

Appendix 2: Scottish Borders Council retention schedule - July 2009

Version 1.2

This schedule records the recommended minimum period for which records should be held and the action that must be taken when they have reached their disposal date.

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Introduction

This schedule records the recommended **minimum** period for which records should be held and the action that must be taken when they have reached their disposal date. Please use in conjunction with the Records Management Toolkit and guidance leaflets available on the Council intranet or from the [Records Manager](#).

Basic Record-keeping Rules

1. Each service should have a records co-ordinator with the responsibility for file plans, access control, disposal and file creation included in their job description. A Record Keeping Manual should be created and maintained by this person.
2. Identify the status of information – is it a primary/official record or is it a copy? The schedule applies to the primary record - not copies unless specifically mentioned
3. Do you hold information on behalf of someone else? If so make sure you have a formal agreement regarding management of those records to avoid losing business information inadvertently. This applies to partnership working with external organisations.
4. Do you hold personal information? Make sure it is clearly marked and access controlled
5. When you create folders and files ensure you use a standard file plan and specify what content can and can't be filed together. If you put long term retention items in the same file as information that can be thrown away after a year you risk losing information. Always keep files with mixed contents for the longest period of retention applicable.
6. Disposal does **not** mean destruction. Official records and historical information may be transferred to the Council Archives at disposal. Guidance on how to arrange this is given in the Records Management Toolkit.

7. When destroying records containing personal or sensitive information confidential destruction must be carried out. A shredding request form may be found on the Council intranet

This is the corporate retention schedule. It will be reviewed annually and when legislation is introduced that changes record retention periods.

If you have any queries about the Corporate Retention schedule or record-keeping activities please contact the [Records Manager](#)

Ref	Function	Records Series	Notes
		General: Standard Operating Procedure	These records may be routinely destroyed in the course of business unless they are required for evidence. If an FOI investigation is being undertaken no records relating to the subject being scrutinised should be disposed until the investigation is complete. The method by which the records are destroyed should follow the recommended procedure described in the Records Management Toolkit and Departmental or Service record-keeping manual.
	All	Catalogues, trade journals	
	All	Telephone message slips	
	All	Fax cover sheets, Compliments slips, post-its	
	All	Notification of meeting or event	
	All	Correspondence re.refusal/acceptance of invitations	
	All	e-mail, messages or notes not related to business	
	All	Requests for stock information e.g. opening hours	
	All	Records of bookings where no charge is levied or cost incurred	
	All	Superseded distribution lists	
	All	Working papers after completion and approval of final report or record	
	All	Reference copies of Council records where the official version is formally designated to be held elsewhere or in	The Record keeping manual for each department should record this

Ref	Function	Records Series	Notes
		another format	
	All	Reference copies of external minutes, reports, guidance etc	
	All	Superseded stationery, templates and forms	
	All	Superseded manuals	Unless they provide evidence of why decisions were taken in the past
	All	Superseded address books	
	All	Personal diaries	Unless formally designated for evidential use in the record keeping manual
	All	Publications	Avoid keeping published works and reference copies with filing.
	All	Circulars received	
	All	Flexi-sheets and holiday record cards	

Ref	Function	Records Series	Retain	Fate	Notes
01		Administration			
01.1	Civic events				
01.1.1	Civic Events	Ceremonial events and visits – commemoration and event records (visitor book, photos etc)	P	A	
01.1.1	Civic Events	Ceremonial events and visits – records of arrangements	T+ 7	S	
01.2	Community Council				Community Councils are responsible for maintaining their own records (Minutes, Accounts, Election records etc)
01.2.1	Community Council	Annual accounts (copies)	Cy + 5	D	For audit
01.2.1	Community Council	Members list	C	D	List updated routinely
01.2.1	Community Council	Election – general file	C+ 5	S	
01.2.1	Community Council	Standing orders/constitution	P	A	May be held on general file
01.3	Corporate planning and reporting				
01.3.1	Corporate Management	Corporate Plans	P	A	
01.3.1	Corporate Management	Corporate Management Team Minutes	P	A	
01.3.1	Corporate Management	Council Consultations: register	P		

C = current, Cy = current year, CF = closure of file, T = termination, D = destroy, P = permanent, A = archive, S = select/sample for archive
 Periods are in years unless otherwise stated.

Ref	Function	Records Series	Retain	Fate	Notes
01.3.1	Corporate Management	Council Consultations: documentation of debate and resolutions	End of consultation + 3	S + D	Paperwork of major consultations may be selected for Archives
01.3.1	Corporate Management	Team consultation records	End of consultation + 3		
01.3.1	Corporate Management	Public consultation – register	P		
01.3.1	Corporate Management	Public consultation records–major	CF+ 5	S	
01.3.1	Corporate Management	Public consultation records–minor	CF+ 1	D	
01.3.1	Corporate Management	Departmental management team minutes	C + 5	D	
01.3.1	Corporate Management	Reports to Central Government	CF + 7	S	
01.3.1	Corporate Management	Proceedings and reports of public enquiries	P	A	
01.3.1	Corporate Management	Policies and implementation of policy records	P	A	
01.3.1	Corporate Management	Organisation charts	P	A	
01.3.1	Corporate Management	Community plans and strategies (adopted version)	P	A	
01.3.1	Corporate Management	Monitor and review of plans	CF + 5	A	
01.3.1	Corporate Management	Best Value review	CF + 5	S	
01.3.1	Corporate Management	Best value assessment forms	CF+ 2	D	

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Ref	Function	Records Series	Retain	Fate	Notes
01.4	Correspondence and Communication				
01.4.1	General	General Correspondence files	Cy + 2	D	
01.4.1	General	Register of Enquiries and complaints	P	A	
01.4.1	General	Correspondence, reports and returns leading to change in policy	P	A	
01.4.1	General	Detailed responses on Council actions, policy or procedure (including to ombudsman)	T+6	D	
01.4.1	General	Routine responses on Council actions, policy or procedure	T+2	D	
01.4.2	Chief Executive	Chief Executive – Correspondence files	Cy + 5	D	
01.4.2	Chief executive	Chief Executive – Complaints files	Cy + 8	D	
01.4.3	Communications	Press cuttings	Cy + 5	Offer to Archives	
01.4.3	Communications	Media reports	Cy + 5	Offer to archives	
01.4.3	Communications	Correspondence with media	T + 3	Offer to Archives	
01.4.3	Communications	Media press release	C+10	Offer to Archives	
01.4.3	Communications	SB Connect	C+3	Offer to Archives	
01.4.3	Communications	SB Scene	C+10	Offer to Archives	
01.4.3	Communications	SB Update	C+2	Offer to Archives	

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Ref	Function	Records Series	Retain	Fate	Notes
01.4.3	Communications	A-Z Guide	C+1	D	
01.4.3	Communications	Media Monitoring	C+2	D	
01.4.3	Communications	Minutes – SBSScene Editorial Board	C+1	D	
01.4.3	Communications	Minutes – Web Communications Group	C+1	D	
01.4.3	Communications	Minutes – Communications Management Group	C+1	D	
01.4.3	Communications	Work Request Log	C	D	
01.4.3	Communications	Rhythmyx manual	C	D	
01.4.3	Communications	Website style guide	C	D	
01.4.3	Communications	Complaints against Councillors	C + 1	D	
01.4.4	DPA	Data Protection Act register	P	P	
01.4.5	FOISA and EIR	FOISA –corporate policy	5 years after superceded	P	Official copy of Policy will be transferred to Archives for permanent retention with Council Minutes
01.4.5	FOISA and EIR	FOISA request – transactional records	CF + 3	D	
01.4.5	FOISA and EIR	FOISA request – corporate log or register	10 years	P	Permanent retention recommended for central record.
01.4.5	FOISA	FOISA request: records scheduled for destruction but destruction delayed as enquiry initiated	Retain for 6 months after final correspondence	D	
01.4.5	FOISA	FOI Publication scheme	5 years after superceded	D	Previous version may be required for evidence of compliance

Ref	Function	Records Series	Retain	Fate	Notes
01.5	Council and Committee				See also Elections
01.5.1	Committee management	Council Minutes (main set and signed minutes) and associated & supporting reports and papers	P	A	Local Government (Access to Information) Act 1984: public may have access to minutes for past 5 years. FOISA
01.5.1	Committee management	Draft Minutes	C	D	May be destroyed when minutes have been formally agreed
01.5.1	Committee management	Declaration of Members Interests (note)	P	A	Recorded with minute
01.5.1	Committee management	Register of declaration of members interest	End of term of office +5 years	D	Held on excel database
01.5.1	Committee management	Members Register of Interests	End of term of office +5 years	D	Electronic version of current register available on internet
01.5.1	Committee management	Standing orders and financial regulations	P	A	
01.5.2	Councillors	Political papers including working groups	Current term of office plus previous term of office	D	Not released – exempt under FOISA
01.5.2	Councillors	Record of councillors' expenses	Current term of office plus previous term of office	D	Applies from 2007. Up to 2007 records were held C+2 and D.

