Notices	Date notice charged	C + 6 years	Destroy	Business requirement		
04.002.006	Food alerts (FAFA and FAFI)	Food Alert	Date of alert	C + 2 years	Destroy	Business requirement		
04.002.007	Communicable Diseases notifications		Date of notification	C + 2 years	Destroy	Business requirement		Amended activity 2018-04
04.002.008	Food safety notices (such as seizure and detention)		Date notice issued	C + 2 years	Destroy	Business requirement		
04.002.009	Health and safety at work		Date investigation complete	C + 7 years Or C + 40 years for investigation relating to asbestos incident	Destroy	Business requirement	Health and Safety at Work Act	
04.002.010	Hygiene Emergency prohibition notices			Retain permanently	Retain	Business requirement		
04.002.011	Inspections		Date investigation complete	C + 7 years	Destroy	Business requirement		

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.002.012	Prosecution reports to procurator fiscal		End of current year	C + 5 years	Destroy	Business requirement		
04.002.013	Prosecution Registers		End of current year	Permanent	Retain for historical value	Business requirement		
04.002.014	Health and safety prosecutions register		Date superseded	Retain permanently	Retain	Business requirement		
04.002.015	Safety notices (under the Consumer protection Act)		Date notice issued	C + 5 years	Destroy	Business requirement	Consumer Protection Act	
04.002.016	Trading standards - improvement notices		Date notice issued	C + 5 years	Destroy	Business requirement		
04.002.017	Trading standards - notification books		Date notice issued	C + 5 years	Destroy	Business requirement		
04.002.018	Weights and measures - notification books		Date investigation complete	C + 7 years	Destroy	Business requirement		
04.002.019	Notice requiring removal from sale of beef		Date of notice	C + 3 years	Destroy	Business requirement	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	C + 2 years	Destroy	Business requirement	The Common Agricultural Policy (Wine) (Scotland) Regulations 2002. SSI 2002 No 325. Regulation 9, 10	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.002.020	Imported animal products	Border posts - Local authority returns	Current year	C + 3 years	Destroy	Business requirement	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	C + 6 years	Destroy	Business requirement	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	C + 3 years	Destroy	Business requirement	The Transmissible Spongiform Encephalopathies (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	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	Feed (Hygiene and Enforcement) (Scotland) Regulations 2005. SSI 2005 No 608. To be in writing; Regulation 26	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.002.025	Animal feed regulations	Feed business emergency prohibition notices and orders.	Cessation of order or notice	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	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	C + 3 years	Destroy	Business requirement	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	C + 3 years	Destroy	Business requirement	Avian Influenza (H5N1 in Wild Birds) (Scotland) Order 2007. SSI 2007 No 61 Reg 3. Must be in writing	
04.002.029	Animal health - Avian flu	Notice of restriction	Date of notification	C + 3 years	Destroy	Business requirement	Avian Influenza and Influenza of Avian origin in mammals (Scotland) Order 2006. SSI 2006 No 336. Reg 10. Reg 4	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.002.030	Animal health - Avian flu	Notice to prohibit the keeping of poultry or other captive birds	Date of expiry	C + 3 years	Destroy	Business requirement	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	C + 3 years	Destroy	Business requirement	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	C + 2 years	Destroy	Business requirement	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	C + 3 years	Destroy	Business requirement	Food Hygiene (Scotland) Regulations 2006. SSI 2006 No 3. Regulations 6, 7, 8, 9 (See time limit in Regulation 16)	
04.002.034	Food contaminants	Notice that food is not to be used for human consumption	Date of notice	C + 3 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	Licensing (Scotland) Act 2005. 2005 asp 16. Section 14, 39, 97, 98	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.002.036	Alcohol licensing	Exclusion order	Date of order	C + 5 years	Destroy	Business requirement	Licensing (Scotland) Act 2005. 2005 asp 16. Section 94	Amended retention 2017-11
4.003	Environmental health							
04.003.001	Animal control licences		Date administrative use ceases	C + 5 years	Destroy	Business requirement		
04.003.002	Building Standards and planning consultations		Date administrative use ceases	C + 1 year	Destroy	Business requirement	Building (Forms) (Scotland) Regulations 2005. SSI 2005 No 172	
04.003.003	Closed Landfill sites			Retain permanently	Retain for historical value	Business requirement		
04.003.004	Contaminated Land Register Strategy		Date superseded	Until superseded	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement		
04.003.006	Housing conditions survey			Retain permanently	Retain for historical value	Business requirement		
04.003.007	Infection control policies		Date superseded	C + 3 years	Destroy	Business requirement		
04.003.008	Contaminated land - Remediation Notice		Date of compliance	C + 16 years	Destroy	Business requirement	The Contaminated Land (Scotland) Regulations 2000. SSI 2000 No 178 Regulation 5 To be in writing as per Schedule 2	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
4.004	Investigation, inspections and monitoring							
04.004.001	Equipment inspection records		Date of equipment disposal	C + 5 years	Destroy	Business requirement		
04.004.002	Food standards inspection forms		Date of inspection	C + 6 years	Destroy	Business requirement		Amended retention 2018-04
04.004.003	Investigations	Nuisances, for example, complaints against traders, complaints-food, etc.	Date of last action	C + 3 years	Destroy	Business requirement	Environmental Protection Act 1990.	Amended activity 2018-04
04.004.004	CCTV records from covert surveillance (including master copy of RIPA authorisation forms) - in cases that lead to prosecution		Date investigation complete	C + 5 years	Check with Legal Services	Business requirement	Regulatory & Investigatory Powers (Scotland) Act 2000	
04.004.005	CCTV records from covert surveillance (including master copy of RIPA authorisation forms) - routine recordings not needed for prosecution		Date of recording	7 days	Destroy/ Overwrite	Business requirement	Data Protection Act 1998 c.29	
04.004.006	Enquiry sheets / log book - for example, dog wardens, pest control, trading standards		Date enquiry closed	C + 1 year	Destroy	Business requirement		

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
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	C + 3 years	Destroy	Business requirement		
04.004.008	Consumer Affairs cases		Date of last action	C + 3 years	Destroy	Business requirement	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	C + 3 years	Destroy	Business requirement	Environmental Protection Act 1990. Nuisances - for example, dampness / drainage. [The monitoring of general nuisance within the public domain.]	
04.004.010	Animal health & welfare - Sheep and goats	Annual Inventory	Current year	C + 2 years	Destroy	Business requirement	The Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009. SSI 2009 No 414 Council Regulation (EC) No 21/2004	
04.004.011								Removed 2017-11

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
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	C + 15 years	Destroy	Statutory	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								Removed 2017-11
04.005.002	Food premises	Register	Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.003								Removed 2017-11
04.005.004	Animal boarding licences		Date registration lapses	C + 2 years	Destroy	Business requirement	Animal Boarding Establishments Act 1963	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.005	Animal breeding licences		Date registration lapses	C + 2 years	Destroy	Business requirement	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	C + 2 years	Destroy	Business requirement		
04.005.007	Building materials licences		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.008	Butchers licences		Date registration lapses	C + 2 years	Destroy	Business requirement	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 or is revoked	C + 3 years	Destroy	Business requirement	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. As amended by Housing (Scotland) Act 2014 ss 63 and 65	
04.005.010	Cemetery licences		Date registration lapses	C + 2 years	Destroy	Business requirement		

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.011	Cooling towers	Notifications to local authority	Date of cessation of operation	C + 2 years	Destroy / Review for Archival retention	Business requirement	Notification of Cooling Towers and Evaporative Condensers Regulations 1992 SI 1992 No 2225 Regulation 3	
04.005.012	Credit licensing		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.013	Crematoria licences		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.014	Dangerous wild animals licences		Date registration lapses	C + 2 years	Destroy	Business requirement	Dangerous Wild Animals Act 1976.	
04.005.015	Public Entertainment licences and temporary public entertainment licences		Date licence lapses, is surrendered or revoked	C + 5 years	Destroy	Business requirement	Civic Government (Scotland) Act 1982 c.45	Amended activity, trigger and retention 2017-11
04.005.016	Explosives licences - Sale or Storage		Date registration lapses	C + 2 years	Destroy	Business requirement	Manufacture and Storage of Explosives Regulations 2005. SI 2005 No 1082	
04.005.017	Food business licences		Date registration lapses	C + 2 years	Destroy	Business requirement	Food Premises (Registration) Regulations 1991. SI 1991:2825.	
04.005.018	Food licences		Date registration lapses	C + 2 years	Destroy	Business requirement	Food Safety Act 1990.	
04.005.019	Taxi licences	Taxi Vehicle Licences and Taxi Driver Licences	Date licence lapses, is surrendered or is revoked	C + 5 years	Destroy	Business requirement	Civic Government (Scotland) Act 1982 c.45, s.10-22	Amended activity, trigger and retention 2017-11

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.020	Highway projection licences		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.021	Hoarding licences		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.022	Houses - Register of unfit premises		Date superseded	Retain permanently	Retain for historical value	Business requirement		
04.005.023	Infectious diseases licensing and use		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.024	Late hours catering licences		Date licence lapses, is surrendered or is revoked	C + 5 years	Destroy	Business requirement	Civic Government (Scotland) Act 1982 c.45, s.42	Amended trigger and retention 2017-11
04.005.025								Removed 2017-11
04.005.026	Lottery registration		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.027	Massage and special treatment licences		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.028	Non medicinal poisons licences		Date registration lapses, is surrendered or is revoked	C + 2 years	Destroy	Business requirement		Amended trigger 2017-11
04.005.029	Nursing agencies licences		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.030	Other hazardous substances		Date registration lapses	Permanent	Retain for historical value	Business requirement		
04.005.031	Personal licences	Personal licence	Date registration lapses, is surrendered or is revoked	C + 5 years	Destroy	Business requirement	Licensing Act 2003	Amended description, trigger and retention 2017-11

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.032	Pet shop licences		Date registration lapses	C + 2 years	Destroy	Business requirement	Pet Animals Act 1951 (as amended by the 1983 Act)	
04.005.033	Petroleum licences		Date registration lapses	Permanent	Retain for historical value	Business requirement	Petroleum (Regulation) Acts 1928 and 1936	
04.005.034	Premises licences		Date registration lapses	C + 2 years	Destroy	Business requirement	Licensing (Scotland) Act 2005	
04.005.035								Removed 2017-11
04.005.036								Removed 2017-11
04.005.037	Private hire licences		Date licence lapses, is surrendered or is revoked	C + 5 years	Destroy	Business requirement	Civic Government (Scotland) Act 1982 c.45, s.10-22	Amended retention and trigger 2017-11
04.005.038	Public entertainment licences		Date registration lapses	C + 2 years	Destroy	Business requirement	Licensing Act 2003	Added 2018-04
04.005.039	Register of reservoirs		Date superseded.	Retain permanently	Retain for historical value.	Business requirement		
04.005.040	Reservoirs correspondence/ Scottish Water files		Date of last action	C + 4 years	Destroy	Business requirement		
04.005.041	Riding establishment licences		Date registration lapses	C + 2 years	Destroy	Business requirement	Riding Establishments Act 1964 and 1970	
04.005.042	Scaffold licences (permits)		Date registration lapses	C + 2 years	Destroy	Business requirement	Roads (Scotland) Act 1984	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.043	Metal dealers licences		Date licence lapses, is surrendered or is revoked	C + 5 years	Destroy	Business requirement	Civic Government (Scotland) Act 1982, as amended by the Air Weapons and Licensing (Scotland) Act 2015	Amended activity, trigger, retention and citation 2017-11
04.005.044	Sex shop licences		Date licence lapses, is surrendered or is revoked	C + 5 years	Destroy	Business requirement	Civic Government (Scotland) Act 1982 c.45, s.45	Amended activity, trigger and retention 2017-11
04.005.045	Shops		Date registration lapses	C + 2 years	Destroy	Business requirement		
04.005.046	Skip licences		Date registration lapses	C + 2 years	Destroy	Business requirement	Roads (Scotland) Act 1984 sec 85	
04.005.047	Street collections and lotteries register		Date registration lapses	C + 5 years	Destroy	Business requirement	Civic Government (Scotland) Act 1982 c.45	Amended activity and retention 2017-11
04.005.048	Street trading licences		Date licence lapses, is surrendered or revoked	C + 5 years	Destroy	Business requirement	Civic Government Scotland Act 1982 c.45, s.39	Amended retention and trigger 2017-11
04.005.049	Zoo licences	Licence, notice of compliance, closure notice	Date registration lapses	C + 2 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	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	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.051	Animal health & welfare - Sheep and goats	Contingency plan (To be agreed with the local authority)	End of or revocation of plan	C + 3 years	Destroy	Business requirement	The Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009. SSI 2009 No 414 Council Regulation (EC) No 21/2004	
04.005.052	Animal health and welfare - animal dealers	Register of animal dealing licences	To be kept up to date		Consider for Archival preservation	Business requirement	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 TB10	Declaration - copy sent to the local authority	Date of receipt	6 months	Destroy	Statutory	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	Statutory	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)	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.055	Animal health - Cattle - BSE	Approvals, authorisations, licences and registrations	End of approval or registration	C + 3 years	Destroy	Business requirements	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	C + 5 years	Destroy	Business requirements	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	C + 3 years	Destroy	Business requirements	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	C + 5 years	Destroy	Business requirement	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	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.059	Animal health and welfare - Foot and Mouth disease	Licence for movement	Date of receipt by local authority	C + 3 years	Destroy	Business requirement	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	C + 3 years	Destroy	Statutory	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	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.061	Animal health and welfare - Trade	Health certificate	Date of certificate	C + 3 years	Destroy	Statutory	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	C + 1 year	Destroy	Business requirement	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	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.063								Removed 2017-11
04.005.064	Licensing of Booking Offices	Booking Office Licence (Hire of taxis or private hire cars)	License lapses, is surrendered or revoked	C + 5 years	Destroy	Business requirement	Civic Government (Scotland) Act 1982 (Licensing of Booking Offices) Order 2009. SSI 2009 No 145 Regulation 2	Amended retention and trigger 2017-11
04.005.065	Licensing - Alcohol	Premise Licence Occasional Licence Variation of premises licence Temporary premises licence	Licence lapses, is surrendered or revoked	C + 5 years	Destroy	Business requirement	Licensing (Scotland) Act 2005, asp 16. Sections 1, 17, 26, 28, 29, 32, 45, 56	Amended trigger 2017-11
04.005.066	Licensing - Alcohol	Licensing Policy Statement Supplementary Licensing Policy Statement See also 08.001	Superseded	C + 6 years	Destroy/ Consider for Archival preservation	Business requirement	Licensing (Scotland) Act 2005 2005 asp 16 Section 6 To be published	Amended description and retention 2017-11

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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 C + 5 years from the date the licence ceased to have effect.	Consider for Archival preservation	Statutory	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								Removed 2017-11
04.005.069								Removed 2017-11

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
04.005.070	Licensing of skin piercing or tattooing		Expiry of licence	C + 5 years	Destroy	Business requirement	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	C + 15 years	Destroy / Review for Archival retention	Statutory	Private Water Supplies (Scotland) Regulations 2006. SSI 2006 No 209. Regulation 34	
04.005.072	Ship Sanitation Certificates		Date of issue	C + 1 year	Destroy	Statutory	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	C + 6 years	Destroy / Review for Archival retention	Business requirement	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	Amended retention 2017-11
04.005.074	Gambling licenses	Premises licence Occasional licence Variation of premises licence Temporary premises licence	License ceases	C + 5 years	Destroy	Business requirement	Gambling Act 2005 (Premises Licences and Provisional Statements) (Scotland) Regulations 2007. SSI 2007 No 196 Regulations 3-10 16	Amended description, retention and citation 2017-11

5. Council Property

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
5	COUNCIL PROPERTY							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
5.001	Maintenance of council property - Maintenance records - typically organised by property							
5.001.001	Records documenting routine inspections of property	Property Condition Surveys, statutory inspection records, non-statutory inspection records	Date of inspection	C + 5 years	Destroy	Business requirement	Retaining inspection records provides evidence of effective property management.	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
5.001.002	Records documenting major maintenance works on property		Disposal of property	Nil	Transfer	Business requirement	Transfer records to new owners when land/property is sold.	
5.001.003	Records documenting minor maintenance works on property - assets over £50,000	Project file to include scope of works, value, contract monitoring inspection records	Completion of works	C + 20 years	Destroy	Business requirement	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	Orders in Tech Forge system outlines scope of works	Completion of works	C + 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
5.001.005	Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises		Date of assessment	C + 10 years	Destroy	Business requirement	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	Surveys undertaken held on site and in Tech Forge	Removal of asbestos or subsequent inspection	C + 10 years	Destroy	Business requirement	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	Orders placed held in Tech Forge. Held in Shared Drive – Property File prior to the introduction of Tech Forge	End of current year	C + 2 years	Destroy	Business requirement		
5.001.008	Records documenting the maintenance of equipment: major items	Inspection and maintenance records held in Tech Forge. Held in Shared Drive – Property File prior to the introduction of Tech Forge	Decommissioning/ disposal of item	C + 5 years	Destroy	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
5.001.009	Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations		Decommissioning / Disposal of item	C + 5 years	Destroy	Business requirement		
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	C + 5 years	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 13 (3). See also PPE/COSHH	
5.001.011	Records documenting the inspection and testing of equipment		Disposal of item	C + 1 year	Destroy	Business requirement		
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	C + 5 years	Destroy	Business requirement		
5.001.013	Plan identifying parts of premises affected by asbestos	Asbestos survey and register held on site and in Tech Forge	Whilst relevant		Destroy	Business requirement	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	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
5.001.014	Asbestos Risk Assessment	Asbestos survey and register held on site and in Tech Forge	Whilst relevant		Destroy	Business requirement	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.	
5.001.015	Asbestos - Plan of work		Completion of works	6 months	Destroy	Business requirement	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	Business requirement	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	C + 3 years	Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 9 To be in writing	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
5.001.018	Site clearance certifications		Recommend add to the premise health and safety file and retain for the life of the building			Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 20	
5.002	Property acquisition and disposal							
05.002.001	Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets over £50,000	Information including surveys, valuations and correspondence will be held on file. Transactions taking place after 2016 will be held in Technology Forge	Disposal of property	C + 20 years	Destroy	Business requirement	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	Information including surveys, valuations and correspondence will be held on file. Transactions taking place after 2016 will be held in Technology Forge	Disposal of property	C + 5 years	Destroy	Business requirement	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	Business requirement		
05.002.004	Records documenting negotiations for the acquisition of a property by the Council, where the property was not acquired	Information including correspondence will be held on file	Closure of negotiations	C + 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
05.002.005	Records documenting the acquisition of a property through lease - assets over £50,000	Information including lease agreement and correspondence will be held on file. Transactions taking place after 2016 will be held in Technology Forge	Expiry of lease	C + 20 years	Destroy	Business requirement	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	Information including lease agreement and correspondence will be held on file. Transactions taking place after 2016 will be held in Technology Forge	Expiry of lease	C + 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.007	Records documenting negotiations for the lease of a property by the Council, where the property was not leased	Information including lease negotiations and correspondence will be held on file	Closure of negotiations	C + 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	
05.002.008	Council property design and construction project files – contract value 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)	C + 20 years	Review for business and historical value	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
05.002.009	Council property design and construction project files – contract value 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)	C + 5 years	Review for business and historical value	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	
05.002.010	Records documenting the development of specifications for consumables		Superseded	C + 3 years	Destroy	Business requirement		
05.002.011	Records documenting the development of specifications for equipment: major items		Disposal of item	C + 3 years	Destroy	Business requirement		
05.002.012	Records documenting the disposal of properties by sale, transfer or donation	Information including surveys, valuations and correspondence will be held on file. Transactions taking place after 2016 will be held in Technology Forge	Disposal of property	C + 20 years for assets over £50,000; C + 5 years for assets under £50,000	Destroy	Business requirement	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	Information including lease agreement and correspondence will be held on file. Transactions taking place after 2016 will be held in Technology Forge	Termination of lease	C + 20 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
05.002.014	Records documenting the termination of a property lease - assets under £50,000	Information including lease agreement and correspondence will be held on file. Transactions taking place after 2016 will be held in Technology Forge	Termination of lease	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement		
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	C + 20 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	
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	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
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	Business requirement	Or as specified by the requirements of specific enforcing authorities	
05.003.005	Property compliance	Gas safety certificates	Date of check	C + 2 years	Destroy	Business requirement	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	Business requirement		
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	C + 2 years	Destroy	Business requirement		
05.003.008	Property security - Register of security passes issued to staff		Expiry of pass	C + 1 year	Destroy	Data Protection Act 2018		Amended authority 2018-12

