



Renfrewshire Council

Records Retention Schedule

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Document Review and Approval

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Related Documents

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1	Records Management Policy	

Contents

INTRODUCTION	4
1 ADULT CARE SERVICES.....	6
2 CHILDREN AND FAMILY SERVICES.....	8
3 COMMUNITY SAFETY AND EMERGENCIES.....	13
4 CONSUMER AFFAIRS.....	16
5 COUNCIL PROPERTY.....	23
6 CEMETERIES AND CREMATORIA	29
7 CRIMINAL JUSTICE	30
8 DEMOCRACY.....	34
9 ECONOMIC DEVELOPMENT.....	36
10 EDUCATION & SKILLS	40
11 ENVIRONMENTAL PROTECTION	47
12 FINANCE.....	48
13 HEALTH & SAFETY	62
14 HOUSING	64
15 HUMAN RESOURCES.....	69
16 INFORMATION & COMMUNICATION TECHNOLOGY	74
17 INFORMATION MANAGEMENT	77
18 LEGAL SERVICES	80
19 LEISURE & CULTURE	86
20 MANAGEMENT	87
21 PLANNING AND BUILDING STANDARDS	89
22 PROCUREMENT	96
23 REGISTRARS	99
24 RISK MANAGEMENT & INSURANCE.....	101
25 TRANSPORT AND INFRASTRUCTURE	103
26 WASTE MANAGEMENT	110
RECORDOFAMENDMENTSTOCORPORATERETENTIONSCHEDULE	114

INTRODUCTION

The following records retention schedules have been based on the Scottish Council for Archives Records Retention Schedule (SCARRS) with modifications made as required in consultation with service areas. The retention schedules use the functional approach to classification as opposed to an organisational design in order that they may be more resilient to changes to the structure of the organisation and ensure consistency for classes of records that are held throughout the organisation.

Use of the Retention Schedules

The retention schedules contain the following headings:

Ref – Unique reference for each entry.

Activity / Records – The business function that creates the records listed or records series.

Description / Example types – Further details of the entry on the 'Activity / Records' column as well as specific examples.

Trigger – The event that starts the retention period such as date created or closure of file.

Retention Period – How long the record should be retained.

Disposal Action – This is the action that is to happen at the end of the retention. It does not always mean destroy and records could be reviewed or transferred to the archives for permanent preservation.

Authority / Citation – If there is any legislation that dictates the retention it will be noted here or if it is a requirement of the business.

SA – This denotes what service area is primarily responsible for the creation or capture of those records. Each two letter code correlates to a service area of the Council. The service areas are as follows:

CE – Chief Executive

E&I – Community

Resources CS – Children's
Services

CHAPS – Development & Housing

Services FR – Finance & Resources

Future Amendments

Further modifications to the retention schedules will occur through the Council's Records Management Working Group in cooperation with service areas. Due to the functional approach taken, this will ensure consistent retention periods for records series created / captured across service areas. Review is on a rolling basis to ensure there are no gaps caused by lengthy review periods with any amendments recorded on the document control sheet at the end of the retention schedules.

Further Information

Further information on the retention schedules can be obtained from service area representatives to the Records Management Working Group or from the Council's Records Manager. Further details can be found on Renfo.

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
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Corporate Records Retention Schedules							
1 ADULT CARE SERVICES							CS
1-001	Asylum seekers	Asylum seekers- case file	Date of last action	5 years	Destroy	Business requirement	CS
1-002		Asylum seekers- case file	Death of adult	3 years	Destroy	Business requirement	CS
1-003	Residential homes (including Home care and housing support services)	Service file- Residential home/ Home Care Service management records- major and minor records (Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence)	End of current year	6 years	Destroy	The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SSI 2002/113(3)	CS
1-004		Notification records from a residential home/ home care service to the Scottish Commission for the Regulation of Care	End of current year	3 years	Destroy	The Regulation of Care (Requirements as to Care Services) (Scotland) SSI 2002/114 Regulations 17, 20, 21, 22, 23	CS
1-005		Case file- client	Termination of service provision	10 years	Destroy	The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002, SSI 2002/114 Regulation 19(1), (3) and (5)	CS
1-006		Case file- client	Death of client	5 years	Destroy	The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002, SSI 2002/114 Regulation 19(1), (3) and (5)	CS
1-007		Case file- adult with learning difficulties (Referral/ request for service transferred to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant))	Last action	10 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
1-008		Case file- adult with learning difficulties (Referral/ request for service transferred to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant))	Death of adult	5 years	Destroy	Business requirement	CS
1-009		Case file- adult with mental health problems (Referral/ request for service transferred to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant))	Last action	10 years	Destroy	Business requirement	CS
1-010		Case file- adult with mental health problems (Referral/ request for service transferred to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant))	Death of adult	5 years	Destroy	Business requirement	CS
1-011		Case file- physical disabilities (Referral/ request for service transferred to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant))	Last action	10 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
1-012		Case file- physical disabilities (Referral/ request for service transferred to another provider, assessment and referral reports, care plan contact info of client (and carer where relevant))	Death of adult	5 years	Destroy	Business requirement	CS
1-013		Case file- all other adults (Referral/ request for service transferred to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant))	Last action	10 years	Destroy	Business requirement	CS
1-014		Case file- all other adults (Referral/ request for service transferred to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant))	Death of adult	5 years	Destroy	Business requirement	CS
2 CHILDREN AND FAMILY SERVICES							CS
2-001	Adoption and fostering	Fostering and adoption panel records- records documenting the appointment of a person as a member of a fostering or adoption panel	Termination of appointment	1 year	Destroy	Business requirement	CS
2-002		Council registration as an adoption/ fostering service- application	Date of acceptance	1 year	Destroy	The Regulation of Care (Scotland) Act 2001. 2001 asp 8, Sections 7 & 33	CS
2-003		Council registration as an adoption/ fostering service- certificate of registration	Until superseded or obsolete	6 years	Destroy	The Regulation of Care (Scotland) Act 2001. 2001 asp 8, Section 9	CS
2-004		Register of 'looked after' children	End of current year	100 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
2-005		Carer recruitment activity records	End of current year	5 years	Review	Business requirement	CS
2-006		Carer and adopters assessment criteria records	Until superseded	10 years	Review	Business requirement	CS
2-007		Carer training programme records	Until superseded	5 years	Review	Business requirement	CS
2-008		Case file- Pre-approval carers and adopters- initial enquiry (Records where case progressed to initial enquiry only)	Case closure	1 year	Destroy	Business requirement	CS
2-009		Case file- Pre-approval carers and adopters- initial interview only- no concerns (Records where case progressed to initial interview only- no other concerns)	Case closure	1 year	Destroy	Business requirement	CS
2-010		Case file- Pre-approval carers and adopters- initial interview only- concerns (Records where case progressed to initial interview only- concerns about enquirer or enquirer advised not to proceed)	Case closure	10 years	Destroy	Business requirement	CS
2-011		Case file- Pre-approval carers and adopters- background preparation only (Records where case progressed to preparation group/ home study/ reference checks only)	Case closure	10 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESE&IIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
2-012		Case file- Pre-approval carers and adopters- not approved/ withdrawn (Records where case progressed to panel/ agency decision- not approved/ approved but carer withdraws)	Date of decision or date of prospective carer/ adopter's death if earlier	25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	CS
2-013		Case file- Approved carers	Termination of approval or date of death of carer if earlier	100 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	CS
2-014		Case file- kinship carers	Termination of approval or date of death of carer if earlier	100 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 16(1)	CS
2-015		Case file- Prospective adopters- no adoption order (Prospective adopters, in relation to whom an adoption order is not made)	Date of approval	10 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)b	CS
2-016		Case file- Adopters	Date of granting the adoption order	100 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	CS
2-017		Case file- Private fostering (Records documenting the monitoring of a private fostering arrangement)	Last action on case	5 years	Destroy	Foster Children (Scotland) Act 1984; Foster Children (Private Fostering) (Scotland) Regulations 1985	CS
2-018		Case file- adopted children	Date of adoption order	100 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	CS
2-019	Child protection	Case file- Child investigated and placed on Child Protection Register	Case closure	100 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
2-020		Case file- Child investigated but not placed on Child Protection Register	Case closure	25 years (unless child looked after where 100 year retention period applies)	Destroy	Business requirement	CS
2-021		Child Protection Register	End of current year	100 years	Destroy	Business requirement	CS
2-022		Register of Schedule 1 offenders	End of current year	100 years	Destroy	Business requirement	CS
2-023	Child minding	Register- List of registered child minders	End of current year	100 years	Destroy	Business requirement	CS
2-024	Children looked after in care	Case file- Looked after children, including children freed for adoption but not adopted, fostered children and children on a Residential Supervision Requirement	Date of child's birth	100 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 43(1)	CS
2-025		Case file- Looked after children, including children freed for adoption but not adopted, fostered children and children on a Residential Supervision Requirement	Date of death where child dies before 18th birthday	25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 43(1)	CS
2-026		Case file- Throughcare and aftercare (Pathway assessment, pathway views, pathway plan, reviews of the pathway plan, procedures for making representations)	Date of child's birth	100 years	Destroy	The Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003 SSI 2003 No 608 Regulations 3, 15	CS
2-027	Residential homes	Service file- Residential home/ Home Care Service management records- major and minor records (Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence)	End of current year	6 years	Destroy	The Residential Establishments- Child Care (Scotland) Regulations 1996 SI 1996/3256 Regulation 5	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
2-028		Notification records from a residential home to the Scottish Commission for the Regulation of Care- death of service user, medication records, the appointment of a home care service manager, proposed changes to the management of a homecare service	End of current year	3 years	Destroy	The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002 SSI 2002/114 Regulations 17, 20, 21, 22, 23	CS
2-029		Children's home register	Date closed		Retain permanently	Business requirement	CS
2-030	Supporting children	Case file- Child looked after at home/ on home supervision order	Case closure or child reaches 21, whichever is later (unless child looked after where 100-year retention applies)	5 years	Destroy	Business requirement	CS
2-031		Case file- Missing children who do not come under any other category	Date of recording missing status. If the person ceases to be missing, retain for one year from the date of recording that the person is no longer missing	2 years	Destroy	Business requirement	CS
2-032		Case file- Children and families not included in any other case file categories	Case closure or one year from date of death	5 years	Destroy	Business requirement	CS
2-033		Case file- Advice/ assistance-child case files	Date of last contact	1 year	Destroy	Business requirement	CS
2-034		Case file- Children's rights office	Date of birth	100 years	Destroy	Business requirement	CS
2-035		Case file- Children's rights office	Date of death if child dies before 18	15 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
2-036	Training	Records of training provided to individuals working with children and young people	End of employment	25 years	Destroy	Business requirement	CS
2-037	Youth justice	Case file- young offenders (Records of court procedures, action plan orders, implementation of orders, reparation orders, supervision orders, probation orders and referral orders)	Closure	5 years	Destroy	Business requirement	CS
2-038		Records relating to youth leadership training for Social Work staff	End of employment	25 years	Destroy	Business requirement	CS
3 COMMUNITY SAFETY AND EMERGENCIES							E&I
3-001		Contingency planning	Date superseded	2 years	Destroy	Business requirement	E&I
3-002		Emergency response plan- advice and assistance	End of current year	5 years	Destroy	Business requirement	E&I
3-003		Business continuity plan- Records documenting the provision of advice and assistance to an external organisation in relation to business continuity planning	End of current year	5 years	Review for ongoing value	Business requirement	E&I
3-004		Fire safety planning- advisory information	End of current year	5 years	Destroy	Business requirement	E&I
3-005		Home security- Fire safety visits, home safety checks	End of current year	5 years	Destroy	Business requirement	E&I
3-006	Community safety	CCTV surveillance	Date Created / Captured	Non-relevant footage overwritten after 1 month. Relevant material retained according to the retention	Destroy	Business requirement / ICO CCTV COP	E&I / CHAPS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
				<p>schedule for the activity it supports (i.e. SAR case file, Insurance Claim, etc.)</p> <p>Copies of relevant material made for individuals / organisation destroyed after 3 months in uncollected.</p>			
3-007		Community wardens- incident logs	Date of last action	1 year	Destroy	Business requirement	E&I
3-008		Crime reduction- community strategy documents	Date of last action	3 years	Destroy	Business requirement	E&I
3-009		Neighborhood Watch- Information about the responsibilities, set-up, etc.	Date of last action	3 years	Destroy	Business requirement	E&I
3-010	Emergency planning	Emergency agencies- contact details	Date superseded	Nil	Destroy	Business requirement	E&I
3-011		Emergency plan- development (Includes community risk register)	Date superseded	Permanent	Retain for historical value	Civil Contingencies Act 2004	E&I
3-012		Emergency plan- tests	Date of last action	10 years	Destroy	Civil Contingencies Act 2004	E&I
3-013		Radiation emergency- off-site plan (records documenting the preparation, review, revision and testing of an off-site emergency plan for premises which present a risk of radiation emergency)	Date superseded	3 years	Destroy	SI 2001/2975 Regulation 9	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
3-014		Major accident plan (records documenting the preparation, review and revision of an off-site emergency plan for a major accident hazard pipeline)	Date superseded	3 years	Destroy	SI 1996/825 Regulation 25 1999 Control of Major Accident Hazards Regs SI 1999/743	E&I
3-015		Radiation emergency warning (records documenting the preparation and maintenance of arrangements to inform and advise the public in the event of a radiation emergency)	Date superseded	5 years	Review for historical value	SI 2001/2975 Regulation 17 Civil Contingencies Act 2004	E&I
3-016		Radiation emergency plan	Date of last action	5 years (50 years if a radiation leak took place)	Review for historical value	SI 2001/2975 Regulation 9	E&I
3-017	Emergency service	Notifications of emergency response	Date of last action	10 years	Review for historical value	Business requirement	E&I
3-018		Reclaim of finances- Records documenting the preparation and submission of a claim for financial support from government to meet costs incurred in responding to an emergency	Date of last action	5 years	Destroy	Business requirement	E&I
3-019	Enforcement	Fire safety- general issues	Date of last action	2 years	Destroy	Business requirement	E&I
3-020		Fire safety legislation- prosecutions	Date of last action	7 years	Destroy	Police and Criminal Evidence Act	E&I
3-021	Fire prevention	Fire certification	Date superseded	Nil	Only retain plans of own premises for administrative purposes	Business requirement	E&I
3-022		Fire hydrants inspections	Date of last action	7 years	Destroy	Business requirement	E&I
3-023		Fire safety	Date superseded	2 years	Destroy	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
3-024		Fire safety inspections-enforcement notice, prohibition notice	Date of last action	7 years	Destroy	Fire (Scotland) Act 2005	E&I
3-025		Major incident monitoring report	Date of last action	Permanent	Review for historical value	Business requirement	E&I
3-026		Minor incident monitoring report	Date of last action	7 years	Destroy	Business requirement	E&I
3-027		Inspections	Date of last action	7 years	Destroy	Business requirement	E&I
3-028		Investigations	Date of last action	7 years	Destroy	Business requirement	E&I
3-029	Measures against vandalism	Flyposting	Date of last action	3 years	Destroy	Business requirement	E&I
3-030		Removal of graffiti	Date of last action	3 years	Destroy	Business requirement	E&I
3-031	Training	Training exercises	Date of last action	10 years	Destroy	Business requirement	E&I
4 CONSUMER AFFAIRS							E&I/FR
4-001	Advice	Campaigns	Date campaign ended	7 years	Destroy	Business requirement	E&I
4-002	Enforcement/ Prosecution of offenders	Prosecution of offences case files	Date investigation completed	7 years	Destroy	Police and Criminal Evidence Act 1984 c. 60	E&I
4-003		Care Notices	Date of notice	6 years	Destroy	Animal Health and Welfare (Scotland) Act 2006	E&I
4-004		Enforcement policy	Date superseded	Until superseded	Destroy	Business requirement	E&I
4-005		Civic Government (Scotland) Act referrals	Date of referral	2 years	Destroy	Business requirement	E&I
4-006		Fixed Penalty Notices	Date notice charged	6 years	Destroy	Business requirement	E&I
4-007		Food alerts (FAFA and FAFI)	Date of alert	2 years	Destroy	Business requirement	E&I
4-008		Food poisoning notifications	Date of notification	2 years	Destroy	Business requirement	E&I
4-009		Food safety notices	Date notice issued	6 years	Destroy	Business requirement	E&I
4-010		Health and safety at work	Date investigation completed	6 years	Destroy	Police and Criminal Evidence Act 1984 c. 60, Health and Safety at Work Act	E&I
4-011		Hygiene Emergency prohibition notices	Date of last action	6 years	Destroy	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
4-012		Inspections	Date investigation completed	6 years	Destroy	Business requirement	E&I
4-013		Prosecution reports to procurator fiscal	End of current year	6 years	Review for historical value	Business requirement	E&I
4-014		Prosecution registers	End of current year	Permanent	Retain for historical value	Business requirement	E&I
4-015		Health and safety prosecutions register	Date superseded	Permanent	Retain for historical value	Business requirement	E&I
4-016		Safety Notices	Date notice issued	6 years	Destroy	Business requirement	E&I
4-017		Trading standards- improvement notices	Date notice issued	6 years	Destroy	Business requirement	E&I
4-018		Trading standards- notification books	Date notice issued	6 years	Destroy	Business requirement	E&I
4-019		Weights and measures- notification books	Date investigation completed	6 years	Destroy	Police and Criminal Evidence Act 1984 c. 60	E&I
4-020	Environmental health	Animal control licenses	Date administrative use ceases	6 years	Destroy	Business requirement	E&I
4-021		Building standards and planning consultations	Date administrative use ceases	1 year	Destroy	Business requirement	E&I
4-022		Closed landfill sites		Permanent	Retain for historical value	Business requirement	E&I
4-023		Contaminated land register		Permanent	Retain for historical value	Business requirement	E&I
4-024		Environmental health and housing files	Date case closed	5 years	Destroy	Business requirement	E&I
4-025		Housing conditions survey		Permanent	Retain for historical value	Business requirement	E&I
4-026		Infection control policies	Date superseded	Nil	Destroy	Business requirement	E&I
4-027		Licensing Consultations	End of financial year	1 year	Destroy	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
4-028		Statutory Nuisance Abatement Notices	After compliance with notice	6 years	Destroy	Business requirement	E&I
4-029		HMO Licences	Date licence lapses	6 years	Destroy	Business requirement	E&I
4-030		Work Notices	After compliance with notice	6 years	Destroy	Business requirement	E&I
4-031		Closing Orders	After compliance with notice	6 years	Destroy	Business requirement	E&I
4-032		Defective Building Notices - Where default works have been undertaken by the Council in default of notices, retention of paperwork should be maintained until confirmation that all issued invoices have been paid in full)	After compliance with notice	6 years	Destroy	Business requirement	E&I
4-033	Investigations, inspections and monitoring	Equipment inspection records	Date of equipment disposal	6 years	Destroy	Business requirement	E&I
4-034		Food Standards inspection forms	Date of inspection	6 years	Destroy	Business requirement	E&I
4-035		Investigations- case files by organisation name (e.g. complaints against traders, food complaints, etc.)	Date of last action	6 years	Destroy	Business requirement	E&I
4-036	RIPSA Surveillance Records	Authorisation forms, Register Entries, CCTV records from covert surveillance that lead to prosecution.	Date investigation completed	5 years	Destroy	RIPSA	E&I/FR
4-037	RIPSA Surveillance Records (not required for prosecution)	CCTV records from covert surveillance - routine recordings not needed for prosecution	Date of recording	7 days	Destroy/ overwrite	Data Protection Act 2018	E&I