Ref	Function	Records Series	Retain	Fate	Notes
	Councillors	Councillors' expenses support files	C + 5	D	
01.6	Elections				For electoral registration see Registration
01.6.1	Elections	Declarations of acceptance of office by Councillors	P	A	
01.6.1	Elections	Elections (general files – all elections)	T + 5 years	S + D	
01.6.1	Elections	Local elections: Ballot papers and evidence of voting	Close of poll + 1	D	
01.6.1	Elections	Local elections: declaration of results	1 year	D	
01.6.1	Elections	Parliamentary elections – Holyrood - ballot	Ballot papers are transferred to the sheriff after poll		
01.6.1	Elections	Parliamentary elections – Westminster - ballot	Ballot papers are transferred to the sheriff after poll		
01.6.1	Elections	European Election - ballot	1 year	D	
01.7	Information management				
01.7.1	Archives	Archives: accession registers	P		
01.7.1	Archives	Archives: catalogues	P		
01.7.1	Archives	Archives: depositor files	P	A	

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Ref	Function	Records Series	Retain	Fate	Notes
01.7.2	Records Management	Department Record keeping Manuals	C		Updated. One copy of previous versions to be retained as contextual evidence
01.7.2	Records Management	Service Record keeping Manual	C		Updated. One copy of previous versions to be retained as contextual evidence
01.7.2	Records Management	Disposal log	P		
01.7.2	Records Management	Transfer log	P		
01.7.2	Records Management	Compliance management and monitoring records	C+ 5	Review	
01.7.2	Records Management	Corporate Retention schedule	P	A	One copy of superceded schedule to be retained permanently for evidence of compliance(FOI)
01.7.3	Records Management	Guidance – Toolkit	C		updated
01.7.3	Management Information	Covalent	P		
01.8	Partnerships, Agency and External Bodies				
01.8.1	General	Representation on outside bodies including Lieutenancies and Trusts	P	A	
01.8.1	General	Establishment records, Agendas, minutes, reports and support documents where Council owns the record	P	A	
01.8.1	General	Establishment records, Agendas, minutes, reports and support documents where Council does not own	T+ 3	D	

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Ref	Function	Records Series	Retain	Fate	Notes
		the record			
01.9	Property Clearance				
01.9.1	Property clearance	Correspondence	T + 5 years	D	
01.9.1	Property clearance	Certificates	T + 10 years	D	
01.9.1	Property clearance	Original requests and information	Date of certificate + 5 years	D	
01.9.1	Property clearance	Receipts	Cy + 5	D	Cy = financial year
01.10	Publications and Marketing				
01.10.1	Publication	Designs for publication	T+ 3	D	
01.10.1	Publication	Council publications			One copy of each publication to be deposited with Archives or Local Studies at publication
01.10.02	Marketing	Marketing – campaign records	P	S	

Ref	Function	Records Series	Retain	Fate	Notes
02		Assessor			Retention schedules for the Assessor and Electoral Registration Officer are published separately on the Scottish Assessors Portal www.saa.gov.uk

Ref	Function	Records Series	Retain	Fate	Notes
03		Cemeteries/crematoria			
03.1	Cemeteries & crematoria				
03.1.1	Cemeteries & crematoria	Headstone approvals	C + 5	D	Must be able to trace original supplier if headstone deteriorates
03.1.1	Cemeteries & crematoria	Cemetery orders	C + 5	D	
03.1.1	Cemeteries & crematoria	Burial accounts	C + 5	D	
03.1.1	Cemeteries & crematoria	Lair certificate stubs/Lair receipts	P	A	
03.1.1	Cemeteries & crematoria	Lair registers	P	A	
03.1.1	Cemeteries & crematoria	Cemetery diaries	P	A	
03.1.1	Cemeteries & crematoria	Interment registers	P	A	
03.1.1	Cemeteries & crematoria	Interment correspondence	C + 5	D	
03.1.1	Cemeteries & crematoria	Certificates of cremation	C + 5	A	Only evidence of cremation having taken place.
03.1.1	Cemeteries & crematoria	Lair plans	P	A	

Ref	Function	Records Series	Retain	Fate	Notes
04		Consumer & Trading Standards			
04.1	Trading Standards				
04.1.1	Trading Standards	Complaints	C + 5	D	
04.1.1	Trading Standards	Prosecution files	P	P	Archived on site
04.1.1	Trading Standards	Instrument calibration records	C + 5	D	
04.1.1	Trading Standards	Notices	C + 5	D	
04.1.1	Trading Standards	Money Advice	C + 5	D	
04.1.1	Trading Standards	Training records	C + 1	D	
04.1.1	Trading Standards	Quality records	C + 5	D	
04.1.1	Trading Standards	Petroleum licence records	P	A	
04.1.1	Trading Standards	Sample & inspection records	C + 5	D	
04.1.1	Trading Standards	Explosive registrations	C+ 1	D	
04.1.1	Trading Standards	Poison registrations	C +1	D	
04.1.1	Trading Standards	Customer satisfaction records	C + 5	D	

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Ref	Function	Records Series	Retain	Fate	Notes
05		Education and Community Services			
05.1	Education				For Education retention periods 'C' denotes current academic year
05.1.1	Education - schools	Primary Pupil Records	Transfer to Secondary school. T + 5	D	T = end of secondary education. 5 yrs from date of leaving school.
05.1.1	Education - schools	Daily Attendance records	5	D	
05.1.1	Education - schools	Log books	P	A	Recommended that all schools maintain a log book and a register of teachers and classes taught
05.1.1	Education - schools	Admissions/leavers registers	P	A	
05.1.1	Education - schools	Head Teacher's filing	5	S/D	
05.1.1	Education - schools	School Board Minutes	P	A	
05.1.1	Education - schools	Education Psychology files	25 th birthday	D	
05.1.1	Education - schools	Record of Needs	25 th birthday	D	
05.1.1	Education - schools	Photographs	C	S	If selecting comply with Data Protection Act
05.1.1	Education - schools	Building size/Classroom capacity	C	D	Retain until superceded
05.1.1	Education -	Building plans	C	A	