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
05.003.009	Property security - Register of security passes issued to visitors		Expiry of pass	1 month	Destroy	Data Protection Act 2018		Amended authority 2018-12
05.003.010	Property security - Records documenting the investigation of a security incident in a property, and action taken		Last action on incident	C + 1 year	Destroy	Business requirement		
05.003.011	Equipment and consumables - storage records	Stock inventory, stock taking records, condition monitoring, movement to and from storage	End of current year	C + 3 years	Destroy	Business requirement	Subject to specific requirements for particular categories of items	
05.003.012	Fleet management - Allocation and maintenance		Disposal of the vehicle	C + 7 years	Destroy	Business requirement		
05.003.013	Fleet management - Recording drivers usage		Date closed/returned to employer	C + 1 year	Destroy	Statutory	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	C + 3 years	Destroy	Business requirement		
05.003.015	Fleet management - Vehicle records, lease or purchase		Disposal of the vehicle	C + 7 years	Destroy	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
5.004	Facilities Management							
05.004.001	Catering – Paperwork recording number of pupils taking paid and free meals, purchases, staff hours, stock and cash income	Monthly returns, purchase orders, stock sheets, cash reconciliations (CDCHs), cashless catering records, school meal returns		C + 7 years	Destroy	Business requirement		
05.004.002	Catering – Paperwork recording the amount of milk purchases each week	Milk returns		C + 7 years	Destroy	Business requirement		
05.004.003	Catering – Kitchen paperwork	Staff registration forms, production sheets, cleaning schedule		C + 2 years	Destroy	Business requirement		
05.004.004	Catering – Records for menu development	Menus, recipes, specification products, Nutmeg		C + 2 years	Destroy	Business requirement		
05.004.005	Records documenting the inspection and testing of equipment	PAT etc		C + 1 year	Destroy	Business requirement		
05.004.006	Records of staff	Signing in/out book		C + 1 year	Destroy	Business requirement		
05.004.007	Janitorial/Caretaking – Record of time worked and call outs	Relief, standby, standby call out sheets and claim forms		C + 1 year	Destroy	Business requirement		
05.004.008	Records of vehicle usage	Vehicle record sheet, fuel receipts and claim forms		C + 7 years	Destroy	Business requirement		
05.004.009	Records of lets in schools, costs and janitor cover	Let spreadsheet and invoices, janitorial cover		C + 2 years	Destroy	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
05.004.010	Reception – Visitors books	Visitor books		C	Destroy	Business requirement		
05.004.011	Football bookings	Registration forms and receipts		C	Destroy	Business requirement		

6. Cemeteries and Crematoria

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
6	CEMETERIES & CREMATORIA							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
6.001	Burial identity and location							
06.001.001	Cemetery and Crematoria Maps	Cemetery and crematoria plans, burial plot layout,	Date superseded	Current	Transfer to archive	Business requirement		Amended activity and retention 2018-04

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
06.001.002	Summary management systems registration – Services Database	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	Business requirement		
06.001.003	Application Forms	Applications (for a cremation, interment or monument erection)	1.End of current year – prior to 04/04/2019 2.End of current year – 04/04/2019 onwards	1. C + 15 years 2. C + 50 years	Destroy	Statutory	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	Amended activity 2018-04
06.001.004	Exhumations	Exhumation orders (documentation regarding the process of regulation of exhumation)	Date superseded	Permanent	Retain	Business requirement		
06.001.005	Interment Service – Management Rules	Regulation of burials and cremations	End of current year	C + 15 years	Destroy	Statutory	Cremations (Scotland) Regulations 1935 Reg 19	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
06.001.006	Interment Service – National Assistance Act	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.	C + 15 years	Destroy	Business requirement	National Assistance Act 1948 s 50	
06.001.007								Removed 2018-04
06.001.008								Removed 2018-04
6.002	Maintenance of burial grounds							
06.002.001	Planned Maintenance of all cemeteries and crematoria infrastructure and responsive maintenance	Program of maintenance to cemeteries and crematoria over the next maintenance period	End of current year	C + 5 years	Destroy	Business requirement	Covered by Land Management RRS.	
06.002.002								Removed 2018-04
06.002.003								Removed 2018-04

7. Criminal Justice

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
7	CRIMINAL JUSTICE							
7.001	Supporting offenders							
07.001.001								Removed 2017-03
07.001.002								Removed 2017-03

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
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, Community Payback Order	1. Completion of order 2. Death of offender	1. C + 5 years 2. C + 3 years	Destroy	Business requirement	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders	
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, Community Payback Order	1. Completion of order 2. Death of Offender	1. C + 10 years 2. C + 3 years	Destroy	Business requirement	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders	Added retention for death of offender 2017-03

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
07.001.006	Case file - Schedule 1/Circular 11/Sex offenders	Community Supervision Orders or Licences where offender is Schedule 1/ Circular 11. Sex Offender and/or subject to MAPPA	Last action on case or completion of order	C + 100 years	Destroy	Business requirement	(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	
07.001.007								Removed 2017-03

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
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.	Including work with family	Last action on case	C + 5 years	Destroy	Business requirement		Amended retention 2017-03
07.001.009								Removed 2017-03
07.001.010	Case file - Throughcare: Life Licence, Extended Sentence, Non-Parole Licence, Parole Licence	1. Life Licence 2. Other Licences	1. Prison release date 2. Close of case/end of license	1. C + 50 years 2. C + 5 years	Destroy	Business requirement		Added retention for close of case/ end of license 2017-03
07.001.011	Case file - Throughcare: Voluntary	Work with offender requesting non statutory involvement on release from prison	Last action on case	C + 3 years	Destroy	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
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	Business requirement	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	
7.002	Community Supervision Programme Management							
								Removed 2017-03
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	C + 5 years	Review for ongoing value	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
07.003.002	Records documenting the provision of a Criminal Justice Social Work Report on an offender, where there is no further social work involvement.		Last action on case / Court Outcome	C + 3 years	Destroy	Business requirement		
07.003.003								Removed 2017-03

8. Democracy

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
8	DEMOCRACY							
8.001	Decision making							
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	C + 6 years (available for inspection by public under 1973 Act)	Retain	Business requirement	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	Business requirement		
08.001.002.001	Meeting records relating to the Local Attendance Committee	Agenda and associated reports	Date of meeting	Until the child reaches the age of 21	Destroy	Business requirement		
08.001.002.002	Meeting records relating to Educational Appeals	Agenda and associated reports	Date of meeting	Until the child reaches the age of 21	Destroy	Business requirement		
08.001.003	Calendar of meetings of Council and Council committees		When superseded	None	Destroy	Business requirement		
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	Business requirement	Retain master record; copies should be destroyed	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
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	C + 5 years	Destroy	Business requirement	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 – for Appeals Panel see notes	Date of confirmation of the minutes	None	Destroy	Business requirement	With the exception of the Appeals Panel where notes are kept for 6 months and then destroyed	
8.002	Executive							
08.002.001	Records of statutory appointments	see Retention Schedule 15: Human Resources						
8.003	Governance							
08.003.001	Records documenting the Council's Scheme of Administration and Delegation to Committees	Council's Scheme of Delegation and Standing Orders		Permanent	Retain	Business requirement		
08.003.002	Records documenting the development of the Council's constitution and decision-making structures and procedures.	Committee Structure		Permanent	Retain	Business requirement		
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	C + 5 years	Destroy	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
8.005	Member support							
08.005.001	Records documenting Councillors' declarations of interests	Member's register of interest	Date member leaves office	C + 10 years	Review for archival value	Business requirement		
08.005.002	Councillors' Code of Conduct		After administrative use is concluded	C + 6 years	Destroy	Business requirement		
08.005.003	Register of gifts and hospitality		Date member leaves office	C + 10 years	Review for archival value	Business requirement		
08.005.004	Records documenting routine communications between Council officers and individual councillors (not service-related matters)	Includes email correspondence	Last action	C + 5 years	Review for archival value	Business requirement		
08.005.005	Standards - Findings of acceptance		Date member leaves office	C + 2 years	Destroy	Business requirement		
08.005.006	Standards - Investigations		Date member leaves office	C + 2 years	Destroy	Business requirement		
08.005.007	Leader of the Council	Correspondence (Internal and external)	Current year	C + 5 years	Destroy	Business requirement		Amended retention 2017-03
08.005.008	Leader of the Council	Service files	Current year	C + 5 years	Destroy	Business requirement		Amended retention 2017-03
08.005.009	Leader of the Opposition	Correspondence (Internal and external)	Current year	C + 5 years	Destroy	Business requirement		Amended retention 2017-03

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
08.005.010	Leader of the Opposition	Service files	Current year	C + 5 years	Destroy	Business requirement		Amended retention 2017-03
08.005.010.001	All other Councillors	Correspondence (internal and external)	End of political term	C + 1 year	Destroy	Business requirement		Added series 2017-03
08.005.011	Advice	Includes email correspondence	Current year	C + 5 years	Destroy	Business requirement		Amended retention 2017-03
8.006	Planning							
08.006.001	Forward Plan - CMT			Permanent	Retain	Business requirement		
08.006.002	Strategic Plan - management team minutes	CMT Meeting Minutes		C + 5 years	Destroy	Business requirement		Amended retention 2017-03
08.006.003	Strategic Plan - Reviews		Date closed	C + 5 years	Destroy	Business requirement		
08.006.004	Gaelic Language Plan (Approved)		Superseded	C + 5 years	Consider for archival value	Business requirement	Gaelic Language (Scotland) Act 2005 asp 7 Section 3. Review at intervals of not later than 5 years Section 7 (2)	
8.007	Representation							

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
08.007.001	Records documenting activities undertaken in preparing for a Scottish parliamentary election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Ballot papers; Returning Officer Correspondence	Date of election	C + 1 year	Destroy	Statutory	<p>Scottish Parliament (Elections etc.) Order 2007. SI 2007 No 937 (S.3) Regulation 69</p> <p>Political Parties and Elections Act 2009 c. 12 Part 3 — Elections</p> <p>25 Disposal of election documents in Scotland In the 1983 Act— (b) in Schedule 1 (parliamentary elections rules), for rule 58 there is substituted— “58 (1) This rule modifies rules 55 to 57 in relation to elections in Scotland. (2) In relation to such elections— (a) the documents mentioned in rule 55(1)— (i) are not to be forwarded by the returning officer as required by that rule,</p>	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
							(ii) instead, are to remain in the returning officer's custody (and be endorsed by the officer as required by that rule); (b) the references in rules 56 and 57 to the relevant registration officer are to be read as references to the returning officer (and rule 55(1A) is to be disregarded); (c) the reference in rule 57(1) to the documents to be retained is to be read as a reference to the documents remaining in the returning officer's custody under subparagraph (a)(ii)."	
08.007.001.001	Records documenting activities undertaken in preparing for a Scottish parliamentary election	Declaration of Candidates Expenses	Date of election	2 years	Destroy	Statutory	As above	Added series 2017-03
08.007.002	Records documenting activities undertaken in preparing for a local government election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Returning Officer Correspondence	Date of election	C + 1 year	Destroy	Statutory	The Scottish Local Government Elections Rules 2002. SSI 2002 No 457 Regulation 47	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
08.007.002.001	Records documenting activities undertaken in preparing for a local government election	Declaration of Candidates Expenses	Date of election	C + 2 years	Destroy	Statutory	As above	Added series 2017-03
08.007.003	Records documenting activities undertaken in preparing for a UK parliamentary election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Returning Officer Correspondence	Date of election	C + 1 year	Destroy	Statutory	Political Parties and Elections Act 2009 (c. 12), Part3, para 25	
08.007.003.001	Records documenting activities undertaken in preparing for a UK parliamentary election	Declaration of Candidate Expenses	Date of election	C + 2 years	Destroy	Statutory	As above	Added series 2017-03
08.007.004	Records documenting activities undertaken in preparing for a European parliamentary election	Notices of Appointment; Notices of Candidature; Declarations of Results;; Returning Officer Correspondence	Date of election	C + 1 year	Destroy	Statutory	SI 2004 No. 293 Schedule 1 Rule 61 and Schedule 2 para. 52	
08.007.005	Formal record of election results			Permanent	Retain	Statutory		

9. Economic Development

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
9	ECONOMIC DEVELOPMENT							
9.001	Business intelligence							
09.001.001	Business directory		Date superseded	Until superseded	Destroy	Business requirement	Maintain current only and update as required	
9.002	Promotion							
09.002.001	Business community survey		Completion of survey	C + 12 years	Review for ongoing value	Business requirement		Amended retention 2018-04
09.002.002	Business community consultation		Completion of consultation	C + 12 years	Review for ongoing value	Business requirement		Amended retention 2018-04
09.002.003	Establishment and operation of business forum or networking group	meeting minutes and papers, correspondence	Life of group	C + 12 years	Review for ongoing value / Review for Archives	Business requirement		Amended retention 2018-04
09.002.004	Business development advice and assistance to a specific business		Last contact with business	C + 12 years	Review for ongoing value	Business requirement		Amended retention 2018-04
09.002.005	Application to Council for business loan or grant - application rejected		Last action on application	C + 12 year	Destroy	Business requirement		Amended retention 2018-04
09.002.006	Application to Council for business loan or grant - application approved		Termination of loan agreement/ Final payment of grant	C + 12 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	Amended retention 2018-04
9.003	Regeneration							
09.003.001	Area and priority regeneration strategies	Rural strategy, urban strategy, community planning strategy, town planning - final approved plans	Until superseded	C + 12 years	Review for historical value	Business requirement	Consider transferring one copy of key plans to archive	Amended retention 2018-04

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
09.003.002	Implementation of Area and priority regeneration strategies		Completion of implementation	C + 12 years	Review for historical value	Business requirement		Amended retention 2018-04
09.003.003	Records documenting the development, progress and outcomes of a regeneration project		Completion of project	C + 12 years	Review for historical value	Business requirement		Amended retention 2018-04
09.003.004	Direct support given to social enterprise/ economic regeneration organisations		Last contact with organisation	C + 12 years	Review for business value	Business requirement		Amended retention 2018-04
09.003.005	Participation in a lobbying group to represent Council geographic area in economic development planning at regional, national and European level		Current	C + 10 years	Review for business and historical value	Business requirement		
09.003.006	Direct support given to an inward investment project		Current year	C + 10 years	Review for business and historical value	Business requirement		

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
09.003.007	Regeneration funding including Rural Development Funding (LEADER)	Records documenting advice and guidance documentation given to an organisation/individual about sources of funding for an economic development project, and assistance given to obtain funding. This includes LEADER funding for a potential project that aligns with the Local Development Strategy, and assistance given to apply for LEADER funding.	1. Last action with organisation 2. LEADER last action with organisation	1. C + 12 years 2. C + 10 years	Review for business value	Business requirement	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. All records, documents or electronic data relating to the activities delegated	Amended retention from C+5 yrs and addition of information on LEADER 2018-04

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
							to the Accountable Body under the SLA will be maintained by the Accountable Body as a minimum until a period of 3 years has elapsed following the Commission's formal closure of the Scottish Rural Development Programme (SRDP) and for a minimum of 6 years from the end of the financial year during which final payment in relation to those activities was made, or 10 years where the funded activity related to the purchase of heritable property	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
09.003.008	Regeneration funding including Rural Development Funding (LEADER) - application processing - application rejected, withdrawn or did not progress beyond Expression of Interest	application reviews, provision of advice	1. Last action on case 2. LEADER last action on case	1. C + 5 years 2. C + 10 years	Destroy	Business requirement		Amended retention and addition of information on LEADER 2018-04
09.003.009	Regeneration funding including Rural Development Funding (LEADER) - application processing - approved	Records documenting the processing of an application for funding, where the application was approved.	1. Termination of funding agreement/Last action on case 2. LEADER Termination of funding agreement/Last action on case	1. C + 5 years 2. C + 10 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	Retention amended and addition of information on LEADER 2018-04
9.004	Sustainability							
09.004.001	Sustainable development projects		Date of last action	C + 10 years	Review for historical value	Business requirement		
9.005	Tourism & Events							
09.005.001	Tourism & Events development strategy		Superseded	C + 10 years	Review historical value	Business requirement		Amended activity 2018-04
09.005.002	Council initiatives to promote and develop tourism & events	records of planning, progress and outcomes	Completion	C + 5 years	Review for business value	Business requirement		Amended activity 2018-04
09.005.003	Council funding and financial support for a tourism or event project where the Council is not a project partner		Termination of funding agreement	C + 12 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	Amended activity and retention 2018-04

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
09.005.004	Records documenting the development, progress and outcomes of a project or event to increase and enhance facilities and services for tourists, where the Council is a project partner		Date of completion of project	C + 12 years	Review for business and historical value	Business requirement		Amended activity and retention 2018-04
09.005.005	Records documenting the provision of non-financial support to a project or event to develop or sustain facilities or services for tourists, where the Council is not a project partner		Last action	C + 5 years	Destroy	Business requirement		Amended activity 2018-04
09.005.006	Records documenting the provision of financial support to a project or event to develop or sustain facilities or services for tourists, where the Council is not a project partner		Termination of funding agreement	C + 12 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act; 1973 c.52	Amended activity and retention 2018-04
9.006	Training - Information on training to support economic growth.							
	See Schedule 15: Human Resources							
9.007	Business Improvement Districts							

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
	Records of the establishment and operation of a Business Improvement District							
9.007.001	Request for information for the purpose of developing a BID proposal		Date of request	C + 5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 2 To be in writing May be electronic (Regulation 21)	
9.007.002	Notice of a BID proposal		Date of Notice	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 13 (1)	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
9.007.005	Request for information in data form		Date of request	C + 5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 13 (2) (3). To be in writing	
9.007.006	Appeal against a Veto		Date of appeal	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 17 To be in writing	
9.007.009	Termination of BID arrangements		Termination	C + 5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 19. To be in writing	

Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
9.007.010	Ballot administration	Ballot papers Proxy appointment Declaration of result	Date of ballot	6 months	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. To be In writing SSI 2007 No 202 Schedule 1 - 19	
9.008	Communities							
9.008.001	Community Council	Minutes of meetings, financial information	Date of meeting	C + 5 years	Retain	Business requirement	Transfer to Archives after 5 years	
9.008.002	Community Council	Election information, membership details	Last action	C + 5 years	Destroy	Business requirement		
9.008.003	Community Planning Theme Groups	Minutes and papers	Date of meeting	C + 5 years	Review for ongoing value	Business requirement	Offer to Archives after 5 years	

10. Education and Skills

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10	EDUCATION & SKILLS							
10.001	Access and Inclusion							
10.001.001	Strategies and policies documenting the conditions of access to education services	Accessibility strategy	Date superseded	Current	Retain permanently	Business requirement		
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	C + 7 years	Destroy	Business requirement	May include "accessibility plans - schools" (as required by the Disability Discrimination Act)	
10.001.003	Inequalities of outcome	Annual plan for reducing inequalities of outcome, competing with National Improvement Framework etc	Superseded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 2016 asp 8 S1- insertions 3F, 3H	
10.001.004	Equal opportunities - annual statement	Annual statement and report	Superseded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 2016 asp 8. Section 1- insertion 3I	
10.001.005	Promotion of health – annual statement	Annual statement and report	Superseded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Section 5	
10.001.006	Parental involvement – annual report	Annual report	Superseded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Section 6	
10.001.007	Gaelic medium primary education (GMPE) assessments	Assessments	Superseded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Sections 9, 11	

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.002	Admissions and exclusions							
							NOTE July 2014 - The Archivists in Scottish Local Authorities Working Group is developing an approach to preserving historical records generated by the SEEMIS education management system.	
10.002.001	Admission and enrolment registers		Date of last entry	Retain permanently	Retain	Business requirement	Consider historical value and address the permanent preservation of digital registers. Councils typically use SEEMIS or Phoenix and these collect and collate much more information than the paper registers. They may download onto cd only such information as was found in the paper registers and transfer these to the archives. 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.	