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
4-038		Enquiry sheets/ log book, e.g. dog wardens, pest control, trading standards	Date enquiry closed	1-6 years depending on service	Destroy	Business requirement	E&I
4-039		Monitoring case files (by organisation name)- air, river and land pollution, animal health, food hygiene, food standards, food safety, hazardous substances, infectious diseases, product safety, swimming pools, water supplies (private), weights and measures	Date of last action	Re pollution-records should be retained permanently. Retain other categories for 6 years (except water- 15 years)	Destroy	Private Water Supplies (Scotland) Regulations 2006 SSI2006/209 sec. 18, 19	E&I
4-040		Consumer affairs cases	Date of last action	3 years	Destroy	Business requirement	E&I
4-041		General nuisance monitoring, e.g. dampness, drainage	Date of last action	3 years	Destroy	Environmental Protection Act 1990	E&I
4-042	Registration, certification and licensing	Entertainment and drinks-register	Date registration lapses	6 years	Destroy	Statutory	E&I
4-043		Food premises- register	Date registration lapses	6 years	Destroy	Statutory	E&I
4-044		Animal boarding licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-045		Animal breeding licences	Date registration lapses	6 years	Destroy	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999	E&I
4-046		Auction premises licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-047		Building materials licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-048		Butchers licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-049		Caravan and camp site licences	Date registration lapses	6 years	Destroy	Caravan Sites and Control of Development Act 1960, Caravan Sites Act 1968	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
4-050		Cemetery licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-051		Cooling towers	Date registration lapses	6 years	Destroy	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992	E&I
4-052		Credit licensing	Date registration lapses	6 years	Destroy	Statutory	E&I
4-053		Crematoria licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-054		Dangerous wild animals licences	Date registration lapses	6 years	Destroy	Dangerous Wild Animals Act 1976	E&I
4-055		Entertainment licences	Date registration lapses	6 years	Destroy	Civic Government (Scotland) Act 1982 c. 45	E&I
4-056		Sale of explosives licences	Date registration lapses	6 years	Destroy	Manufacture and Storage of Explosives Regulations 2005	E&I
4-057		Food business licences	Date registration lapses	6 years	Destroy	Food Safety (Registration) Regulations 1991	E&I
4-058		Food licences	Date registration lapses	6 years	Destroy	Food Safety Act 1990	E&I
4-059		Highway protection licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-060		Hoarding licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-061		Infectious diseases licensing and use	Date registration lapses	6 years	Destroy	Statutory	E&I
4-062		Late hours catering licences	Date registration lapses	6 years	Destroy	Civic Government (Scotland) Act 1982 c. 45, s. 42	E&I
4-063		Massage and special treatment licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-064		Non-medicinal poisons licences	Date registration lapses	6 years	Destroy	Statutory	E&I
4-065		Nursing agencies licences	Date registration lapses	6 years	Destroy	Statutory	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
4-066		Personal licences	Date registration lapses	6 years	Destroy	Licensing (Scotland) Act 2005	E&I
4-067		Pet shop licences	Date registration lapses	6 years	Destroy	Pet Animals Act 1951 (as amended by the 1983 Act)	E&I
4-068		Riding establishment licences	Date registration lapses	6 years	Destroy	Riding Establishments Act 1964 and 1970	E&I
4-069		Zoo licences	Date registration lapses	6 years	Destroy	The Zoo Licensing Act 1981	E&I
4-070	Taxi Licensing	Taxi Operators' Files	Creation	CY + 5 years	Destroy	Business Requirement	FR
4-071		Private Hire Operator's Files	Creation	CY + 5 years	Destroy	Business Requirement	FR
4-072		Taxi Drivers' Files	Creation	CY + 1 years	Destroy	Business Requirement	FR
4-073		Private Hire Drivers' Files	Creation	CY + 5 years	Destroy	Business Requirement	FR
4-074		Refused Taxi & Private Hire Applications	Creation	CY + 1 year	Destroy	Business Requirement	FR
4-075		Withdrawn Taxi & Private Hire Applications	Creation	CY + 1 year	Destroy	Business Requirement	FR
4-076		Taxi Inspections Pass Certificates	Creation	CY + 1 year	Destroy	Business Requirement	FR
4-077	Liquor Licensing	Liquor Licensing Files	Creation	CY + 6 years	Sample for Archive	Licensing (Scotland) Act 2005	FR
4-078		Refused or withdrawn Liquor Licences	Creation	CY + 2 years	Destroy	Licensing (Scotland) Act 2005	FR
4-079		Licensing Board Minutes	Creation	Permanent	Archive	Business Requirement	FR
4-080		Licensing Board Agendas	Creation	CY + 1 years	Destroy	Business Requirement	FR
4-081	Betting and Gaming Licensing	Betting and Gaming Licences	Creation	CY + 1 years	Destroy	Business Requirement	FR
4-082		Miscellaneous Civic Licences	Creation	CY + 1 years	Destroy	Business Requirement	FR
4-083		Receipt Books	Creation	Current financial year + 5 year	Destroy	Business Requirement	FR
4-084		Cash Collection Sheets	Creation	Current financial year + 5 year	Destroy	Business Requirement	FR
4-085		(Renfrew Burgh) Register of Licence Applications	Creation	Permanent	Archive	Business Requirement	FR
4-086		Old Burgh Bylaws	Creation	Permanent	Archive	Business Requirement	FR
4-087	Landlord Register	Abandoned applications	Creation	30 Days	Destroy	Business Requirement	FR
4-088		Cancelled applications	Cancellation	5 years	Destroy	Business Requirement	FR

4-089		Refused / Rejected applications	Expiry of the period of appeal	5 years	Destroy	Business Requirement	FR
4-090		Expired / Withdrawn applications	Date of expiry or withdraw	5 years	Destroy	Business Requirement	FR
4-091		Removed Registrations	Removal date	5 years	Destroy	Business Requirement	FR
4-092		Registration reports	Creation	1 year	Destroy	Business Requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
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5 COUNCIL PROPERTY							E&I
5-001	Maintenance of council property	Maintenance records- typically organised by property					
5-002		Records documenting routine inspections of property- property condition surveys	Date of inspection	5 years	Destroy	Business requirement	FR
5-003		Records documenting major maintenance works on property	Disposal of property	Nil	Transfer records to new owners when land/ property is sold	Business requirement	FR
5-004		Records documenting minor maintenance works on property- assets over £50000	Completion of works	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-005		Records documenting minor maintenance works on property- assets under £50000	Completion of works	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-006		Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises	Review of assessment	10 years	Destroy	Business requirement- as required by Regulation 4(3) of the Control of Asbestos Regulations 2006 (SI 2006/2739). This regulation does not stipulate a retention period.	FR
5-007		Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it	Removal of asbestos or subsequent inspection	10 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
5-008		Records documenting the carrying out of routine maintenance and repairs to fixtures, fittings and interior decoration	End of current year	2 years	Destroy	Business requirement	FR
5-009		Records documenting the maintenance of equipment: major items	Decommissioning/ disposal of item	5 years	Destroy	Business requirement	FR
5-010		Records documenting the maintenance of equipment: items which are safely critical or are associated with hazardous operations	Decommissioning/ disposal of item	40 years	Destroy	Business requirement	FR
5-011		Records documenting the maintenance of equipment provided to control exposure to asbestos	Current	5 years	Destroy	Business requirement- SI 2002/2675	FR
5-012		Records documenting the inspection and testing of equipment	Disposal of item	1 year	Destroy	Business requirement	FR
5-013		Records documenting the inspection and testing of equipment: items which are safely critical or are associated with hazardous operations	Disposal of item	5 years	Destroy	Business requirement- SI 1997/1840	FR
5-014	Property acquisition and disposal	Records documenting negotiation and acquisition of a property through purchase, transfer, donation- assets over £50000 (surveys, valuations, correspondence)	Disposal of property	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s.7 & 8	FR
5-015		Records documenting negotiation and acquisition of a property through purchase, transfer, donation- assets under £50000 (surveys, valuations, correspondence)	Disposal of property	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s.7 & 8	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
5-016		Title deeds	Disposal of property	Nil	Transfer to new owner	Business requirement	FR
5-017		Records documenting negotiations for the acquisition of a property by the Council, where the property was not acquired	Closure of negotiations	5 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s.6	FR
5-018		Records documenting the acquisition of a property through lease- assets over £50000 (lease agreement, correspondence)	Expiry of lease	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-019		Records documenting the acquisition of a property through lease- assets under £50000 (lease agreement, correspondence)	Expiry of lease	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-020		Records documenting negotiations for the lease of a property led by the Council, where the property was not leased	Closure of negotiations	5 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s.6	FR
5-021		Council property design and construction project files- assets over £50000 (Project Files, including feasibility studies, brief, correspondence, minutes of site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation)	Completion of project (end of defects liability period and completion of all outstanding payments)	20 years	Review for business and historical value	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
5-022		Council property design and construction project files- assets under £50000 (Project Files, including feasibility studies, brief, correspondence, minutes of site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation)	Completion of project (end of defects liability period and completion of all outstanding payments)	20 years	Review for business and historical value	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-023		Records documenting the development of specifications for consumables	Superseded	3 years	Destroy	Business requirement	FR
5-024		Records documenting the development of specifications for equipment: major items	Disposal of item	3 years	Destroy	Business requirement	FR
5-025		Records documenting the disposal of properties by sale, transfer or donation	Disposal of property	20 years for assets over £50000; 5 years for assets under £50000	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-026		Records documenting the termination of a property lease- assets over £50000	Termination of lease	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-027		Records documenting the termination of a property lease- assets under £50000	Termination of lease	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
5-028		Records documenting cleansing, sanitisation and authorisation for the disposal of equipment/ consumables, and the evaluation of alternative methods of disposal	Disposal of item	5 years	Destroy	Business requirement	FR
5-029	Property and land management						FR
5-030		Records documenting the ongoing management of council property and land- assets over £50000- property case files	Date of lease expiry or disposal	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-031		Records documenting the ongoing management of council property and land- assets under £50000- property case files	Date of lease expiry or disposal	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-032		Records documenting the lease of Council property to a third party e.g. Allotments	Termination of lease	5 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 s. 6, 7 & 8	FR
5-033		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	FR
5-034		Property compliance- safety certificate	Issue of new certificate	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
5-035		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	FR
5-036		Property security- Records documenting property access controls to secure areas (e.g. Access registers, key registers, security data logs)	Date superseded	2 years	Destroy	Business requirement	FR
5-037		Property security- Register of security passes issued to staff	Expiry of pass	1 year	Destroy	Data Protection Act 2018	FR
5-038		Property security- Register of security passes issued to visitors	Expiry of pass	1 month	Destroy	Data Protection Act 2018	FR
5-039		Property security- Records documenting the investigation of a security incident in a property, and action taken	Last action on incident	1 year	Destroy	Business requirement	FR
5-040		Equipment and consumables-storage records	End of current year	1 year	Destroy	Business requirement	FR
5-041		Fleet management- Allocation and maintenance	Disposal of the vehicle	18 months	Destroy	Covered by VOSA legislation	E&I
5-042		Fleet management- Recording drivers' usage	Date closed	18 months	Destroy	Covered by VOSA legislation	E&I
5-043		Fleet management- Recording vehicle usage	Disposal of the vehicle	18 months	Destroy	Covered by VOSA legislation	E&I
5-044		Fleet management- Vehicle records, lease or purchase	Disposal of the vehicle	18 months	Destroy	Covered by VOSA legislation	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
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6 CEMETERIES AND CREMATORIA							E&I
6-001	Information dealing with cemeteries, redundant churchyards and crematoria	Registration- cemetery and crematoria plans, burial plot layout	Date superseded	Permanent	Retain for historical value	Business requirement	E&I
6-002		Burial- Register and plan of plot ownership and occupation	Date superseded	Permanent	Transfer to Archives	Business requirement	E&I
6-003		Crematorium- Register of cremations and plan or ownership of interment of ashes	Date superseded	Permanent	Transfer to Archives	Business requirement	E&I
6-004		Commemoration Register and plan of headstones/shrubs and ownership of burial plots in a cemetery, e.g., lair purchases (registers and plans), interment registers	Date superseded	Permanent	Transfer to Archives	Business requirement	E&I
6-005		Bookings- applications for a cremation, interment or monument erection	End of current year	10 or 15 years	Destroy	Business requirement	E&I
6-006		Exhumations- exhumation orders (documentation regarding the process of regulation of exhumation)	Date superseded	Permanent	Retain for historical value	Business requirement	E&I
6-007		Interment Service- Regulations of burials and cremations	End of current year	10 or 15 years	Destroy	Business requirement	E&I
6-008		Interment Service- Records documenting the organisation of a burial or cremation of a deceased person, where the Council has a statutory duty to do so	End of current year	10 or 15 years	Destroy	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
6-009		Licensing- Permits (for headstones, cemeteries and crematoria)	End of current year	20 years	Destroy	Business requirement	E&I
6-010		Memorial management- Records relating to the ordering (maintenance and repair) of a memorial (e.g. war memorial)	End of current year	Permanent	Retain for historical value	Business requirement	E&I
6-011	Maintenance of burial grounds	Planned maintenance- Programme of maintenance to cemeteries and crematoria over the next maintenance period	End of current year	5 years	Destroy	Business requirement	E&I
6-012		Responsive maintenance- Emergency or planned maintenance to cemeteries and crematoria, e.g. documenting the maintenance of a memorial headstone	End of current year	5 years	Destroy	Business requirement	E&I
7 CRIMINAL JUSTICE							CS
7-001		Case file- Community Service Order where offender is over 21 years old	Completion of order	5 years	Destroy	Business requirement	CS
7-002		Case file- Community Service Order where offender is over 21 years old	Death of offender	5 years	Destroy	Business requirement	CS
7-003		Case file- Community Service Order where offender is 16 to 21 years old (excluding Schedule 1 Sex offenders)	Completion of order	10 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
7-004		Case file- Community Supervision Orders where offender is over 21 years old (Community Reparation Order, Supervised Attendance Order, Community Service, Probation, Fine Supervision Order, Drug Treatment and Testing Order, English Short-licence) (excluding Schedule 1 Sex offenders)	Completion of order	5 years	Destroy	Business requirement	CS
7-005		Case file- Community Supervision Orders where offender is over 21 years old (Community Reparation Order, Supervised Attendance Order, Community Service, Probation, Fine Supervision Order, Drug Treatment and Testing Order, English Short-licence) (excluding Schedule 1 Sex offenders)	Death of offender	5 years	Destroy	Business requirement	CS
7-006		Case file- Community Supervision Orders where offender is 16 to 21 years old (Community Reparation Order, Supervised Attendance Order, Community Service, Probation, Fine Supervision Order, Drug Treatment and Testing Order, English Short-licence) (excluding Schedule 1 Sex offenders)	Completion of order	10 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
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7-007		Case file- where reports that do not result in a Community Supervision Order or reports which result in a custodial sentence of less than 4 years (excluding Schedule 1 Sex offenders)	Date of court outcome	5 years	Destroy	Business requirement	CS
7-008		Case file- where reports that do not result in a Community Supervision Order or reports which result in a custodial sentence of less than 4 years (excluding Schedule 1 Sex offenders)	Death of offender	5 years	Destroy	Business requirement	CS
7-009		Case file- Schedule 1/ Circular 11/ Sex offenders (People convicted of an offence listed in the Sexual Offences (Scotland) Act, Criminal Procedures (Scotland) Act 1995 and Circular SW SG 11/1994)	Last action on case	100 years	Destroy	Business requirement	CS
7-010		Records documenting the provision of support to the family of a prisoner	Last action on case	5 years	Destroy	Business requirement	CS
7-011		Case file- Throughcare- home background reports and other pre-release work in relation to a prisoner, where no post-release social work involvement is required	Last action on case	5 years	Destroy	Business requirement	CS
7-012		Case file- Throughcare: Supervised Attendance Order	Termination of order	5 years	Destroy	Business requirement	CS
7-013		Case file- Throughcare: Life Licence, Extended Sentence, Non-Parole Licence, Parole Licence	Prison release date or completion of licence	50 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
7-014		Case file- Throughcare: Voluntary	Last action on case	5 years	Destroy	Business requirement	CS
7-015		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, indictments or complaints, 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	CS
7-016	Court Social Work Service Management	Records documenting the provision of social work services to a court (Court reports, record of post-sentence interviews with offenders, records of liaison with court and sheriff)	Date record approved	5 years	Review	Business requirement	CS
7-017		Records documenting the provision of a Social Enquiry Report (SER) on an offender, where there is no further social work involvement	Last action on case	3 years	Destroy	Business requirement	CS
7-018		Records documenting the provision of a Means Enquiry Report for a court	Last action on case	1 year	Destroy	Business requirement	CS
7-019		Case File - Supervision of a Fiscal Work Orders	Last action on case	5 years	Destroy	Business requirement	CS
7-020		Case File - Diversion from Prosecution	Last action on case	5 years	Destroy	Business requirement	CS
7-021		Case File - Child Detention Orders	Last action on case	100 years	Destroy	Business requirement	CS

7-022		Case File - Home Detention Curfews	Last action on case	5 years	Destroy	Business requirement	CS
7-023		Case File - English orders such as suspended sentence	Last action on case	5 years	Destroy	Business requirement	CS
7-024		Case File - Bail Supervision	Last action on case	5 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
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8 DEMOCRACY							
8-001	Ceremonial	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		Permanent	Retain (one set of records only)	Business requirement	FR
8-002		Records documenting the planning of a civic event and/or official visit to the Council	Date of last action	3 years	Destroy	Business requirement	FR
8-003		Formal record of official Council representation at events, ceremonies etc. other than those which the Council organises- photographs, video and audio recordings, programme, text of speeches delivered, press cuttings,	Date of last action	3 years	Review for archival value	Business requirement	FR
8-004		Records documenting the planning of official Council representation at events, ceremonies etc. other than those which the Council organises	Date of last action	3 years	Destroy	Business requirement	FR
8-005	Committee Services	Council and committee meeting records including Scrutiny and Members Panels- major records (agenda, signed minutes, major business papers and reports, proceedings)		Permanent	Retain master record- copies should be destroyed	Business requirement	FR
8-006		Council and committee meeting records including Scrutiny and Members Panels- minor records (meeting notices, minor papers)	End of calendar year	None	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
8-007		Calendar of meetings of Council and Council committees	When superseded	None	Destroy	Business requirement	FR
8-008		External committees, partnerships and agencies meeting records where the Council does own the record (documents establishing the committee, agenda, minutes, business papers and reports, meeting notice papers, proceedings)		Permanent	Retain master record- copies should be destroyed	Business requirement	FR
8-009		External committees, partnerships and agencies meeting records where the Council does not own the record (documents establishing the committee, agenda, minutes, reports, recommendations, supporting documents such as briefing and discussion papers)	End of current year	5 years	Destroy	Business requirement. Ensure that there is an authority copy appropriately retained elsewhere prior to disposal	FR
8-010		Records of minute-taking (shorthand notes, audio tapes, draft minutes)	Date of confirmation of the minutes	None	Destroy	Business requirement	FR
8-011	Governance	Records documenting the Council's Scheme of Administration and Delegation to Committees		Permanent	Retain	Business requirement	FR
8-012		Records documenting the development of the Council's constitution and decision-making structures and procedures		Permanent	Retain	Business requirement	
8-013	Honours and awards	Records of Honours submissions- honours nomination form, covering documentation, letters of support, referral for comment from lord lieutenant	Date of last action	5 years	Destroy	Business requirement	