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Ref	Function	Records Series	Retain	Fate	Notes
	schools				
05.1.1	Education - schools	Prize giving	C	A	
05.1.1	Education - schools	Furniture, plant and equipment register or inventory	C + 5	D	
05.1.1	Education - schools	Staff meeting minutes	Cy + 5	D	
05.1.1	Education - schools	Management team minutes	Cy + 5	A	
05.1.1	Education - schools	School development plans	P	A	
05.1.1	Education - schools	Annual calendar of events	C		
05.1.1	Education - schools	Newsletters to parents	C + 3	D	
05.1.1	Education - schools	Staff handbook	C	D	If official copy held by HR
05.1.2	Education - HQ	Bursary files	C + 5	D	
	Education - HQ	Exam Results	10	A	Pre-1950 Junior leaving certificates & results should have already transferred to Archive. DP Act covers access.
05.1.2	Education - HQ	Case files	10	D	
05.1.2	Education - HQ	HMI Inspection Reports	P	A	
05.1.2	Education - HQ	Development planning files	5	D/S	
05.1.2	Education - HQ	Staff development appraisal files	5	D	
05.1.2	Education - HQ	Curriculum files	5	D/S	
05.1.2	Education - HQ	Operating procedures	P	A	
05.1.2	Education - HQ	School lets	C + 5	D	
05.1.2	Education - HQ	Transport arrangement records	C + 5	D	
05.1.2	Education HQ	Placing requests	Resolution of request + 5 years? Or 25 th	D	

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Ref	Function	Records Series	Retain	Fate	Notes
			birthday?		
05.1.2	Education - HQ	Post applications - unsuccessful			See Human Resources section
05.1.2	Education HQ	Interview notes			See Human Resources Section
05.2	Community Services				
05.2.1	Community Arts Service				
05.2.1	Arts	Programmes: project files	CF + 10	S	
05.2.1	Arts	Finance			See Finance section
05.2.1	Arts	Grants			See Finance Ensure Intellectual property submitted with grants is returned to owner after use or right to re-use it established.
05.2.1	Arts	Property - buildings			See Finance, Legal, TS
05.2.1	Arts	Publications	C	A	One copy of all publications to be retained by Local Studies
05.2.1	Arts - staff				See HR section
05.2.2	Community Education				
05.2.3	Libraries				
05.2.3	Libraries	Statistics	C + 5	A	
05.2.3	Libraries	Membership registers & files	C + 5	D	
05.2.3	Libraries	Audio subscriptions	Cy + 3	D	
05.2.3	Libraries	Fines	Cy + 3	D	
05.2.3	Libraries	Sheriff officer letters	Cy + 3	D	
05.2.3	Libraries	Copyright/reproduction	C + 5	D	Evidence of good practice. Requester

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Ref	Function	Records Series	Retain	Fate	Notes
		permission forms			must prove permission existed.
05.2.4	Museums				
05.2.4	Museums	Accessions registers	P	A	
05.2.4	Museums	Object history files	P	A	
05.2.4	Museums	Entry files	P	A	
05.2.4	Museums	Copyright/reproduction permission forms	C + 5	D	Evidence of good practice. Requester must prove permission existed.
05.2.4	Museums	Collecting policy	P	A	
05.2.4	Museums	Development plans	P	A	

Ref	Function	Records Series	Retain	Fate	Notes
06		Emergency Planning			
06.1	Emergency planning				
06.1.1	Emergency planning	Business Planning/Budget	C + 5	D	General Correspondence 1002 to 1004
06.1.1	Emergency planning	Equipment		P	General Correspondence 1005 to 1007
06.1.1	Emergency planning	Maps	C + 10	D	General Correspondence 1008
06.1.1	Emergency planning	Emergency Centre	C + 3	D	General Correspondence 1009
06.1.1	Emergency planning	SBCCLG	C + 3	D	Minutes 1010
06.1.1	Emergency planning	Team Meetings	C + 1	D	Minutes 1011
06.1.1	Emergency planning	Risk Register	C + 1	D	Register 1012
06.1.1	Emergency planning	Talks and Presentations	C + 1	D	General Correspondence 1014
06.1.1	Emergency planning	Support Teams	C + 3	D	General Correspondence 2001 to 2006
06.1.1	Emergency planning	EP Strategic coordinating Group	C + 3	D	Minutes 3001
06.1.1	Emergency planning	EP Tactical Working Group	C + 3	D	Minutes 3002
06.1.1	Emergency planning	Firth of Forth LA Counter Pollution Group	C + 3	D	Minutes 3003
06.1.1	Emergency planning	Scottish Executive	C + 3	D	General Correspondence 4001 to 4003
06.1.1	Emergency	Emergency Services	C + 3	D	General Correspondence 5001 to 5005

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Ref	Function	Records Series	Retain	Fate	Notes
	planning				
06.1.1	Emergency planning	Public Utilities	C + 3	D	General Correspondence 6001 to 6007
06.1.1	Emergency planning	Government Agencies	C + 3	D	General Correspondence 7001 to 7011
06.1.1	Emergency planning	Voluntary Organisations	C + 3	D	General Correspondence 9001 to 9005
06.1.1	Emergency planning	Communications	C + 5	D	General Correspondence 11001 to 11005
06.1.1	Emergency planning	Nuclear	C + 3	D	General Correspondence 12001 to 12015
06.1.1	Emergency planning	CBRN	C + 3	D	Guidance Documents 13001 to 13006
06.1.1	Emergency planning	Legislation	C + 10	D	General Correspondence 15001 to 15005
06.1.1	Emergency planning	Flood Appraisal Group	C + 1	D	Minutes 16008

Ref	Function	Records Series	Retain	Fate	Notes
07		Environmental Health			
07.1	Environmental Health				
07.1.1	Environ. Health	Enquiries job sheets	C + 1	D	
07.1.1	Environ. Health	Dog warden enquiry sheets	C + 1	D	
07.1.1	Environ. Health	Pest control enquiry sheets	C + 1	D	
07.1.1	Environ. Health	Property enquiries	C + 1	D	
07.1.1	Environ. Health	Planning consultations (copy)	C + 1	D	Original with Planning section.
07.1.1	Environ. Health	Building control consultations (copy)	C + 1	D	Original with Building control.

Ref	Function	Records Series	Retain	Fate	Notes
07.1.1	Environ. Health	Licensing consultations (copy)	C + 1	D	Original with Licensing section
07.1.1	Environ. Health	Register of unfit houses	P	A	
07.1.1	Environ. Health	Domestic/pool water bacteriological sample register	C + 1	D	
07.1.1	Environ. Health	Water - domestic mains/private pools chemical register	C + 1	D	
07.1.1	Environ. Health	Dairy & Food Bacteriological register	C + 3	D	
07.1.1	Environ. Health	Food complaints	Cy+3	D	
07.1.1	Environ. Health	EH sample register	P	A	
07.1.1	Environ. Health	HACCP enforcement	Cy+ 1	D	
07.1.1	Environ. Health	Food safety system	C + 1	D	
07.1.1	Environ. Health	Accident Investigation Register	P	A	
07.1.1	Environ. Health	Pest control reference manual	C	D	
07.1.1	Environ. Health	Matron Waiting list	Cy + 1	D	
07.1.1	Environ. Health	Food Safety Register	P	A	
07.1.1	Environ. Health	BSE Over 30 Months Carcasses and Incident Reports	Cy + 1	D	
07.1.1	Environ. Health	Food premises register - registration	P	A	
07.1.1	Environ. Health	Applications for registration of food premises	Cy + 2	D	
07.1.1	Environ. Health	Radioactive Substances	40	D	
07.1.1	Environ. Health	Communicable diseases	Cy	D	
07.1.1	Environ. Health	Nuisances	Cy + 4	D	
07.1.1	Environ. Health	Infectious diseases	Cy	D	
07.2	Food				
07.2.1	Food	Register of Food Business' Registration Forms	Cy + 2	D	Continually Updated
07.2.1	Food	Enforcement Policy	Cy	D	Annual Review
07.2.1	Food	Food Safety Service Plan	Cy	D	Annual Review

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Ref	Function	Records Series	Retain	Fate	Notes
07.2.1	Food	General Complaints	Cy+3	D	
07.2.1	Food	Food Complaints	Cy+3	D	
07.2.1	Food	Food Poisoning Notifications	Cy	D	
07.2.1	Food	"Minded To" Notices	Cy+3	A	
07.2.1	Food	Improvement Notices	Cy+3	A	
07.2.1	Food	Emergency Prohibition Notices	Cy+3	A	
07.2.1	Food	Letters			See Legal section
07.2.1	Food	Minutes of Team Meetings	Cy+1	D	Make controlled amendments to Enforcement Policy or Procedure as required
07.2.1	Food	Internal Memos	Cy+1	D	
07.2.1	Food	Barbour Index Briefing Notes	Cy	D	Barbour CDrom upgrades carried out regularly
07.2.1	Food	Public Analyst Certificates	Cy	D	
07.2.1	Food	Section 23 Certificates			See Legal section
07.2.1	Food	Food Hygiene Certificates (street traders)			See Legal section