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.002.002	Admission appeals		Date of decision	C + 7 years	Destroy	Business requirement		
10.002.003	Admissions forms	Enrolment forms		Kept in pupil file	Destroy	Business requirement	May be in the form of registers.	Amended description, trigger and retention 2018-05
10.002.004	Admissions policies		Current school year	C + 1 year	Destroy	Business requirement		
10.002.005	Alternative provision forms		Current school year	C + 1 year	Destroy	Business requirement		
10.002.006	Assisted Support for Learning - LAAC (Looked After and Accommodated Children)	Case records	Date of birth	DOB + 100 years. Or if the child dies before attaining the age of 18 years, then for a period of C + 25 years beginning with date of death	Destroy	Statutory	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	C + 4 years	Destroy	Business requirement		
10.002.008	Exclusion records		Once superseded	C + 7 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.002.009	Individual Education Plan (IEP)		Date of leaving school education	C + 5 years	Destroy	Statutory	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4. May also be known as "Special Educational Needs files, reviews and IEPs".	
10.002.010	Integrated Children Services - Pupil Records		Date of leaving school education	C + 5 years	Destroy	Statutory	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 leaving school education	C + 7 years	Destroy	Business requirement		Amended trigger and retention 2018-05
10.002.012	Placing request appeals / applications		Review and update as required	C + 1 year	Destroy	Business requirement		Amended retention 2018-05
10.002.013	Placing request guidelines		Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value.	
10.002.014	Pupil Progress Report (PPR) - personal pupil record		1.Termination or leaving date 2.Leaving data and input from psych services 3.Leaving date and on the child protection register 4. Leaving date and looked after	1.C + 5 years 2.DOB + 25 years 3.C + 35 years 4.DOB + 100 years	Destroy	Statutory	Schools General (Scotland) Regulations 1975 SI 1135/176 reg 10(2) - pupil progress record; retention of pupil records is governed by The Pupils' Educational Records (Scotland) Regulations 2003 SSI 2003/581, reg 4	Amended retention 2018-05

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.002.015	Referrals - new referrals for admission		Date of last entry	C + 4 years	Destroy	Business requirement		
10.002.016	School directory		Date superseded	Until superseded	Destroy	Business requirement	Maintain current only, and update as required	
10.002.017	School Rolls		Review and update as required	C + 10 years	Destroy	Business requirement		Amended retention 2018-05
10.002.018	Waiting lists for places		Date of last action	C + 3 years	Destroy	Business requirement		
10.002.019	Educational Office site visits		Date of visit	C + 3 years	Destroy	Business requirement		Series added 2018-05
10.002.020	ScotXed census data		Date of census	C + 10 years	Destroy	Business requirement		Series added 2018-05
10.002.021	Home Education		School leaving age	C + 5 years	Destroy	Business requirement		Series added 2015-05
10.002.022	Children Missing from Education (CME) Log		1.Termination or leaving date 2.Leaving data and input from psych services 3.Leaving date and on the child protection register 4. Leaving date and looked after	1.C + 5 years 2.DOB + 25 years 3.C + 35 years 4.DOB + 100 years	Destroy	Business requirement		Series added 2018-05
10.002.023	After School Care and Holiday Club Information		Date of club finishing	C + 5 years	Destroy	Business requirement		Series added 2018-05
10.002.024	Hospital Education Database		Termination or leaving date	C + 3 years	Destroy	Business requirement		Series added 2018-05
10.003	Advice							

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.003.001	Generic information about Education and Skills provision in SLAs	Circulars	Date superseded	C + 2 years	Destroy	Business requirement	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	C + 7 years	Destroy	Business requirement		
10.004.002	Records documenting music services - tuition provided within schools or music centres		Date of last action	C + 7 years	Destroy	Business requirement		
10.004.003	Records of performances - arts services	Orders and bookings - arts performances	Date of last action	C + 2 years	Destroy	Business requirement		
10.004.004		Performance licences	Date of last action	C + 2 years	Destroy	Business requirement		Amended trigger 2018-05
10.005	Curriculum Development							
10.005.001	Records documenting curriculum development or effect of changes	Attainment Results to cover Curriculum for Excellence and any other standardised assessments used	Current school year	C + 5 years	Destroy	Business requirement		Amended description 2018-05

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.005.002		Attainment Summary Results to cover Curriculum for Excellence and any other standardised assessments used	Current		Destroy	Business requirement		Amended description 2018-05
10.005.003		Curriculum Monitoring and Assessment Reports	Current school year	C + 6 years	Destroy	Business requirement		
10.005.004		Curriculum Support Guidelines	Current school year	C + 5 years	Destroy	Business requirements		
10.005.005		Course Materials	Current	Until Superseded	Destroy	Business requirement		Amended retention 2018-05
10.005.006		International projects	Date of last action	C + 7 years	Destroy	Business requirement		
10.005.007		Out of schools projects	Date of last action	C + 7 years	Destroy	Business requirement		
10.005.008		Outdoor education	Date of last action	C + 7 years	Destroy	Business requirement		
10.005.009		Schools curriculum	Date of last action	C + 7 years	Destroy	Business requirement		
10.005.010		SQA School - Level Summary Results – Held on SEEMIS	Current school year	Retain permanently	Permanent	Business requirement	SQA retain results permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland.	
10.006.011		Subject choices available to pupils	Current	Until superseded	Destroy	Business requirement		Series added 2018-05
10.006	Education welfare							

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.006.001	Individual records of pupil welfare needs	Absence Reporting covering Attendance and Truancy incidents	Date of last action ALTERNATIVE Current school year	C + 2 years ALTERNATIVE C + 6 years	Destroy	Statutory	Standards in Scotland's Schools etc. Act 2000 asp 6	
10.006.002								Series removed 2018-05
10.006.003		Class lists	Date superseded	C + 1 year	Destroy	Business requirement		
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	Statutory		
10.006.005		Exam Results – SQA annual pupil level data	Date of last action	C + 5 years	Destroy	Business requirement		Amended description 2018-05
10.006.006		Guidance Records	Date of leaving school education	C + 5 years	Destroy	Statutory	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	Authority	Citation / Notes	Edit History
10.006.007		Pupil Records	1.Termination or leaving date 2.Leaving data and input from psych services 3.Leaving date and on the child protection register 4. Leaving date and looked after	1.C + 5 years 2.DOB + 25 years 3.C + 35 years 4.DOB + 100 years	Destroy	Statutory	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4	Amended trigger and retention 2018-05
10.006.008		Report Cards	Date of leaving school education	C + 5 years	Destroy	Statutory	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4	
10.006.009		Additional Support Needs records - including Support Service (Psych / Hearing etc.)	Date of leaving school education	C + 5 years	Destroy	Statutory	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.	

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.006.010		Student welfare service	Date of leaving school education	C + 5 years	Destroy	Statutory	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4	
10.006.011	Education Maintenance Allowance (EMA)	Application and Learning Agreements	End of financial year in which application made	C + 6 years	Destroy	Business requirement		Added series 2018-05
10.006.012	Co-ordinated Support Plans (CSP)		Date of closure CSP	C + 5 years	Destroy	Business requirement		Added series 2018-05
10.006.013	Assessment results	Pupil information and assessment results and SQA results	Date of leaving school education	C + 7 years	Destroy	Business requirement		Added series 2018-05
10.007	Employment skills							
10.007.001	Information about job skills or work experience opportunities	Careers advice	Date superseded	Until superseded	Destroy	Business requirement		
10.007.002		Work experience placements	Date of last action	C + 6 years	Destroy	Business requirement		
10.007.003		Workplace training	Date superseded	Until superseded	Destroy	Business requirement		
10.008	Life long learning							
10.008.001	Records indicating participation in lifelong learning initiatives	Basic skills development targets and coursework	Date superseded	Until superseded	Destroy	Business requirement		
10.008.002		Course directory - Basic skills development	Date superseded	Until superseded	Destroy	Business requirement		
10.009	Management of schools							

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.009.001	Records for school management in a given school	Accident reports visitors	Current school year	C + 3 years	Destroy	Statutory	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	Authority	Citation / Notes	Edit History
10.009.003		Accident reports – staff	Current school year	C + 3 years	Destroy	Business requirement	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	Authority	Citation / Notes	Edit History
10.009.004		Accident reports – children	Date of birth	DOB + 25 years	Destroy	Business requirement	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								Series removed 2018-05
10.009.006		Disclosure Scotland records	Receipt of the statement from Disclosure Scotland	90 days	Destroy	Statutory	Code of Practice, issued by Scottish Ministers, Part V of the Police Act 1997.	
10.009.007		Education Committee minutes	Date closed	C + 3 years	Destroy	Business requirement	Master copy set to be kept by LA Education Department	

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.009.008		Emergency contacts	Date superseded	Until superseded	Destroy	Business requirement		
10.009.009		Emergency regulations	Date superseded	Until superseded	Destroy	Business requirement		
10.009.010		First aid book	Last entry	C + 3 years	Destroy	Statutory	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.	
10.009.011		Handbook	Review and update as required	Retain permanently	Retain	Business requirement	Transfer one copy to archives for permanent retention	

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
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	C + 1 year	Destroy	Business requirement		
10.009.014		Inspections - HMI Reports		Retain permanently	Retain	Business requirement	Consider historical value.	
10.009.015		Interview notes	Date of filling the post	6 months	Destroy	Business requirement		
10.009.016		Log Books of school events (school diary)	Date of last action	Retain permanently	Retain	Business requirement	Transfer to archives for permanent retention.	
10.009.017		Parental consent forms/Annual Data Check	Date superseded	Until superseded	Destroy	Business requirement		Amended description 2018-05
10.009.018		Performance - School files	Date of last action	C + 7 years	Review	Business requirement	Consider historical value.	
10.009.019		Photographs (by class and year)	After photograph is taken	Permanent	Review	Business requirement	Consider retaining one copy for the archives for historical value.	Amended retention 2018-05
10.009.020		Plans and policies - School files	Date superseded	C + 3 years	Destroy	Business requirement	Consider historical value.	
10.009.021		Prize giving	Date of leaving school education	C + 7 years	Destroy	Business requirement		Amended description and retention 2018-05
10.009.022		Public Private Partnership (PPP)	Date of last action	C + 20 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	
10.009.023		Pupil Transport Request Forms	Current school year	C + 1 year	Destroy	Business requirement		

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.009.024		Risk assessments	Date assessment superseded or risk ceases	C + 3 years	Destroy	Business requirement		
10.009.025		Sacramental Records	10 years after last action or when student reaches 25 years of age (whichever is later)	C + 10 years or until pupil reaches 25 years of age	Destroy	Business requirement	Created for RC pupils. Consider retaining as per pupil record.	
10.009.026		School Catering - Dinner registers	Date of last action	C + 7 years ALTERNATIVE C + 3 years	Destroy	Business requirement	Internal Audit	
10.009.027		School Crests	Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value.	
10.009.028		School Transport Contracts	End of contract	C + 7 years	Destroy	Business requirement		
10.009.029		School Transport Eligibility	Date superseded	C + 5 years	Destroy	Business requirement		Amended retention 2018-05
10.009.030		School Transport Policy	Date superseded	C + 5 years	Destroy/ Review for archival value	Business requirement		
10.009.031		Vehicle Hire Request Forms	Date of hire or if contract – end of contract	C + 5 years	Destroy	Business requirement		
10.009.100								Series removed 2018-05
10.009.101								Series removed 2018-05

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.009.102								Series removed 2018-05
10.009.103								Series removed 2018-05
10.009.104		Staff development, appraisal and review	Once superseded	C + 3 years	Destroy	Business requirement		
10.009.105	Prelim arrangements	List of pupils, subjects and dates	Current	C + 1 year	Destroy	Business requirement		Series added 2018-05
10.01	Teaching							
10.010.001	General documentation relating to teaching staff and their development	Teacher development plans - support for education and learning	Date of last action	C + 2 years	Destroy	Business requirement	Also known as: "Professional development plans" or "Annual appraisal records - school personnel"	
10.010.002	Individual records of teacher performance	Reports on temporary teachers	Date of last action	C + 10 years	Destroy	Statutory		Series added 2018-05
10.010.003	General documentation relating to teaching staff and their development	Mentoring - provision of learning mentors	Date of last action	C + 2 years	Destroy	Business requirement		
10.010.004	General documentation relating to teaching staff and their development	Staff meeting minutes	Date of last action	C + 4 years	Destroy	Business requirement	Consider historical value.	
10.010.005	General documentation relating to teaching staff and their development	SQH Meetings	Date of last action	C + 4 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
10.010.006	Student teacher files		End of placement	C + 2 years	Destroy	Business requirement		Series added 2018-05
10.010.007	Violence and Aggression Incident reporting		Termination or leaving date	C + 6 years	Destroy	Business requirement		Series added 2018-05

11. Environmental Protection

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
11	ENVIRONMENTAL PROTECTION							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
11.001	Advice and Audit							
11.001.001	Biodiversity	Leaflets, guidance	Date superseded.	C + 1 year	Review for historical value	Business requirement		
11.001.002	Campaigns		Date campaign ended.	C + 1 year	Review for historical value	Business requirement		
11.001.003	Environmental audit, and action taken to deal with matters raised	Audit report and recommendations	Date audit completed	C + 3 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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	C + 5 years	Destroy	Business requirement		
11.002	Conservation							
11.002.001	Archaeological services		Date closed	C + 5 years	Review for historical value	Business requirement		
11.002.002	Countryside conservation		Date closed	C + 5 years	Review for historical value	Business requirement		
11.002.003	Forest management		Date closed	C + 5 years	Review for historical value	Business requirement		
11.002.004	Heritage conservation		Date closed	C + 5 years	Review for historical value	Business requirement		
11.002.005	Nature conservation		Date closed	C + 5 years	Review for historical value	Business requirement		
11.002.006	Urban conservation		Date closed	C + 5 years	Review for historical value	Business requirement		
11.002.007	Woodland management		Date closed.	C + 5 years	Review for historical value	Business requirement		
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	Authority	Citation / Notes	Edit History
11.003.001	Coastal erosion		Date closed.	C + 5 years	Retain for historical value	Business requirement	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	C + 5 years	Destroy	Business requirement		
11.003.003	Environmental impact assessment		Date superseded.	C + 1 year	Review for historical value	Business requirement		
11.003.004	Environmental incidents on the institution's premises or caused by its operations	Environmental incident report.	Date investigation completed.	C + 40 years (See note for exception)	Destroy	Business requirement	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	C + 3 years	Destroy	Business requirement	Review every 3 years or whenever significant change	
11.003.006	Environmentally sensitive areas		Date superseded.		Retain for historical value	Business requirement		
11.003.007	Environmental impact assessment -	Environmental statement		While relevant	Destroy	Business requirement	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	Authority	Citation / Notes	Edit History
11.003.008	Environmental impact assessment -	Screening opinion		While relevant	Destroy	Business requirement	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	Business requirement	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	Business requirement	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	C + 2 years	Destroy	Statutory	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	C + 2 years or until entered into Part II of the Register		Statutory	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	Authority	Citation / Notes	Edit History
11.003.013	Environmental impact assessment	ROMP application	Date of Application	C + 10 years	Destroy	Business requirement	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	C + 5 years	Destroy	Statutory	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