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
8-014	Member support	Records documenting Councillors' declarations of interests (Member's register of interest)	Date member leaves office	10 years	Review for archival value	Business requirement	FR
8-015		Councillors' Code of Conduct	After administrative use is concluded	6 years	Destroy	Business requirement	FR
8-016		Register of gifts and hospitality	Date member leaves office	10 years	Review for archival value	Business requirement	FR
8-017		Records documenting routine communications between Council officers and individual councillors (not service-related matters)	Last action	5 years	Review for archival value	Business requirement	FR
8-018	Elections	Elections Materials from Count passed to Proper Officer by Returning Officer following Count e.g. ballot papers, corresponding number lists, marked registers etc.		1 year (or as otherwise prescribed by statute)	Destroy	Election Rules for relevant election/referendum FR	LD
8-019		Candidates' Election Spending Returns Lodging with Council		2 Years (or as otherwise prescribed by statute)	Destroy	Election Rules for relevant election FR	LD
9 ECONOMIC DEVELOPMENT							
9-001	Business Intelligence	Business directory	Date superseded	Until superseded	Destroy	Business requirement. Maintain current only and update as required	CHAPS
9-002	Promotion	Business community survey	Completion of survey	5 years	Review for ongoing value	Business requirement	CHAPS
9-003		Business community consultation	Completion of consultation	5 years	Review for ongoing value	Business requirement	CHAPS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
9-005		Business development advice and assistance to a specific business	Last contact with business	5 years	Review for ongoing value	Business requirement	CHAPS
9-006		Application to Council for business loan or grant-application rejected	Last action on application	1 year	Destroy	Business requirement	CHAPS
9-007		Application to Council for business loan or grant-application approved	Termination of loan agreement	10 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 and 1984 (Loan files are ERDF supported and need to be kept till the end of the European programme)	CHAPS
9-008	Regeneration	Area and priority regeneration strategies (rural strategy, urban strategy, community planning strategy, town planning, etc.)		Permanent	Review for historical value	Business requirement	CHAPS
9-009		Implementation of Area and priority regeneration strategies	Completion of implementation	10 years	Review for historical value	Business requirement	CHAPS
9-010		Records documenting the development, progress and outcomes of a regeneration project	Completion of project	10 years	Review for historical value	Business requirement	CHAPS
9-011		Direct support given to social enterprise/ economic regeneration organisations	Last contact with organisation	5 years	Review for business and historical value	Business requirement	CHAPS
9-012		Participation in a lobbying group to represent Council geographic area in economic development planning at regional, national and European level	Current	10 years	Review for business and historical value	Business requirement	

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
9-013		Direct support given to an inward investment project	Current year	10 years	Review for business and historical value	Business requirement	CHAPS
9-014		Regeneration funding (records documenting advice given to an organisation/ individual about sources of funding for an economic development project, and assistance given to obtain funding)	Last action with organisation	5 years	Review for business value	Business requirement	CHAPS
9-015		Regeneration funding-application processing-application rejected, withdrawn or did not progress beyond Expression of Interest (application reviews, provision of advice)	Last action on case	1 year	Destroy	Business requirement	CHAPS
9-016		Regeneration funding-application processing-approved (records documenting the processing of an application for funding, where the application was approved)	Termination of funding agreement	5 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 and 1984	CHAPS
9-017	Sustainability	Sustainable development projects	Date of last action	10 years	Review for historical value	Business requirement	CHAPS
9-018	Tourism	Tourism development strategy	Superseded	10 years	Review for historical value	Business requirement	CHAPS
9-019		Council initiatives to promote and develop tourism (records of planning, progress and outcomes)	Completion	5 years	Review for business value	Business requirement	CHAPS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
9-020		Council funding and financial support for a tourism project where the Council is not a project partner	Termination of funding agreement	5 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 and 1984	CHAPS
9-021		Records documenting the development, progress and outcomes of a project to increase and enhance facilities and services for tourists, where the Council is a project partner	Date of completion of project	5 years	Review for business and historical value	Business requirement	CHAPS
9-022		Records documenting the provision of non-financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner	Last action	5 years	Destroy	Business requirement	CHAPS
9-023		Records documenting the provision of financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner	Termination of funding agreement	5 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52	CHAPS
9-024	EU grant applications / approvals 2006-2013 Programme	Applications for ESF and ERDF grant support e.g. Renfrewshire Workforce + (rwF+) and Renfrewshire Employability Partnership(rep) and all evidence in support of the spend and achievements of each application approved under this programme.	Scottish Government will formally advise of end of liability period. Records should not be disposed of until that advice has been received in writing.	All records from this programme are in storage (old Boilerhouse) and marked with a destroy after date of 31 December 2025	Destroy	Scottish Government Structural Funds Division	CHAPS