Ref	Function	Records Series	Retain	Fate	Notes
08		Estates and Property Services			
08.1	Corporate Services				
08.1.1	Corporate	Copy guidance on standards, QA etc	C	D	
08.1.1	Corporate	Property Terrier	P	A	
08.1.1	Corporate	Property files	P	A	
08.1.1	Corporate	Health and Safety			See Health and Safety section
08.1.1	Corporate	Asset Plan and Service asset	C+3	A	

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Ref	Function	Records Series	Retain	Fate	Notes
		plans			
08.2	Contracts				
08.2.1	Contract	Select Consultant appointments	C+6 or 12*	D	* 6 minor/12 major works or less than £50K / more than £50K
08.2.1	Contract	Select Consultant appointments - listing	C+6 or 12*	D	* 6 minor/12 major works or less than £50K /more than £50K
08.2.1	Contract	Corporate Maintenance files	C+6 or 12*	A/S and D	* 6 minor/12 major works or less than £50K / more than £50K
08.2.1	Contract	Work Programme monitoring and management files	C+6 or 12*	A/S and D	* 6 minor/12 major works or less than £50K /
08.2.1	Corporate	Assessment of property need or change files	C+3	A/S and D	Transfer files re. major works to A
08.3.	Property				
08.3.1	Property Acquisition	Investigation and negotiation files	Year disposed + 6 or 12 years	A /S and D	Consider keeping an acquisitions register (P+A) to allow files to be disposed if property terrier does not hold this information.
08.4	Works				
08.4.1	Works	Works project files	C+12	S	Transfer files re. major works to A. File includes: papers contained in Stages 1-4 (Feasibility, Full Plans, Pre-construction and Construction) sections A-L (Appraisal, Strategic Briefing, Outline proposals, detailed proposals, final proposals, production drawings, tender documentation, tender action, mobilisation, construction to practical completion, post practical completion)
08.4.1	Works	Works planning consents and approval files	Retain until subjects disposed or all adjoining properties owned are disposed	A/S and D	File may include compliance with planning and building regulations, listed building approval, Tree preservation orders attached to property, party wall agreements etc.) Note: when selecting for Archives consider status of adjoining properties.

Ref	Function	Records Series	Retain	Fate	Notes
08.5	Maintenance				
08.5.1	Maintenance (occupied)	Maintenance files	C+12	A/S and D	Note: when selecting for Archives consider status of adjoining properties.
08.5.1	Maintenance (occupied)	Utilities maintenance files	C+12	A/S and D	Energy and water Note: when selecting for Archives consider status of adjoining properties.
08.5.1	Maintenance (occupied)	Fire maintenance files	C+12	A/S and D	Note: when selecting for Archives consider status of adjoining properties.
08.5.1	Maintenance (occupied)	Council Tenants management files	C+12	D	
08.5.1	Maintenance (occupied)	Superior landlords management files	C+12	A	Feudal tenure ceased 2005
08.6	Property review and disposal				
08.6.1	Property Review	Review files	C+3	A/S and D	
08.6.1	Property Disposal	Disposal files	C+12	A/S and D	Consider keeping a disposals register (P + A) to allow files to be disposed if property terrier does not hold this information.

Ref	Function	Records Series	Retain	Fate	Notes
09		Finance Note: Cy = Current Financial year			Some records (e.g. payslips) can be retained in other formats (e.g. microfiche) after consultation with Inland Revenue.
09.1	Accounts				
09.1.1	Accountancy /Financial	F.I.S	End of current financial year +6	D	System purged routinely
09.1.1	Accountancy /Financial	Abstract of accounts	6	A	Data in FIS retained as historical log
09.1.1	Accountancy /Financial	Financial Plans (Budgets)	6	A	Data in FIS retained as historical log
09.1.1	Accountancy /Financial	Budgetary control records	Cy+2	D	
09.1.1	Accountancy /Financial	Costing records	Cy + 2	D	
09.1.1	Accountancy /Financial	Estimate working papers	Cy + 2	D	
09.1.1	Accountancy /Financial	Financial ledgers	6	D	
09.1.1	Accountancy /Financial	Grant claim records	End of financial year of final receipt of grant payment + 5	D	Note: grants received from Scottish Government & administered by SBC: regulations also state that accounts must be maintained and receipts retained for 3 years after final payment

Ref	Function	Records Series	Retain	Fate	Notes
09.1.1	Accountancy /Financial	European programmes grant applications: - 1994-1999 2000-2006 2007-2013	Dec 2006 Dec 2012 Dec 2019	D	Destroy at end of financial year of final payment of programme grant to government + 6 years i.e. Leader +: 2001-6 = 2012 Objective 2: 2000-6 = 2012 ERDF/ESEP/ESF: 2007-13=2019/20
09.1.1	Accountancy /Financial	Journals etc. (Input/output documentation)	6	D	FIS purged
09.1.1	Accountancy /Financial	Record re closing ledgers	6	D	
09.1.1	Accountancy /Financial	VAT claims	6	D	
09.1.1	Accountancy /Financial	VAT records	3	D	
09.1.1	Accountancy /Financial	Landfill tax returns	6	D	
09.1.1	Accountancy /Financial	Landfill Tax credits	6	D	
09.1.1	Accountancy /Financial	Voluntary fund accounts	6	D	
09.1.1	Accountancy /Financial	Copy orders	Cy + 2	D	
09.1.1	Accountancy /Financial	Delivery notes	Cy + 2	D	
09.1.1	Accountancy /Financial	Capital Expenditure reports	Cy + 2	D	
09.1.1	Accountancy /Financial	Computer system documentation	Cy + 2	D	
09.1.1	Accountancy /Financial	Internal requisition (e.g. printing)	Cy + 1	D	
09.1.1	Accountancy	School fund records	Cy + 6	D	

Ref	Function	Records Series	Retain	Fate	Notes
	/Financial				
09.1.1	Accountancy /Financial	Telephone call records	Cy + 2	D	
09.1.2	Bank Related Records	Bank paying-in books/slips	6	D	
09.1.2	Bank Related Records	Bank reconciliation	6	D	
09.1.2	Bank Related Records	Bank statements	6	D	
09.1.2	Bank Related Records	Cancelled cheques	Cy + 2	D	
09.1.2	Bank Related Records	Cheque books and counterfoils	6	D	
09.1.2	Bank Related Records	Cheque lists (creditors/payrolls)	Cy + 2	D	
09.1.2	Bank Related Records	Loan records and correspondence	Cy + 2	D	
09.1.2	Bank Related Records	Paid cheques	4	D	
09.1.2	Bank Related Records	Returned cheque records	Cy + 2	D	
09.1.3	Contracts				See Procurement
09.1.4	Creditor Records	Copy orders	Cy + 2	D	
09.1.4	Creditor Records	Credit notes	6	D	
09.1.4	Creditor Records	Creditor invoices	6	D	
09.1.4	Creditor Records	Delivery notes	Cy + 2	D	
09.1.4	Creditor Records	Imprest documentation (e.g. petty cash)	Cy + 2	D	
09.1.4	Creditor Records	Periodic payment records	6	D	
09.1.5	Income Records	Cash books	6	D	
09.1.5	Income Records	Correspondence (income)	Cy + 2	D	
09.1.5	Income Records	Debtor accounts (records non-	Cy + 2	D	