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
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	End of financial year (on completion of audit)	C + 6 years	Destroy	Statutory	Local Authority Accounts (Scotland) Regulations 2014 SSI 2014 No 200 Regulation 11(2)	Amended retention 2017-03
12.001.002	Published copy of consolidated annual accounts and financial statements.			Permanent	Retain for business and historical value	Business requirement	The Local Authority Accounts (Scotland) Regulations 1985. SI 1985 No. 267 (S. 24)	
12.001.003	Periodic financial reports	Consolidated monthly & quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports. Refer to budget management reports	Date superseded	None	Destroy	Business requirement		
12.001.004	Internal auditing records - no investigations		Date audit closed	C + 5 years	Review for historical value	Business requirement		
12.001.005	Internal auditing records - investigations	investigations involving prosecution, disciplinary action etc.	Completion of court proceedings/ disciplinary process	C + 5 years	Review for historical value	Business requirement	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	Authority	Citation / Notes	Edit History
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	C + 5 years	Review for historical value	Business requirement	Prescription and Limitation (Scotland) Act 1973	
12.002	Asset management							
12.002.001	Records documenting the value of the Council's tangible assets (excluding Common Good assets)	Asset registers	End of financial year (on completion of audit)	C + 6 years	Review for historical value	Business requirement	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; VAT Act 1994; Audit Commission Act 1998	
12.002.002	Records documenting decisions (and authorisations) to dispose of capital assets (excluding Common Good assets)	Disposal registers	Date sold/ disposal of asset	C + 6 years	Review for historical value	Business requirement	Taxes Management Act 1970 c9; Audit Commission Act 1998	
12.002.003	Records documenting the value of the Council's Common Good assets	Asset registers	Keep up to date	Permanent	Retain for business and historical value	Business requirement	Separate records for Common Good assets required by LASAAC <i>Accounting for the common good fund: a guidance note for practitioners, 2007</i>	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
12.002.004	Records documenting decisions (and authorisations) to dispose of Common Good assets	Disposal registers		Permanent	Retain for business and historical value	Business requirement	Separate records for Common Good assets required by LASAAC Accounting for the common good fund: a guidance note for practitioners, 2007	
12.003	Financial provisions management							
12.003.001	Preparation of the Council's annual capital and revenue budgets: consolidated budget		End of current financial year	C + 6 years	Destroy	Business requirement	Review for historical value	
12.003.002	Records documenting budget planning processes	Draft budgets, departmental budgets	End of current financial year	C + 6 years	Destroy	Business requirement		Amended retention 2017-03
12.003.003	Budget monitoring and actions to deal with variances: consolidated annual budget reports		End of current financial year	C + 6 years	Destroy	Business requirement		
12.003.004	Budget monitoring and actions to deal with variances: departmental budget reports; budget virement transfers		End of current financial year	C + 6 years	Destroy	Business requirement		Amended retention 2017-03
12.003.005	Records documenting the overall management of the institution's financial investment portfolio		Divestment	C + 6 years	Destroy	Business requirement		
12.003.006	Records documenting the purchase / sale of investments		While investment held	C + 6 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
12.003.007	Records relating to the borrowing of money by the council	Mortgage and other loan records;	Termination of loan agreement	C + 6 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	
12.003.008	Loan register			Permanent	Retain for business and historical value	Business requirement		
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;	1. End of current financial year for Non-EU funding 2. End of current year for EU funding	1. C + 6 years 2. C + 12 years	Destroy	Business requirement		
12.003.010	Management of non-government grant funding - bid approved	funding bid, funding agreement, payment claims and reports to external funding organisation	1. Termination of funding agreement for Non-EU funding 2. Termination of funding agreement for EU funding	1. C + 6 years 2. C + 12 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	
12.003.011	Management of non-government grant funding - bid rejected	funding bid	Rejection of bid	C + 1 year	Destroy	Business requirement		
12.003.012	Records documenting the management of gifts, bequests and other donations of funds to the Council			Permanent	Retain	Business requirement		
12.003.013	Register of gifts and hospitality received by individual members of staff		Register entry date	C + 10 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
12.003.014	Debt management records – debts owed to the Council.	Agreements and schedules between debtor and Council	Date debt discharged.	C + 6 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	
12.003.015	Long term strategy and planning -major records	3 year financial plan; financial strategic forecast		Permanent	Retain for business and historical value	Business requirement		
12.003.016	Long term strategy and planning -preparatory records	working papers, drafts, meeting papers, correspondence	Approval date	C + 3 years	Destroy	Business requirement		Amended retention 2017-03
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	C + 6 years	Destroy	Business requirement	Taxes Management Act 1970 c9; 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	C + 6 years	Destroy	Business requirement		
12.004.003	Records documenting regular payment instructions for bank accounts		Termination of instruction	C + 6 years	Destroy	Business requirement		
12.004.004	Records documenting the deposits/withdrawals/transfer of funds		End of financial current year	C + 6 years	Destroy	Business requirement	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	Authority	Citation / Notes	Edit History
12.004.005	Processing and payment of purchase and sales invoices		End of current financial year	C + 6 years	Destroy	Business requirement	Taxes Management Act 1970 c9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)	
12.004.006	Petty cash records		End of current financial year	C + 6 years	Destroy	Business requirement	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)	
12.004.007	Processing and payment of expenses claims		End of current financial year	C + 6 years	Destroy	Business requirement	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)	
12.004.008	Fraud investigation records		Completion of court proceedings/ disciplinary process	C + 5 years	Destroy	Business requirement	Taxes Management Act 1970 c.9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
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	C + 6 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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	C + 6 years	Destroy	Business requirement		Amended retention 2017-03
12.004.011	National insurance numbers - Notification and input records		End of employment	C + 2 years	Destroy	Business requirement	Tax Management Act 1970	
12.004.012	Reconciliation	processes that Balance and reconcile financial accounts	Administrative use ends	C + 6 years	Destroy	Business requirement		Amended retention 2017-03
12.004.013	Refunds		End of financial year in which the records were created	C + 6 years	Destroy	Business requirement		
12.005	Local taxation							
12.005.001	Council tax collection	Customer accounts, liability, billing and recovery	Start of liability	C + 20 years	Review for business requirement	Business requirement	Accounts subject to retention review after 20 years but may still be required for business needs	Amended description, retention disposal, citation and trigger 2017-11

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
12.005.002	Council tax benefit - claim processing	includes account enquiries, correspondence, discount relief and exemption forms	Start of liability	C + 20 years	Review for business requirement	Business requirement	Accounts subject to retention review after 20 years but may still be required for business needs	Amended activity, description, retention disposal, citation and trigger 2017-11
12.005.003	Housing benefit - claim processing	includes records documenting the calculation of adjustments to benefit due	End of current year	C + 20 years	Review for business requirement	Business requirement	Accounts subject to retention review after 20 years but may still be required for business needs	Amended citation, disposal and retention 2017-11
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	Start of liability	C + 20 years	Review for business requirement	Business requirement	Accounts subject to retention review after 20 years but may still be required for business needs	Amended trigger, disposal and retention 2017-11
12.005.005	Rateable property information	Address, description and values of properties	Start of revaluation	C+20 years	Retain for business and historical value	Business requirement		Amended description, trigger and retention 2017-11
12.005.006								Removed 2017-11

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
12.005.007	Water Charges		End of current financial year	C + 20 years	Review for business requirement	Statutory	Water Services Charges (Billing and Collection) (Scotland) Order 2010. SSI 2010 No 10. Reg 11 Accounts subject to retention review after 20 years but may still be required for business needs	Amended retention, disposal and notes 2017-11
12.006	National taxation							
12.006.001	Records documenting the preparation and submission of the Council's tax returns.		End of current tax year	C + 6 years	Destroy	Taxes Management Act 1970, c.9;		
12.007	Payroll and pensions							
12.007.001	Payroll records - major records	copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year	C + 6 years	Destroy	Statutory	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;	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
12.007.002	Payroll records - minor records	Timesheets, monthly payroll prints	End of current tax year	C + 6 years	Destroy	Statutory	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;	Amended retention 2017-11
12.007.003	P45 (Income tax - employee leaving)		End of current tax year	C + 6 years	Destroy	Statutory	Taxes Management Act 1970	Amended retention and trigger 2017-11
12.007.004	P60		End of current tax year	C + 6 years	Destroy	Statutory	Taxes Management Act 1970	Amended retention and trigger 2017-11
12.007.005	Statutory Sick Pay scheme records		End of current tax year	C + 6 years	Destroy	Statutory	Statutory Sick Pay (General) Regulations S.I. 1982 / 894	Amended retention 2017-11
12.007.006	Statutory Maternity Pay scheme records		End of current tax year	C + 6 years	Destroy	Statutory	The Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960 as amended by SI 2005 No 989	Amended retention 2017-11

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
12.007.007	Pension scheme reports	Accounts, returns, valuation	End of current year	C + 10 years	Destroy	Statutory	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988	Amended retention 2017-11
12.007.008	Individual staff pension files		End of current year after date of payment	C + 10 years	Destroy	Business requirement	Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 (SSI 2010/233)	
12.007.009	Pension scheme management	Statement of Principles governing decisions about investments	Until superseded	C + 10 years	Destroy	Statutory	The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010. S.S.I. 2010/233 Reg 12	
12.008	Welfare							
12.008.001	Welfare fund applications	Details of decision, facts taken into account, awards made	End of current financial year	C + 6 years	Destroy	Statutory	Welfare Funds (Scotland) Regulations 2016 Reg 16(2)	
12.008.002	Welfare Rights and Debt Advice	Information and Advice Hub Case Files	Closure of Case	C + 6 years	Destroy	Business requirement		

13. Health and Safety

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
13	HEALTH AND SAFETY							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
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	C + 1 year	Destroy	Business requirement		
13.002.002	Health and Safety Policy	Health and Safety Standards and policies	Date superseded	C + 40 years	Destroy	Business requirement		Amended retention 2017-03
13.002.003	Fire Safety training	Proof of suitable training. Attach to personnel file	End of current year	C + 10 years	Destroy	Business requirement	Fire Safety (Scotland) Regulations 2006. SSI 2006 No 456 Regulation 20	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
13.002.004	First-aid – Letter advising of award of certificate		End of current year	C + 3 years	Destroy	Business requirement	Certificates are valid for three years	
13.002.005	First-aid – Course attendance sheet		End of current year	C + 3 years	Destroy	Business requirement	These are signed copies of attendance and their retention matches the period of validation	
13.002.006	Manual Handling – Course attendance sheet		End of current year	C + 3 years	Destroy	Business requirement	These are signed copies of attendance. Should attend training at three year intervals or sooner if significant changes in health or job content	
13.002.007	Manual Handling – Letter advising of award of certificate		End of current year	C + 3 years	Destroy	Business requirement	Should attend training at three year intervals or sooner if significant changes in health or job content.	
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	C + 5 years	Destroy	Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2). Prescription and Limitation (Scotland) Act 1973	Amended retention 2017-03
13.003.002	Accidents and incident reporting - reporting accidents to children	Accident report/ register	Date of birth of child	C + 25 years	Destroy	Business requirement	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	Authority	Citation/ Notes	Edit History
								Series deleted. Replaced by 13.003.009 - .014
13.003.004	Equipment safety inspections	Yearly inspection Daily /month/ weekly inspection	Date of inspection Date of inspection	C + 2 years C + 1 year	Destroy	Business requirement		
13.003.005	Hazardous substances COSHH reports		Date of last action	C + 40 years	Destroy	Statutory	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	C + 5 year	Destroy	Business requirement	These are not directly related to investigation of specific incidents.	Amended retention 2017-03
13.003.007	Radon Monitoring	Dose assessment and recording of classified person (approved dosimetry service)	Date made	C + 50 years or until person's 75th birthday	Destroy	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3)	
13.003.008	Radon Monitoring	Monitoring Results	Date recorded	C + 2 years	Destroy	Statutory	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	Authority	Citation/ Notes	Edit History
13.003.009	Asbestos control	Employee information/ instruction/ training - Recommend add to personnel record	Termination of employment	C + 6 years	Destroy	Business requirement	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	C + 40 years	Destroy	Business requirement	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	Amended retention 2017-03
13.003.011	Asbestos control	Record or suitable summary of air monitoring of employees exposure to asbestos	Date of monitoring	C + 5 years or C + 40 years if medical record is required	Destroy	Statutory	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	C + 40 years	Destroy	Statutory	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	C + 4 years	Destroy	Statutory	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	Authority	Citation/ Notes	Edit History
13.003.014	Asbestos control	Exemption certificate	Expired/revoked	C + 40 years	Destroy	Statutory	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	
13.003.015	HAVs	Hand-arm vibration	Date HAV takes place	C + 40 years	Destroy	Business requirement		
13.004	Risk management							
13.004.001	Risk assessments		Date of last assessment / last action	C + 40 years	Destroy	Business requirement	Management of Health and Safety at Work Regulations 1992.	Amended retention 2017-03

14. Housing

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
14	HOUSING							
14.001	Advice							
14.001.001	Help and advice to private tenants or landlords		Date of last action	C + 5 years	Destroy	Business requirement		
14.001.002	Tenants right to information about landlord's duty		End of tenancy	C + 5 years	Destroy	Business requirement	Housing (Scotland) Act 2006. Section 19 To be in writing. Section 187	
14.001.003	Guidance about availability and amount of assistance		Superseded	C + 5 years	Destroy	Business requirement	Housing (Scotland) Act 2006. Section 72 Statement to be publicly available	
14.002	Enforcement							
14.002.01	Assessment - housing standards		Date of last assessment	C + 3 years	Destroy	Business requirement		
14.002.02	Safety inspections - multiple occupation		Date of last action	C + 7 years	Destroy	Business requirement	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	

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Dispos al Action	Authority	Citation/ Notes	Edit History
14.002.03	HMO (House in multiple occupation) Licence		Expiry of licence	C + 3 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	Housing (Scotland) Act 2006. Section 146. Schedule 5 Paragraph 8	
14.003	Estate management							
14.003.001	Business premises		Date of last action	C + 7 years	Destroy	Business requirement		
14.003.002	Car parking surveys		Date of last action	C + 7 years	Destroy	Business requirement		
14.003.003	Garage applications		Registration or entitlement lapses	C + 2 years	Destroy	Business requirement		
14.003.004	Garage rentals		Entitlement lapses	C + 2 years	Destroy	Business requirement		
14.003.005	Housing inspections		Date of last action	C + 7 years	Destroy	Business requirement		
14.003.006	Neighbour disputes		Termination of tenancy	C + 5 years	Destroy	Business requirement	If a "Known family" and still within the LA's remit retain on tenant client file	
14.004	Housing provision							
14.004.001	Allocations - waiting list		Date superseded	Current	Destroy	Business requirement	Maintain current only, and update as required	
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		Business requirement	Move to individual tenant's case file	

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Dispos al Action	Authority	Citation/ Notes	Edit History
14.004.003	Case file - Homeless person where individual does not become permanently housed	Assessment, Decisions, Temporary Accommodation, etc.	Date of last action	C + 10 years	Destroy	Business requirement		Retention amended 2018-04
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		Business requirement	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	C + 10 years	Destroy	Business requirement		Retention amended 2018-04
14.004.007	Housing applications - register	Common Housing registers	Keep up to date	Retain permanently	Retain	Business requirement	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	C + 10 years	Destroy	Business requirement		Retention amended 2018-04
14.004.011	Case file - Sheltered housing		Date of last action	C + 7 years	Destroy	Business requirement		
14.004.012	Temporary accommodation - lease agreement	Lease agreement and associated documents	Termination of lease agreement	C + 5 years	Destroy	Business requirement		

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Dispos al Action	Authority	Citation/ Notes	Edit History
14.004.013	Records documenting the decoration and furnishing of a leased property to be used as temporary accommodation		End of work	C + 5 years		Business requirement	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	C + 5 years	Destroy	Business requirement		
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	C + 5 years	Destroy	Business requirement		Retention amended 2018-04
14.004.016	Homeless Housing support services assessment		Superseded	C + 3 years	Destroy	Business requirement	The Homeless Persons Interim Accommodation (Scotland) Regulations 2002. SSI 2002 No 412 Regulation 4 (b) (v) To be in writing	
14.004.017								Removed 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
14.004.018	Homeless Strategy		Until superseded	C + 5 years	Destroy	Business requirement	Housing (Scotland) Act 2001. 2001 asp 10. Section 1. Copy to be provided on request	
14.004.019	Local Housing Strategy		Until superseded	C + 5 years	Destroy	Business requirement	Housing (Scotland) Act 2001. 2001 asp 10. Section 89. Copies to be provided on request	
14.005	Housing stock							
14.005.001	Property file - Demolition		Date of last action	C + 7 years	Destroy	Business requirement		
14.005.002	Property file - Adaptations grants		Date of last action	C + 5 years	Destroy	Business requirement		
14.005.003	Property file - Housing improvement grants over £50,000		From date of last payment	C + 10 years	Destroy	Business requirement	Housing (Scotland) Act 2006 Sections 83 & 88	
14.005.004	Property file - Housing improvement grants under £50,000		From date of last payment	C + 10 years	Destroy	Business requirement	Housing (Scotland) Act 2006 Sections 83 & 88	
14.005.005	Property file - Leases		From expiry of lease	C + 15 years	Destroy	Business requirement		
14.005.006	Property file - Planned maintenance		Date of last action	C + 5 years	Destroy	Business requirement		Retention amended 2018-04
14.005.007	Property file - Private housing grants		Date of last action	C + 5 years	Destroy	Business requirement		
14.005.008	Property file - property adaptations		Date superseded	Until superseded	Destroy	Business requirement	Maintain current only, and update as required	
14.005.009	Property files - major repairs	Over £50,000	Date of last action	C + 10 years	Destroy	Business requirement		
14.005.010	Property files - minor repairs	Under £50,000	Date of last action	C + 5 years	Destroy	Business requirement		

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
14.005.011	Unauthorised occupants		Date of last action	C + 10 years	Destroy	Business requirement		Retention amended 2018-04
14.005.012	Property file - housing grant where application is rejected		Last action on application	C + 1 year	Destroy	Business requirement		
14.005.013	Register of Housing Grants		Current year	C + 10 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	Housing (Scotland) Act 2006 Section 1. To be in writing. Section 187	
14.005.015	HRA Action Plans and variations		Superseded	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	Housing (Scotland) Act 2006. Section 8	
14.005.017	Notices under the Housing (Scotland) Act 2006	Work notices; Demolition notices; Evacuation notice; Maintenance order	Expiry, revocation or completion of notice.	C + 5 years	Destroy	Business requirement	Housing (Scotland) Act 2006 Sections 30, 37, 42, 62 To be in writing Section 187	
14.005.018	Maintenance plan		Superseded	C + 1 year	Destroy	Business requirement	Housing (Scotland) Act 2006 Sections 43, 44, 45 To be in writing	
14.005.019	Certification for work completed		Date of issue	C + 10 years	Destroy	Business requirement	Housing (Scotland) Act 2006. Section 60 To be in writing. Section 187	

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Dispos al Action	Authority	Citation/ Notes	Edit History
14.005.020	Housing grants - Notice of cessation of conditions		Date of notice	C + 5 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	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	
14.005.022	Application forms (Improvement Grant)		Date of payment	C + 10 years	Destroy	Business requirement	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	Retention amended 2018-04
14.005.023	Grant Assistance applications		Date of payment	C + 6 years	Destroy	Business requirement	The Housing (Scotland) Act 2001 (Assistance to Registered Social Landlords and Other Persons) (Grants) Regulations 2004. SSI 2004 No 117. Regulation 5	