9-025	EU grant applications/approvals 2014-2020 Programme	Applications for ESF and ERDF grant support e.g. YEI, Pipeline, Poverty & Social Inclusion, Business Development etc and all evidence in support of the spend and achievements of each application approved under this programme	1. On Operations for which the total approved eligible expenditure is less than €1,000,000, for a period of three years from 31 December following the submission of the accounts in which the expenditure of the operation is included. 2. In the case of Operations other than those referred to in the first subparagraph, all supporting documents shall be made available for a two-year period from 31 December following the submission of the accounts in which the final expenditure of the completed operation is included.	It is expected that records will need to be retained until 2030 To be formally advised in writing by Scottish Government Structural Funds Division	Destroy	Scottish Government Structural Funds Division	CHAPS
10 EDUCATION & SKILLS							CS
10-001	Access and inclusion	Strategies and policies documenting the conditions of access to education services- Accessibilitystrategy	Date superseded	Permanent	Retain for historical value	Business requirement	CS
10-002		Strategies and policies documenting the conditions of access to education services- Inclusion policies for travellers- access to education	Date superseded	7 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
10-003		Records documenting the development and project management of access and inclusion related projects- Project plans, project target and milestone reports	Date closed	7 years	Destroy	Business requirement	CS
10-004	Admissions and inclusions	Admission and enrolment registers	Date of last entry	Permanent	Retain for historical value	Business requirement	CS
10-005		Admission appeals	Date of decision	7 years	Destroy	Business requirement	CS
10-006		Admissions forms	Current school year	1 year	Destroy	Business requirement	CS
10-007		Admissions policies	Current school year	1 year	Destroy	Business requirement	CS
10-008		Alternative provisions forms	Current school year	1 year	Destroy	Business requirement	CS
10-009		Assisted Support for Learning- Looked After and Accommodated Children (LAAC)	Date of birth	Date of birth + 100 years	Destroy	Looked After Children (Scotland) Regulations 1996, reg 12	CS
10-010		Attendance records	Current school year	4 years	Destroy	Education and Inspections Act 2006, sec 162	CS
10-011		Exclusion records	Date of last entry (decision date)	7 years	Destroy	Education and Inspections Act 2006, sec 162	CS
10-012		Individual Education Plan (IEP)- formerly known as Record of Needs (may also be known as 'Special Educational Needs files, reviews and IEPs')	Termination or leaving date (Alternative- Date of birth)	5 years	Destroy	Business requirement	CS
10-013		Integrated Children's Services- Pupil Records	Date of birth	25 years	Destroy	Statutory	CS
10-014		Leavers survey	Date of last entry	4 years	Destroy	Business requirement	CS
10-015		Placing request appeals/ applications	Review and update as required	7 years	Destroy	Business requirement	CS
10-016		Placing requests guidelines	Review and update as required	Permanent	Retain for historical value	Business requirement	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
10-017		Pupil Progress Record (PPR)- personal pupil record	Termination or leaving date	5 years	Destroy	Schools General (Scotland) Regulations 1975 SI 1135/176 reg 10(2)	CS
10-018		Referrals- new referrals for admission	Date of last entry	4 years	Destroy	Business requirement	CS
10-019		School directory	Date superseded	Until superseded	Destroy	Business requirement	CS
10-020		School Rolls	Review and update as required	6 years	Destroy	Business requirement	CS
10-021		Waiting lists for places	Date of last action	3 years	Destroy	Business requirement	CS
10-022	Advice	Generic information about Education and Skills provision in SLAs- circulars	Date superseded	2 years	Destroy	Business requirement-keep one set as master copy at HQ	CS
10-023	Arts Services	Records documenting the operation of field centres to deliver arts education- Programme information, calendars, bookings	Date of last action	7 years	Destroy	Business requirement	CS
10-024		Records documenting music services- tuition provided within schools or music centres	Date of last action	2 years	Destroy	Business requirement	CS
10-025		Records of performance- arts services (Orders and bookings for arts performances)	Date of last action	2 years	Destroy	Business requirement	CS
10-026		Records of performance- Performance licences	Date of last action or when student reaches 25 Years (whichever is later)	2 years	Destroy	Business requirement	CS
10-027	Curriculum Development	Records documenting curriculum development or effect of changes- 5- 14 Attainment Results	Current school year	5 years	Destroy	Business requirement	CS
10-028		Records documenting curriculum development or effect of changes- 5- 14 SummaryResults	Current		Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
10-029		Curriculum Monitoring and Assessment Reports	Current school year	6 years	Destroy	Business requirement	CS
10-030		Curriculum Support Guidelines	Current school year	5 years	Destroy	Business requirement	CS
10-031		Course Materials	Current	Current	Destroy	Business requirement	CS
10-032		International projects	Date of last action	7 years	Destroy	Business requirement	CS
10-033		Out of schools projects	Date of last action	7 years	Destroy	Business requirement	CS
10-034		Outdoor education	Date of last action	7 years	Destroy	Business requirement	CS
10-035		Schools curriculum	Date of last action	7 years	Destroy	Business requirement	CS
10-036		SQA School- Level Summary Results	Current school year	Permanent	Retain	Business requirement. SQA retain results permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland	CS
10-037	Education Welfare	Individual records of pupil welfare needs- Absence reporting covering attendance and truancy incidents	Date of last action	2 years	Destroy	Standards in Scotland's Schools etc. Act 2000 asp 6	CS
10-038		ASL (Additional Support for Learning) Transport Requests	Date of last action	5 years	Destroy	Statutory- Child Protection Referrals	CS
10-039		Class lists	Date superseded	1 year	Destroy	Business requirement	CS
10-040		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	CS
10-041		Exam Results	Date of last action	5 years	Destroy	Business requirement	CS
10-042		Guidance Records	Date of last action or when student reaches 25 Years (whichever is later)	Last action or on attaining 25th birthday	Destroy	Business requirement	CS
10-043		Pupil Records	Date of last action or when student reaches 25 Years (whichever is later)	Last action or on attaining 25th birthday	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
10-044		Report Cards	Pupil's 25th birthday	Date of birth + 25 years	Destroy	Business requirement	CS
10-045		Special Needs Records- Including Support Service (Psych/ Hearing, etc.)	Pupil's 25th birthday	Date of birth + 25 years	Destroy	Statutory. The general provision is covered by the Special Educational Needs and Disability Act 2001 (SENDA) and revised regulations were effective from 1 January 2002, Special Educational Needs Code of Practice (2001)	CS
10-046		Student welfare service	Pupil's 25th birthday	Date of birth + 25 years	Destroy	Business requirement	CS
10-046a		Covid 19 LFD tests in schools	End of semester	1 year	Destroy	Business requirement	CS
10-047	Employment skills	Information about job skills or work experience opportunities-careers advice	Date superseded	Until superseded	Destroy	Business requirement	CS
10-048		Work experience placements	Date of last action	6 years	Destroy	Business requirement	CS
10-049		Workplace training	Date superseded	Until superseded	Destroy	Business requirement	CS
10-050	Lifelong learning	Records indicating participation in lifelong learning activities-basic skills development targets and coursework	Date superseded	Until superseded	Destroy	Business requirement	CS
10-051		Course directory- basic skills development	Date superseded	Until superseded	Destroy	Business requirement	CS
10-052	Management of Schools	Records for school management in a given school- Accident reports (visitors, etc.)	Current school year	Current school year + 3 years	Destroy	Business requirement	CS
10-053		Accident reports- staff	Current school year	Current school year + 6 years	Destroy	Business requirement	CS
10-054		Accident reports- children	Current school year	Date of birth + 25 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
10-055		Appointment files- Statutory appointments	Leaving or retirement date	Permanent/ Date of retirement + 25 years	Retain	Business requirement	CS
10-056		Disclosure Scotland records	Receipt of the statement from Disclosure Scotland	90 days	Destroy	Code of Practice issued by Scottish Ministers, Part V of the Police Act 1997	CS
10-057		Education Committee minutes	Date closed	3 years	Destroy	Business requirement. Master copy set to be kept by LA Education Department	CS
10-058		Emergency contacts	Date superseded	Until superseded	Destroy	Business requirement	CS
10-059		Emergency regulations	Date superseded	Until superseded	Destroy	Business requirement	CS
10-060		Handbook	Permanent	Permanent	Retain	Business requirement. Consider historical value	CS
10-061		Health and nursing- pupil files				Covered by NHS patient record retention and Access to Health Records Act 1990 c23	CS
10-062		Identification and School Badges	Until superseded	1 year	Destroy	Business requirement	CS
10-063		Inspections- HMI Reports	Permanent	Permanent	Retain	Business requirement. Consider historical value	CS
10-064		Interview notes	Date of filling the post	6 months	Destroy	Business requirement	CS
10-065		Log Books of school events (school diary)	Date of last action	Permanent	Retain	Business requirement. Consider historical value	CS
10-066		Parental consent forms	Date superseded	Until superseded	Destroy	Business requirement	CS
10-067		Performance- School files	Date of last action	7 years	Review	Business requirement. Consider historical value	CS
10-068		Photographs (by class and year)	After photograph is taken	5 years	Destroy	Business requirement. Consider historical	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
						value	
10-069		Plans and policies- School files	Date superseded	3 years	Destroy	Business requirement. Consider historical value	CS
10-070		Prize giving	10 years after last action or 10 years after last action when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy	Business requirement	CS
10-071		Public Private Partnership (PPP)	Date of last action	30 years	Destroy	Business requirement. PPP is a partnership/ contract which lasts 30 years	CS
10-072		Pupil Transport Request Forms	Current school year	1 year	Destroy	Business requirement	CS
10-073		Risk assessments	Date assessment superseded or risk ceases	3 years	Destroy	Business requirement	CS
10-074		Sacramental Records	10 years after last action or 10 years after last action when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy	Business requirement. Created for RC pupils. Consider retaining as per pupil record	CS
10-075		School Catering- Dinner registers	Date of last action	3 years	Destroy	Business requirement	CS
10-076		School Crests	Review and update as required	Permanent	Retain	Business requirement. Consider historical value	CS
10-077		School Transport Contracts	End of contract	7 years	Destroy	Business requirement	CS
10-078		School Transport Eligibility	Date superseded	3 years	Destroy	Business requirement	CS
10-079		School Transport Policy	Date superseded	Permanent	Retain	Business requirement	CS
10-080		Vehicle Hire Request Forms		5 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
10-081		Records of individual members of staff- Personnel files (staff not working with children)	Leaving date	6 years	Destroy	Business requirement	CS
10-082		Personnel files (staff working with children)	Leaving date	25 years	Destroy	Business requirement	CS
10-083		Recruitment forms	Date of filling the post	6 months	Destroy	Employment Act 2002 c22 Schedule 2	CS
10-084		Statutory appointments- Vacancy files (job role, etc.)	Appointment date	2 years	Destroy	Employment Act 2002 c22 Schedule 2	CS
10-085		Staff development, appraisal and review	Once superseded	3 years	Destroy	Business requirement	CS
10-086		Band/ Choir paperwork	End of current year	2 years	Destroy	Business requirement	CS
10-087		Booking forms (community facilities)	End of current year	5 years	Destroy	Business requirement	CS
10-088		CASEN Pupil Information	End of current year	Permanent	Retain	Business requirement	CS
10-089		Complaint files	End of current year	5 years	Destroy	Business requirement	CS
10-090		Copy Correspondence Files	End of current year	2 years	Destroy	Business requirement	CS
10-091		Continuing Professional Development	End of current year	3 years	Destroy	Business requirement	CS
10-092		E&IS Database	End of current year	Permanent	Retain	Business requirement	CS
10-093		Deferred Entry Information	End of current year	4 years	Destroy	Business requirement	CS
10-094		Early Entry (operations)	End of current year	1 year	Destroy	Business requirement	CS
10-095		Entertainment licences (operations)	End of current year	Current year	Destroy	Business requirement	CS
10-096		HMIe Evidence Documentation	End of current year	7 years	Destroy	Business requirement	CS
10-097		Home Tuition (operations)	End of current year	4 years	Destroy	Business requirement	CS
10-098		Head Teacher Review Documentation and Reports	End of current year	2 years (destroy sooner if Head Teacher leaves)	Destroy	Business requirement	CS
10-099		Inventory	End of current year	5 years	Destroy	Business requirement	CS
10-100		Invoice Input Documentation (communityfacilities)	End of current year	5 years	Destroy	Business requirement	CS
10-101		Mail Index	End of current year	1 year	Destroy	Business requirement	CS
10-102		Mail Logs (electronic)	End of current year	3 years	Destroy	Business requirement	CS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
10-103		Quality Award Ceremony Documentation	End of current year	2 years	Destroy	Business requirement	CS
10-104		P1 Registration (operations)	End of current year	1 year	Destroy	Business requirement	CS
10-105		P7 Transfer (operations)	End of current year	7 years	Destroy	Business requirement	CS
10-106		Parents Charter	End of current year	4 years	Destroy	Business requirement	CS
10-107		PowerPoint Presentations (electronic) (dept originated)	End of current year	3 years	Destroy	Business requirement	CS
10-108	Teaching	General documentation relating to teaching staff and their development- Teacher development plans- support for education and learning (also known as 'Professional development plans' or 'Annual appraisal records- school personnel')	Date of last action	2 years	Destroy	Business requirement	CS
10-109		Mentoring- provision of learning mentors	Date of last action	2 years	Destroy	Business requirement	CS
10-110		Staff meeting minutes	Date of last action	4 years	Destroy	Business requirement. Consider historical value	CS
10-111		SQH meetings	Date of last action	4 years	Destroy	Business requirement	CS
10-112		Individual records of teacher performance- Reports on temporaryteachers	Date of last action	10 years	Destroy	The Education and Training (Scotland) Regulations SSI 2000 No. 292	CS
11 ENVIRONMENTAL PROTECTION							E&I
11-001	Advice and Audit	Biodiversity- leaflets, guidance	Date superseded	1 year	Review for historical value	Business requirement	E&I
11-002		Campaigns	Date campaign ended	1 year	Review for historical value	Business requirement	E&I
11-003		Environmental audit report and recommendations	Date audit completed	6 years	Destroy	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
11-004		Records documenting the conduct and results of formal reviews of the Council's use and consumption of energy, and action taken to address issues raised	Date review completed	5 years	Destroy	Business requirement	E&I
11-005	Monitoring and investigation	Coastal erosion- records documenting the establishment, progress and outcomes of a project to develop coastal protection infrastructure	Date closed	5 years	Retain for historical value	Business requirement	E&I
11-006		Energy use and consumption- routine monitoring	End of current year	5 years	Destroy	Business requirement	E&I
11-007		Environmental impact assessment	Date superseded	1 year	Review for historical value	Business requirement	E&I
11-008		Environmental incidents on council premises or caused by its operations- environmental incident report	Date investigation completed	Retention period depends on severity of incident	Destroy	Business requirement	E&I
11-009		Environmental risk identification of, or caused by, the Council's premises or operations, and the conduct of a risk assessment	Date audit completed	3 years	Destroy	Business requirement	E&I
11-010		Environmentally sensitive areas	Date superseded		Retain for historical value	Business requirement	E&I
11-011		Local Air Quality Management	Permanent	Permanent	Retain for historic value	Business requirement	E&I
12 FINANCE							FR
12-001	Development Team	Assessor's Interface Print	End of current financial year	5 year	Destroy	Business requirement.	FR
12-002		Swipe Card Reports	End of current financial year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-003		Annual Billing Records	End of current financial year	5 years	Destroy	Business requirement	FR
12-004		Benefit Postings	End of current financial year	5 years	Destroy	Business requirement	FR
12-005		Manual Adjustments	End of current financial year	5 years	Destroy	Business requirement	FR
12-006		Customer Comments	End of current financial year	5 years	Destroy	Business requirement	FR
12-007		Direct Debit Submissions	End of current financial year	5 years	Destroy	Business requirement	FR
12-008		Warrant Petitions	End of current financial year	Permanent	Review periodically	Business requirement	FR
12-009		Summary Warrants	End of current financial year	Permanent	Review periodically	Business requirement	FR
12-010		Summary Warrant Printouts	End of current financial year	Permanent	Review periodically	Business requirement	FR
12-011		Benefit 3P Rent Posting Housing changes to SX3	End of current financial year	5 years	Destroy	Business requirement	FR
12-012		Benefit 3P Rent pmnt schedule to Housing	End of current financial year	5 years	Destroy	Business requirement	FR
12-013		Benefits upload download	End of current financial year	5 years	Destroy	Business requirement	FR
12-014		Benefits to 3P Creditors pmnt schedules	End of current financial year	5 years	Destroy	Business requirement	FR
12-015	Treasury- HB Overpayments	Bank Statements	End of current financial year	5 years	Destroy	Business requirement	FR
12-016		Journal Entry Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-017		Reconciliation Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-018		Daily Updates (8P1)	End of current financial year	5 years	Destroy	Business requirement	FR
12-019		Manual Batches	End of current financial year	5 years	Destroy	Business requirement	FR
12-020		Benefit Postings	End of current financial year	5 years	Destroy	Business requirement	FR
12-021		Manual Adjustments	End of current financial year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-022	Treasury - Rates	Billing Control (5P1)	End of current financial year	5 years	Destroy	Business requirement	FR
12-023		Rates Cash Account Reports	End of current financial year	5 years	Destroy	Business requirement	FR
12-024		Assessor's Running Roll	End of current financial year	5 years	Destroy	Business requirement	FR
12-025		Bank Statements	End of current financial year	5 years	Destroy	Business requirement	FR
12-026		Journal Entry Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-027		Reconciliation Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-028		Handovers & Transfers	End of current financial year	5 years	Destroy	Business requirement	FR
12-029		Manual Batches	End of current financial year	5 years	Destroy	Business requirement	FR
12-030	Treasury- Council Tax	Bank Statements	End of current financial year	5 years	Destroy	Business requirement	FR
12-031		Journal Entry Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-032		Reconciliation Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-033		Handovers & Transfers	End of current financial year	5 years	Destroy	Business requirement	FR
12-034		System Support Files	End of current financial year	5 years	Destroy	Business requirement	FR
12-035		Daily Updates (RRV403)	End of current financial year	5 years	Destroy	Business requirement	FR
12-036		Manual Batches	End of current financial year	5 years	Destroy	Business requirement	FR
12-037		Assessor's Interface Print	End of current financial year	5 years	Destroy	Business requirement	FR
12-038		Annual Billing Records	End of current financial year	5 years	Destroy	Business requirement	FR
12-039		Benefit Postings	End of current financial year	5 years	Destroy	Business requirement	FR
12-040		Manual Adjustments	End of current financial year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-041	Treasury- General	Attendance & Absence Records	End of current financial year	5 years	Destroy	Business requirement	FR
12-042		Overtime Claims	End of current financial year	5 years	Destroy	Business requirement	FR
12-043		Staff Notices & Meetings	End of current financial year	3 years	Destroy	Business requirement	FR
12-044		General Mail Files	End of current financial year	5 years	Destroy	Business requirement	FR
12-045	Development Team	Assessor's Interface Print	End of current financial year	5 years	Destroy	Business requirement	FR
12-046		Swipe Card Reports	End of current financial year	5 years	Destroy	Business requirement	FR
12-047		Annual Billing Records	End of current financial year	5 years	Destroy	Business requirement	FR
12-048		Benefit Postings	End of current financial year	5 years	Destroy	Business requirement	FR
12-049		Manual Adjustments	End of current financial year	5 years	Destroy	Business requirement	FR
12-050		Customer Comments	End of current financial year	3 years	Destroy	Business requirement	FR
12-051		Direct Debit Submissions	End of current financial year	5 years	Destroy	Business requirement	FR
12-052		Warrant Petitions	End of current financial year	Permanent	Review periodically	Business requirement	FR
12-053		Summary Warrants	End of current financial year	Permanent	Review periodically	Business requirement	FR
12-054		Summary Warrant Printouts	End of current financial year	Permanent	Review periodically	Business requirement	FR
12-055		Records of Apacs transactions held on server	End of current financial year	18 months	Destroy	Business requirement	FR
12-056		Records of Apacs transactions held in Anite	End of current financial year	18 months	Destroy	Business requirement	FR
12-057		Benefit 3P Rent Posting Housing changes to SX3	End of current financial year	5 years	Destroy	Business requirement	FR
12-058		Benefit 3P Rent pmnt schedule to Housing	End of current financial year	5 years	Destroy	Business requirement	FR
12-059		Benefits upload download	End of current financial year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-060		Benefits to 3P Creditors pmnt schedules	End of current financial year	5 years	Destroy	Business requirement	FR
12-061	Council Tax	Attendance & Absence Records	End of current financial year	5 years	Destroy	Business requirement	FR
12-062		Staff Notices & Meetings	End of current financial year	3 years	Destroy	Business requirement	FR
12-063		Council Tax Property Files	End of current financial year	5 years	Destroy	Business requirement	FR
12-064		Council Tax Exemption Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-065		Council Tax Discount Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-066		Council Tax Disabled Band Reduction Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-067		Manual Batches- Online Input Sheets	End of current financial year	5 years	Destroy	Business requirement	FR
12-068		Housing Prints	End of current financial year	5 years	Destroy	Business requirement	FR
12-069		Handovers & Transfers	End of current financial year	5 years	Destroy	Business requirement	FR
12-070		DWP Letter- Audit list from G Walker	End of current financial year	1 year	Destroy	Business requirement	FR
12-071		Sequestration and Liquidation Files	End of current financial year	5 years	Destroy	Business requirement	FR
12-072		Direct Debit Mandates	End of current financial year	5 years	Destroy	Business requirement	FR
12-073		BACS Reports	End of current financial year	5 years	Destroy	Business requirement	FR
12-074		ADDACS	End of current financial year	5 years	Destroy	Business requirement	FR
12-075		Council Tax Correspondence	End of current financial year	5 years	Destroy	Business requirement	FR
12-076		External Agency Council Tax Emails	End of current financial year	5 years	Destroy	Business requirement	FR
12-077		External Customer Council Tax Emails	End of current financial year	5 years	Destroy	Business requirement	FR
12-078	Rates	Rates Property Files	End of current financial year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-079		System Support Files	End of current financial year	5 years	Destroy	Business requirement	FR
12-080		Rating Policy Papers	End of current financial year	Permanent	Archive	Business requirement	FR
12-081		Billing Control (5P1)	End of current financial year	5 years	Destroy	Business requirement	FR
12-082		Weekly Billing Reports	End of current financial year	5 years	Destroy	Business requirement	FR
12-083		Rates Schedules	End of current financial year	5 years	Destroy	Business requirement	FR
12-084		Relief Files	End of current financial year	5 years	Destroy	Business requirement	FR
12-085		Empty Reports	End of current financial year	5 years	Destroy	Business requirement	FR
12-086		Assessor's Running Roll	End of current financial year	5 years	Destroy	Business requirement	FR
12-087	Treasury - Finance	Direct Debit Mandates	End of current financial year	5 years	Destroy	Business requirement	FR
12-088		Direct Debit Submissions	End of current financial year	5 years	Destroy	Business requirement	FR
12-089		Bank Statements	End of current financial year	5 years	Destroy	Business requirement	FR
12-090		Journal Entry Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-091		Reconciliation Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-092		Handovers & Transfers	End of current financial year	5 years	Destroy	Business requirement	FR
12-093		Sequestration and Liquidation Files	End of current financial year	5 years	Destroy	Business requirement	FR
12-094		Burgh Chamberlain's Minutes, etc.	End of current financial year	Sample	Archive	Business requirement	FR
12-095	Treasury - Sundry Income	Daily Income Records	End of current financial year	5 years	Destroy	Business requirement	FR
12-096		Payment Reports	End of current financial year	5 years	Destroy	Business requirement	FR
12-097		Input Sheets	End of current financial year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-098		Vouchers	End of current financial year	5 years	Destroy	Business requirement	FR
12-099		Payment Counterfoils	End of current financial year	5 years	Destroy	Business requirement	FR
12-100		Reconciliation Folders	End of current financial year	5 years	Destroy	Business requirement	FR
12-101		Journal Entries	End of current financial year	5 years	Destroy	Business requirement	FR
12-102	Sundry Income	Credit Notes	End of current financial year	5 years	Destroy	Business requirement	FR
12-103		Write Offs	End of current financial year	5 years	Destroy	Business requirement	FR
12-104		Invoices	End of current financial year	5 years	Destroy	Business requirement	FR
12-105		George Walker Handover	End of current financial year	5 years	Destroy	Business requirement	FR
12-106		Property Enquiry Certificates	End of current financial year	5 year	Destroy	Business requirement	FR
12-107		Sequestrations	End of current financial year	5 years	Destroy	Business requirement	FR
12-108		Attendance & Absence Records	End of current financial year	5 years	Destroy	Business requirement	FR
12-109		Overtime reports	End of current financial year	5 year	Destroy	Business requirement	FR
12-110		Staff Notices and Meetings	End of current financial year	3 years	Destroy	Business requirement	FR
12-111		Transfers/ Refunds/ Manuals	End of current financial year	5 years	Destroy	Business requirement	FR
12-112		Suspense 'On Line'	End of current financial year	5 years	Destroy	Business requirement	FR
12-113	Debt Recovery	Attendance & Absence Records	End of current year	5 years	Destroy	Business requirement	FR
12-114		Overtime Claims	End of current year	5 years	Destroy	Business requirement	FR
12-115		Files (Staff Mandates and SPAs)	End of current year	Permanent	Archive	Business requirement	FR
12-116		Reports	End of current year	1 year	Destroy	Business requirement	FR
12-117	Purchasing	Purchase Orders	End of current financial year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-118		Purchase Requisitions	End of current financial year	5 years	Destroy	Business requirement	FR
12-119		Tenders	End of current year	10 years	Destroy	Business requirement	FR
12-120		'RFOC 3' Forms	End of current year	2 years	Destroy	Business requirement	FR
12-121		'RFOC 1/2' Forms	End of current year	6 years	Destroy	Business requirement	FR
12-122		Certificate Payments	End of current year	6 years	Destroy	Business requirement	FR
12-123		Batch Controls	End of current year	1 year	Destroy	Business requirement	FR
12-124		Audit Reports	End of current year	1 year	Destroy	Business requirement	FR
12-125		Statement Billings (Scottish Power)		5 years	Destroy	Business requirement	FR
12-126		Invoices	End of current year	5 years	Destroy	Business requirement	FR
12-127		Renfrew County Payroll Records			Sample for Archive	Business requirement	FR
12-128	Benefits- Private Sector	Housing/ Council Tax Benefit Files	End of current financial year	5 years	Destroy	Business requirement	FR
12-129		Rent Office Referrals	End of current financial year	5 year	Destroy	Business requirement	FR
12-130		Attendance Records	End of current financial year	5 years	Destroy	Business requirement	FR
12-131	Benefits Overpayment Team	Attendance Records	End of current year	5 years	Destroy	Business requirement	FR
12-132		Arrangement Folders	End of current financial year	5 years	Destroy	Business requirement	FR
12-133		Copy Credit Notes	End of current financial year	5 years	Destroy	Business requirement	FR
12-134		DW P Reduction Referrals	End of current financial year	5 years	Destroy	Business requirement	FR
12-135		George Walker Handovers	End of current financial year	5 years	Destroy	Business requirement	FR
12-136		Copy Refunds	End of current financial year	5 years	Destroy	Business requirement	FR
12-137		Sequestrations	End of current financial year	5 years	Destroy	Business requirement	FR
12-138		Collection Rate Reports	End of current financial year	5 years	Destroy	Business requirement	FR
12-139	Internal Audit	Register of councillors' expenses	End of current year	Permanent	Archive	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-140		Councillors' expenses: support files	End of current year	5 years	Destroy	Business requirement	FR
12-141	Internal Audit (Benefit Fraud)	Prosecution Files	Court decision	2 years	Destroy	Business requirement	FR
12-142		Fraud Investigation Files	Closure of file	2 years	Destroy	Business requirement	FR
12-143		Prosecution Interview Tapes	Court decision	2 years	Destroy	Business requirement	FR
12-144		Fraud Interview Tapes	Closure of file	2 years	Destroy	Business requirement	FR
12-145	Cash	Manual cheques	End of current financial year	5 years	Destroy	Business requirement	FR
12-146		Pay overs- PAYE and Superannuation	End of current financial year	5 years	Destroy	Business requirement	FR
12-147		Arrestments	End of current financial year	5 years	Destroy	Business requirement	FR
12-148		Income Vouchers	End of current financial year	5 years	Destroy	Business requirement	FR
12-149		Bank Reconciliation	End of current financial year	5 years	Destroy	Business requirement	FR
12-150		Income Reports	End of current financial year	5 years	Destroy	Business requirement	FR
12-151		Cash Receipting Reports	End of current financial year	5 years	Destroy	Business requirement	FR
12-152		General Authorised Vouchers	End of current financial year	5 years	Destroy	Business requirement	FR
12-153		Payroll Authorised Vouchers	End of current financial year	5 years	Destroy	Business requirement	FR
12-154		RET	End of current financial year	5 years	Destroy	Business requirement	FR
12-155		Libraries Giro Account	End of current financial year	5 years	Destroy	Business requirement	FR
12-156		Combined Registrar	End of current financial year	5 years	Destroy	Business requirement	FR
12-157		Correspondence from bank	End of current financial year	5 years	Destroy	Business requirement	FR
12-158		Launderette Account	End of current financial year	5 years	Destroy	Business requirement	FR
12-159		Coal Fund	End of current financial year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-160		Housing Benefit Interceptions	End of current financial year	5 years	Destroy	Business requirement	FR
12-161		Councillors' Advance Forms	End of current financial year	5 years	Destroy	Business requirement	FR
12-162		Cashiers Petty Cash Records	End of current financial year	5 years	Destroy	Business requirement	FR
12-163		School Meals	End of current financial year	5 years	Destroy	Business requirement	FR
12-164		Social Work Giro Account	End of current financial year	5 years	Destroy	Business requirement	FR
12-165		Standing Orders	End of current financial year	5 years	Destroy	Business requirement	FR
12-166		Swipe cards	End of current financial year	5 years	Destroy	Business requirement	FR
12-167		Bank Statements	End of current financial year	5 years	Destroy	Business requirement	FR
12-168		Supplementary Lists	End of current financial year	5 years	Destroy	Business requirement	FR
12-169		RD Journals	End of current financial year	5 years	Destroy	Business requirement	FR
12-170		BACS Recall Journals	End of current financial year	5 years	Destroy	Business requirement	FR
12-171	Corporate Accounting	Loans	End of current financial year	3 years	Destroy	Business requirement	FR
12-172		Bank Statements	End of current financial year	5 years	Destroy	Business requirement	FR
12-173		Expenditure Vouchers and Payroll BACS	End of current financial year	5 years	Destroy	Business requirement	FR
12-174		Councillors' Expenses and Public Record	End of current financial year	5 years	Destroy	Business requirement	FR
12-175		Lease Agreements	End of current financial year	3 years	Destroy	Business requirement	FR
12-176		Bank and Cheque Reconciliation and Payroll Cheque List	End of current financial year	5 years	Destroy	Business requirement	FR
12-177		Curatory	All Active cases	10 years	Destroy	Business requirement	FR
12-178		Writeback Cheques	End of current financial year	2 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-179		CCTV Trust	End of current financial year	3 years	Destroy	Business requirement	FR
12-180		Common Good Contract Notes and Dividend Payments	End of current financial year	3 years	Destroy	Business requirement	FR
12-181		Customer Complaints	End of current financial year	4 years	Destroy	Business requirement	FR
12-182		Abstract of Accounts (Glossies)	End of current financial year	7 years	Destroy	Business requirement	FR
12-183		Lease Agreements and Schedules	End of current financial year	12 years	Destroy	Business requirement	FR
12-184		Journal Entry Sheets	End of current financial year	1 years	Destroy	Business requirement	FR
12-185		Internal Accounts	End of current financial year	1 years	Destroy	Business requirement	FR
12-186		Capital Monitoring Reports	End of current financial year	3 years	Destroy	Business requirement	FR
12-187		VAT Returns	End of current financial year	6 years	Destroy	Business requirement	FR
12-188		Common Good	End of current financial year	5 years	Destroy	Business requirement	FR
12-189		Statistical Returns	End of current financial year	5 years	Destroy	Business requirement	FR
12-190		Home Loans and Repair Grants	End of current financial year	10 years	Destroy	Business requirement	FR
12-191		Council House Sales	End of current financial year	6 years	Destroy	Business requirement	FR
12-192	Service Accounting	Abstract of Accounts	End of current financial year	5 years	Destroy	Business requirement	FR
12-193		Estimates	End of current financial year	5 years	Destroy	Business requirement	FR
12-194		LFRS	End of current financial year	5 years	Destroy	Business requirement	FR
12-195		POBE	End of current financial year	5 years	Destroy	Business requirement	FR
12-196		Budget Monitoring	End of current financial year	1 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-197		SIP files	End of current financial year	5 years	Destroy	Business requirement	FR
12-198		Grant Claims	End of current financial year	7 years	Destroy	Business requirement	FR
12-199		Statistical Returns	End of current financial year	5 years	Destroy	Business requirement	FR
12-200		Local Area Grants	End of current financial year	1 year	Destroy	Business requirement	FR
12-201		Pay overs	End of current financial year	1 year	Destroy	Business requirement	FR
12-202		Miscellaneous	End of current financial year	1 year	Destroy	Business requirement	FR
12-203	Directorate	Common Good	End of current year	1 year	Destroy	Business requirement	FR
12-204		Board Papers	End of current year	1 year	Destroy	Business requirement	FR
12-205		Elected Members	End of current year	1 year	Destroy	Business requirement	FR
12-206		CIPFA	End of current year	1 year	Destroy	Business requirement	FR
12-207		Meeting Papers	End of current year	1 year	Destroy	Business requirement	FR
12-208		Staffing	End of current year	1 year	Destroy	Business requirement	FR
12-209		Best Value	End of current year	1 year	Destroy	Business requirement	FR
12-210		Capital Budget Monitoring	End of current year	1 year	Destroy	Business requirement	FR
12-211		Revenue Monitoring	End of current year	1 year	Destroy	Business requirement	FR
12-212		Final Accounts and External Audit	End of current year	1 year	Destroy	Business requirement	FR
12-213		General Files	End of current year	1 year	Destroy	Business requirement	FR
12-214		Insurance	End of current year	1 year	Destroy	Business requirement	FR
12-215		Internal Audit	End of current year	1 year	Destroy	Business requirement	FR
12-216		IT Development	End of current year	1 year	Destroy	Business requirement	FR
12-217		Revenue Budget	End of current year	1 year	Destroy	Business requirement	FR
12-218		Strategic Procurement	End of current year	1 year	Destroy	Business requirement	FR
12-219		Register of Gifts and Hospitality	End of current year	4 years	Destroy	Business requirement	FR
12-220		PECOS Requisitions	End of current year	Current year	Destroy	Business requirement	FR
12-221		CPC Transaction Logs	End of current year	1 year	Destroy	Business requirement	FR
12-222		Inter-departmental a c c o u n t s	End of current year	Current year	Destroy	Business requirement	FR
12-223		Car Park Permit Log/ Information	End of current year	Permanent	Retain	Business requirement	FR
12-224		UNISON Liaison Meeting Papers	End of current year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-225		Security Sheets for Overtime Working	End of current year	Current year	Destroy	Business requirement	FR
12-226		Inventories	End of current year	Permanent	Retain	Business requirement	FR
12-227		Leave Cards	End of current year	2 years	Destroy	Business requirement	FR
12-228		Flexi Cards	End of current year	1 year	Destroy	Business requirement	FR
12-229		Absence Statistics- Monthly	Current year		Destroy	Business requirement	FR
12-230		Absence Statistics- Quarterly	Current year		Destroy	Business requirement	FR
12-231		Flexi Printouts		6 months	Destroy	Business requirement	FR
12-232		Telephone Printouts	Current year		Destroy	Business requirement	FR
12-233		Catering Advice Charges	Current year		Destroy	Business requirement	FR
12-234		CMT Papers	End of current year	2 years	Destroy	Business requirement	FR
12-235		General Management Policy Board Papers	End of current year	2 years	Destroy	Business requirement	FR
12-236		Leadership Board Papers	End of current year	2 years	Destroy	Business requirement	FR
12-237		Council Papers	End of current year	2 years	Destroy	Business requirement	FR
12-238		Scrutiny Board Papers	End of current year	2 years	Destroy	Business requirement	FR
12-239		Investment Review Board Papers	End of current year	2 years	Destroy	Business requirement	FR
12-240		Information Bulletins	End of current year	2 years	Destroy	Business requirement	FR
12-241		Repairs Request Forms	End of current year	2 years	Destroy	Business requirement	FR
12-242	Payroll	Expenses/ Car Mileage	End of current financial year	4 years	Destroy	Business requirement	FR
12-243		Accounts	End of current financial year	4 years	Destroy	Business requirement	FR
12-244		Advances/ Payments	End of current financial year	2 years	Destroy	Business requirement	FR
12-245		Arrestments	End of current financial year	4 years	Destroy	Business requirement	FR
12-246		AVC's	End of current financial year	2 years	Destroy	Business requirement	FR
12-247		BACS Listings	End of current financial year	1 year	Destroy	Business requirement	FR
12-248		Charities	End of current financial year	2 years	Destroy	Business requirement	FR
12-249		Contribution Agency Cheque Requests	End of current financial year	4 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-250		Correspondence/ Earnings Enquiries	End of current financial year	1 year	Destroy	Business requirement	FR
12-251		Feeders	End of current financial year	1 year	Destroy	Business requirement	FR
12-252		GTC; Class CPX; etc.	End of current financial year	4 years	Destroy	Business requirement	FR
12-253		Input	End of current financial year	1 year	Destroy	Business requirement	FR
12-254		Leavers- Master Records; Medical Certificates	End of current financial year	3 years	Destroy	Business requirement	FR
12-255		Ledgers	End of current financial year	2 years	Destroy	Business requirement	FR
12-256		P6; P45 and any other Inland Revenue info	End of current financial year	4 years	Destroy	Business requirement	FR
12-257		Payroll prints checked by payroll	End of current financial year	1 year	Destroy	Business requirement	FR
12-258		Recalled Pays/ Returned Pays	End of current financial year	2 years	Destroy	Business requirement	FR
12-259		Redundancy	End of current financial year	4 years	Destroy	Business requirement	FR
12-260		Resettlement Claims	End of current financial year	4 years	Destroy	Business requirement	FR
12-261		Savings	End of current financial year	2 years	Destroy	Business requirement	FR
12-262		Settled 3rd Party Claims	End of current financial year	4 years	Destroy	Business requirement	FR
12-263		Statutory Maternity Pay	End of current financial year	4 years	Destroy	Business requirement	FR
12-264		Student Loans	End of current financial year	4 years	Destroy	Business requirement	FR
12-265		Superannuation Forms	End of current financial year	Permanent	Retain	Business requirement	FR
12-266		Teachers Internal Assessment Fees	End of current financial year	4 years	Destroy	Business requirement	FR
12-267		Telephone Accounts	End of current financial year	4 years	Destroy	Business requirement	FR
12-268		Working Family Tax Credit	End of current financial year	4 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
12-269		Year End Returns	End of current financial year	4 years	Destroy	Business requirement	FR
12-270	Financial Planning and Development	Integrated financials project documentation	End of current year	5 years	Destroy	Business requirement	FR
12-271		Key financial publications working papers	End of current financial year	3 years	Destroy	Business requirement	FR
12-272		Performance information	End of current financial year	5 years	Destroy	Business requirement	FR
12-273		Hard copy departmental publications (service plan, financial guidance, etc.)	End of current financial year	5 years	Destroy	Business requirement	FR
12-274		Grant settlement information	End of current financial year	5 years	Destroy	Business requirement	FR
12-275		Accounting code of practice and other technical information	End of current financial year	3 years	Destroy	Business requirement	FR
12-276		Activity based costing information/ documentation	End of current financial year	5 years	Destroy	Business requirement	FR
12-277		Service review documentation	End of current year	5 years	Destroy	Business requirement	FR
12-278		Internet/ intranet working papers	End of current year	1 year	Destroy	Business requirement	FR
12-279		IT coordinator documentation	End of current year	1 year	Destroy	Business requirement	FR
12-280		Hard copy electronic journals	End of current financial year	5 years	Destroy	Business requirement	FR
12-281		Tender submissions (accepted)	End of current financial year	10 years	Destroy	Business requirement	FR
12-282		Tender submissions (unsuccessful)	End of current financial year	1 year	Destroy	Business requirement	FR
12-283		Staff records (flexi sheets, leave cards, etc.) and circulars	End of current year	2 years	Destroy	Business requirement	FR
13 HEALTH & SAFETY							FR
13-001	Compliance	Strategy & Planning	Date process ceases or is superseded	1 year	Destroy	Business requirement	FR
13-002		Health and Safety Policy	Date superseded	1 year	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
13-003		Fire Safety training	End of current year	10 years	Destroy	Fire Safety (Scotland) Regulations 2006. SSI 2006 No 456 Regulation 20	FR
13-004		First aid- letter advising of award of certificate	End of current year	3 years	Destroy	Business requirement	FR
13-005		First aid- course attendance sheet	End of current year	3 years	Destroy	Business requirement	FR
13-006		Manual Handling- course attendance sheet	End of current year	3 years	Destroy	Business requirement	FR
13-007		Manual Handling- Letter advising of award of certificate		3 years	Destroy	Business requirement	FR
13-008	Monitoring	Accidents and incident reporting- reporting accidents to adults	Date of accident	6 years	Destroy	Statutory- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	FR
13-009		Accidents and incident reporting- reporting accidents to children	Date of accident	25 years	Destroy	Statutory- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	FR
13-010		Asbestos inspections	Either: Date of last action, or until individual is 75 years old	Either: 50 years or till 75 years old (whichever is the greater)	Destroy	Statutory- Control of Asbestos at Work Regulations 1987	FR
13-011		Equipment safety inspections	Date equipment is decommissioned	6 years	Destroy	Business requirement	FR
13-012		Hazardous substances COSHH reports	Date of last action	40 years	Destroy	Statutory- Control of Substances Hazardous to Health Regulations 2002	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
13-013		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	5 years	Destroy	Business requirement	FR
13-014		Radon Monitoring	Date of last action	40 years	Destroy	Statutory- The Ionising Radiations Regulations 1985	FR
13-015	Risk Management	Risk assessments	Date of last assessment/ last action	3 years	Destroy	Statutory- Management of Health and Safety at Work Regulations 1992	FR
13-016	Covid-19 Testing (for schools see 10-46a)	PCR Testing Logs	Last action	1 year	Destroy	Business Requirement	
14 HOUSING							
14-001	Advice	Provision of advice to homeowners and tenants					
14-002		Help and advice to private tenants or landlords	Date of last action	Current year + 5	Destroy	Business requirement	FR
14-003	Enforcement	The enforcement of housing standards within the local area including housing standards assessments and safety inspections					
14-004		Assessment- housing standards	Date of last assessment	Current year + 3	Destroy	Business requirement	
14-005		Safety inspections- multiple occupation	Date of last action	7 years	Destroy	Business requirement	FR
14-006	Estate management	The management of housing estates including business premises, car parking surveys, garage letting and rental applications, housing inspections and neighbour disputes					
14-007		Business premises	Date of last action	Current year + 7	Destroy	Business requirement	CHAPS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
14-008		Car parking surveys	Date of last action	Current year + 7	Destroy	Business requirement	CHAPS
14-009		Garage applications	Registration or entitlement lapses	Current year + 2	Destroy	Business requirement	CHAPS
14-010		Garage rentals	Entitlement lapses	Current year + 2	Destroy	Business requirement	CHAPS
14-011		Housing inspections	Date of last action	Current year + 7	Destroy	Business requirement	CHAPS
14-012		Neighbour disputes	Termination of tenancy	Current year + 12	Destroy	Business requirement	CHAPS
14-013	Housing provision	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness					
14-014		Landlord accreditation	Date of last action	Current year + 2	Destroy	Business requirement	CHAPS
14-015		Housing applications- register (Common Housing registers)		Retain permanently	Retain	Business requirement	CHAPS
14-016		Housing exchanges- Mutual exchange list	Date superseded	Current	Destroy	Maintain current only, and update as required	CHAPS
14-017		Allocations- waiting list	Date superseded	Current	Destroy	Business requirement- Maintain current only, and update as required	CHAPS
14-018		Case file- successful applicants (Council housing application forms and supporting material, application for transfer of tenancy and supporting papers)	Date of decision	See Tenant Case file	Destroy	Business requirement- Move to individual tenant's case file	CHAPS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
14-019		Case file- unsuccessful applicants (or where application is withdrawn by applicant) (Council housing application forms, needs assessment and supporting material, application for transfer of tenancy and supporting papers)	Year of decision	Current year + 7	Destroy	Business requirement- Move to individual tenant's case file	CHAPS
14-020		Case file- Homeless person where individual does not become permanently housed (Assessments, decisions, temporary accommodation, etc.)	Date of last action	Current year + 7	Destroy	Business requirement	CHAPS
14-021		Case file- Homeless person where individual does become permanently housed (Assessments, decisions, temporary accommodation, etc.)	Date of decision	See Tenant Case file		Business requirement	CHAPS
14-022		Temporary accommodation- lease agreement (lease agreement and associated documents)	Termination of lease agreement	Current year + 5	Destroy	Business requirement	CHAPS
14-023		Records documenting the decoration and furnishing of a leased property to be used as temporary accommodation				Business requirement	CHAPS
14-024		Case file- temporary accommodation allocated to a homeless person	Current year	Current year + 3	Destroy	Business requirement	CHAPS
14-025		Records documenting arrangements with a hostel/ bed and breakfast establishment used to provide temporary accommodation	Current year	Current year + 3	Destroy	Business requirement	CHAPS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
14-026		Case file- sheltered housing	Date of last action	Current year + 7	Destroy	Business requirement	CHAPS
14-027	Housing stock	Activities relating to management of housing stock including demolition, emergency maintenance, housing grants, leases					
14-028		Property file- demolition	Date of last action	Current year + 10	Destroy	Business requirement	FR
14-029		Property file- Planned maintenance	Date of last action	Current year + 5	Destroy	Business requirement	FR
14-030		Property file- property adaptations	Date superseded	Until superseded	Destroy	Business requirement- Maintain current only, and update as required	FR
14-031		Property file- Housing improvement grants	From date of last payment	Current year + 10	Destroy	Statutory- Prescriptions and Limitations Act; review for plans and detailed drawings	FR
14-032		Property file- Adaptations grants	Date of last action	10 years	Destroy	Business requirement	FR
14-033		Property file- Housing grant where application is rejected	Last action on application	Current year + 1	Destroy	Business requirement	FR
14-034		Register of Housing Grants	Current year	Current year + 10	Destroy	Business requirement	FR
14-035		Property file- leases	From expiry of lease	Current year + 15	Destroy	Business requirement	CHAPS
14-036		Risk assessment- Asbestos Register	Date of last action	70 years	Destroy	Business requirement	FR
14-037		Unauthorised occupants	Date of last action	5 years	Destroy	Business requirement	CHAPS
14-038	Managing tenancies	Activities associated with the management of tenancies					
14-039		Tenant Participation Strategy	Date superseded	Current year + 1	Destroy	Business requirement	CHAPS
14-040		Register of Tenants Organisations		Keep up to date		Statutory- Housing (Scotland) Act 2001, asp 10, section 53(3)	CHAPS