Ref	Function	Records Series	Retain	Fate	Notes
		current)			
09.1.5	Income Records	Income posting slips and tabulations	Cy + 2	D	
09.1.5	Income Records	Periodic income records	Cy + 2	D	
09.1.5	Income Records	Receipt books	Cy + 6	D	Council receipt books are in effect VAT receipt books
09.1.5	Income Records	Record of receipt books issued	Cy + 2	D	
09.1.5	Income Records	Registrar's quarterly returns	Cy + 2	D	
09.1.5	Income Records	Sales records	Cy + 2	D	
09.1.6	Miscellaneous Records	Car leasing and mileage records	3	D	(6 years from end of lease or repayment)
09.1.6	Miscellaneous Records	Car loans	3	D	(6 years from end of lease or repayment)
09.1.6	Miscellaneous Records	Examination entrants' lists	Cy + 2	D	
09.1.6	Miscellaneous Records	Examination results	Cy + 2	D	
09.1.6	Miscellaneous Records	Inventory records	6	D	
09.1.6	Miscellaneous Records	Land searches	6	D	
09.1.6	Miscellaneous Records	Postal remittance registers	Cy + 2	D	
09.1.6	Miscellaneous Records	Road fund licence records	Cy + 2	D	
09.1.6	Miscellaneous Records	School meals records	Cy + 2	D	
09.1.6	Miscellaneous Records	Travel Claims	6	D	
09.1.6	Miscellaneous Records	Vehicle logs	Cy + 2	D	

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Ref	Function	Records Series	Retain	Fate	Notes
9.2	Admin. Support				
9.2.1	Admin support	Authorised signatures	CY + 3	D	
9.2.1	Admin Support	Financial stationery	6	D	
09.3	Audit				
09.3.1	Audit	Audit work files	Cy + 2	D	
9.4	Health and Safety				See also Human Resources
9.4.1	Health and Safety	DSE Assessments	3	D	
09.5	Insurance				
09.5.1	Insurance Records	Expired insurance contracts	P	A	
09.5.1	Insurance Records	Insurance claims (fire)	4	D	
09.5.1	Insurance Records	Insurance claims (motor vehicles)	4	D	
09.5.1	Insurance Records	Insurance claims (public/employer's liability)	6	D	
09.5.1	Insurance Records	Insurance policy documentation	P	A	
09.5.1	Insurance Records	Insurance register	P	A	
09.5.1	Insurance Records	Accident Reports	6	D	
09.5.1	Insurance Records	Incident reports	6	D	
09.5.1	Insurance Records	Tender Documentation, incl. OJEC notice, notice of interest and selection details	6	D	
09.5.1	Insurance Records	Ex Gratia payments	6	D	
09.5.1	Insurance Records	Group Life Assurance scheme	6	D	

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Ref	Function	Records Series	Retain	Fate	Notes
09.5.1	Insurance Records	Community Council Insurance	P	A	
09.5.1	Insurance Records	Tourist Board Insurance	P	A	
09.5.1	Insurance Records	Group Travel – records of Journeys	6	D	
09.5.1	Insurance Records	Actuarial Valuation	P	A	
09.5.1	Insurance Records	Home contents Insurance policies and documentation			Transferred to SBHA March 2003
09.5.1	Insurance Records	QLAS database	P	A	
09.5.1	Insurance Records	Insurance renewal forms and associated documents	6	D	
09.6	Payroll				
09.6.1	Payroll	BACS amendments and output	3	D	
09.6.1	Payroll	Building society tabulations	3	D	
09.6.1	Payroll	Copy payslips	6	D	
09.6.1	Payroll	Correspondence	6	D	
09.6.1	Payroll	FE Claims	6	D	
09.6.1	Payroll	Kalamazoo manual records (non-current staff)	6	D	
09.6.1	Payroll	Life certificates (pensions)	Cy + 2	D	
09.6.1	Payroll	Monthly BACS listings	3	D	
09.6.1	Payroll	NI file cashbook	3	D	
09.6.1	Payroll	NI number changes	3	D	
09.6.1	Payroll	Payroll adjustment documentation	6	D	
09.6.1	Payroll	Part-time employees' claim forms	6	D	
09.6.1	Payroll	Pensions personal records	P	A	
09.6.1	Payroll	Prelists	2	D	
09.6.1	Payroll	SSP records	4	D	
09.6.1	Payroll	SSP variations	3	D	
09.6.1	Payroll	Staff transfer records	6	D	

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Ref	Function	Records Series	Retain	Fate	Notes
09.6.1	Payroll	Starters forms	2	D	
09.6.1	Payroll	Tax and NI records	6	D	
09.6.1	Payroll	Tax code notifications	Cy + 2	D	
09.6.1	Payroll	Teachers' pension records	P	A	
09.6.1	Payroll	Timesheets	6	D	
09.6.1	Payroll	Union documents (e.g. subs, records)	Cy + 2	D	
09.6.1	Payroll	Weekly BACS listings	3	D	
09.7	Pension Fund Administration				
09.7.1	Pension Fund Administration	Fund manager monthly reports	P	A	
09.7.1	Pension Fund Administration	Fund Manager Quarterly investment reports	P	A	
09.8	Projects				Include EU funded projects – 3 years after final payment of programme funds to government
09.8.1	Projects	Procurement Project Board minutes and agendas	3 years after end of project	A	
09.8.1	Projects	Procurement Forum minutes and agendas	3 years after end of project	A	
09.8.1	Projects	Business Continuity Project Board minutes and agendas	3 years after the end of the project	A	
09.8.1	Projects	Department Recovery plans	P	A	
09.8.1	Projects	Northgate-Payroll/ HR project Board minutes and agendas	P	A	
09.8.1	Projects	Northgate-Payroll/ HR project Team minutes and agendas	P	A	

Ref	Function	Records Series	Retain	Fate	Notes
09.8.1	Projects	Organisational charts	P	A	
09.9	Recruitment				
09.9.1	Recruitment	Job descriptions and Person specifications	P	A	
09.10	Revenues				
09.10.1	Benefits	Application forms and supporting documents	Cy + 4	D	
09.10.1	Benefits	Correspondence	Cy+3	D	
09.11	Risk Management				
09.11.1	Risk Management	Risk registers (Covalent and jcad)	P	A	
09.11.1	Risk Management	Business Continuity plans	P	A	
09.12	Superannuation				
09.12.1	Superannuation	Transaction notes	Cy +1	A	
09.12.1	Superannuation	Holdings	Cy+1	A	
09.12.1	Superannuation	Valuations	Cy +1	A	
09.12.1	Superannuation	Reconciliations	Cy +1	A	
09.12.1	Superannuation	Correspondence	Cy + 2	D	
09.13	Training				
09.13.1	Training	Training database	P	A	

Ref	Function	Records Series	Retain	Fate	Notes
09.13.1	Training	Personal files including certificates (management copy)	4 years after employee has left	D	
09.13.1	Training	Training needs analyses	4	A	
09.13.1	Training	PPDPP Training analyses	2	D	
09.13.1	Training	Training evaluation	2	D	
09.13.1	Training	EDA and EDE forms	2	D	
09.14	Treasury				
09.14.1	General	Borrowing – PWLB loan confirmations and details	P	A	
09.14.1	General	Borrowing – bonds register	P	A	
09.14.1	General	Borrowing – copy bond certificates	P	A	
09.14.1	General	Borrowing – Bonds and market Loans confirmation docs.	Life of Loan	D	
09.14.1	General	Borrowing – Temp. Loan confirmation docs.	Cy + 2	D	
09.14.1	General	Deposits – Temp deposit Confirmation docs	Cy + 2	D	
09.14.1	General	CHAPS transactions	Cy + 2	A	
09.14.1	General	Brokers Rates	Cy + 2	A	
09.14.1	General	Creditor invoices – PWLB, other lenders	Cy + 2	D	
09.14.1	General	Maturity analysis	P	A	
09.14.1	General	Loan Record Sheets – LABs Temp loans and deposits	Cy + 2	A	
09.14.1	General	PWLB application details and authorisation	P	A	
09.14.1	General	Accounting reconciliation spreadsheets	P	A	
09.14.2	Operating Leasing	Consultant appointment letters	P	A	