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Dispos al Action	Authority	Citation/ Notes	Edit History
14.005.024	Repair Notice		Date of notice	C + 5 years	Destroy	Business requirement	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	Statutory	The Scottish Secure Tenants (Right to Repair) Regulations 2002 SSI 2002 No 316 Regulation 14 To be in writing	
14.005.026	Electrical safety	Copy of electrical safety inspection retained by landlord	Date of inspection	C + 6 years	Destroy	Statutory	Housing (Scotland) Act 2014. Section 23 Inserts Section 19B into the 2006 Act	
	Gas safety certificate						See RRS for Property, series 05.003.005	
14.006	Managing tenancies	Activities associated with the management of tenancies						
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	C + 10 years	Destroy	Business requirement	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	Retention amended 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Dispos al Action	Authority	Citation/ Notes	Edit History
14.006.002	Tenant file - HomeCare Service		Termination of Service	C + 5 years	Destroy	Business requirement	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	C + 10 years	Destroy	Business requirement Audit	Housing (Scotland) Act 2001. 2001 asp 10 Section 23	Retention amended 2018-04
14.006.004								
14.006.005	Tenant file - Housing needs assessment		Tenancy expires	C + 10 years	Destroy	Business requirement	This will be updated on regular (yearly and/or when new need is identified) basis	Trigger and retention amended 2018-04
14.006.007	Tenant files - Evictions		Date of last action	C + 7 years	Destroy	Business requirement		
14.006.008	Tenant file - Housing repairs		Date of last action	C + 2 years	Destroy	Business requirement	"golden" copy held in property file, retain tenant file copy until business use ended	
14.006.009	Tenant file - Rent arrears (Council property)		Date closed	C + 7 years	Destroy	Business requirement		
14.006.010	Tenant file - Rent setting		Date closed	C + 7 years	Destroy	Business requirement		
14.006.011	Tenant file - Right to buy		Date sold	C + 10 years	Destroy	Business requirement		
14.006.013	Tenant file - Welfare services - disadvantaged persons		Date closed Last action plus 3 years	C + 7 years	Destroy	Business requirement		
14.006.014	Tenant file - Welfare benefit advice		Last action Last action plus 3 years	C + 6 years/18 months	Destroy	Business requirement		

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Dispos al Action	Authority	Citation/ Notes	Edit History
14.006.016	Tenant file - Contents insurance for council tenants	application forms; authorisation forms	Date closed/Termination	C + 7 years/C + 1 year	Destroy	Business requirement		
14.006.017	Tenant Participation Strategy		Date superseded	C + 1 year	Destroy	Business requirement	Housing (Scotland) Act 2001. 2001 asp 10 Section 53	
14.006.018	Register of Tenants Organisations		Keep up to date	Keep up to date		Statutory	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	C + 5 years	Destroy	Statutory	The Scottish Secure Tenancies (Abandoned Property) Order 2002 SSI 2002 No 313 Regulation 8	
14.006.020	Scottish Secure Tenancy Agreement		Termination	C + 5 years	Destroy	Business requirement	Housing (Scotland) Act 2001. 2001 asp 10. S 23	
14.006.021	Application for registration		Whilst on register	C + 5 years	Destroy	Business requirement	The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002. SSI 2002 No 416 Regulation 5 To be in writing	

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Dispos al Action	Authority	Citation/ Notes	Edit History
14.006.022	Removal from Register		Date of removal	C + 3 years	Destroy	Business requirement	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	C + 10 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	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	C + 10 years	Destroy	Business requirement	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	Dispos al Action	Authority	Citation/ Notes	Edit History
14.006.026	Ballot papers – Crofting Community Right to buy		Date of the ballot	C + 2 years	Destroy	Statutory	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	C + 2 years	Destroy	Statutory	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	Statutory	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	C + 5 years	Destroy	Business requirement	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	Dispos al Action	Authority	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	C + 5 years	Destroy	Business requirement	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			Statutory	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			Statutory	Tenements (Scotland) Act 2004 asp 24 Section 13 (3) Amends Prescription and Limitation (Scotland) Act 1973 Section 6	

15. Human Resources

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
15	HUMAN RESOURCES							
15.001	Administering employees							
15.001.001	Employee files							Removed 2017-11
		Absence monitoring	Termination – 1.Non-PVG post 2.PVG post	1.C + 6 years 2.C+25 years	Destroy	Business requirement		Amended retention 2017-11
		Discipline - Documentation relating to the discipline of employees.	Termination	C + 6 years	Destroy	Business requirement	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention. See also ACAS code of practice on disciplinary and grievance procedures. http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf Paperwork will be retained on the employees file for reference but will only be admissible whilst the warning is live.	Amended note 2017-11

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
		Discipline - Final disciplinary warnings	Date of warning	18 months / 6 months after warning	Destroy	Business requirement	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention. ACAS Code of Practice - Recommends continued retention on Employee File. Paperwork will be retained on the employees file for reference but will only be admissible whilst the warning is live.	Amended note 2017-11
		Discipline - No warning given	Date of decision not to proceed	Immediately	Destroy	Business requirement	Proceedings where accusation proved to be unfounded. DPA	
		Discipline - Oral disciplinary warnings	Date of warning	6 months	Destroy	Business requirement	ACAS Code of Practice - Recommends continued retention on Employee File Paperwork will be retained on the employees file for reference but will only be admissible whilst the warning is live.	Amended note 2017-11
		Discipline - Disciplinary warnings involving children or vulnerable adults	Termination	C + 25 years	Destroy	Business requirement	Paperwork will be retained on the employees file for reference but will only be admissible whilst the warning is live.	Amended note 2017-11
		Discipline - Written disciplinary warnings	Date of warning	12 months	Destroy	Business requirement	ACAS Code of Practice - Recommends continued retention on Employee File	

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
		Disciplinary action - Written statement to employee who is dismissed while absent during adoption leave	Termination of employment	C + 6 years	Destroy	Statutory	The Employment Rights Act 1996 Section 92 (4A) To be in writing Paperwork will be retained on the employees file for reference but will only be admissible whilst the warning is live.	Amended note 2017-11
		Conflict of interest	Termination of employment 1.Non-PVG post 2.PVG post	1.C + 6 years 2.C+25 years	Destroy	Business requirement		Amended retention 2017-11
		Employee details (posts not subject to disclosure checks)	Termination of employment	C + 6 years	Destroy (See note)	Statutory	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	C + 25 years	Destroy (See note)	Business requirement	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.	
		Employment conditions	Termination of employment 1.Non-PVG post 2.PVG post	1.C + 6 years 2.C + 25 years	Destroy	Business requirement	Will be destroyed when employment file is destroyed	Amended retention 2017-11
		Grievances	Termination of employment 1.Non-PVG post 2.PVG post	1.C + 6 years 2.C + 25 years	Destroy	Business requirement		Amended retention 2017-11

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
		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	Business requirement		
		Induction	Termination of employment 1.Non-PVG post 2.PVG post	1.C + 6 years 2.C + 25 years	Destroy	Business requirement	Retain on personnel file	Amended retention 2017-11
		Leave	Current year	C + 6 years	Destroy	Business requirement		
								Removed 2017-11
		Maternity/paternity leave	Termination 1.Non-PVG post 2.PVG post	1.C + 6 years 2.C + 25 years	Destroy	Business requirement	HMRC guidelines for reference	Amended retention 2017-11
15.001.002	Reporting (terms and conditions, working hours)		Current tax year	C + 6 years	Destroy	Business requirement		Amended retention 2017-11
15.001.003	Termination requests and notices (other than retirement)		Date of leaving 1.Non-PVG post 2.PVG post	1.C + 6 years 2.C + 25 years	Destroy	Business requirement	Retain on personnel file	Amended retention 2017-11

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
15.001.004								Removed 2017-11
15.001.005	Dismissal of social worker - notification to Scottish Social Services Council		Dismissal	C + 25 years	Destroy	Business Requirement	Smoking, Health and Social Care (Scotland) Act 2005 asp 13. Section 32. Inserts section 57A into the 2001 Act. To be in writing	Amended retention 2017-11
15.002	Employee relations							
15.002.001	Disciplinary matters reporting	Number of cases and reason for discipline	Once appropriate action taken	Until superseded	Destroy	Business requirement		
15.002.002								Removed 2017-11
15.002.003	Trade union liaison - Strategy	Partnership Agreement	Superseded	Permanent	Retain for historical value	Business requirement		
15.002.004	Trade union liaison - Administration	Supporting and routine documentation,	Superseded	C + 2 years	Destroy	Business requirement		
15.003	Equal opportunities							
15.003.001	Equalities and diversity - guidelines	Policy	Until superseded	Retain	Destroy	Business requirement		Amended retention 2017-11
15.003.002								Removed 2017-11
15.003.003								Removed 2017-11
15.003.004								Removed 2017-11

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
15.003.005	Disability Equality Scheme		Superseded	C + 6 years	Destroy	Business requirement	Disability Discrimination (Public Authorities) (Statutory Duties) (Scotland) Regulations 2005. SSI 2005 No 565 Regulation 2. Review at three year intervals	Amended retention 2017-11
15.003.006	Gender Equality Scheme		Superseded	C + 6 years	Destroy	Business requirement	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32. Article 3. Review at three year intervals	Amended retention 2017-11
15.003.007	Gender Equality - Annual reports		Current year	C + 6 years	Destroy	Business requirement	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32 Article 5	Amended retention 2017-11
15.003.008	Equal pay statement		Superseded	Retain	Destroy	Business requirement	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32 Article 6	Amended retention 2017-11
15.003.009	Equal pay audit	Equal pay audit report published online	Date of audit	Retain	Destroy	Statutory requirement	Equality Act 2010 (Equal Pay Audits) Regulations 2014 SI 2014 No 2559 Section 3 (1) (a) and Section 9(1) (a)	Amended retention 2017-11
15.004	Monitoring employees							
15.004.001	Performance appraisal (Probationary reports and performance plans)	Performance Development	Termination of employment 1.Non-PVG post 2.PVG post	1.C + 6 years 2.C + 25 years	Destroy	Business requirement		Amended retention 2017-11

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
15.004.002	Reporting		Current tax year	C + 6 years	Destroy	Business requirement		Amended retention 2017-11
15.004.003								Removed 2017-11
15.005	Occupational health							
15.005.001	Absence reporting		Date after action completed	C + 6 years	Destroy	Business requirement	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.	Amended retention 2017-11
15.005.002	Occupational health (separate from employee file)		Date of last entry in records	C + 40 years	Destroy	Statutory	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.	Amended retention 2017-11
15.005.003	Occupational health - staff training (separate from Health & Safety file)		Date course completed	C + 40 years Attach to personnel file / occupational health file	Destroy	Business requirement	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.	Amended retention 2017-11

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
15.005.004	Personal risk assessments	Including records of lifestyle health screening	After revised risk assessment takes place or termination of employment	C + 10 years	Destroy	Business requirement	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.	Amended retention 2017-11
15.005.005	Sickness monitoring		Termination of employment	C + 6 years	Destroy	Business requirement	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	Authority	Citation/ Notes	Edit History
15.005.006	Major injuries		Termination of employment	C + 40 years	Destroy	Business requirement	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	Business requirement		
15.006.002	Job descriptions		Date superseded	6 months	Destroy	Business requirement		
	Recruitment		Recruitment finalised	6 months	Destroy	Business requirement		
	Recruitment process		Recruitment finalised	6 months	Destroy	Business requirement		

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
	Secondment (into the Council)		Termination of employment 1.Non-PVG post 2.PVG post	1.C + 6 years 2.C + 25 years	Destroy	Business requirement		
	Volunteers		Termination of employment	C + 6 years	Destroy	Business requirement		
15.007	Terms and conditions of employment							
15.007.001								Removed 2017-11
15.007.002								Removed 2017-11
15.007.003								Removed 2017-11
15.007.004								Removed 2017-11
15.008	Training							
15.008.001	Driver training		Termination of employment	C + 6 years	Destroy	Business requirement		
15.008.002	Reporting	Including annual and quarterly training reports, committee reports and P,D&R reporting	Date after action completed	C + 6 years	Destroy	Business requirement		Amended description and retention 2017-11
15.008.003								Removed 2017-11
15.008.004	Training courses	Training records and training packages	Superseded	C + 3 years	Destroy	Business requirement	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	Authority	Citation/ Notes	Edit History
15.008.005								Removed 2017-11
15.009	Workforce planning							
15.009.001	Workforce development planning		Date of last action	C + 6 years	Destroy	Business requirement		Amended retention 2017-11
15.010.	Job evaluation							
15.010.001	Job evaluation	Final report	Date evaluation finalised	Until superseded	Retain	Business requirement	This is a distinct function from Employee Monitoring (which is primarily employee focussed). This is more process focussed and may be broken down into smaller activities, for example: initial evaluation process and appeals.	Amended trigger and retention 2017-11
15.010.002	Job evaluation	Results of large scale job evaluation	Date evaluation finalised	Until superseded	Destroy	Business requirement		Amended retention 2017-11
15.010.003	Job evaluation	Working papers	Date evaluation finalised	Until superseded	Destroy	Business requirement		Amended retention 2017-11

16. ICT

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
16	ICT							
16.001	ICT Systems Development							
16.001.001	Initial development of and post-implementation changes to an ICT system	PIDs, requirement specifications, cut over / go live / roll back and DR plans, test plans, support scripts	Decommissioning of system	C + 1 year	Destroy	Business requirement		Amended retention 2017-03
16.001.002	Initial development of an ICT system which is not implemented		Last action on development	C + 5 years	Review or Destroy	Business requirement	May be of use for related future projects	
16.002	ICT Systems Security Management							
16.002.001	Security protocols for an ICT system	Network Access Agreements, SyOps	Decommissioning of system	C + 1 year	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	Amended retention 2017-03
16.002.002	Opening, maintenance and closure of a user account for an ICT system	1. Active Directory 2. Corporate Systems	Closure of account	1. 3 months 2. Day of leaving	Destroy	Business requirement		Amended retention 2017-03
16.002.003	Routine monitoring of access to, and use of, an ICT system	Event logs	On event occurring	C + 1 year	Destroy	Business requirement		
16.002.004	Detection and investigation of security breaches of an ICT system, and action taken	Security incident record (Re-wired breach recording system)	Last action after incident closure	C + 3 years	Destroy	Business requirement		
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	IT Health Checks/ Penetration Testing reports and specifications, Risks & Issues Log	End of current year	C + 5 years	Destroy	Business Requirement		Amended retention 2017-03

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
16.003.002	Logging, Investigation and resolution of faults and user requests for technical and application support	Calls logged on TopDesk	Closure of relevant service desk call	C + 3 years	Destroy	Business Requirement		
16.003.003	Management of data in an ICT system, including the operation of routine data backup, archiving and deletion routines	Backups	End of current year	C + 7 years	Destroy	Business Requirement		Amended retention 2017-03
16.003.004	Maintenance of the software licence(s) for an ICT system	Licence keys, contractual agreements, licence audits	Expiry/ Termination of licence	C + 5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984		
16.003.005	Management of an ICT operations file	Handover documents, user guides, system support, technical and knowledgebase documentation	Decommissioning of system	C + 1 year	Destroy	Business Requirement		Amended retention 2017-03
16.003.006	Issuing of Council mobile devices excluding laptops	register or log	Device re-issued	C + 1 year	Destroy	Business Requirement		Amended retention 2017-03
16.003.007	Arrangements for the sanitisation and disposal of institutional ICT equipment	disposal log	Disposal of equipment	C + 1 year	Destroy	Business Requirement		Amended retention 2017-03
16.004	ICT Systems User Training & Support							
16.004.001	Development of technical & application training and guidance for IT system users		Superseded	C + 1 year	Destroy	Business Requirement	for administration of training and individual staff training records see HR Retention Schedule	
16.004.002								Removed series 2017-03

17. Information Management

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
17	INFORMATION MANAGEMENT							
17.001	Access to information							
17.001.001	Data Protection - record of subject access request processing	Case file includes initial request, response, related correspondence and other supporting documentation	Completion of request	C + 3 years	Destroy	Business requirement	Data Protection Act 1998 c.29, s.7	
17.001.002	Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	Case file re ICO Appel includes initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	C + 6 years	Destroy	Business requirement	Data Protection Act 1998 c.29, s.7	
17.001.003	Data protection - general compliance records	Files re. DP audit, general compliance, data breaches, security, training, etc.	Current year	C + 3 years	Destroy	Business requirement		
17.001.004	Data protection - Notification and changes		Current year	C + 3 years	Destroy	Business requirement	Data Protection Act 1998 c.29, s.20.	
17.001.005	Freedom of information (FoISA) - processing of requests for information	Case file includes initial request, response, related correspondence and other supporting documentation. Disclosure log entry	Completion of request	C + 3 years	Destroy	Business requirement	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	Case file re SIC Appeal includes initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	C + 6 years	Destroy	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13	
17.001.007	Council Publication Scheme	Model Publication Scheme	Superseded	C + 3 years	Review for historical value	Business requirement	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	Authority	Citation / Notes	Edit History
17.001.008	Environment Information Regulations - processing of requests for information	Case file includes initial request, response, related correspondence and other supporting documentation	Completion of request/Internal Review	C + 3 years	Destroy	Business requirement	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520	
17.001.009	Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	Case file includes initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	C + 6 years	Destroy	Business requirement	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	Business requirement		
17.003.002	Information asset lists		Superseded	C + 2 years	Destroy	Business requirement		
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	C + 5 years	Transfer to archive	Business requirement		
17.003.004	Telephone Call Recordings	Phone calls made through Netcall	End of call	3 months	Destroy	Business requirement		
17.004	Records management							
17.004.001	Records surveys	Record audit case files and information	Current	C + 2 years	Destroy	Business requirement		
17.004.002	Classification schemes	Classification schemes/File Plans	Current	Until superseded	Review for historical value	Business requirement	Consider historical value	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
17.004.003	Forms development	Standard templates	Superseded	C + 1 year	Sample for historical value	Business requirement		
17.004.004	Image capture		Date of scan	Nil	Destroy	Business requirement	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	
17.004.005	Retention schedules	Corporate Record Retention Schedules	Superseded	Permanent	Retain	Business requirement	Cf. UK National Archives guidance on Info Mgmt Records http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Amended retention 2017-03
17.004.006	Lists of Records destroyed	Disposal Register / Records Destruction register	Date of destruction	Permanent	Retain	Business requirement	Cf. UK National Archives guidance on Info Mgmt Records http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Amended retention 2017-03

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
17.004.007	Records disposal certificated	Disposal certificates (including Confidential Waste)	Date of destruction	Permanent	Retain	Business requirement	Cf. UK National Archives guidance on Info Mgmt Records http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Amended retention 2017-03
17.004.008	Records retention issues log		Date of last action	C + 6 years	Destroy	Business requirement	Consider retaining the summary statistics as a measurement of service delivery and for appraising the effectiveness of retention schedules.	
17.004.009	Records Management Plan	Plan and supporting evidence	Superseded	C + 5 years	Destroy	Business requirement	Public Records (Scotland) Act 2011	
17.005	Registration							
	see appropriate function for retention details of statutory and non-statutory registers; these will all have significant archival value							

18. Legal Services

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
18	LEGAL SERVICES							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
18.001	Advice							
18.001.001								Removed 2017-03