REF	ACTIVITY / RECORDS	DESE&IIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
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14-041		Register of abandoned property	Date landlord took possession of property	Current year + 5	Destroy	Statutory- The Scottish Secure Tenancies (Abandoned Property) Order 2002 SSI 2002 No 313 Regulation 8	CHAPS
14-042		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	Current year + 20	Destroy	Business requirement- these may need to be kept for a longer period to prove that the tenant was actually housed properly by the authority	CHAPS
14-043		Tenant file- Home Care Service (Processes involved in assessing and providing individual support or services. Includes those with Power of Attorney)	Termination of service	Current year + 6	Destroy	Business requirement	CS
14-044		Tenant file- Agreements (Ordinary Tenancy)- Scottish Secure Tenancy Agreement	Tenancy expires	Current year + 6	Destroy	Statutory- Housing (Scotland) Act 2001, asp 10, section 23	CHAPS
14-045		Tenant file- Agreements (Tenancy under seal)	Tenancy expires	Current year + 12	Destroy	Business requirement	CHAPS
14-046		Tenant file- Housing needs assessment	When superseded	Current year + 2	Destroy	Business requirement	CHAPS
14-047		Tenant file- Rent setting	Date closed	Current year + 7	Destroy	Business requirement	CHAPS
14-048		Tenant file- Rent arrears (Council property)	Date closed	Current year + 7	Destroy	Business requirement	
14-049		Tenant file- Evictions	Date of last action	Current year + 7	Destroy	Business requirement	
14-050		Tenant file- Right to buy	Date sold	Current year + 12	Destroy	Business requirement	CHAPS
14-051		Tenant file- Welfare services- disadvantaged persons	Date closed	Current year + 7	Destroy	Business requirement	CHAPS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
14-052		Tenant file- Welfare benefit advice	Last action on application	Current year + 6	Destroy	Business requirement	CHAPS
14-053		Tenant file- Contents insurance for council tenants (application forms, authorisation forms)	Date closed/ Termination	Current year + 7	Destroy	Business requirement	CHAPS
15 HUMAN RESOURCES							FR
15-001		Employee files- counselling	Termination date	6 Years	Destroy	Statutory- Prescriptions and Limitations (Scotland) Act 1973 c. 52 and 1984 c. 45	FR
15-002		Employee files- absence monitoring		5 years from end of current tax year	Destroy	Business requirement	FR
15-003		Employee files- discipline (documentation relating to the discipline of employees)	Day after warning expires	6 Years	Destroy	Business requirement- The Employment Act 2002 deals with dispute resolution but does not give time limits for	FR
15-004		Employee files- discipline (final disciplinary warnings)	Day after warning expires	12 months/ 6 months after warning	Destroy	Business requirement- The Employment Act 2002 deals with dispute resolution but does not give time limits for record	FR
15-005		Employee files- discipline (no warning given)	Date of decision not to proceed	Immediately	Destroy	Business requirement	FR
15-006		Employee files- discipline (oral disciplinary warnings)	Day after warning expires	6 months	Destroy	Business requirement	FR
15-007		Employee files- discipline (disciplinary warnings involving children or vulnerable adults)	Current	Keep on personnel file permanently	Retain	Business requirement	FR
15-008		Employee files- discipline (written disciplinary warnings)	Date of warning	12 months	Destroy	Business requirement	FR
15-009		Employee files- Disclosure of interest	Current	1 year	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
15-010		Employee files- Employee details (posts not subject to disclosure checks)	Termination of employment	Termination date + 6 years	Destroy	Statutory- Statute of Limitation 1980. Need to retain record of: Name, DoB, Date of Appointment, Work history details, Titles and dates of posts held, as evidence of employment and for pension purposes	FR
15-011		Employee files- Employee details (posts subject to disclosure checks)	Termination of employment	Termination date + 25 years	Destroy	Business requirement. Need to retain record of: Name, DoB, Date of Appointment, Work history details, Titles and dates of posts held, as evidence of employment and for pension purposes	FR
15-012		Employee files- employment conditions	Termination of employment	Termination date + 2 years	Destroy	Business requirement	FR
15-013		Employee files- grievances	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR
15-014		Employee files- individual training records	Termination of employment	Termination date + 6 years BUT if it relates to training or work with children or vulnerable adults retain for 50 years	Destroy	Business requirement	FR
15-015		Employee files- induction	Date of completion	Completion date + 2 years	Destroy	Business requirement	FR
15-016		Employee files- leave	Current year	Current year + 2 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
15-017		Medical assessments	Date of birth/ Termination of employment/ Current year	Date of birth + 75 years/ Termination date + 6 years/ Current year + 10 years	Destroy	Business requirement	FR
15-018		Employee files- maternity/ paternity leave	Current tax year	Current tax year +3 years	Destroy	Business requirement	FR
15-019		Reporting (terms and conditions, working hours)	Current tax year	Current tax year +3 years	Destroy	Business requirement	FR
15-020		Termination requests	Termination	25 years	Destroy	Business requirement	FR
15-021		Human Resources Guidelines	Superseded	Date superseded	Destroy	Business requirement. Consider historical value	FR
15-022	Employee relations	Disciplinary matters reporting	Once appropriate action taken	Until superseded	Destroy	Business requirement	FR
15-023		Employment Tribunals- applications	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR
15-024		Trade union liaison- strategy	Current	Retain permanently	Retain	Business requirement	FR
15-025		Trade union liaison- supporting and routine documentation	Current	Date superseded + 2 years	Destroy	Business requirement	FR
15-026	Equal opportunities	Equalities and diversity- guidelines	Current	Superseded	Destroy	Business requirement	FR
15-027		Annual Equality Opportunities	Termination	5 years	Destroy	Business requirement	FR
15-028		Harassment Statistics Monitoring Forms	Current year	Current year + 1 year	Review	Consider historical value	FR
15-029		Respect at Work	Termination	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
15-030	Monitoring employees	Performance appraisal (Probationary reports and performance plans)	Date completed	5 years	Destroy	Business requirement	FR
15-031		Reporting	Current	5 years	Destroy	Business requirement	FR
15-032		Staff directory	Current	Current	Destroy	Business requirement. Consider historical value	FR
15-033	Occupational health	Absence reporting	Date after action completed	5 years	Destroy	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 1 January 1989	FR
15-034		Occupational health (separate from employee file)	Date of birth (unless see notes)	75 years	Destroy	Where statutory health surveillance has been undertaken, records to be retained for 40 years after last consultation, or 75 years after DoB, whichever is longest	FR
15-035		Occupational health (separate from Health and Safety file)	Date course completed	50 years	Destroy	Where records relate to training associated with the reasons for statutory health surveillance. Then these records should be retained for the same length of time as the individual's health record	FR
15-036		Personal risk assessments	After revised risk assessment takes place or termination of employment	6 years	Destroy	Where risk assessments relate to the statutory health surveillance then the assessments should be retained for the same timescale as the occupational health records	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
15-037		Sickness monitoring	Termination of employment	Termination date + 6 years	Destroy	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 1 January 1989	FR
15-038		Major injuries	Termination of employment	Termination date + 40 years	Destroy	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 1 January 1989	FR
15-039	Recruitment	Authorisation	Recruitment finalised	1 Year	Destroy	Business requirement	FR
15-040		Job descriptions	Date superseded	6 months	Destroy	Business requirement	FR
15-041		Recruitment	Recruitment finalised	6 months	Destroy	Business requirement	FR
15-042		Recruitment process	Recruitment finalised	6 months	Destroy	Business requirement	FR
15-043		Secondment	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR
15-044		Volunteers	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR
15-045	Terms and conditions of employment	Staff benefits	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR
15-046		Staff facilities	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR
15-047		Staff recognition	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR
15-048		Terms and conditions	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR
15-049	Training	Driver training	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR
15-050		Reporting	Date after action completed	5 years	Destroy	Business requirement	FR
15-051		Support training	Termination of employment	Termination date + 6 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
15-052		Training courses	Current	5 years	Destroy	Business requirement. Records of training on personal files concerning children or health and safety training e.g. manual handling, violence and aggression	FR
15-053		Training plan	Date after action completed	2 years	Destroy	Business requirement	FR
15-054	Workforce planning	Workforce development planning	Date of last action	5 years	Destroy	Business requirement	FR
15-055	Job evaluation	Final report	Current	Retain permanently	Retain	Business requirement. This is a distinct function from Employee Monitoring (which is primarily employee focused). This is more process focused and may be broken down into smaller activities, e.g. Initial evaluation process and appeals	FR
15-056		Results of large-scale job evaluation	Date evaluation finalised		Retain	Business requirement	FR
15-057		Working papers	Date evaluation finalised	5 years	Destroy	Business requirement	FR
16 INFORMATION & COMMUNICATION TECHNOLOGY							FR
16-001	ICT Systems Development						