Ref	Function	Records Series	Retain	Fate	Notes
09.14.2	Operating Leasing	Consultant agreements	P	A	
09.14.2	Operating Leasing	List of lessors	P	A	
09.14.2	Operating Leasing	Tender requisition requests	Lease+1	D	
09.14.2	Operating Leasing	Tender documentation – contracts schedules	Lease+1	D	
09.14.2	Operating Leasing	Agreements File	P	A	
09.14.2	Operating Leasing	Invoices and payments	Cy+2	D	
09.14.2	Operating Leasing	Rentals	Lease +1	A	
09.14.2	Operating Leasing	User Depts.	P	A	
09.14.2	Operating Leasing	Correspondence	Lease+1	D	
09.14.3	Car Contract Hire	Contract – contractor/employer	Lease+1	A	
09.14.3	Car Contract Hire	Quotations	Lease +1	A	
09.14.3	Car Contract Hire	Vehicle schedules	Lease + 1	A	
09.14.3	Car Contract Hire	Rejected quote requests	Lease + 1	D	
09.14.3	Car Contract Hire	Accepted quotes and offers	Lease + 1	A	
09.14.3	Car Contract Hire	Application Form	P	A	
09.14.3	Car Contract Hire	Invoices	Lease + 1	A	
09.14.3	Car Contract Hire	Salary advices	Lease +1	D	
09.14.3	Car Contract Hire	Additional Driver details	Lease + 1	A	
09.14.3	Car Contract Hire	Copy Licence	Lease + 1	D	
09.14.3	Car Contract Hire	Correspondence	Lease + 1	D	
09.14.3	Car Contract Hire	Application Progress register	P	A	
09.14.3	Car Contract Hire	Employee and vehicle details	P	A	
09.14.3	Car Contract Hire	Insurance details	P	A	
09.14.3	Car Contract Hire	Quote calculations	P	A	
09.14.3	Car Contract Hire	Leavers calculations	P	A	
09.14.3	Car Contract Hire	Mileage records	P	A	
09.14.3	Car Contract Hire	Tax returns	P	A	
09.14.4	Mortgages	Details	P	A	
09.14.4	Mortgages	Rental schedules	P	A	
09.14.4	Mortgages	Statements	P	A	

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Ref	Function	Records Series	Retain	Fate	Notes
09.14.4	Mortgages	Correspondence	P	A	

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Ref	Function	Records Series	Retain	Fate	Notes
10		Housing			Note: This section refers to historical records. Housing is now managed by Housing Associations not Scottish Borders Council
10.1	Finance				
10.1.1	Housing	Rental records	C + 5	D	
10.1.1	Housing	Financial Records	C + 5	D	
10.1.1	Housing	Repair & Improvement Grants	10	D	Previously under Building Control at C + 5 D
10.1.1	Housing	Housing loans	C + 5	D	
10.1.1	Housing	Outstanding accounts	10	D	
10.2	General				
10.2.1	Housing	Planning Appeals	5	D	
10.2.1	Housing	Enforcement notices	5	D	
10.3	Insurance				
10.3.1	Housing	Insurance housing claims	5	D	
10.4	Maintenance				
10.4.1	Housing	Cleansing claims	2	D	
10.4.1	Housing	Repair history of Council Houses	C + 10	D	Housing (Right to Buy) (Cost Floor) (Scotland) Order 1999
10.4.1	Housing	Records of mutual repairs	C + 10	D	Housing (Right to Buy) (Cost Floor) (Scotland) Order 1999
10.5	Sales				
10.5.1	Housing	Council House Sales files	10	D	Register or cartulary P + A
10.6	Tenancy				
10.6.1	Housing	Withdrawn applications	C	D	Destroy at regular review of waiting list.
10.6.1	Housing	Tenant files	C + 3	D	
	Private Landlord Register	See Registration			

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Ref	Function	Records Series	Retain	Fate	Notes
11		Human Resources			
11.1	Personnel				Records of staff working with children should be retained for 25 years from termination of contract
11.1.1	Personnel	Personnel files (non-current)	Cy+ 2		
11.1.1	Personnel	Staff contracts (non-current)	6		
11.1.1	Personnel	Unsuccessful applicants' employment application forms and interview notes	7 mths. After appointment made		
11.2	Health and Safety				
11.2.1	General	General Complaints	C+6	D	
11.2.1	General	Inspection Report Forms	C+6	D	
11.2.1	General	Outgoing correspondence	C+6	D	
11.2.1	General	Incoming Correspondence	C+6	D	
11.2.1	General	Reports to Procurator Fiscal	C+6	D	
11.2.1	General	Corporate Infection Control Policy	P	A	Reviewed as necessary and posted on Intranet
11.2.1	General	Departmental Safety Policy	P	A	Reviewed as necessary
11.2.2	Investigations	Prosecutions Register	P	A	
11.2.2	Investigations	Accident Investigations	C+6	A	
11.2.2	Investigations	Fatal Accident Investigations	C+6	A	
11.2.3	Licensing	Licensing Reports (Annual)	C+1	D	
11.2.3	Licensing	Licensing Reports (Three Year)	C+2	D	
11.2.3	Licensing	Pet Shops/Riding & Animal Boarding Establishments Licenses	C+1	D	

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Ref	Function	Records Series	Retain	Fate	Notes
11.2.3	Licensing	Second Hand Dealers Licenses	C+1	D	
11.2.3	Licensing	Public Entertainment Licenses	C	D	
11.2.3	Licensing	Betting and Gaming Licenses	C+1	D	
11.2.4	Notification	Public Register - Abstracts of H&S Notices affecting public	C+3	A	Updated and amended as required by Environment and Safety Information Act 1988
11.2.4	Notification	Improvement Notices	C+6	A	
11.2.4	Notification	Prohibition Notices	C+6	A	
11.2.4	Notification	Accident Notifications	C+6	D	
11.2.5	Inspection	Equipment inspection records	T + 6	D	T= destruction of equipment
11.2.5	Inspection	Quarry assessments			Refer to Health and Safety Executive. Records subject to EIR's
11.2.5	Inspection	Process monitoring results	T + 3	D	
11.2.5	Inspection	Asbestos monitoring files	CF + 40	S	Records subject to EIR's
11.2.5	Inspection	Asbestos Removal Register	P	A	
11.2.5	Inspection	Radiation monitoring files (including radon)	CF + 50	A	Records subject to EIR's
11.2.5	Inspection	Safe systems of work assessment	T + 1	D	T= process superseded
11.2.5	Inspection	Risk assessment files	T + 3	D	
11.2.5	Inspection	Permits to work	T + 1	D	
11.3	Accident reporting				
11.3.1	General	Accident forms (adults)	C+ 3	D	
11.3.1	General	Accident forms (children)	C + 25	D	

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Ref	Function	Records Series	Retain	Fate	Notes
12		Landscape Architects			'CPC' denotes retention period running from Certificate of Practical Completion. 'CMGD' denotes retention period running from Certificate of Making Good Defects.
12.1	Landscape Architects				
12.1.1	Landscape architects	Landscape drawings	C	D/S	
12.1.1	Landscape architects	Key specifications	CPC+7	D	
12.1.1	Landscape architects	Working files	C	D	
12.1.1	Landscape architects	Unsuccessful tenders	Start of contract + 3	D	
12.1.1	Landscape architects	Successful tenders	CMGD + 5	D	

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Ref	Function	Records Series	Retain	Fate	Notes
13		Legal			
13.1	District Court		Note: From 2008 District Court functions will transfer to the Scottish Courts Service. Records for the preceding 5 years will be held by Scottish Courts and access to and retention of them managed under their rules. Earlier records are the responsibility of SBC.		
13.1.1	District Courts	Probation bonds	6	D	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Complaints & petitions	10	D	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Fee books	6	D	
13.1.1	District Courts	Summary complaints	10	D	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Appeals against sentence	25	D	
13.1.1	District Courts	Payment of fines: receipts, cash books, bank books, counterfoils	10	D	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Fixed Fine and Fixed Penalty registers	25	D	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Traffic Act fines	10	D	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Statistical returns	6	D	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Register of JP Oaths	P	A	
13.1.1	District Courts	Register of cases	P	A	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Court books	P	A	Court Sheets: Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Minute book	P	A	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Correspondence	6	D	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Means enquiry warrants	C + 10	D	Records to transfer to Scottish Court Service 2008
13.1.1	District Courts	Balance sheets	C + 5	D	Records to transfer to Scottish Court Service 2008
13.2	Licensing				
13.2.1	Licensing	Applications for alcohol licenses	6	D	
13.2.1	Licensing	Appeals re. alcohol license	6	D	

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Periods are in years unless otherwise stated.