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
18.001.002	Provision of legal advice	Case file	Date file closed	C + 5 years	Transfer to Archives	Business requirement	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	Business requirement	Retain for historical value	
18.002.002								Removed 2017-03
18.003	Land and highways							
18.003.001	Acquisition	Road adoptions - land acquisitions and highways. Conveyance - purchase	Date of last correspondence	Life of acquisition plus 5 years	Destroy	Business requirement		
18.003.002	Disposal	Road adoptions - land dispersals and highways. Conveyance - sale	Date of last correspondence	Disposal plus 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	
18.004	Land registration							
18.004.001	Land charges	Searches	Date of last correspondence	C + 12 years	Destroy	Statutory	Prescription & Limitation (Scotland) Act 1973 and 1984	
18.004.002	Land charges	Registers - land registration charges. Charging Orders	Date of last correspondence	C + 10 years	Permanent	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
18.005	Litigation							
18.005.001	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.	C + 10 years	Destroy	Business requirement	Law Society Guidelines	
18.005.002	Eviction actions (All papers relating to court case)		Date of court order/conclusion of any court action	C + 10 years	Destroy	Business requirement	Law Society Guidelines	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
18.005.003	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 Permanence Orders, Permanence Orders with Authority to Adopt, Looked After and Accommodated Reviews (LAC)	Date of order/ decision or last correspondence.	Adoption order made - C + 100 years. No adoption order made - C + 10 years. LAC – until 100 th anniversary of child's DOB or 25 years from date of death if deceased under 18. Kinship carers – 25 years from date placement terminated or death if earlier.	Destroy	Statutory	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. Looked After Children (S) Regulations 2009 (SSI 2009/210) Regs 16, 32 and 43.	Amended retention 2017-03
18.005.004	Employment tribunal. (All papers.)		Date of last correspondence	C + 10 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
18.005.005	Mental health. (All papers.)	Adults with incapacity, Adult Support and Protection, Welfare and Financial Guardianships, Intervention Orders	Date of last correspondence (or death if indefinite guardianship).	C + 10 years	Destroy	Business requirement		
18.005.006	Any other civil action. (All papers relating to court action.)	Land Tribunals, appeals from Council decisions, planning appeals, enforcement action, Judicial Review etc.	Date of expiration of court order/ conclusion of any court action.	C + 10 years	Destroy	Business requirement	Law Society Guidelines	
18.005.007	Commercial	Case files (not relating to contracts) Contracts are under Procurement 22.001.006 e.g. Service Level Agreements, Minutes of Agreements	Date of last correspondence	C + 5 years	Review major litigation cases for historical value, otherwise destroy	Business requirement		
18.005.007.001	Contracts		Date of last correspondence	C + 10 years	Business requirement			Added series 2017-03
18.005.007.002	Leases		Date of last correspondence	C + 10 years	Business requirement			Added series 2017-03
18.005.007.003	Procurement Compliance		Date of last correspondence	C + 10 years	Business requirement			Added series 2017-03
18.005.008								Removed 2017-03

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
18.005.009	Debt recovery	Simple debt collection actions	1. Date of court action if dismissed OR 2. Payment in full of any decree (last instalment of payment plan) OR 3. Debt written off	1. C + 1 year or 2. C + 5 years Or 3. C + 5 years	Destroy	Business requirement		Amended retention 2017-03
18.005.010	Precedent cases	Records documenting the conduct of litigation involving the Council, where a legal precedent was established	Date case closed	Permanent	Transfer to Archives	Business requirement		
18.006	Management of legal activities							
18.006.001								Removed 2014-07
18.006.002	Agreements	Concordat. Process of agreeing terms between organisations Note: this does not include contractual agreements. Contracts are found under Procurement 22.001.006. Grant Funding Agreement, Planning/Roads Agreements (s.69, s.75 and s.96 Agreements)	Date agreement expires or is terminated	C + 10 years	Destroy	Business requirement	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.	Amended retention 2017-03
18.006.003	Conveyancing files and (covering the process of changing ownership of land or property).	Conveyance – Purchase, Sale, Corrective. Council House Sale, Contract of Excambion	Date of last correspondence	C + 10 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
18.006.004	Deeds (and any documents required along with deeds).		Date of last correspondence	Permanent	Retain	Business requirement	Transfer to archives for historical value.	
18.006.005	Land charges	Securities, Charging Orders	Date of last correspondence	C + 10 years	Destroy	Business requirement		
18.006.006	Purchase (open market). (correspondence, tax certificates, missives, letters of obligation)	Conveyance - Purchase	Date of last correspondence	C + 10 years	Destroy (unless unusually complicated then retain until property disposed of)	Business requirement		Amended retention 2017-03
18.006.007								Removed 2017-03
18.006.008								Removed 2017-03
18.006.009								Removed 2017-03
18.006.010								Removed 2017-03
18.006.011	Servitudes and wayleaves	Servitudes	Deeds, titles and plans to be retained permanently	Deeds granted kept permanently	Retain	Business requirement		
18.006.012	Servitudes and wayleaves - Correspondence and other papers	Servitudes	Date of grant of deed.	C + 5 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
18.006.013	Copyright	Advice on IPR and copyright ownership	Date superseded	Nil	Destroy	Business requirement		
18.006.014	Trusts	Correspondence/admin papers. Trust doc being kept permanently with council's deeds	Date superseded.	C + 10 years	Destroy	Business requirement		
18.006.015	RIPSA Register		Date of last action	C + 5 years	Destroy	Business requirement		Series added 2017-03
18.007	Planning controls							
18.007.001	Certificate of Lawful Use or Development	Certificate	Date of agreement period expires	C + 5 years	Review	Statutory	Town and Country Planning (Scotland) Act 1997 and 2006	
18.007.002	Certificate of Lawful Use or Development	Other documentation	Date of certificate	C + 20 years	Destroy	Business requirement	Prescription & Limitation Act (Scotland) Act 1973 and 1984	

19. Leisure and Culture

Ref	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
19	LEISURE AND CULTURE							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
19.001	Allotments							
19.001.001	Establishment, development and closure of an allotment site		Closure of site	C + 5 years	Destroy	Business requirement		
19.001.002	Maintenance of infrastructure and facilities at an allotment site		End of current year	C + 5 years	Destroy	Business requirement		
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	C + 1 year	Destroy	Business requirement		
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	C + 1 year	Destroy	Business requirement		
19.002	Archives							

Ref	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
19.002.01	Accession register			Permanent	Retain for historical value	Business requirement		
19.002.02	Catalogue of all archival holdings held by the Council			Permanent	Retain for historical value	Business requirement		
19.002.03	Depositor records	including liaison with owner on conditions of donation	End of life of deposit	C + 5 years	Destroy	Business requirement		
19.002.04	Loans to third parties	loan agreement	End of loan period	C + 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	
19.002.05	Loans to third parties	record of loan	End of life of deposit	C + 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	
19.002.06	Loans from third parties	record of loan	End of loan period	C + 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	
19.002.07	Conservation records		End of life of deposit	C + 5 years	Destroy	Business requirement	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	C + 3 years	Destroy	Business requirement	Security purposes	Amended retention 2017-03
19.002.09	Research services		End of current year	C + 5 years	Review for re-use value	Business requirement	Used for compilation of info for future work plans, FAQs on a collection etc. For Financial records relating to fee payment see Schedule 12: Finance	

Ref	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
19.002.10	Reprographic services provision - where no fees charged	Copying/Photographic orders, copyright forms	End of financial year	C + 3 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	BS 5454	
19.002.12	Environmental monitoring	Report on environmental conditions		Permanent	Retain	Business requirement	BS 5454	
19.002.13	Production of archives	Production/Request slips	End of current year	C + 3 years	Destroy	Business requirement		
19.002.14	Archival item withdrawal	Record of withdrawal	Withdrawal plus 20 years	Permanent	Retain for historical value	Business requirement		
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, organisation of sponsorship, collaboration with national, regional or local arts organisations, communications with artists/performers	End of programme/event	C + 5 years	Review for historical and business value	Business requirement		
19.003.002	Artist details	Records documenting details of artists and their work	End of calendar year	C + 3 years	Review for ongoing value	Business requirement		
19.003.003	Advice and assistance given to a community arts project		End of project	C + 3 years	Destroy	Business requirement		
19.004	Community facilities							
19.004.001	Business/ private hire applications	Applications and booking forms	End of current year	C + 5 years	Review	Business requirement	Prescription and limitation (Scotland) Act 1973 (as amended)	

Ref	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
19.004.002	Subsidised rate (Category 2 forms) - Successful applications		End of financial year	C + 5 years	Destroy	Business requirement	Prescription and limitation (Scotland) Act 1973 (as amended)	
19.004.003	Subsidised rate (Category 2 forms) - Unsuccessful applications		End of financial year	C + 1 year	Destroy	Business requirement		
19.005	Leisure promotion	See Schedule 20: Management						
19.006	Libraries		See Schedule 10: Education and Skills for School Library Services					
19.006.001	Stock ordering		End of financial year	C + 6 years	Destroy	Statutory		Amended activity 2018-04
19.006.002	Library Management System Stock Details	Database	Superseded	Superseded	Destroy	Business requirement		Amended activity, description, retention and disposal action 2018-04
19.006.003	Fines	Database	End of financial year	C + 6 years	Destroy	Statutory		
19.006.004	Library development records	Stock plans, reader development	Superseded	C + 3 years	Destroy	Business requirement		
19.006.005	Inter-library loan agreements		End of loan period	C + 5 years	Destroy	Business requirement		
19.006.006	Community information files	Details of local groups, community organisations etc.	Superseded	C + 1 year	Destroy	Business requirement	Maintain current only, and update as required	
19.006.007	Library Management System Borrower Details	Database	Termination	C + 1 year	Destroy	Business requirement	Data Protection Act 1998. Destroy paper membership form immediately.	Amended activity and notes 2018-04

Ref	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
19.006.008	Public access IT administration	Acceptable use of IT/ registration form	Termination	C + 5 years	Destroy	Business requirement	Prescription & Limitation Act Data Protection Act 1998	
19.006.009	Evaluation/Survey forms		Termination	C + 2 years	Destroy	Business requirement	Data Protection Act 1998	
19.006.010	Operational, Statutory & CIPFA Statistical records		End of financial year	C + 6 years	Destroy	Business and Statutory requirement		
19.007	Museums and Art Galleries							
19.007.001	Depositors agreements		Date of Deposit	Permanent	Retain for historical value	Business Requirement		
19.007.002	Loans to third parties	Loan agreement	End of loan period	C + 5 years	Destroy	Business requirement		
19.007.003	Loans to third parties	Record of loan	End of life of deposit	C + 5 years	Retain	Business requirement		
19.007.004	Loans from third parties	Record of loan	End of loan period	C + 5 years	Retain	Business requirement		
19.007.005	Museum catalogue		Superseded	Permanent	Review for historical value	Business requirement		
19.007.006	Museum development records		Superseded or project closure	C + 3 years	Review for historical value	Business requirement		
19.007.007	Accreditation - notification of registered status	Working documents	Whilst relevant	C + 3 years		Business requirement		
19.007.008	Accreditation	Notification of registered status		Permanent	Retain for historical value	Business requirement		
19.007.009	Environmental monitoring	Temp/RH reading records	End of current year	C + 5 years	Destroy	Business requirement	Required for Accreditation	
19.007.010	Environmental monitoring	Report on environmental conditions		Permanent	Review for historical value	Business requirement	Required for Accreditation	

Ref	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
19.007.011	Gallery /museum object withdrawal			Permanent	Review for historical value	Business requirement		
19.007.012	Evaluation/Survey forms		Termination	C + 2 years	Destroy	Business requirement	Data Protection Act 1998	
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	Business requirement	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	C + 5 years	Destroy	Business requirement		
19.009.003	Maintenance of infrastructure and facilities on public land or in a recreational facility		End of current year	C + 5 years	Destroy	Business requirement		
19.009.004	Closure of a public open space or a recreational facility		Closure of amenity	C + 20 years	Destroy	Business requirement	Prescription and limitation (Scotland) Act 1973 (as amended)	
	Events management & promotion	See Schedule 20 - Management						
	Land & property management	See Schedule 5 - Council Property						

Ref	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
	Health and Safety e.g. water testing; equipment inspections e.g. children's playground equipment, accident reports etc.	See Schedule 13 Health & Safety						
19.010	Sports							
19.010.001	Sports coach training	The development of a training programme for sports coaches	Completion of training programme	C + 5 years	Review for business value	Business requirement		
19.010.002	Sports coach training	The administration of a training programme for sports coaches	Completion of training programme	C + 1 year	Destroy	Business requirement		
19.010.003	Advice and assistance given to a community sports project		End of project	C + 3 years	Destroy	Business requirement		
19.010.004	Records documenting the development of a sport development programme to encourage participation and progression in sport		Completion of development programme	C + 5 years	Review for business value	Business requirement		
19.010.005	Partnership Agreements	Governing bodies/ SportScotland/NHS Ayrshire and Arran/Ayr United Football Association/Community organisations	Timeline end for partnership agreement	C + 5 years	Review for business value	Business requirement		
19.010.006	Strategies and action plans		End dates for strategies and action plans	C + 5 years	Review for business value	Business requirement		
19.011	Sports & Leisure Facilities							
19.011.001	Membership	Registration and renewals	Termination	C + 1 year	Destroy	Business requirement	Data Protection Act 1998. Destroy paper form immediately	Amended notes 2018-04
19.011.002	Bookings	booking forms including equipment bookings	End of financial year	C + 1 year	Destroy	Business requirement	Data Protection Act 1998	
	Events management & promotion	See Schedule 20 - Management						

Ref	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
	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

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
20	MANAGEMENT							
20.001	Ceremonial							
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	C + 5 years	Review for archival value	Business requirement	Retain one set of records only - copies to be destroyed once business use concluded	Amended retention 2018-05
20.001.002	Records documenting the planning of a civic event and/or official visit to the Council		Date of last action	C + 3 years	Destroy	Business requirement		
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	C + 5 years	Review for archival value	Business requirement		Amended retention 2018-05
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	C + 3 years	Destroy	Business requirement		
20.002	Communication support							
20.002.01	Language translation services	Record of translation	Current year	C + 3 years	Destroy	Business requirement	Offer to archivist once administrative use has concluded	
20.002.02	Mail processing	Incoming and outgoing mail logs and registers	Current	C + 3 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
20.002.03	Publications - major publications	Guides, books and other Council publications for example Annual Accounts, Annual Calendar	Date published	Permanent	Retain	Business requirement	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	Amended description 2018-05
20.002.04	Publications - minor publications	Guides, books and other Council publications	Date published	C + 3 years	Sample for archival value	Business requirement	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	C + 1 year	Destroy	Business requirement		
20.002.06	Staff communications	Staff memos, newsletters	Administrative use ends	C + 3 years	Destroy	Business requirement		
20.003	Corporate communication							
20.003.001	Campaigns - final outputs	Final outputs - presentations, leaflets	Conclusion of campaign	C + 3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed	
20.003.002	Campaigns - preparatory records		Conclusion of campaign	C + 1 year	Destroy	Business requirement		
20.003.003	Corporate identity and branding - artwork	Final artwork for corporate identity marks	Superseded	Permanent	Retain	Business requirement	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	C + 1 year	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
20.003.005	Marketing materials - final outputs	presentations, leaflets, posters, adverts	Date of publication	C + 3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed	Amended description and trigger 2018-05
20.003.006	Marketing materials - preparatory records		Approval of final outputs	C + 1 year	Destroy	Business requirement		
20.003.007	Communications with other public sector organisations	requests for information and other general correspondence	Last action	C + 3 years	Destroy or review for archival and re-use value	Business requirement	Includes other Local Government authorities, Local Government organisations, Central Government departments and agencies and parliamentary organisations	Amended disposal action 2017-11
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	C + 3 years	Review for ongoing value	Business requirement		
20.003.009	Consultations - Council consultation of external organisations - Final outputs	Reports, presentations, anonymised statistics	Publication date	C + 5 years	Review for ongoing value	Business requirement		
20.003.010	Consultations - Council consultation of external organisations - preparatory records	Records documenting the design of a consultation/survey	Completion of survey/consultation	C + 3 years	Review for ongoing value	Business requirement		
20.003.011		Records documenting the administration of a consultation/survey	Completion of survey/consultation	C + 1 year	Destroy	Business requirement		
20.003.012		Records documenting a response from another organisation to a consultation/survey	Completion of survey/consultation	C + 1 year	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
20.003.013		Records documenting the analysis of responses to a consultation/survey	Completion of survey/consultation	C + 3 years	Destroy	Business requirement		
20.003.014	Media relations records - final outputs	Media reports, briefings, press releases, published version of a media interview	Publication/release date	C + 5 years	Review for archival and re-use value	Business requirement		
20.003.015	Media relations records - preparatory records	organisational records, drafts, correspondence	Last action	C + 1 year	Review for archival and re-use value	Business requirement		
20.003.016	Media relations records - Media liaison	Includes emails	Date of last action	C + 5 years	Review for archival and re-use value	Business requirement		Amended description 2018-05
20.003.017	Media relations records - media coverage	Records documenting the monitoring of media coverage of the Council, for example press cuttings	Current	C + 5 years	Review for Archives	Business requirement		Amended description 2018-05
20.003.018	Customer satisfaction surveys - survey design	Records documenting the design of the survey	Completion of survey	C + 3 years	Review of ongoing value / Review for Archives	Business requirement		
20.003.019	Customer satisfaction surveys - individual responses	Records documenting identifiable individual responses to the survey	Completion of analysis of responses	None	Destroy	Statutory	Data Protection Act 1998 c. 29 Destroy immediately once 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	C + 5 years	Review for archival and re-use value	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
20.003.021	Research and Analysis - Statistics, trends and customer satisfaction data	Anonymised summaries and reports	Current	C + 5 years	Review for archival value	Business requirement		Amended activity 2017-11
20.003.022	Record of annual spend on outsourced design and production of publication, marketing and campaign materials		End of financial year	C + 5 years	Destroy	Business requirement		Series added 2018-05
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	C + 1 year	Destroy	Business requirement	See also Information Management schedule for enquiries under Data Protection, Freedom of Information and Environmental Information legislation	
20.004.002	Comments and enquiries - analysis	Statistics and anonymised responses	Superseded	C + 3 years	Review for archival and re-use value	Business requirement		
20.004.003	Complaints - case file	Records documenting the handling of a customer complaint (Stage 1, Stage 2 and SPSO Investigations)	Last action on complaint	C + 5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
20.004.004	Complaints - analysis	Statistics and anonymised responses	Current	C + 5 years	Review for archival and re-use value	Business requirement		
20.004.005	Complaints - register	Complaints Register	Current Paper-last entry Electronic-review yearly	C + 10 years	Destroy	Business requirement	Anonymised register of complaints to allow historic analysis of complaints and responses	
20.005	External audits							