REF	ACTIVITY / RECORDS	DESE&IIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
16-002	Initial development of and post-implementation changes to an ICT system.	specifications RfC's BRDs SDDs TSDs Test Plans support scripts Major incident reports cut over / go live / roll back and DR plans	Decommissioning of system	5 years	Review for business and historical value	Business requirement	FR
16-003	Initial development of an ICT system which is not implemented.		Last action on development	5 years	Destroy	Business requirement	FR
16-004	ICT Systems Security Management						FR
16-005	Security protocols for an ICT system.		Decommissioning of system	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	FR
16-006	Opening, maintenance and closure of a user account for an ICT system.		Closure of account	1 year	Destroy	Business requirement	FR
16-007	Routine monitoring of access to, and use of, an ICT system.		End of current year	1 year	Destroy	Business requirement	FR
16-008	Detection and investigation of security breaches of an ICT system, and action taken.		Last action on incident	3 years	Destroy	Business requirement	FR
16-009	ICT Systems Operations Management						FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
16-010	Routine monitoring and testing of an ICT system, and action taken to rectify problems and optimise performance.		End of current year	1 year	Destroy	Business Requirement	FR
16-011	Investigation of faults reported by users of an ICT system, and action taken to rectify problems.	Incident records	Close of investigation	3 years	Destroy	Business Requirement	FR
16-012	Management of data in an ICT system, including the operation of routine data backup, archiving and deletion routines.		End of current year	1 year	Destroy	Business Requirement	FR
16-013	Maintenance of the software licence(s) for an ICT system.		Expiry/ Termination of licence	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	FR
16-014	Management of an ICT system - system file	handover documents, user guides, system support, technical and knowledgebase documentation	Decommissioning of system	5 years	Destroy	Business Requirement	FR
16-015	Removal / return of mobile ICT systems hardware & software from / to the Council's premises	register or log	Return of equipment	5 years	Destroy	Business Requirement	FR
16-016	Arrangements for the sanitisation and disposal of institutional ICT equipment	disposal log	Disposal of equipment	5 years	Destroy	Business Requirement	FR
16-017	ICT Systems User Training &						FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
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	Support						
16-018	Development of technical & application training and guidance for IT		superseded	5 years	Destroy	Business Requirement	FR
16-019	Logging, investigation and resolution of user requests for technical and application support		Close of call	5 years	Review for business value	Business requirement	FR
16-020	System Backups						FR
16-021	Tape Backup	<p>Tape backups are used for Domino Servers (email and databases), High Schools servers, Primary School NAS, and Physical Applications Servers.</p> <p>Operate on principle of Child (C), Parent (P), and Grandparent (G). Child is daily, Parent is weekly, and grandparent is monthly.</p>	Creation	C- 1 week P - 4 weeks G - 3 months (High Schools also have a Month 4 tape)	Overwritten or destroyed when integrity is lost	Business requirement	FR
16-022	Storage Area Network (SAN) Snapshots	<p>Snapshots are used for Shared Drives, VM Server Disks, and other ad-hoc backups.</p> <p>Operate on principle of Child (C) and Parent (P). Child is daily, and Parent is weekly.</p>	Creation	C - 2 weeks P - 26 weeks	Deleted	Business requirement	FR
17 INFORMATION MANAGEMENT							FR
17-001	Access to Information						FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
17-002		Data Protection- record of subject access request processing (Initial request, response related correspondence and other supporting documentation)	Completion of request	3 years	Destroy	Statutory- Data Protection Act 2018	FR
17-003		Data Protection- record of subject access request processing where appeal made to the UK Information Commissioner (Initial request, response, related correspondence and other supporting documentation)	Outcome of appeal	6 years	Destroy	Statutory- Data Protection Act 2018	FR
17-004		Data Protection- general compliance records (Files re DP audit, general compliance, data breaches, security, training, etc.)	Current year	3 years	Destroy	Business requirement	FR
17-005		Data Protection- Notification and changes	Current year	3 years	Destroy	Statutory- Data Protection Act 2018	FR
17-006		Freedom of Information (FoISA)- processing of requests for information & requests for internal reviews (Initial request, response, related correspondence and other supporting documentation)	Completion of request / review	3 years	Destroy	Freedom of Information (Scotland) Act 2002 asp 13	FR
17-007		Freedom of Information (FoISA)- processing of requests for information where appeal made to the Scottish Information Commissioner (Initial request, response, related correspondence and other supporting documentation)	Outcome of appeal	6 years	Destroy	Freedom of Information (Scotland) Act 2002 asp 13	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
17-008		Council Publication Scheme	Superseded	3 years	Review for historical value	Freedom of Information (Scotland) Act 2002 asp 13	FR
17-009		Environmental Information Regulations- processing of requests for information & requests for internal reviews (Initial request, response, related correspondence and other supporting documentation)	Completion of request / review	3 years	Destroy	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520	FR
17-010		Environmental Information Regulations- processing of requests for information where appeal made to the Scottish Information Commissioner (Initial request, response, related correspondence and other supporting documentation)	Outcome of appeal	6 years	Destroy	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520	FR
17-011		Information Request Statistics	Current Year	10 Years	Review for historical value	Business requirement	FR
17-012	Knowledge Management		Superseded	None	Destroy	Business requirement	FR
17-013		Contacts lists	Superseded	2 years	Destroy	Business requirement	FR
17-014		Information asset lists	Date of survey completion	5 years	Destroy	Business requirement	FR
17-015		Geographic Information System (GIS)					FR
17-016	Records Management		Current	2 years	Destroy	Business requirement	FR
17-017		Records surveys- information relating to records audits	Current	Until superseded	Review for historical value	Business requirement	FR
17-018		Classification schemes	Superseded	1 year	Sample for historical value	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
17-019		Forms development- standard templates	Current	2 years	Destroy	Business requirement	FR
17-020		Image capture	Current	2 years	Destroy	Business requirement	FR
17-021		Retention schedules		Permanent		Business requirement	FR
17-022		Lists of records destroyed- records destruction register		Permanent		Business requirement	FR
17-023		Records disposal certificates	Date of last action	6 years	Destroy	Business requirement	FR
17-024		Records retention issues log		6 years	Destroy	Business requirement	FR
17-025		Strategy and planning- system processes	Date superseded	1 year	Destroy	Business requirement	FR
18 LEGAL SERVICES							
18-001	Advice	Provision of legal advice- case file	Date file closed	5 years	Advice where expert opinion of counsel received is to be retained permanently. Review for historical value if a major precedent, otherwise destroy	Business requirement	FR
18-002	Byelaws	Enactment- byelaws	Date matter concluded	Permanent	Retain for historical value	Business requirement	FR
18-003		Enforcement- papers relating to byelaw enforcement matters generally		5 years	Destroy	Business requirement	FR
18-004	Contracts	Contracts and tenders and related documentation- successful	Termination of contract	5 years	Retain	Statutory- Prescription and Limitation (Scotland) Act 1973	FR
18-005		Contracts and tenders- unsuccessful	End of current year	1 year	Destroy		FR
18-006	Building Contracts	Contract - Including ITT, successful contractor response, clarifications, LofA	Completion of contract	12 years	Destroy		FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
18-007		Professional appointments - Including ITT, successful contractor response, clarifications, LofA	Completion of contract or Completion of services, whichever is longer	12 years	Destroy		FR
18-008		Making good defects certificates, technical documentation (as-built information, designs, calculations, specifications, product details), Collateral Warranty, Completion certificates.	Completion of contract	12 years	Destroy		FR
18-009		Manufacturer's guarantees	Expiry of guarantee	Immediately	Destroy		FR
18-010		PCG	Issue of certification of making good	Immediately	Destroy		FR
18-011		Insurance certificates	Expiry of insurance to which certificate relates	Immediately	Destroy		FR
18-012		Bonds	Expiry date	Immediately	Transfer back to contractor		FR
18-013		Final account settlement correspondence	Completion of contract	5 years	Destroy		FR
18-014	Land and highways	Acquisition (Road adoptions-land acquisitions and highways)	Date file closed	5 years	Destroy	Business requirement	FR
18-015		Disposal (Road adoptions- land acquisitions and highways)	Date file closed	5 years	Destroy	Business requirement	FR
18-016	Land registration	Land charges- searches	Date file closed	12 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 and 1984	FR
18-017		Land charges- registers (land registration charges)	Date file closed	Permanent		Business requirement	FR
18-018	Litigation	Anti-social behaviour cases (All papers relating to court case including all file papers and any productions)	Date of expiration of court order/ conclusion of any court action	10 years	Destroy	Law Society Guidelines	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
18-019		Eviction actions (all papers relating to court case)	Date of court order/ conclusion of any court action	10 years	Destroy	Law Society Guidelines	FR
18-020		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)	Date of order/ decision or closure of file	100 years	Destroy	Statutory- Adoption Agencies (Scotland) Regulations 1996	FR
18-021		Employment tribunal (All papers)	Date file closed	10 years	Destroy	Business requirement	FR
18-022		Mental health (All papers)	Date file closed (or death if indefinite guardianship)	10 years	Destroy	Business requirement	FR
18-023		Any other civil action (All papers relating to court action)	Date of expiration of court order/ conclusion of any court action	10 years	Destroy	Law Society Guidelines	FR
18-024		Commercial- case files (not relating to contracts)	Date of last action	10 years	Review major litigation cases for historical value, otherwise destroy	Law Society Guidelines	FR
18-025		Criminal- case files	Date of last action	3 years	Review major litigation cases for historical value, otherwise destroy	Business requirement	FR
18-026		Debt recovery- simple debt collection actions	Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan)	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
18-027		Precedent cases	Date case closed	Permanent	Transfer to Archives	Business requirement	FR
18-028	Management of legal activities	Archive deposits-Agreements relating to the terms of deposit of a collection					FR
18-029		Agreements- Concordat. Process of agreeing terms between organisations (this does not include contractual agreements)	Date agreement expires or is terminated	6 years	Destroy	Business requirement	FR
18-030		Conveyancing files covering the process of changing ownership of land or property	Date file closed	10 years	Destroy	Business requirement	FR
18-031		Deeds (and any documents required along with deeds)	Date file closed	Permanent	Retain	Statutory	FR
18-032		Purchase (open market) (correspondence, tax certificates, missives, letters of obligation)	Date file closed	5 years	Destroy (unless unusually complicated then retain until property disposed of)	Business requirement	FR
18-033		Compulsory purchase- authorisations, deeds, correspondence and other papers including GVD	Date property disposed of	Deeds are transferred with the sale. General papers retain for 5 years	Will be required in future transactions for that property	Business requirement	FR
18-034		Sale or disposal- titles and plans	Titles kept permanently	Permanent	Retain	Business requirement	FR
18-035		Sale or disposal- correspondence and other papers	Date of sale	5 years	Destroy	Business requirement	FR
18-036		Servitudes and wayleaves	Deeds, titles and plans to be retained permanently	Deeds granted kept permanently	Retain	Business requirement	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
18-037		Servitudes and wayleaves- correspondence and other papers	Date of grant of deed	5 years	Destroy	Business requirement	FR
18-038		Copyright- advice on IPR and copyright ownership	Date superseded	Nil	Destroy	Business requirement	FR
18-039		Trusts- correspondence/ admin. papers. Trust document kept permanently with council's deeds	Date superseded	10 years	Destroy	Business requirement	FR
18-040		Council House Sales (SCH)	End of current year	25 years	Retain	Business requirement	FR
18-041		Resiled and Time Expired SCH files	End of current year	2 years	Destroy	Business requirement	FR
18-042		Refused and Withdrawn SCH files	End of current year	6 months	Destroy	Business requirement	FR
18-043		Council House Sale monitoring papers	End of current year	5 years	Destroy	Business requirement	FR
18-044		Housing loans	Date of last action	3 months	Destroy	Business requirement	FR
18-045		Business loans	Date of last action	1 year	Destroy	Business requirement	FR
18-046		Road bonds	Date of last action	1 year	Destroy	Business requirement	FR
18-047		Acquisitions	Date of last action	10 years	Destroy	Business requirement	FR
18-048		Corrective conveyancing	Date of last action	10 years	Destroy	Business requirement	FR
18-049		Compulsory purchase	Date of last action	10 years	Destroy	Business requirement	FR
18-050		Disposals	Date of last action	10 years	Destroy	Business requirement	FR
18-051		Excambion	Date of last action	10 years	Destroy	Business requirement	FR
18-052		Housing stock transfer	Date of last action	10 years	Destroy	Business requirement	FR
18-053		Servitudes	Date of last action	10 years	Destroy	Business requirement	FR
18-054		Tree preservation order	Date of last action	10 years	Destroy	Business requirement	FR
18-055		Property enquiries	Date of last action	3 years	Destroy	Business requirement	FR
18-056		W ayleaves	Date of last action	3 years	Destroy	Business requirement	FR
18-057		Companies	Date of last action	3 years	Destroy	Business requirement	FR
18-058		CCTV Trust	Date of last action	5 years	Destroy	Business requirement	FR
18-059		Minute of agreements	Date of last action	5 years	Destroy	Business requirement	FR
18-060		Planning general	Date of last action	5 years	Destroy	Business requirement	FR
18-061		Feu duties	Date matter concluded	6 years	Destroy	Business requirement	FR
18-062		All grant work	Date matter concluded	6 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
18-063		Waivers	Date matter concluded	6 years	Destroy	Business requirement	FR
18-064		Lease	Date of last action	Retain permanently	Retain	Business requirement	FR
18-065		PPP	Date of last action	Retain permanently	Retain	Business requirement	FR
18-066		Leisure Trust	Date of last action	Retain permanently	Retain	Business requirement	FR
18-067		Disciplinary matters (internal)	Date of last action	5 years	Destroy	Law Society Guidelines	FR
18-068		Education prosecutions	Date of last action	3 years	Destroy	Law Society Guidelines	FR
18-069		Public enquiries	Date of last action	5 years	Destroy	Law Society Guidelines	FR
18-070		Placing requests	Date of last action	5 years	Destroy	Law Society Guidelines	FR
18-071		Recovery of possession	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-072		Child protection orders	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-073		Fatal Accident Inquiry	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-074		Court action (interdicts)	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-075		Court of session actions	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-076		All debt recovery work prior to court	Date of last action	5 years	Destroy	Law Society Guidelines	FR
18-077		Undefended debt recovery	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-078		Judicial review	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-079		Licensing court action	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-080		Lands tribunal	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-081		Other court action	Date of last action	10 years	Destroy	Law Society Guidelines	FR
18-082		Capital transactions	Date of last action	10 years	Destroy	Business requirement	FR
18-083		Charging orders	Date of last action	Retain permanently	Retain	Business requirement	FR
18-084		Information management advice	Date of last action	5 years	Destroy	Business requirement	FR
18-085		Receipts	End of current year	5 years	Destroy	Business requirement	FR
18-086		CPC Transactions Logs	End of current year	5 years	Destroy	Business requirement	FR
18-087		Title Deeds	Date of last action	Retain permanently	Retain	Business requirement	FR
18-088		Repair and improvement grants-notices	Date of last action	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
18-089	Planning controls	Certificate of Lawful Use or Development- Certificate	Date of agreement period expires	5 years	Review	Statutory- Town and Country Planning (Scotland) Act 1997 and 2008	FR
18-090		Certificate of Lawful Use or Development- other documentation	Date of certificate	20 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 and 1984	FR
19 LEISURE & CULTURE							
19-001	Museums and Art Galleries	Depositors' agreements		Permanent	Retain for historical value	Business requirement	RL
19-002		Loans to third parties- loan agreement	End of loan period	5 years	Destroy	Business requirement	RL
19-003		Loans to third parties- record of loan	End of loan period	5 years	Retain	Business requirement	RL
19-004		Loans from third parties- record of loan	End of loan period	5 years	Retain	Business requirement	RL
19-005		Museum catalogue	Superseded	Nil	Review for historical value	Business requirement	RL
19-006		Museum development records	Superseded or project closure	3 years	Review for historical value	Business requirement	RL
19-007		Accreditation- working documents	Notification of registered status	3 years	Destroy	Business requirement	RL
19-008		Accreditation- notification of registered status		Permanent	Retain for historical value	Business requirement	RL
19-009		Environmentalmonitoring-temperature/RH reading records	End of current year	5 years	Destroy	Business requirement- required for Accreditation	RL
19-010		Environmentalmonitoring- report on environmental conditions		Permanent	Review for historical value	Business requirement- required for Accreditation	RL
19-011		Gallery/ museum object withdrawal		Permanent	Review for historical value	Business requirement	RL

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
19-012	Arts	Arts development programme, project or event where Council is initiator or plays key role (bids for external funding, organisation of sponsorship, collaboration with national, regional or local arts organisations, communications with artists/performers)	End of programme/ event	5 years	Review for historical and business value	Business requirement	RL
19-013		Artist details (records documenting details of artists and their work)	End of calendar year	3 years	Review for ongoing value	Business requirement	RL
19-014		Advice and assistance given to a community arts project	End of project	3 years	Destroy	Business requirement	RL
19-015	Libraries	Book ordering	End of financial year	6 years	Destroy	Statutory	RL
19-016		Catalogue (on line database and paper lists)			Retain for historical value	Business requirement	RL
19-017		Fines	End of financial year	6 years	Destroy	Statutory	RL
19-018		Library development records- stock plans, reader development	Superseded	3 years	Destroy	Business requirement	RL
19-019		Inter-library loan agreements	End of loan period	5 years	Destroy	Business requirement	RL
19-020		Community information files	Superseded	1 year	Destroy	Business requirement	RL
19-021		Membership	Termination	1 year	Destroy	Data Protection Act 2018	RL
19-022		Public access IT administration	Termination	5 years	Destroy	Prescription and Limitation Act	RL
20 MANAGEMENT							
20-001	Planning	Forward plan- CMT		Permanent	Retain	Business requirement	CE
20-002		Strategic Plan- Management team minutes		Permanent	Retain	Business requirement	CE
20-003		Strategic Plan- reviews	Date closed	5 years	Destroy	Business requirement	CE