Ref	Function	Records Series	Retain	Fate	Notes
		applications			
13.2.1	Licensing	Register of applications - alcohol licenses	P	A	
13.2.1	Licensing	Failing to renew/Withdrawn applications	C + 5	D	
13.2.1	Licensing	Street traders licenses	C + 5	D	
13.2.1	Licensing	Secondhand dealers licenses	C + 5	D	
13.2.1	Licensing	Window cleaners licenses	C + 5	D	
13.2.1	Licensing	Taxi and Private Hire Cars	C + 5	D	Includes carrying of guide dog exemption notices
13.3	General Legal Work				
13.3.1	Advice	Advice	CF + 5	S + D	Advice on controversial or costly cases should be retained permanently: transfer to archives for safekeeping but access records via legal officers
13.3.1	Advice	Information / decisions	CF + 10	D	
13.3.2	Contracts	Service Level Agreements	CF + 2	D	
13.3.2	Contracts	External 3 rd party contracts	C + 5	D	
13.3.2	Contracts	Contracts with SE	C + 5	D	
13.3.3	Conveyancing	Conveyancing files	CF + 10	D	
13.3.3	Conveyancing	Property queries	C + 5	D	
13.3.3	Conveyancing	Leases	C + 5	D	
13.3.3	Conveyancing	Council House Sales files	C + 10	D	Historical – all Council housing stock now transferred
13.3.3	Conveyancing	Title deeds	P	A	
13.3.3	Conveyancing	Disposal files - Council owns no adjoining property	C + 10	D	
13.3.3	Conveyancing	Disposal files - Council owns adjoining property	P	A	
13.3.3	Conveyancing	Acquisition files	P	A	
13.3.4	Information	Minutes relating to External Groups internal meetings	CF + 5	D	

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Ref	Function	Records Series	Retain	Fate	Notes
13.3.5	Judicial statistics	Returns (drafts or copies)	Cy + 6	D	
13.3.6	Litigation	Litigation files (Civil and Criminal proceedings)	C + 10	D	Retain Court register permanently
13.3.6	Litigation	Employment tribunals	CF + 10	D	
13.3.6	Litigation	Debt Collection	C + 2	D	
13.4	Justices of the Peace				
13.4.1	Justices of the Peace	Commission of the peace	P	A	
13.4.1	Justices of the Peace	Court Register	P	A	
13.4.1	Justices of the Peace	Quarter Sessions Minute Book	P	A	
13.4.1	Justices of the Peace	Register of signatures to the oath of allegiance	CY + 6	A	
13.4.1	Justices of the Peace	Bonds of Caution	Cy+6	A/D	Transfer pre 1900 registers to archives
13.5	Legal work for SBC Departments and Services				Note: formal agreement should be made as to which department holds the original version and recorded in each Record Keeping Manual
13.5.1	Social Work	Adoption	CF + 75	A	Should be held in BS 5454 compliant repository DP Act applies to access
13.5.1	Social Work	Fostering	CF + 75	A	Should be held in BS 5454 compliant repository DP Act applies to access
13.5.1	Social Work	Parental responsibility Orders	CF + 75	D	
13.5.1	Social Work	Child protection orders Guardianship	CF + 75	A	Should be held in BS 5454 compliant repository DP Act applies to access
13.5.1	Social Work	Section 18/24 Mental Health	CF + 10	D	
13.5.1	Social Work	Legal Advice – Residential	CF + 5	D	

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Ref	Function	Records Series	Retain	Fate	Notes
		homes			
13.5.2	Education and Lifelong Learning	Exclusion/ (Committee)	CF + 10	D	
13.5.2	Education and Lifelong Learning	Placing Request Appeals (Court)	CF + 10	D	Copy should be held on Education file up to age 25
13.5.2	Education and Lifelong Learning	Education Trusts	P	A	Should be held in BS 5454 compliant repository
13.5.2	Education and Lifelong Learning	Education transport	CF + 5	D	
13.5.2	Education and Lifelong Learning	Bursaries	CF + 5	D	
13.5.2	Education and Lifelong Learning	Education Buildings	CF + 5	A	For Conveyancing records see 13.3.3
13.5.2	Education and Lifelong Learning	School Closures	CF + 5	A	
13.5.2	Education and Lifelong Learning	Home Education	CF + 5	A	Transfer to Archives. Research subject to Data Protection and FOISA
13.5.2	Education and Lifelong Learning	Education Lawyers Group Minutes	5	D	Routine destruction
13.5.3	Planning	Planning Appeals	CF + 5	*S	*Major appeals only - otherwise CF +5 / D
13.5.3	Planning	Planning Appeals - Decision	P	A	Main copy of Major appeals only - otherwise CF +5 / D

Ref	Function	Records Series	Retain	Fate	Notes
13.5.3	Planning	Section 75 Agreement	CF + 5	D	Registered with title – held permanently at Land Registry
13.5.3	Planning	Tree Preservation Orders	CF + 5	S/D	Permanent TPO register held by Planning
13.5.3	Planning	Amendment to registration scheme	CF + 5	D	
13.5.4	Roads	Road Order Files	CF + 5	A	Publication retained in advert book: orders retained in safe
13.5.4	Roads	Road Bond Files	CF + 5	S + D	
13.5.4	Roads	Off Street Pay and display	CF + 5	D	

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Ref	Function	Records Series	Retain	Fate	Notes
14		Planning & Economic Development			
14.1	Planning and Building Standards				See also Landscape Architects section
14.1.1	Planning	Planning application	P	A	
14.1.1	Planning	Planning permission/refusal notification	P	A	
14.1.1	Planning	Planning application plans	P	A	
14.1.1	Planning	Site check	P	A	
14.1.1	Planning	Planning application correspondence	C + 2	D	
14.1.1	Planning	Local plan/consultation plans and drawings	P	A	Weed for duplicates or low-value material.
14.1.1	Planning	Local plans	P	A	
14.1.1	Planning	Local plan working files	C + 2	D	
14.1.2	Building standards	Building warrant application	P	A	
14.1.2	Building standards	Building warrant application plans	P	A	
14.1.2	Building standards	Building warrant	P	A	
14.1.2	Building standards	Building inspection report	P	A	
14.1.2	Building standards	Certificate of Completion	P	A	
14.1.2	Building standards	Site inspection	P	A	

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 Periods are in years unless otherwise stated.