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
	Refer to retention schedule of specific function that is being audited							
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	C + 3 years	Destroy	Business requirement		
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	C + 5 years	Review for archival and re-use value	Business requirement		
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	C + 6 years	Review for archival and re-use value	Business requirement		
20.007.002	Projects funded by the Council - preparatory records	minor drafts, correspondence, copies of financial and contractual records	Project close	C + 6 years	Review for archival and re-use value	Business requirement	For records relating to the procurement of services in relation to projects see Retention Schedule 12 - Finance	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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	C + 3 years	Review for archival and re-use value	Statutory	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.	
20.008	Quality and performance							
20.008.001	Assessments for accreditation, e.g. Chartermark, IIP	Including self-evaluation e.g. HGIOC	Assessment completed	C + 5 years Until superseded	Destroy	Business requirement		Amended description 2017-11
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. Including service reviews and improvement projects e.g. Best Value and BIT	Approval of review report and publication	C + 5 years	Destroy	Business requirement		Amended description and trigger 2017-11
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	C + 1 year	Destroy	Business requirement		
20.008.004	Inspections - external inspections received in relation to corporate or service specific performance management indicators (PFI)	Inspection report	Date of inspection report	C + 5 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
20.008.005	Process maps		When superseded or obsolete	C + 3 years	Destroy	Business requirement		
20.009	Statutory returns							
20.009.001	Reports to government - Outputs	Final version of statutory performance data submitted	Date of return	C + 5 years	Review for ongoing value	Business requirement		Amended disposal action 2017-11
20.009.001.001	Equality Reporting		Date of return	C+10 years	Review for archival value	Business requirement		Series added 2017-11
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	C + 2 years	Destroy	Business requirement		
20.01	Strategic planning							
20.010.001	Corporate initiatives and strategies	Including Equality and Diversity and Gaelic Plan	End of initiative	C + 5 years	Review for re-use and archival value	Business requirement		Amended activity and description 2017-11
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	Business requirement		
20.010.003	Council Corporate Plan	Council Plan, Single Outcome Agreement, H&SCP Strategic Plan	Superseded	Permanent	Retain	Business requirement		Amended description 2017-11
20.010.004	Strategic service plan	Service and Improvement Plans	Superseded	Permanent	Retain	Business requirement		Amended description 2017-11

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Edit History
20.010.005	Operational service plan	Team Plans	Superseded	C + 3 years	Destroy	Business requirement		Amended description 2017-11
20.010.006	Organisational structure		Superseded	C + 1 year	Sample for archival value	Business requirement		
20.010.007	Corporate policies - master records	including significant records documenting policy development	Superseded	Permanent	Retain	Business requirement	Owning function and responsible service is responsible for ensuring that a master copy is held permanently	
20.010.008	Corporate policies - Departmental/service copies		Superseded	None	Destroy	Business requirement		
20.010.009	Corporate policies - preparatory records		Authorisation of policy	C + 1 year		Business requirement		
20.010.010	Service specific policies and procedures		Superseded	C + 3 years	Destroy or Sample for archival value	Business requirement		Amended retention 2017-11
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	C + 5 years	Destroy	Business requirement		
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	C + 1 year	Destroy	Business requirement		

21. Planning and Building Standards

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21	PLANNING AND BUILDING STANDARDS							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
21.001	Building standards							
21.001.001	Building forms	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	Superseded	C + 6 years	Destroy	Regulatory	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	Authority	Citation/ Notes	Edit History
		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 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						

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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. C + 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	Business Requirement	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	Statutory	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	Authority	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	C + 25 years - minor applications; major applications - C + 50 years Part Two of the Register. C + 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	Statutory	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)	C + 2 years	Destroy	Business requirement		

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21.001.006	Alternative Compliance Views	Requests, plans, reports and decisions	Building demolished	C + 25 years	Review for business and historical value	Business requirement	The Building (Procedure) (Scotland) Regulations 2004 , Section 57	Amended retention 2018-04
21.001.007	Building Warrant applications - no plans submitted	Building Warrant application form and documents	from date received	42 days	Return to applicant	Statutory	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	Statutory	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	C + 25 years	Return to applicant	Statutory	The Building (Procedure) (Scotland) Regulations 2004, Section 56(5) Legislative requirement to returns plans to applicant 'without delay'. Destroy	Amended retention 2018-04
21.001.010	Clearance documents	Letters of Comfort; Exempt class enquiries		Retain permanently	Retain	Business requirement		

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	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	Statutory	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	Statutory	The Building (Procedure) (Scotland) Regulations 2004 Section 57; Procedures 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	C + 25 years	Destroy	Business requirement	In line with procedural guidance	Amended retention and added note 2018-04
21.001.014	Property and Ownership Enquiries	Correspondence	Enquiry Response date	C + 2 years	Destroy	Business requirement		

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21.001.015	Street Naming & Numbering	Street Naming & Numbering consultations and decisions		Permanent	Retain for business and historical value	Business requirement	Civic Government (Scotland) Act 1982: S97	
21.001.016	Search Requests	Records of requests and responses	Date of decision	C + 5 years	Destroy	Business requirement		
21.001.017	Evacuation of building notice		Date of issue	C + 6 years	Destroy	Business requirement	Building (Scotland) Act 2003. 2003 asp 8 Section 42. To be in writing	
21.002	Development management							
	<i>Planning and related application processing</i>							
21.002.001	Pre-application enquiries		Last action	C + 3 years	Destroy	Business requirement		Amended activity and retention 2018-04
21.002.002	Application/Notification Case Files	application form, statutory certificates, checklists, acknowledgement letters, correspondence, objections, officer reports, decision notices, appeal correspondence,	Determination of application	C + 10 years (30 years for major applications/ wind farms/ landfill sites and those applications where the management of restoration and contribution are over an extensive period)	Destroy but retain Decision Notice, Plans, Environmental Statement, Report of Handling, LRB Decision Notice and any Statement under Reg 9(4) of the Town and Country Planning (Environmental Impact	Business and Statutory requirement	Other than requiring the provision of a Register, planning legislation does not prescribe a retention requirement. However guidance is provided in Scottish Government/ ICO publication "Publishing Planning Applications Online: Data Protection Guidance for Planning Authorities". In relation to	Amended retention and notes 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
					Assessment) (Scotland) Regulations		'planning history' as a material consideration in determining planning applications and in terms of enforcement activity, it is important that the authority can guarantee that this information exists and is accessible.	
21.002.003	Undetermined applications			Retain until application is determined and then retain in accordance with 21.002.002		Statutory requirement		
21.002.004								Series removed 2018-04
21.002.005	Planning appeal files		Determination of application/ appeal	C + 10 years	Destroy	Business and Statutory requirement	Part of the application case file and will be retained in accordance with 21.002.002. The appeal submissions and correspondence will be retained for 10 years. The decision letter will be retained as part of the Planning Register.	Amended retention and notes 2018-04
21.002.006	Enforcement case file – including Tree Protection		Until premises demolished	Permanent	Retain for business and historical value	Statutory requirement	Town and Country Planning (Scotland) Act 1997 Section 147	Addition of Tree Protection

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
	Enforcement						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.	Enforcement in activity 2018-04
21.002.007	Enforcement register	Served enforcement notices, breach of condition notices and stop notices		Permanent	Retain for business and historical value	Business requirement	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	Business requirement		
21.002.009	Planning prosecution reports		Close of case	C + 5 years	Review for business and historical value	Business requirement		
21.002.010								Removed 2018-04
21.002.011	Tree works and High Hedges Application		Completion of work	C + 5 years	Destroy	Business requirement		Addition of High Hedges 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21.002.012	Tree preservation orders		Tree no longer exists or TPO is revoked	C + 3 years in case of prosecution where tree removed without proper authority. If revoked 1 year	Destroy	Business requirement	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 2010	Retention and citation amended 2018-04
21.002.013	Housing development (Social Housing)	See Schedule 14: Housing						
	Maintaining registers							
21.002.014	Register of planning applications	Submitted applications, plans and drawings	Determination of application	Permanent		Business and Statutory requirement	Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013 (as amended)	Retention and citation amended 2018-04
21.002.015								Removed series 2015-04. Relevant to building control not planning.

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21.002.016	Register of Applications for advertisement consent. (No requirement to maintain a Register of Listed Building or Conservation Area Consent decisions – these however are retained as part of the Planning Register).		Until consent lapses	Permanent	Retain for business and historical value	Business and Statutory requirement	The Town and Country Planning (Control of Advertisement Regulations) (Scotland) Regulations 1984 Kept as part of the Planning Register.	
21.002.017	Register of Applications for Hazardous Substances Consent and Hazardous Substances contravention notices		End of consent for site	C + 10 years	Retain for business and historical value	Business and Statutory requirement	Planning (Hazardous Substances) (Scotland) Act 1997; Section 41 of The Town and Country Planning (Hazardous Substances) (Scotland) Regulations 2015. Register to be kept in 2 parts. Part 2 requires a copy of the decision notice, all information considered by the planning authority in determining the application, a copy of any decision by the Scottish Ministers and any copy of a notice if decision by the Scottish Ministers on appeal.	Amended retention and citation 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21.002.018	Informal Register - Details of confirmed Tree Preservation Orders (TPO)		Tree no longer in place or TPO is revoked	C+3 years in case of prosecution Remove immediately if TPO is revoked	Remove entry from register. Retain for business and historical value	Business requirement	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 retention 2018-04
21.002.019	Register of Notifications of proposals to fell or lop trees in conservation areas		Tree no longer in place or conservation designation is revoked	Permanent, remove personal data after C+3 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 172 & 175	Amended retention 2018-04
21.002.020	Register of Listed Building Applications and Applications for Conservation Area consent			Permanent	Retain for business and historical value	Business requirement	Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 and Para 2.45 of the Memorandum of Guidance 1998	
21.002.021								Removed 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21.002.022								Removed 2018-04
21.002.023								Removed 2018-04
21.002.024	Register of Wasteland/Amenity notices served		While wasteland/ amenity is in place	Permanent	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 181.	Amended retention 2018-04
21.003	Forward planning							
21.003.001	Employment Land GIS data		Following update/ review	C + 5 years	Review for historical value	Business requirement		Amended trigger 2018-04
21.003.002	Employment Land Survey		Following update/review	C + 5 years	Review for historical value	Business requirement		Amended trigger and retention 2018-04
21.003.003	Housing Land Audit report and GIS features, supporting data and documentation		Following update/review	C + 13 years	Review for historical value	Business requirement		Amended trigger and retention 2018-04
21.003.004								Removed 2018-04
21.003.005	SVDLS Scottish Government returns		Submission of survey	C + 13 years	Destroy	Business requirement	Original record with Scottish Government	Trigger and retention amended 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21.003.006	SVDLS supporting documentation		Submission of survey	C + 13 years	Destroy	Business requirement		Trigger and retention amended 2018-04
21.003.007								Removed 2018-04
								Removed 2018-04
								Removed 2018-04
21.003.008	Local Plan and Local Development Plans			Permanent Place copy in archives	Retain for business and historical value	Business requirement		Amended activity 2018-04
21.003.009	Local Plan and Local Development Plans	written submissions, hearings and enquiry	After plan superseded	C + 5 years	Review for historical value	Business requirement		Amended activity 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21.003.010	Local Plan and Local Development Plans	drafting of plan and consultations on the drafts	After plan superseded	C + 5 years	Review for historical value	Business requirement		Amended activity, trigger, retention and disposal action 2018-04
21.003.011	Local Plan and Local Development Plans - action programmes		After plan superseded	C + 5 years	Review for historical value	Business requirement		Amended activity, retention and disposal action 2018-04
21.003.012	Supplementary Guidance and Guidance			Permanent place copy in archives	Retain for business and historical value	Business requirement	Transfer to archives	Amended activity, trigger and retention 2018-04
21.003.013	Supplementary Guidance and Guidance preparatory documentation		Adoption of new LDP	C + 5 years after plan superseded	Review for historical value	Business requirement		Amended activity, trigger, retention and authority 2018-04
21.003.014								Removed 2018-04
21.003.015	Planning Consultation - responding to submissions, objections and amendments		Date of decision	C + 15 years	Destroy	Business requirement	Retain high profile schemes for historical value	
21.003.016	Regional plans - final plan	Mineral plan, waste plan	Superseded	Permanent	Retain for business and historical value	Business requirement	Transfer to archives	
21.003.017	Regional plans - working documents	Mineral plan, waste plan	Superseded	C + 2 years	Destroy	Business requirement		

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
21.003.018	Sustainable development - biodiversity, flooding and pollution		Date closed	C + 7 years	Destroy	Business requirement		Added 2020-02
21.003.019	Information relating to the built and natural environment		Information superseded	C + 5 years	Business requirement			Added 2018-04

22. Procurement

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
22	PROCUREMENT							
22.001	Contracting							
22.001.001								Removed 2018-04
22.001.002								Removed 2018-04
22.001.003								Removed 2018-04
22.001.004								Removed 2018-04
22.001.005								Removed 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
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	C + 5 years	Destroy	Business requirement	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	
22.001.007								Series deleted. 2014-06
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	C + 5 years	Destroy	Statutory	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	
22.001.009	Records of purchasing authorisation limits		Superseded	C + 1 year	Destroy	Business requirement		
22.001.010								Removed 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
22.001.011	Purchase ordering records (for VAT-registered bodies)	Purchase orders; goods received notes	End of current financial year	C + 6 years	Destroy	Statutory	<i>Keeping VAT records</i> HMRC Reference: Notice 700/21 (October 2013)	
22.001.012								Removed 2018-04
22.001.013	Register of contracts	Register of all an authority's current contracts	Expiration/ conclusion of contract	Retained Indefinitely	Delete	Statutory	Procurement Reform (Scotland) Act 2014. Section 35. The statutory requirement is that register entries for contracts cannot be deleted until the contract expires or is terminated. The authority may choose to keep the entries for a longer period for historical purposes.	
22.002	Market information							

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
22.002.001								Removed 2018-04
22.002.002	Product information		End of contract	C + 5 years	Destroy	Business requirement		
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	C + 5 years	Destroy	Statutory	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	
22.003.002								Series deleted. 2014-06
22.003.003	Contract award reports (OJEU)		End of contract	C + 5 years	Destroy	Statutory	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		End of contract	C + 1 year	Destroy	Business requirement	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	Amended trigger 2018-04

Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History
22.003.005	Tender evaluation, negotiation and notification records Unsuccessful tenders		End of contract	C + 1 year	Destroy	Business requirement	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	Amended trigger 2018-04
22.003.006	Tender evaluation, negotiation and notification records Successful tenders		End of contract	C + 5 years	Destroy	Statutory	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								Series deleted. 2014-06.
22.003.008	Statistical reports to Scottish Government on contracts awarded		Date of creation	C + 3 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	

23. Registrars

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
23	REGISTRARS							
23.001	Marriage services							
23.001.001	Records documenting the registration of marriages	Approved wedding premises	End of current year	C + 1 year	Destroy	Business requirement		
23.001.002	Marriage Schedule		Date of completion of examination by the National Records of Scotland	Permanent	Transfer to the National Records of Scotland	Business requirement		Amended trigger 2017-11
23.001.003	Register of Corrections to Register of Marriages		Date of completion of examination by the National Records of Scotland	Permanent	Transfer to the National Records of Scotland	Business requirement		Amended trigger 2017-11
23.001.004	Register of Marriages		Date of completion of examination by the National Records of Scotland	Permanent	Transfer to the National Records of Scotland	Business requirement		Amended trigger 2017-11
23.001.005	Marriage Notice (Form M10)		End of current year	C + 3 years	Destroy	Business requirement	Records provided by an informant registering a marriage.	
23.001.006	List of intended marriages		End of current year	3 months	Destroy	Business requirement		
23.001.007	Records documenting the development of general information about civil marriage ceremonies		Until superseded		Destroy	Business requirement		
23.001.008	Records documenting the handling of a general enquiry about civil marriage ceremonies		End of current year	C + 1 year	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
23.001.009	Records documenting communications with the National Records of Scotland about civil marriage ceremony		End of current year	C + 5 years	Destroy	Business requirement		Amended activity 2017-11
23.001.010	Records documenting arrangements for, and the conduct of, a civil marriage ceremony		End of current year	C + 3 years	Destroy	Business requirement		
23.002	Registration of births, marriages and deaths							
23.002.001	Communications from the National Records of Scotland setting out policy and guidance to Registrars		Date superseded	Nil	Destroy	Business requirement		Amended activity 2017-11
23.002.002	Communications with the National Records of Scotland about registration issues		End of current year	C + 5 years	Destroy	Business requirement		Amended activity 2017-11
23.002.003	Records documenting the conduct and outcomes of annual visits by the District Examiner from the National Records of Scotland		End of current year.	C + 5 years	Destroy	Business requirement		Amended activity 2017-11
23.002.004	Certificates	See further details below	Date of last action.	C + 5 years	Destroy	Business requirement		
23.002.005	Certificate copy applications		End of current year	C + 1 year	Destroy	Business requirement		
23.002.006	Marriage and civil partnership notices		Date of last action.	C + 2 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
23.002.007	Registration of birth forms	<p>SCHEDULE 1 - Regulation 3</p> <p>SCHEDULE 2 - Regulation 4</p> <p>SCHEDULE 3 - Regulation 5 Form 3 Legal requirement to register a birth notice requiring personal attendance at registration office</p> <p>SCHEDULE 4 - Regulation 6 Form 4 legal requirement to register birth final notice</p> <p>SCHEDULE 5 - Regulation 7 Abbreviated CERTIFICATE of BIRTH</p> <p>SCHEDULE 6 - Regulation 8 Form 6 CERTIFICATE OF STILL-BIRTH Notes about Registration of a Still-Birth</p> <p>SCHEDULE 7 - Regulation 9 Form 7 Declaration as to still-birth Registration of Births, Deaths and Marriages (Scotland) Act 1965</p> <p>SCHEDULE 8 - Regulation 10 Form 8 Certificate of registration of still-birth</p> <p>SCHEDULE 9 - Regulation 11 Form 9 Notice of burial of still-born child</p>	Current Year	C + 5 years	Destroy	Business requirement	The Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Regulations 1997 Statutory Instrument 1997 No. 2348 (S.157)	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
		<p>SCHEDULE 10 - Regulation 12</p> <p>SCHEDULE 11 - Regulation 13 Form 11 Medical certificate of cause of death Notes to about Registration of a Death</p> <p>SCHEDULE 12 - Regulation 14 Form 12 Legal requirement to register a death notice requiring personal attendance at registration office</p> <p>SCHEDULE 13 - Regulation 15 Form 13 Legal requirement to register a death final notice</p> <p>SCHEDULE 14 - Regulation 16 Form 14 Certificate of registration of death</p> <p>SCHEDULE 15 - Regulation 17 Form 15 Notice of burial</p> <p>SCHEDULE 16 Regulation 18 Abbreviated certificate of birth</p> <p>SCHEDULE 17 - Regulation 19</p>						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
		<p>SCHEDULE 18 - Regulation 20 Form 21 Certificate for recording of forename(s) or change of forename(s) of child under twelve months of age Schedule 18 - continued</p> <p>SCHEDULE 19 - Regulation 21 Form 23 Application for recording of change of forename(s) or surname(s) of child under 16 years of age Notes to Schedule 19</p> <p>SCHEDULE 20 - Regulation 22 Form 24 Application for recording of change of forename(s) or surname(s) or person over 16 years of age Notes to Schedule 20</p> <p>SCHEDULE 21 - Regulation 23 Form 26 Declaration by the mother of a child whose parents are not married to each other (and have not been so married since the child's conception)</p> <p>SCHEDULE 22 - Regulation 24 Form 27 Declaration by the father of a child whose parents are not married to each other (and have not been</p>						