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
20-004	Chief Executive Service	Correspondence	Creation	Current year + 1	Review	Business Requirement	CE
20-005		Board / Council Papers (Chief Executive's as originating dept.	Creation	Current year	Destroy	Business Requirement	CE
20-006		Background papers for Board / Council	Creation	CY + 4 years	Review	Business Requirement	CE
20-007		Complaint	Creation	CY + 4 years	Destroy	Business Requirement	CE
20-008		Consultation material	Creation	CY + 4 years	Review	Business Requirement	CE
20-009		CMT Minutes	Creation	Permanent	Archive	Business Requirement	CE
20-010		CMT papers	Creation	Permanent	Archive	Business Requirement	CE
20-011		Council Guidance	Creation	Permanent	Archive	Business Requirement	CE
20-012		Council Publications	Creation	Permanent	Archive	Business Requirement	CE
20-013		Cross-departmental working groups agendas, minutes, and papers. (including Community Planning Boards, MIG, etc.)	Creation	CY + 4 years	Review	Business Requirement	CE
20-014		Press Cuttings (marked and included in the News in Brief)	Creation	1 month	Destroy	Business Requirement	CE
20-015		Press Cuttings (unmarked)	Creation	2 weeks	Destroy	Business Requirement	CE
20-016		Press Releases	Creation	CY + 4 years	Archive	Business Requirement	CE
20-017		Project Monitoring Files - Files of projects funded through community planning grants	Creation	CY + 5 years	Destroy	Business Requirement	CE
20-018		Service Plans & Action Plans	Creation	CY + 4 years	Archive	Business Requirement	CE
20-019		SIP Projects and funding	Creation	CY + 5 years	Review	Business Requirement	CE
20-020		Exercises and de-briefs	Creation	Permanent	Review	Business Requirement	CE
20-021		Completed incident reports and operational logs	Creation	Permanent	Review	Business Requirement	CE
20-022		Out of hours directory	Superseded	1 year	Destroy	Business Requirement	CE

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
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21 PLANNING AND BUILDING STANDARDS							CHAPS
21-001	Building standards	Building forms (Statutory and model forms, e.g. BW Application, Amendment Application, Completion Certificate submission, etc.)	Superseded	6 years	Destroy	Regulatory- Building (Forms) Scotland Regulations 2005. SSI 2005 No. 172	CHAPS
21-002		Building W arrant Records (copies of building warrant plans, specifications and documents, completion certificates, design certificates)		Permanent		Business requirement	CHAPS
21-003		Building W arrant Application processing: Building Standards Register Part 1 (electronic applications list, details of certificates from approved certifiers, Compliance and Enforcement Notices)		Permanent		Business requirement	CHAPS
21-004		Building W arrant Application processing: Building Standards Register Part 2 (copies of warrants and completion certificates, principal drawings and specifications, other documents submitted by verifiers for registration, copies of energy performance certificates, notices served under Building (Scotland) Act 2003)	Date building warrant granted	25 years- minor applications; 50 years- major applications	Review for business and historical value	Regulatory- The Building (Procedure) (Scotland) Regulations 2004, Section 57(2)(b) and 57(4) and Procedural Handbook 2010	CHAPS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
21-005		Building Warrant pre-application discussion (correspondence, plans and documents)	(End of pre-application discussion where no submission results)	2 years	Destroy	Business requirement	CHAPS
21-006		Alternative Compliance Views (requests, plans, reports and decisions)	Building demolished	5 years	Review for business and historical value	Regulatory- The Building (Procedure) (Scotland) Regulations 2004, Section 57	CHAPS
21-007		Building Warrant applications- no plans submitted (Building Warrant application forms and documents)	from date received	42 days	Return to applicant	Regulatory- The Building (Procedure) (Scotland) Regulations 2004, Section 8(b)	CHAPS
21-008		Building Warrant Application processing- no response (Building Warrant Applications (pre- approval), plans, correspondence, specifications and documents)	from first response date	9 months	Reject application/ agree further period	Statutory- Building (Scotland) Act 2003, Section 47(2)	CHAPS
21-009		Building Warrant Application processing: application rejected (copies of building warrant plans, specifications, documents and refusal)	Last action on case	1 year	Destroy	Regulatory- The Building (Procedure) (Scotland) Regulations 2004, Section 56(5)	CHAPS
21-010		Clearance documents (Letters of Comfort; Exempt class enquiries)		Retain permanently	Retain	Business requirement	CHAPS
21-011		Building Standards Compliance and Enforcement- Dangerous/ Defective Buildings (Copies of Notices, details of decisions)		Permanent	Review for business and historical value	Regulatory- The Building (Procedure) (Scotland) Regulations 2004, Section 57	CHAPS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
21-012		Building Standards Compliance and Enforcement- Unauthorised works (Copies of Notices, details of decisions)	once administrative use has been concluded	Permanent	Review for business and historical value	Regulatory- The Building (Procedure) (Scotland) Regulations 2004, Section 57	CHAPS
21-013		Building Standards Compliance and Enforcement- recovery of costs of works	Last action on case	6 years	Destroy	Business requirement	CHAPS
21-014		Property and Ownership Enquiries- correspondence	Enquiry response date	2 years	Destroy	Business requirement	CHAPS
21-015		Street Naming and Numbering- consultations and decisions		Permanent	Review for business and historical value	Civic Government (Scotland) Act 1982, Section 97	CHAPS
21-016		Search Requests (Records of requests and responses)	Date of decision	5 years	Destroy	Business requirement	CHAPS
21-017	Development Management (Planning application processing)	Pre-application enquiries documentation where no submission results	Last action	2 years	Destroy	Business requirement	CHAPS
21-018		Application case files (application form, statutory certificates, checklists, acknowledgement letters, correspondence, objections, officer reports, decision notices, appeal correspondence)	Determination of application	10 years	Destroy	Business requirement	CHAPS
21-019		Withdrawn applications	Submission date	1 year	Destroy	Business requirement	CHAPS
21-020		Dormant applications	Last action	5 years	Destroy	Business requirement	CHAPS
21-021		Planning appeal files		Permanent	Review for business and historical value	Business requirement	CHAPS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
21-022		Enforcement case file		Permanent	Review for business and historical value	Statutory- Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control) (N02) (Scotland) Regulations 1992	CHAPS
21-023		Enforcement register		Permanent	Review for business and historical value	Statutory- Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control) (N02) (Scotland) Regulations 1992	CHAPS
21-024		Ordnance Survey Maps/ Plans- Annotated		Permanent	Review for business and historical value	Business requirement	CHAPS
21-025		Planning prosecution reports		Permanent	Review for business and historical value	Business requirement	CHAPS
21-026		Application for conservation area consent	Determination of application	5 years	Destroy	Business requirement	CHAPS
21-027		Tree works	Determination of application	5 years	Destroy	Business requirement	CHAPS
21-028		Tree preservation orders		Permanent	Permanent	Statutory- 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	CHAPS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
						1984	
21-029	Development Management <i>(Maintaining registers)</i>	Register of planning applications Part 1 (submitted applications, plans and drawings)	Determination of application	10 years	Review for historical value	Statutory- Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and Country Planning (General Development Procedure (Scotland) Order 1991 (as amended) Section 10 and Schedule 5; Planning etc. (Scotland) Act 2006	CHAPS
21-030		Register of planning applications Part 2		Permanent	Review for business and historical value	Statutory- Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and Country Planning (General Development Procedure (Scotland) Order 1991 (as amended) Section 10 and Schedule 5; Planning etc. (Scotland) Act 2006	CHAPS
21-031		Register of Applications for advertisement consent		Permanent	Review for business and historical value	Regulatory- The Town and Country Planning (Control of Advertisement Regulations) (Scotland) Regulations 1984 Regulation 31	CHAPS

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
21-032		Register of Applications for Hazardous Substances Consent and Hazardous Substances contravention notices		Permanent	Review for business and historical value	Statutory- Planning (Hazardous Substances) (Scotland) Act 1997, Section 56N(1)(a); The Town and Country Planning (Hazardous Substances) (Scotland) Regulations 1993 as amended Regulations 22&24	CHAPS
21-033		Informal Register- Details of confirmed Tree Preservation Orders (TPO)		Permanent	Retain for business and historical value	Statutory- 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	CHAPS
21-034		Register of Notifications of proposals to fell or lop trees in conservation areas		Permanent	Retain for business and historical value	Statutory- Town and Country Planning (Scotland) Act 1997 Section 172&175	CHAPS
21-035		Register of Listed Building Applications and Applications for Conservation Area consent		Permanent	Retain for business and historical value	Statutory- Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 and Para. 2.45 of the Memorandum of Guidance 1998	CHAPS
21-036		Register of applications for section 51 determinations		Permanent	Retain for business and historical value	Statutory- Town and Country Planning (Scotland) Act 1997 c. 8 section 36(1)	CHAPS
21-037		Register of applications for Certificates of Lawfulness (formerly Established use Certificates)		Permanent	Retain for business and historical value	Statutory- Town and Country Planning (Scotland) Act 1997 c. 8 section 36(1)	CHAPS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
21-038		Register of Telecommunications Masts		Permanent	Retain for business and historical value	Statutory- Town and Country Planning (Scotland) Act 1997 c. 8 section 36(1)	CHAPS
21-039		Register of Wasteland/ Amenity notices served		Permanent	Retain for business and historical value	Statutory- Town and Country Planning (Scotland) Act 1997 Section 181	CHAPS
21-040		Employment Land GIS data	Following annual review	5 years	Review for historical value	Business requirement	CHAPS
21-041		Employment Land Survey database	Project no longer required	Nil	Destroy	Business requirement	CHAPS
21-042		Housing Land Audit report and GIS features	After issue	10 years	Review for historical value	Business requirement	CHAPS
21-043		Housing Land Audit report supporting data and documentation	After issue	3 years	Review for historical value	Business requirement	CHAPS
21-044		SVDLS Scottish Government returns	Completion of survey	10 years	Destroy	Business requirement	CHAPS
21-045		SVDLS supporting documentation (analysis, reporting, GIS)	Completion of survey	5 years	Review for historical value	Business requirement	CHAPS
21-046		Development Plan Scheme		Permanent	Retain for business and historical value	Regulatory- The Town and Country Planning (Structure and Local Plans) (Scotland) Regulations (SI 1983 No. 1590)	CHAPS
21-047		Local and Structure Plan- final version of plan		Permanent	Retain for business and historical value	Business requirement	CHAPS
21-048		Local and Structure Plan- Examination (written submissions, hearings and enquiry)	After plan superseded	5 years	Review for historical value	Business requirement	CHAPS

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
21-049		Local and Structure Plan-preparatory (drafting of plan and consultations on the drafts)	Completion of subsequent planning cycle	Nil	Destroy	Business requirement	CHAPS
21-050		Local and Structure Plan- action programmes	After plan superseded	2 years	Destroy	Business requirement	CHAPS
21-051		Natural environment- Policies re agriculture, countryside and protected sites		Permanent	Retain for business and historical value	Business requirement	CHAPS
21-052		Natural environment/ maintaining developing open spaces for public amenity	Date closed	7 years	Destroy	Business requirement	CHAPS
21-053		Planning policy- documentation in relation to specific buildings	Date closed	Permanent	Retain for business and historical value	Business requirement	CHAPS
21-054		Planning Consultation- responding to submissions, objections and amendments	Date of decision	15 years	Destroy- retain high profile schemes for historical value	Business requirement	CHAPS
21-055		Regional plans- final plan (Mineral plan, waste plan)		Permanent	Retain for business and historical value	Business requirement	CHAPS
21-056		Regional plans- working documents (Mineral plan, waste plan)	Superseded	2 years	Destroy	Business requirement	CHAPS
21-057		Sustainable development- biodiversity, flooding and pollution	Date closed	7 years	Destroy	Business requirement	CHAPS
22 PROCUREMENT							CE
22-001	Contracting	Approved supplier evaluation criteria records	Superseded	5 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 and 1984 c. 45	CE

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
22-002		Invitations to prospective suppliers to apply for approval	Date of invitation for approval issued for current suppliers	3 years	Destroy	Business requirement	CE
22-003		Evaluations of applications for approval from prospective suppliers and notification of the outcome: approved suppliers	End of approval	3 years	Destroy	Business requirement	CE
22-004		Evaluations of applications for approval from prospective suppliers and notification of the outcome: rejected suppliers	Date unsuccessful notice issued	1 year	Destroy	Business requirement	CE
22-005		Approved supplier lists or databases	When superseded	None	Destroy	Business requirement	CE
22-006		Contract management files-ordinary contracts (including contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts)	End of contract	5 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 and 1984 c. 45	CE
22-007		Records containing data on, and analyses of, performance against the plans for the implementation of the Council's procurement strategy	End of current financial year	5 years	Destroy	S.I. 1991/2680; S.I. 1993/3228; S.I. 1995/201; S.I. 2003/46	CE
22-008		Records of purchasing authorisation limits	Superseded	1 year	Destroy	Business requirement	CE
22-009		Internal authorisations for procurement	End of current financial year	1 year	Destroy	Business requirement	CE

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
22-010		Purchase ordering records- Purchase orders, goods received notes	End of current financial year	5 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 and 1984 c. 45: HM Customs and Excise Notice 700/21; Keeping VAT records and accounts (December 2007)	CE
22-011	Market information	Product evaluation	Current	None	Destroy	Business requirement	CE
22-012		Product information	Current	None	Destroy	Business requirement	CE
22-013	Tendering	Initial proposal- business case/ requisition, contact advertisement, statements of interest (successful), pre-qualification questionnaire and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	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; S.I. 2003/46	CE
22-014		Initial proposal- contract under seal (business case/ requisition, contact advertisement, statements of interest (successful),pre-qualification questionnaire and evaluation, draft and agreed specification, evaluation criteria, invitation to tender)	End of contract	20 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; S.I. 2003/46	CE
22-015		Contract award reports (OJEU)	End of contract	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; S.I. 2003/46	CE

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
22-016		Issue of Invitations to Tender and handling of incoming tenders records	Award of contract	1 year	Destroy	Statutory- S.I. 1991/2680; S.I. 1993/3228; S.I. 1995/201; S.I. 2003/46	CE
22-017		Tender evaluation, negotiation and notification records- unsuccessful tenderers	Award of contract	1 year	Destroy	Statutory- S.I. 1991/2680; S.I. 1993/3228; S.I. 1995/201; S.I. 2003/46; records relating to second and third choice contractors may be kept throughout contract to avoid re-tendering if successful contractor withdraws service	CE
22-018		Tender evaluation, negotiation and notification records- successful tenderers	End of contract	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; S.I. 2003/46	CE
22-019		Tender evaluation, negotiation and notification records- successful tenderers contracts under seal	End of contract	20 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; S.I. 2003/46	CE
22-020		Statistical reports to Scottish Executive on contracts awarded	Date of creation	3 years	Destroy	Statutory- Prescription and Limitation (Scotland) Act 1973 c. 52 and 1984 c. 45	CE
23 REGISTRARS							
23-001	Marriage Services	Records documenting the registration of marriages- Approved wedding premises	End of current year	1 year	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
23-002		Marriage Schedule	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland	Business requirement	FR
23-003		Register of Corrections to Register of Marriages	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland	Business requirement	FR
23-004		Register of Marriages	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland	Business requirement	FR
23-005		Marriage Notice (Form M10)	End of current year	3 years	Destroy	Business requirement	FR
23-006		List of intended marriages	End of current year	3 months	Destroy	Business requirement	FR
23-007		Records documenting the development of general information about civil marriage ceremonies	Until superseded		Destroy	Business requirement	FR
23-008		Records documenting the handling of a general enquiry about civil marriage ceremonies	End of current year	1 year	Destroy	Business requirement	FR
23-009		Records documenting communications with the General Register Office for Scotland about civil marriage	End of current year	5 years	Destroy	Business requirement	FR
23-010		Records documenting arrangements for, and the conduct of, a civil marriage ceremony	End of current year	3 years	Destroy	Business requirement	FR
23-011		Communications from the General Register Office for Scotland setting out policy and guidance to Registrars	Date superseded	Nil	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
23-012	Registration of births, marriages and deaths	Communications from the General Register Office for Scotland about registration issues	End of current year	5 years	Destroy	Business requirement	FR
23-013		Records documenting the conduct and outcomes of annual visits by the District Examiner from the General Register Office for Scotland	End of current year	5 years	Destroy	Business requirement	FR
23-014		Certificates	Date of last action	5 years	Destroy	Business requirement	FR
23-015		Certificate copy applications	End of current year	1 year	Destroy	Business requirement	FR
23-016		Marriage and civil partnership notices	Date of last action	2 years	Destroy	Business requirement	FR
23-017		Inquests on remains found in treasure trove	Date of last action	2 years	Destroy	Business requirement	FR
23-018	Treasure trove	Records documenting the development of general information about citizenship ceremonies	Until superseded	Nil	Destroy	Business requirement	FR
23-019	Citizenship ceremonies	Records documenting the handling of a general enquiry about citizenship ceremonies	End of current year	1 year	Destroy	Business requirement	FR
23-020		Records documenting communications with the Home Office about general matters relating to the conduct of citizenship ceremonies	End of current year	5 years	Review for ongoing value	Business requirement	FR
23-021		Records documenting arrangements for, and the conduct of, a citizenship ceremony	End of current year	3 years	Destroy	Business requirement	FR
24 RISK MANAGEMENT & INSURANCE							FR
24-001	Risk Management	Corporate Risk Register	End of Financial Year	5 years	Destroy	Business requirement	FR

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
24-002		Strategic Risk Management Development Plan	End of Financial Year	5 years	Destroy	Business requirement	FR
24-003		Risk Management Training Strategy and Training Records	End of Financial Year	5 years	Destroy	Business requirement	FR
24-004		Corporate Risk Management Group Minutes	End of Financial Year	5 years	Destroy	Business requirement	FR
24-005		Corporate Risk Management Group Papers	End of Financial Year	5 years	Destroy	Business requirement	FR
24-006	Insurance	Insurance Policies	Date all obligations and entitlements concluded	Permanent	n/a	Statutory- Prescriptions and Limitations (Scotland) Act 1973 and 1984	FR
24-007		Certificates of Insurance	Date all obligations and entitlements concluded	Permanent	n/a	Statutory- Prescriptions and Limitations (Scotland) Act 1973 and 1984	FR
24-008		Insurance Renewal Data	End of Policy Year	5 years	Destroy	Business requirement	FR
24-009		Minutes of Broker/ Insurer Meetings	End of Financial Year	5 years	Destroy	Business requirement	FR
24-010	Claims	All insurance claim FILES excluding those involving children	Date claim is closed	5 years	Destroy	Statutory- Prescriptions and Limitations (Scotland) Act 1973 and 1984	FR
24-011		All insurance claim FILES involving children	n/a	Permanent	n/a	Statutory- Prescriptions and Limitations (Scotland) Act 1973 and 1984	FR
24-012		Claims DATABASE records excluding those involving children	End of financial year	10 years (personal data removed after 5)	Destroy	Business requirement	FR
24-013		Claims DATABASE records involving children	n/a	Permanent	n/a	Statutory- Prescriptions and Limitations (Scotland) Act 1973 and 1984	FR

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
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25 TRANSPORT AND INFRASTRUCTURE							E&I
25-001	Design and construction	Design and construction: - Roads and highways; Traffic management schemes; Coast Protection Structures; Flood Schemes; Harbours, Quarries, etc. (Project Management, Design of Works, Procurement of Works, Construction, Environmental assessments, Public Enquiries)	Completion of project	5 years	Review	Business requirement	E&I
25-002		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	E&I
25-003		Lighting scheme design (Bill of quantities, payment certificate and invoices, design drawings, calculations, correspondence)	End of life of asset	5 years	Destroy	Business requirement	E&I
25-004		Lighting scheme design (Installation documentation, Health and Safety file, correspondence)	End of life of asset	3 years	Destroy	Business requirement	E&I
25-005		Provision of permanent road markings (design documents including plans, work requests and orders, contract documents, approval and remedial actions)	Once development complete	7 years	Destroy	Business requirement. Related legislation- Traffic Signs, Regulations and Directions Act	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
25-006		Road construction consent (URSN, Application Form, Acknowledgement Letter, Approved Plans, Supporting Information, Committee Report, Decision Confirmation)		Permanent	Retain for business and historical value	Business requirement- required by Roads (Scotland) Act, section 21	E&I
25-007	Harbours and Waterways	Application processing for adoption of harbour/ pier- application rejected	Date of last action on application	5 years	Destroy	Business requirement	E&I
25-008		Application processing for adoption of harbour/ pier- application approved		Permanent	Retain for business and historical value	Business requirement	E&I
25-009		Development of an adopted harbour/ pier by the Council		Permanent	Retain for business and historical value	Business requirement	E&I
25-010		Inspection and assessment of an adopted harbour/ pier to identify defects and priorities for maintenance	End of current year	10 years	Review for business and historical value	Business requirement	E&I
25-011		Maintenance work on an adopted harbour	End of current year	10 years	Destroy	Business requirement	E&I
25-012	Highway development control	Recording location of highways, bridle paths, footpaths and rights of way (definitive map, correspondence concerning enquiries and disputes)		Permanent	Retain for business and historical value	Business requirement	E&I
25-013		Establishing planning scheme controls and providing for them to be amended and modified (amendments to definitive map, road adoption)		Permanent	5 years	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
25-014		The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Issue of decision	5 years	Destroy	Business requirement	E&I
25-015	Highway enforcement	Car Parking- excess notices	Completion of appeal	5 years	Destroy	Business requirement- required by Roads Traffic (Scotland) Act 1991	E&I
25-016		Fixed Penalty Notices served by Roads Authority	After compliance with notice	3 years	Destroy	Business requirement- required by Roads Traffic (Scotland) Act 1991	E&I
25-017		Applications and consents- builder skips, building materials, scaffolding, road opening and works related to private apparatus on or over any part of the road (application form, assessment, approval, inspections, enforcement)	Expiry of consent	3 years	Destroy	Business requirement- required by Roads Traffic (Scotland) Act 1984	E&I
25-018		Applications and consents- rejected (application form, assessment, approval, inspections, enforcement)	Date rejected	1 year	Destroy	Business requirement- required by Roads Traffic (Scotland) Act 1984	E&I
25-019	Infrastructure management	List of public roads (LOPR) (Notification, Request, LSG, USRN, Road Schedule, Plan, Inspection, street gazetteer)		Permanent	5 years	Business requirement- required by Roads Traffic (Scotland) Act 1984	E&I
25-020		Local and national coring (SW SR extract, location list, Notification, Plans, Report, Inspections, Follow on Action, Inspection List, Symology Website)	End of guarantee period of failed reinstatements	5 years	Destroy	Business requirement- to comply with the New Roads and Street Works Act (NRSW A)	E&I
25-021		Weekly road report	End of current year	5 years	Destroy	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
25-022	Public Transport	Demand-responsive public transport service- bookings	End of current financial year	1 year	Destroy	Data Protection Act 2018	E&I
25-023		Liaison with public transport users through a representative group	Current	5 years	Destroy	Business requirement	E&I
25-024		Concessionary travel- application rejected	Last action on application	6 months	Destroy	Data Protection Act 2018	E&I
25-025		Concessionary travel- application approved	Expiry/ withdrawal of pass	1 year	Destroy	Data Protection Act 2018	E&I
25-026		Community transport scheme- development (records documenting the Council's involvement in developing a community transport scheme)	Life of scheme	5 years	Review for business and historical value	Business requirement	E&I
25-027		Community transport scheme- support (records documenting the Council's support for a community transport scheme)	Current year	3 years	Destroy	Business requirement	E&I
25-028		Operators licence	Licence expiry	5 years	Return to Department of Transport	Business requirement	E&I
25-029		Tachographs	End of current year	1 year	Destroy	Business requirement	E&I
25-030		Fuel movement reports	End of current year	1 year	Destroy	Business requirement	E&I
25-031	Rights of Way	Handling of a general enquiry about Rights of Way	Current year	1 year	Destroy	Business requirement	E&I
25-032		Records documenting the Council's involvement in resolving a dispute over a Right of Way- case file	Last action on case	5 years	Destroy	Business requirement	E&I
25-033		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	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
25-034		Definitive map/ descriptions of public rights of way		Permanent	Retain for business and historical value	Business requirement	E&I
25-035	Road Maintenance	Annual works programme	End of current year	10 years	Review for business value	Business requirement	E&I
25-036		Condition assessment	End of current year	10 years	Review for business value	Business requirement	E&I
25-037		Defect rectification	Rectification date	5 years	Destroy	Business requirement	E&I
25-038		Highway Structures Inspection Reports		Permanent	Retain for business and historical value	Business requirement	E&I
25-039		Public Liability Enquiries	Close of enquiry	5 years	Destroy	Business requirement	E&I
25-040		Safety Inspections	Date of inspection	5 years	Destroy	Business requirement	E&I
25-041		W inter maintenance (Gritting Routes, Treatment Logs)	End of current year	5 years	Destroy	Business requirement	E&I
25-042		ICE Early Warning System (Equipment and Operation)	End of financial year to which records relate	5 years	Destroy	Business requirement	E&I
25-043		Test and inspection of street lighting (Structural Test and Inspections, Night Inspection records)	Superseded by next inspection and test	5 years	Destroy	Business requirement	E&I
25-044		Street lighting repair sheets		5 years	Destroy	Business requirement	E&I
25-045		Road closure- application processing where the application is rejected	Last action on application	6 months	Destroy	Business requirement	E&I
25-046		Road closure- application processing where the application is approved	End of closure period	1 year	Destroy	Business requirement	E&I
25-047		Planning and management of a temporary road closure/ diversion, and other traffic restrictions	End of restrictions	1 year	Destroy	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
25-048	Road safety	Promotion of road safety (local, regional or national campaign, partnership with a community organisation or another agency to promote road safety generally, and to specific target groups)	Superseded	5 years	Destroy	Business requirement	E&I
25-049		Road safety training programme (key records- training materials, evaluation)	Programme completed	5 years	Destroy	Business requirement	E&I
25-050		Road safety training programme (administration and working documents)	Programme completed	1 year	Destroy	Business requirement	E&I
25-051		Analysis of road accident data to identify and prioritise improvements to locations or routes	End of current year	10 years	Destroy	Business requirement	E&I
25-052		Investigation into a reported road safety hazard, and action taken- case file	Last action on case	5 years	Destroy	Business requirement	E&I
25-053		Road safety audit	Completion of next audit	5 years	Destroy	Business requirement	E&I
25-054	School transport	Assessment of requirements/ demand for the school transport service	End of current year	5 years	Review for ongoing value	Business requirement	E&I
25-055		Planning and scheduling of school transport service routes	End of current year	5 years	Review for ongoing value	Business requirement	E&I
25-056	Traffic management	Traffic orders (permanent)		Permanent	Retain for business and historical value	Business requirement	E&I
25-057		Traffic orders (temporary)	Expiry of order	3 years	Destroy	Business requirement	E&I
25-058		Traffic management schemes to manage continued flow, diversion or reduction of traffic	End of life of scheme	5 years	Destroy	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
25-059		Measurement, monitoring and analysis of traffic volume and flow	End of current year	5 years	Destroy	Business requirement	E&I
25-060		Weather forecasting	End of financial year	5 years	Destroy	Business requirement	E&I
25-061		Records documenting lobbying activities aimed at improving transport in and through the region	End of current year	10 years	Review for ongoing and historical value	Business requirement	E&I
25-062		Public parking area management (inspection and assessment, maintenance work)	Current	5 years	Destroy	Business requirement	E&I
25-063		Processing complaint about a public parking area	Last action on complaint	3 years	Destroy	Business requirement	E&I
25-064		Resident/ disabled parking permit application processing-rejected application	Last action on application	6 months	Destroy	Business requirement	E&I
25-065		Resident/ disabled parking permit application processing-approved application	Expiry/ withdrawal of permit	1 years	Destroy	Business requirement	E&I
25-066		Traffic lights and pedestrian crossings- needs assessment	Superseded	5 years	Destroy	Business requirement	E&I
25-067		Traffic lights and pedestrian crossings- design and installation	Life of installation	5 years	Destroy	Business requirement	E&I
25-068		Traffic lights and pedestrian crossings- maintenance	End of current year	5 years	Destroy	Business requirement	E&I
25-069	Transport planning	Records documenting the Council's involvement on the development of a major transport scheme		Permanent	Retain for business and historical value	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
25-070		The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the local authority (Structure Plan, local transport plan)	Superseded	5 years	Destroy	Business requirement	E&I
25-071		Public transport service planning including scheduled services, demand responsive services and 'special needs' services (assessment of requirements)	Superseded	5 years	Destroy	Business requirement	E&I
25-072		Cycle and Disability Audits	Superseded	5 years	Destroy	Business requirement	E&I
25-073		Route Action Studies	Superseded	5 years	Destroy	Business requirement	E&I
25-074		Traffic Reviews	On completion of review	10 years	Destroy	Business requirement	E&I
25-075		Traffic Counts, studies and statistics	End of financial year	5 years	Destroy	Business requirement	E&I
25-076		Home Zones (correspondence and options appraisal files)					E&I
26 WASTE MANAGEMENT							E&I
26-001	The management of waste in the local area. Includes collection, recycling and waste sites	Partnership plans and Area Waste Plans	Until superseded	Permanent	Retain for historical value	Business requirement	E&I
26-002		Strategy development	Until superseded	Permanent	Retain for historical value	Business requirement	E&I
26-003		Fly tipping- enquiries	End of current year	1 year	Destroy	Business requirement	E&I
26-004		Fly tipping- general information and advice	Until superseded	1 year	Destroy	Business requirement	E&I
26-005		Fly tipping- reports and action taken	Date of last action	1 year	Destroy	Business requirement	E&I
26-006		Pest control- enquiries	Date of last action	Nil	Destroy	Business requirement	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
26-007		Pest control- general information and advice	Until superseded	Nil	Destroy	Business requirement	E&I
26-008		Pest control- reports and action taken	Date of last action	3 years	Destroy	Business requirement	E&I
26-009		Road cleansing- complaints	Date of last action	1 year	Destroy	Business requirement	E&I
26-010		Road cleansing- enquiries	End of current year	1 year	Destroy	Business requirement	E&I
26-011		Road cleansing- general advice and information	Date of last action	1 year	Destroy	Business requirement	E&I
26-012		Road cleansing- programme development	Date superseded	1 year	Destroy	Business requirement	E&I
26-013		Road cleansing- scheduling	End of current year	1 year	Destroy	Business requirement	E&I
26-014		Abandoned vehicles- enquiries	End of current year	1 year	Destroy	Business requirement	E&I
26-015		Abandoned vehicles- general information and advice	End of current year	1 year	Destroy	Business requirement	E&I
26-016		Bulk waste collection	Date of last action	2 years	Destroy	Business requirement	E&I
26-017		Controlled waste collection	Date of last action	5 years	Destroy	Business requirement	E&I
26-018		Discarded needles- advice and general information	Date superseded	5 years	Destroy	Business requirement	E&I
26-019		Discarded needles- general enquiries	End of current year	1 year	Destroy	Business requirement	E&I
26-020		Discarded needles- report and removal	Date of last action	3 years	Destroy	Business requirement	E&I
26-021		Domestic waste	Date of last action	2 years	Destroy	Business requirement	E&I
26-022		Trade waste	Date of last action	2 years	Destroy	Business requirement	E&I
26-023		Waste sites- enquiries	End of current year	1 year	Destroy	Business requirement	E&I
26-024		Waste sites- exempt activity returns	End of current year	3 years	Destroy	Business requirement	E&I
26-025		General information and advice about waste treatment and disposal	Date superseded	Nil	Destroy	Business requirement	E&I
26-026		Management plan- Operation of a landfill waste disposal site	End of current year	5 years	Destroy	SEPA guidance	E&I
26-027		Licensed/ Permitted Waste Management Site Returns	Closure of site		Destroy	SEPA guidance	E&I

REF	ACTIVITY / RECORDS	DESE&IPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
26-028		Records documenting the testing of waste when it is accepted at the landfill site (including samples and analysis results)	Date of analysis	1 month	Destroy	SSI 2003 No. 235 Regulation 14(2)	E&I
26-029		Records documenting annual reporting to SEPA of monitoring and other data	End of current year	1 year	Destroy	Statutory- record required by SSI 2003 No. 235 Regulation 16(5)	E&I
26-030		Records of job skills and training requirements	Until superseded	1 year	Destroy	Business requirement	E&I
26-031		Records of staff training	Termination of employment	6 years	Destroy	Business requirement	E&I
26-032		Site inspection reports	End of current year	3 years	Destroy	Business requirement	E&I
26-033		Records documenting the closure, restoration and aftercare of a landfill site	Date of closure	Permanent	Transfer to Archives	Business requirement	E&I
26-034		Records documenting the planning and scheduling of the transportation of waste	End of current year	5 years	Destroy	Business requirement	E&I
26-035		Waste sites development-landfill waste disposal site development	Date superseded	Permanent	Transfer to Archives	Business requirement	E&I
26-036		Permit- Obtaining and maintaining a landfill permit from SEPA	Termination of permit	5 years	Destroy	Record required by SSI 2000 No. 323 Regulation 6	E&I
26-037		W aste site plans (as-built) and photographs	Date file closed	Permanent	Transfer to Archives	Business requirement	E&I
26-038		Site Conditioning Plans-Records documenting the monitoring of groundwater, surface water, leachate and gas	End of current year	6 years	Destroy	Data returns to SEPA	E&I
26-039		Site Conditioning Plans-Records documenting the collection, treatment and disposal of leachate and gas	End of current year	6 years	Destroy	Data returns to SEPA	E&I
26-040		Site Conditioning Plans- site rainfall data	End of current year	6 years	Destroy	Data returns to SEPA	E&I

REF	ACTIVITY / RECORDS	DESCRIPTION / EXAMPLE TYPES	TRIGGER	RETENTION PERIOD	DISPOSAL ACTION	AUTHORITY / CITATION	SA
26-041		Site Conditioning Plans- water balance data	End of current year	6 years	Destroy	Data returns to SEPA	E&I
26-042		Site Conditioning Plans- (Annual) Local Authority Waste	End of current year	6 years	Destroy	Data returns to SEPA	E&I
26-043		Site Conditioning Plans- Licensed/ Permitted Waste Management Site Returns	Date of site closure	6 years	Destroy	Data returns to SEPA	E&I
26-044		Site Conditioning Plans- Exempt Activity Returns	End of current year	6 years	Destroy	Data returns to SEPA	E&I
26-045		Records documenting the movement of a consignment of controlled waste- written description of waste	Date of transfer	2 years	Destroy	Record required by 1990 c. 43 section 34(1)(c)(ii) SI 1991 No. 2839 section 3	E&I
26-046		Records documenting the movement of a consignment of controlled waste- waste transfer note	Date of transfer	2 years	Destroy	Record required by SI 1991 No. 2839 section 2(1)	E&I
26-047		Quarterly Composting/ Recycling Returns	End of current year	3 years	Destroy	Data returns to SEPA	E&I
26-048		Recycling targets and performance statistics	End of current year	5 years	Destroy	Business requirement	E&I
26-049		(Annual) Local Authority Waste Arisings Survey	End of current year	6 years	Retain for historical value	Business requirement	E&I

RECORD OF AMENDMENTS TO CORPORATE RETENTION SCHEDULE

REF	ACTIVITY / RECORDS	EDIT HISTORY	AUTHOR	APPROVAL	DATE
04-036	RIPSA Surveillance Records	Edited to reflect that this is for all records including authorisation forms and the register, including recordings used for prosecutions.	Records Manager	RMW G	24/03/16
04-037	RIPSA Surveillance Records not required for prosecution	Edited to reflect that this is just for CCTV recordings not needed for prosecution.	Records Manager	RMW G	24/03/16
16-021	Tape Backup - Tape backups are used for Domino Servers (email and databases), High Schools servers, Primary School NAS, and Physical Applications Servers.	Created	Records Manager	RMW G	12/09/17
16-021	Storage Area Network (SAN) Snapshots - Snapshots are used for Shared Drives, VM Server Disks, and other ad-hoc backups.	Created	Records Manager	RMW G	12/09/17
3-006	Community Safety – CCTV surveillance	Retention Period updated to: Non-relevant footage overwritten after 1 month. Relevant material retained according to the retention schedule for the activity it supports (i.e. SAR case file, Insurance Claim, etc.) Copies of relevant material made for individuals / organisation destroyed after 3 months in uncollected.	Tasking and Deployment Manager	RMW G	23/08/17
	Property Services	Retention of files for projects under £50,000 increased from 5 to 20 years due to Prescription and Limitations (Scotland) Act.	Property Services		
15-002	Employee Files – Absence Monitoring	5 years	HR & OD		
15-003	Discipline	Trigger – Day after expiration	HR & OD		
15-004	Final Warning	Trigger – Day after expiration Retention from 18 to 12 months	HR & OD		
15-006	Oral warning	Trigger – Day after expiration	HR & OD		
15-026	Equalities and diversity- guidelines	Trigger - Superseded	HR & OD		
15-027	Annual Equality Monitoring	5 years after termination Page 113 of 114	HR & OD		

15-028	Removed		HR & OD		
15-029	Changed from 'dignity' to 'respect'	5 years after termination	HR & OD		
15-031	Removed		HR & OD		
15-032	Removed		HR & OD		
15-052	Training Courses Attended	5 years	HR & OD		
15-053	Removed		HR & OD		
15-054	Removed		HR & OD		
8-018	Added		F&R		
8-019	Added		F&R		
4-066	Personal Licenses	'Licensing Act 2003' to 'Licensing (Scotland) Act 2005'	F&R		
	Directorate Updates	CR to E&I DH to CHAPS			
4-087 to 4-092	Added	Landlord Register	F&R		
9-024 and 9-025	Added	EU Grant Funding	CHAPS		
13-16 10-46a	Added	Covid-19 PCR testing Covid-19 LFD testing			
2-213	Amended - 25 to 100 years		CS-SW	Head of Child Care & Criminal Justice	25/06/21
2-214	Amended - 25 to 100 years		CS-SW	Head of Child Care & Criminal Justice	25/06/21
2-219	Amended - 35 to 100 years		CS-SW	Head of Child Care & Criminal Justice	25/06/21
2-220	Amended - 5 to 25 years		CS-SW	Head of Child Care & Criminal Justice	25/06/21
7-17 to 7-22	Added		CS-SW		02/11/2021