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
		<p>so married since the child's conception)</p> <p>SCHEDULE 23 - Regulation 25 Form 25a notice of import of decree of paternity</p> <p>SCHEDULE 24 - Regulation 26 Form 25 Notice of import of decree of declarator of parentage/non-parentage*ast;</p> <p>SCHEDULE 25 - Regulation 28 Register of corrections etc. Registration District)</p> <p>SCHEDULE 26 - Regulation 29 Form 29 Notice of import of decree of declarator altering the status of a person</p>						
23.002.008	Regulation 2 Form 8		Current Year	C + 5 years	Destroy	Business requirement	Registration of Births, Still-births, Deaths and Marriages (Prescription Forms) (Scotland) Amendment Regulations 2005 SSI 2005 No 595 Schedule 1	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
23.002.009	Regulation 3 – form set out in Schedule 10 of the principle regulations		Current Year	C + 5 years	Destroy	Business requirement	Registration of Births, Still-births, Deaths and Marriages (Prescription Forms) (Scotland) Amendment Regulations 2005. SSI 2005 No 595 Schedule 2	
23.002.011	Regulation 4 - form set out in Schedule 17 of the principle regulations		Current Year	C + 5 years	Destroy	Business requirement	Registration of Births, Still-births, Deaths and Marriages (Prescription Forms) (Scotland) Amendment Regulations 2005. SSI 2005 No 595 Schedule 3	
23.002.012	Regulation 3 – Marriage Notice		Current Year	C + 5 years	Destroy	Business requirement	Marriage (Prescription of Forms) (Scotland) Amendment Regulations 2005. SSI 2005 No 596 Schedule 1 Amends the Marriage (Prescription of Forms) (Scotland) Regulations 1997	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
23.002.013	Regulation 4 Form DSR Declaration where a marriage is proposed between parties related in a degree specified		Current Year	C + 5 years	Destroy	Business requirement	Marriage (Prescription of Forms) (Scotland) Amendment Regulations 2005. SSI 2005 No 596. Schedule 2 Amends the Marriage (Prescription of Forms) (Scotland) Regulations 1997	
23.002.014	Regulation 6 Form M1 Certificate of no impediment		Current Year	C + 5 years	Destroy	Business requirement	Marriage (Prescription of Forms) (Scotland) Amendment Regulations 2005 SSI 2005 No 596. Schedule 4 Amends the Marriage (Prescription of Forms) (Scotland) Regulations 1997	
23.003	Treasure trove							
23.003.001	Inquests on remains found in treasure trove		Date of last action	C + 2 years	Destroy	Business requirement	TNA Retention and Disposal Guidance 13.	
23.004	Citizenship ceremonies							
23.004.001	Records documenting the development of general information about citizenship ceremonies		Until superseded	Nil	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
23.004.002	Records documenting the handling of a general enquiry about citizenship ceremonies		End of current year	C + 1 year	Destroy	Business requirement.		
23.004.003	Records documenting communications with the Home Office about on general matters relating to the conduct of citizenship ceremonies		End of current year	C + 5 years	Review for ongoing value	Business requirement.		
23.004.004	Records documenting arrangements for, and the conduct of, a citizenship ceremony		End of current year	C + 3 years	Destroy	Business requirement.		

24. Risk Management and Insurance

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
24	RISK MANAGEMENT and INSURANCE							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
24.001	Claims							

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
24.001.001	Claims processing	Claims records	Date all obligations and entitlements concluded or for minors, 16th birthday	C + 5 years	Destroy	Business requirement	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	C + 7 years	Destroy	Statutory	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	Amended retention 2017-03
24.002.002	Certificate of insurance		Date all obligations and entitlements concluded	C + 5 years or Permanent	Destroy	Statutory	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	
24.002.003	Certificate of insurance: employers' liability insurance.		Date all obligations and entitlements concluded	C + 40 years or Permanent	Destroy or Permanent	Statutory	Prescriptions and Limitations (Scotland) Act 1973 and 1984 Forms part of the policy documentation	
24.002.004	Policy and tender renewal documents.		Date policy renewed	C + 5 years	Destroy	Business requirement		
24.002.005	Summary arrangements		Date superseded	Permanent - offer to archivist	Review for historical value	Business requirement		
24.003	Risk management and business continuity							
24.003.001	Business continuity planning	Approved plans	Date superseded	C + 1 year	Destroy	Business requirement		
24.003.002	Education	Campaigns	Date superseded	C + 1 year	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
24.003.003	Business continuity plan - final approved version	Records documenting the provision of advice and assistance to an external organisation in relation to business continuity planning	Date superseded	C + 5 years	Retain for historical value	Business requirement		
24.003.004	Business continuity plan - training programme development/delivery		Date superseded	C + 5 years	Review for historical value	Business requirement		
24.003.005	Emergency response records.		Date of last action.	C + 5 years	Review for historical value	Business requirement		
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	Registers, notes of meetings, updates, training packs	Date superseded	C + 5 years	Review for historical value	Business requirement		
24.003.007	Valuations		Date superseded	C + 5 years	Review for historical value	Business requirement		

25. Transport and Infrastructure

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
25	TRANSPORT AND INFRASTRUCTURE							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
25.001	Design and construction							
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	C + 5 years	Destroy/review for historical value	Business requirement	Quarries are subject to separate specific health and safety legislation	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
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	Business requirement		
25.001.003	Lighting scheme design	Bill of quantities, Design Drawings, calculations, correspondence	End of life of asset	C + 5 years	Destroy	Business requirement		
25.001.004	Lighting scheme design	Installation documentation, Health & Safety file, correspondence	End of life of asset	C + 3 years	Destroy	Business requirement		
25.001.005	Provision of permanent road markings	Design documents including plans, work requests & orders, contract documents, approval and remedial actions	Once development completed	C + 7 years	Destroy	Business requirement	The Traffic Signs Regulations and General Directions 2002	
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	C + 6 years	Review for business and historical value	Business requirement	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	C + 5 years	Destroy	Business requirement		
25.002.002	Application processing for adoption of harbour/pier - application approved			Permanent	Retain for business and historical value	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
25.002.003	Development of an adopted harbour/pier by the Council			Permanent	Retain for business and historical value	Business requirement		
25.002.004	Inspection and assessment of an adopted harbour/pier to identify defects and priorities for maintenance		End of current year	C + 10 years	Review for business value	Business requirement		
25.002.005	Maintenance work on an adopted harbour/pier		End of current year	C + 10 years	Destroy	Business requirement		
25.003	Highway development control							
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	Business requirement		
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	Business requirement		
25.003.003	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments		Issue of decision	C + 5 years	Destroy	Business requirement		
25.004	Highway enforcement							

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
25.004.001	Car Parking - excess notices		Completion of appeal	C + 5 Years	Destroy	Business requirement	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	C + 3 Years	Destroy	Business requirement	Roads (Scotland) Act 1991 and The Road Traffic Act 1991 (Special Parking Area) (Scotland) Order 2003 SSI 2003 No 508	
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	C + 3 Years	Destroy	Business requirement	Required by Roads (Scotland) Act 1984	
25.004.004	Applications and consents - rejected	Application Form, Assessment, Approval, Inspections, Enforcement	Date rejected	C + 1 year	Destroy	Business requirement	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	Business requirement	Required by Roads (Scotland) Act 1984	

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
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	C + 5 years	Destroy	Business requirement	to comply with the New Roads and Street Works Act(NRSWA)	
25.005.003	Weekly road report		End of current year	C + 5 years	Destroy	Business requirement		
25.006	Public transport							
25.006.004	Demand-responsive public transport service - bookings		End of current financial year	C + 1 year	Destroy	Business requirement	Data Protection Act 1998 c.29	
25.006.005	Liaison with public transport users through a representative group.		Current	C + 5 years	Destroy	Business requirement		
25.006.006	Concessionary travel - application rejected		Last action on application	6 months	Destroy	Business requirement	Data Protection Act 1998 c.29	
25.006.007	Concessionary travel - application approved		Expiry / Withdrawal of pass	C + 1 year	Destroy	Business requirement	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	C + 5 years	Review for business and historical value	Business requirement		
25.006.009	Community transport scheme - support	Records documenting the Council's support for a community transport scheme.	Current year	C + 3 years	Destroy	Business requirement		
25.006.010	Operators license		License expiry	C + 5 years	Return to Department of Transport	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
25.006.011	Tachographs		End of current year	C + 1 year	Destroy	Business requirement	Transport Act 1968 1968 Chapter 73. Sections 96, 98, 99, 103EC 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	C + 1 year	Destroy	Business requirement		
	Management of the public transport vehicle fleet.	See Records Retention Schedule for Council Property						
25.007	Rights of way							
25.007.001	Handling of a general enquiry about Rights Of Way		Current year	C + 1 year	Destroy	Business requirement		
25.007.002	Records documenting the Council's involvement in resolving a dispute over a Rights Of Way	Case file	Last action on case	C + 5 years	Destroy	Business requirement		
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	Business requirement		
25.007.004	Definitive map/descriptions of public rights of way			Permanent	Retain for business and historical value	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
25.007.005	Core Path Plans		Until superseded	Permanent	Retain for business and historical value	Business requirement	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 superseded	Permanent	Retain for business and historical value	Business requirement	Land Reform (Scotland) Act 2003. 2003 asp 2 Section 22 (8) and Schedule 1 To be in writing	
25.007.007	Notice of proposed order		Date of notice	C + 5 years	Destroy	Business requirement	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	C + 10 years	Review for business value	Business requirement		
25.008.002	Condition assessment		End of current year	C + 10 years	Review for business value	Business requirement		
25.008.003	Defect rectification		Rectification date	C + 5 years	Destroy	Statutory		
25.008.004	Highway Structures Inspection Reports		Until superseded	Permanent	Retain for business and historical value	Business requirement	Required by Roads (Scotland) Act 1984	
25.008.005	Public Liability Enquiries		Close of enquiry	C + 5 years	Destroy	Business requirement		
25.008.006	Safety Inspections		Date of inspection	C + 5 years	Destroy	Business requirement		
25.008.007	Winter maintenance	Gritting Routes - Treatment Logs -	Until superseded End of current year	C + 5 years	Destroy	Business requirement		
25.008.008	ICE Early Warning System	Equipment and Operation	End of financial year to which records relate.	C + 5 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
25.008.009	Test and inspection of street lighting	Structural Test & Inspections, Night Inspection records	superseded by next inspection and test	C + 5 years	Destroy	Business requirement		
25.008.010	Street lighting Repair Sheets		End of financial year	C + 5 years	Destroy	Business requirement		
25.008.011	Road closure - application processing where the application is rejected		Last action on application	6 months	Destroy	Business requirement		
25.008.012	Road closure - application processing where the application is approved		End of closure period	C + 1 year	Destroy	Business requirement		
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	C + 1 year	Destroy	Business requirement		
25.009	Road safety							

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

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
25.011	Traffic management							
25.011.001	Traffic orders (permanent)			Permanent	Retain for business and historical value	Business requirement		
25.011.002	Traffic orders (temporary)		Expiry of order	C + 3 years	destroy	Business requirement		
25.011.003	Traffic management schemes to manage continued flow, diversion or reduction of traffic		End of life of scheme	C + 5 years	destroy	Business requirement		
25.011.004	Measurement, monitoring and analysis of traffic volume and flow		End of current year	C + 5 years	Destroy	Business requirement		
25.011.005	Weather forecasting		End of financial year	C + 5 years	Destroy	Business requirement		
25.011.006	Records documenting lobbying activities aimed at improving transport in and through the region		End of current year	C + 10 years	Review for ongoing and historical value	Business requirement		
25.011.007	Public parking area management	inspection and assessment, maintenance work	Current	C + 5 years	Destroy	Business requirement		
25.011.008	Processing complaint about a public parking area		Last action on complaint	C + 3 years	Destroy	Business requirement		
25.011.009	Resident/disabled parking permit application processing - rejected application	Case file	Last action on application	6 months	Destroy	Business requirement		
25.011.010	Resident/disabled parking permit application processing - approved application	Case file	Expiry/withdrawal of permit	C + 1 year	Destroy	Business requirement		
25.011.011	Traffic lights & pedestrian crossings - needs assessment		Superseded	C + 5 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
25.011.012	Traffic lights & pedestrian crossings - design & installation		Life of installation	C + 5 years	Destroy	Business requirement		
25.011.013	Traffic lights & pedestrian crossings - maintenance		End of current year	C + 5 years	Destroy	Business requirement		
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	Business requirement		
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	Business requirement		
25.012.003	Public transport service planning including scheduled services, demand responsive services and "special needs" services	Assessment of requirements	Superseded	C + 5 years	Destroy	Business requirement		
25.012.004	Cycle and Disability Audits		Superseded	C + 5 years	Destroy	Business requirement		
25.012.005	Route Action Studies		Superseded	C + 5 years	Destroy	Business requirement		
25.012.006	Traffic Reviews		Superseded	C + 5 years	Destroy	Business requirement		
25.012.007	Traffic Counts, studies and statistics		On completion of review	C + 10 Years	Destroy	Business requirement		
25.012.008	Home Zones	Correspondence and options appraisal files	End of financial year	C + 5 years	Destroy	Business requirement		

26. Waste Management

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
26	WASTE MANAGEMENT							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc.	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc.	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
26.001	Waste Strategy							
26.001.001	Partnership plans and Area Waste Plans		Until superseded	Permanent	Retain for historical value	Business requirement		
26.001.002	Strategy development		Until superseded	C + 5 years	Destroy/ Review for historical value	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
26.002.003	Integrated Waste Management Plan		Until superseded	Permanent	Transfer to archive	Business requirement	Plan required under Environmental Protection Act 1990, Section 44ZA. Local Government in Scotland Act 2003, S 34	
26.002	Fly tipping							
26.002.001	Fly tipping-Enquiries		End of current year	C + 1 year	Destroy	Business requirement		
26.002.002	Fly tipping - general information and advice		Until superseded	C + 3 years	Destroy	Business requirement		
26.002.003	Fly tipping - reports and action taken		Date of last action.	C + 3 years	Destroy	Business requirement		
26.003	Street cleaning							
26.003.001	Pest control-Enquiries		End of current year	C + 1 year	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	
26.003.002	Pest control - general information and advice		Superseded	C + 1 year	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	
26.003.003	Pest control - reports and action taken		Date of last action	C + 3 years	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	
26.003.004	Road cleansing - complaints		Date of last action	C + 1 year	Destroy	Business requirement		
26.003.005	Road cleansing - enquiries		End of current year	C + 1 year	Destroy	Business requirement		
26.003.006	Road cleansing - general advice and information		Superseded	C + 1 year	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
26.003.008	Road cleansing - programme development		Superseded	C + 1 year	Destroy	Business requirement		
26.003.009	Road cleansing - scheduling		End of current year	C + 1 year	Destroy	Business requirement		
26.004	Waste collection							
26.004.001	Abandoned vehicles - enquiries		End of current year	C + 1 year	Destroy	Business requirement		
26.004.002	Abandoned vehicles - general information and advice		Superseded	C + 3 years	Destroy	Business requirement		Amended retention 2018-04
26.004.003	Bulk waste collection		Date of last action	C + 2 years	Destroy	Business requirement		
26.004.004	Controlled waste collection		Date of last action	C + 5 years	Destroy	Business requirement		
26.004.005	Discarded needles - advice and general information		Date superseded	C + 5 years	Destroy	Business requirement		
26.004.006	Discarded needles - enquiries		End of current year	C + 1 year	Destroy	Business requirement		
26.004.007	Discarded needles - report and removal		Date of last action	C + 5 years	Destroy	Business requirement		
26.004.008	Domestic waste collection		Date of last action	C + 2 years	Destroy	Business requirement		
26.004.009	Trade waste collection		Date of last action	C + 2 years	Destroy	Business requirement		
26.004.010	Special waste collection records		Current year	C + 3 years	Destroy	Statutory	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	C + 1 year	Destroy	Business requirement		
26.005.002	Waste sites - exempt activity returns		End of current year	C + 3 years	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
26.005.003	General information and advice about waste treatment and disposal		Date superseded	Nil	Destroy	Business requirement		
26.005.004	Management plan - Operation of a landfill waste disposal site		End of current year	C + 5 years	Destroy	Scottish Environmental Protection Agency (SEPA) guidance	SSI 2003 No 235	
26.005.005	Licensed / Permitted Waste Management Site Returns			Closure of site	Destroy	Scottish Environmental Protection Agency (SEPA) guidance		
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	SSI 2003 No. 235 Regulation 14(2)		
26.005.007	Records documenting annual reporting to SEPA of monitoring and other data		Current year	C + 5 years	Destroy	Business requirement	Record required by SSI 2003 No. 235 Regulation 16(5)	
26.005.008	Records of job skills and training requirements		Until superseded	C + 1 year	Destroy	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
26.005.009	Records of staff training		Termination of employment	C + 5 years	Destroy	Business requirement	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	C + 3 years	Destroy	Business requirement		
26.005.011	Records documenting the closure, restoration and aftercare of a landfill site		Date of closure	Permanent	Transfer to Archives	Business requirement	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	C + 3 years	Destroy	Business requirement		
26.005.013	Waste sites development	Landfill waste disposal site development	Date superseded	Permanent	Transfer to Archives	Business requirement		

Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Edit History
26.005.014	Permit - Obtaining and maintaining a landfill permit from the Scottish Environmental Protection Agency		Termination of permit	C + 5 years	Destroy	Statutory	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	Business requirement		
26.005.016	Site Conditioning Plans	Records documenting the monitoring of groundwater, surface water, leachate and gas, including sampling results.	End of current year	C + 6 years	Destroy	Business requirement	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	C + 6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.018		Site rainfall data	End of current year	C + 6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.019		Water balance data	End of current year	C + 6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.020		(Annual) Local Authority Waste Arisings Survey	End of current year	C + 6 years	Destroy/ Review for archival value	Business requirement	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	Authority / Citation	Notes	Edit History
26.005.021		Licensed / Permitted Waste Management Site Returns	Date of site closure	C + 6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.022		Exempt Activity Returns	End of current year	C + 3 years+E48	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	
26.005.023	Records documenting the movement of a consignment of controlled waste.	Written description of waste	Date of transfer	C + 2 years	Destroy	Statutory	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	C + 2 years	Destroy	Statutory	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	C + 2 years	Destroy	Statutory	Waste Management Licensing Amendment (Scotland) Regulations 2006 Reg 18a	
26.005.026	Pollution prevention and control	Permits	Until transferred or surrendered to SEPA		Transfer	Statutory	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	Statutory	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	C + 4 years	Destroy	Statutory	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	Authority / Citation	Notes	Edit History
26.005.029	Mercury storage	Acceptance certificate 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	C + 3 years	Destroy	Statutory	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	C + 2 years	Destroy	Business requirement	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	C + 5 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency	
26.006.002	Recycling targets and performance statistics		End of current year	C + 5 years	Destroy	Business requirement		
26.006.003	(Annual) Local Authority Waste Arisings Survey		End of current year	C + 5 years	Destroy/ Review for historical value	Business requirement	Consider for permanent retention	