Ref	Function	Records Series	Retain	Fate	Notes
14.1.2	Building standards	Building warrant application correspondence	C + 2	D	
14.2	Countryside and Heritage				
14.2.1	Countryside	Tree Preservation Order Register	P		Required for Environmental Information Requests
14.2.1	Countryside	Landscape Project files	CF + 2	S	
14.3	Economic Development				
14.3.1	Economic Development	Property Grant files	C + 5	D	
14.3.1	Economic Development	Project files	C + 2	S/D	Sample for archive
14.3.1	Economic Development	Contracts	T + 5	D	C + 10 for building contracts
14.3.1	Economic Development	Industrial premises - new build	T + 5	S+ D	C + 10 for building contracts Plans to archives
14.3.1	Economic Development	Business Grants	C + 5	A	Retain register, weed files prior to Archive
14.3.1	Economic Development	Advanced payment loans	C + 5	A	Retain register, weed files prior to Archive
14.3.1	Economic Development	Trade Fairs	C + 5	A	Retain register, weed files prior to Archive
14.3.1	Economic Development	Rights of way records	C + 3	A	Transfer to Archive when PED have no further use
14.3.1	Economic Development	Rights of Way Land agreement	C + 3	A	Transfer to Archive when PED have no further use
14.3.1	Economic Development	Listed Buildings	C + 3	A	Transfer to Archive when PED have no further use
14.3.1	Economic Development	Grants to individuals	C + 5	A	Specific details on Listed Buildings should be retained permanently

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Periods are in years unless otherwise stated.

Ref	Function	Records Series	Retain	Fate	Notes
14.3.1	Economic Development - C&H	External grant applications	C + 5		
14.3.1	Economic Development	European programmes grant applications - 1994-1999	Dec 2006		
14.3.1	Economic Development	European programmes grant applications - 2000-2006	Dec 2012		
14.3.1	Economic Development	Leased property files and leases	C	D	Original leases and files held by Estates department
14.3.1	Economic Development	Planning application consultations	C	D	Originals held by PBS
14.3.1	Economic Development	Development enquiries	C + 1	D	Maintain register as permanent record. Pass to archives when no longer used.
14.3.1	Economic Development	Tourism files	C + 1	S + D	Retain copy of partnership agreement if original
14.3.1	Economic Development	Events files	C + 1	D	Maintain register as permanent record. Pass to archives when no longer used.
14.3.1	Planning Directorate	Delegated Powers	C+20	D	Review every 5 years and destroy if no longer required
14.3.1	Planning Directorate	Strategies	C+1	A	

Ref	Function	Records Series	Retain	Fate	Notes
15		Procurement			
15.1	Contracts				
15.1.1	Contract	Pre-contract advice	T + 2 years	D	Expressions of interest etc. T=contract let or not proceeded with
15.1.1	Contract	Specification	T + 6	S/A	T=contract let : drafts can be routinely destroyed when final specification complete
15.1.1	Contract	Tender Issue and return	Start of contract + 1	D	Opening notice, tender envelope
15.1.1	Contract	Tender evaluation	T + 6	S + D	Sample major works T= expiry of terms of contract
15.1.1	Contract	Successful tender documents	T + 6	S + D	Sample major works T= expiry of terms of contract
15.1.1	Contract	Unsuccessful Tender documents	Start of contract + 3	D	
15.1.1	Contract	Post tender negotiation	T + 1	S + D	Clarification of contract T= expiry of terms of contract Sample major works
15.1.1	Contract	Contract Award - signed contract	T + 6	S + D	Sample major works T= expiry of terms of contract
15.1.1	Contract	Contract management - service level agreements	T + 2	D	T= expiry of terms of contract
15.1.1	Contract	Management and amendment of contract including extension to contract	T + 6	S + D	Retain extensions of sampled major works T= expiry of terms of contract
15.2	Orders				
15.2.1	Orders	Copy Order	Cy + 2	D	
15.2.	Orders	Requisitions	Cy + 1	D	

Ref	Function	Records Series	Retain	Fate	Notes
15.2.1	Orders	Stock lists	Cy + 2	D	

Ref	Function	Records Series	Retain	Fate	Notes
16		Registration			
16.1	Births Marriages Deaths				
16.1.1	Registration	Statutory civil registers	P		Retained at office as per instructions of the Registrar General
16.1.1	Registration	Spoiled extracts	C + 5	D	
16.1.1	Registration	Receipt books	C + 5	D	
16.2	Electoral registration				Retention schedules for the Assessor and Electoral Registration Officer are published separately on the Scottish Assessors Portal www.saa.gov.uk
16.3	Private Landlord registration				
16.3.1	Applications	Fees payments to SBC	C + 5	D	
16.3.2	Removal from Register	Applicant information	End of registration + 1	D	

Ref	Function	Records Series	Retain	Fate	Notes
17		Roads/Transportation			
17.1	Roads				
17.1.1	Roads	Regulation Orders	P	A	
17.1.1	Roads	Site files	C + 10	D	
17.1.1	Roads	Project files	C + 10	S	
17.1.1	Roads	Temporary Orders	5	D	
17.1.1	Roads	Traffic regulation orders	P	A	
17.1.1	Roads	Planning Application Response files	C + 3	D	Main record with Planning.
17.1.1	Roads	Construction Consent files	P	A	
17.1.1	Roads	Prospective Maintainable Highway (PMH) files	P	A	
17.1.1	Roads	Construction consent drawings	P	A	Weed minor details, duplicates & superseded drawings
17.1.1	Roads	PMH Drawings	P	A	Weed minor details, duplicates & superseded drawings
17.1.1	Roads	Contracts	T + 5	D	P&L(S) Act 1973 Sec. 6 & Schedules 1 & 2
17.1.1	Roads	Personal Injury Claim	3	D	P&L(S) Act 1973 Sec. 17 3 yrs from date of injury
17.1.1	Roads	Parking issues/ticket stubs	3	D	
17.1.1	Roads	Parking files	5	D	
17.1.1	Roads	DVLA reports	C	D	
17.1.1	Roads	Court case files	7	D	
17.1.1	Roads	Car park status reports	7	D	
17.1.1	Roads	Damage Claims	10	D	
17.1.1	Roads	Re-chargeables - flooding	10	D	
17.1.1	Roads	Manual workers timesheets			See Trading Organisations . Scanned to disc

Ref	Function	Records Series	Retain	Fate	Notes
17.1.1	Roads	Accounts receivable documentation			See Finance (receipt books)
17.1.1	Roads	Stock records			See Procurement
17.1.1	Roads	Purchase orders			See Finance
17.1.1	Roads	Delivery notes			See Finance
17.2	Transport				
17.2.1	Transport	Fuel movement reports	Cy	D	
17.2.1	Transport	Vehicle registration files	Duration of vehicle + 12 months	D	
17.2.1	Transport	Vehicle inspection sheets	18 mths	D	
17.2.1	Transport	Driver defect books	18 mths	D	
17.2.1	Transport	Vehicle repair sheets	18 mths	D	
17.2.1	Transport	Tachographs	12 months	D	
17.2.1	Transport	Operators Licence	6 years		Returned to DoT

Ref	Function	Records Series	Retain	Fate	Notes
18		Social Work			
18.1	General				
18.1.1		Formal complaints	5 years after resolution of complaint.	D	P if leads to change in Policy
18.1.1		Contracts			See Procurement
18.2	Criminal Justice				
18.2.1	Social Work	Case files-Life parole	75	D	
18.2.1	Social Work	Case files-Non Parole Licence	3	D	Sexual offences 75 years
18.2.1	Social Work	Case files-Parole Licence	3	D	Sexual offences 75 years
18.2.1	Social Work	Case files-Circular 11/Schedule 1/Sex Offenders	75	D	
18.2.1	Social Work	SER Requests	3	D	Held on client file
18.2.1	Social Work	Diversion Service-referrals	3	D	
18.2.1	Social Work	Diversion Service - assessments	3	D	
18.2.1	Social Work	Alternative to Custody - Case files	3	D	
18.2.1	Social Work	Supervised Attendance Scheme case files	3	D	
18.2.1	Social Work	Intensive Probation referrals	3	D	
18.2.1	Social Work	Intensive Probation Case files	3	D	
18.2.1	Social Work	Community Service Orders	3	D	Sexual offences 75 years
18.2.1	Social Work	Home Background Report	3	D	Held on client file
18.2.1	Social Work	Home Leave Report	3	D	Held on client file
18.2.1	Social Work	Case files-Probation (except Sex Offenders)	3	D	
18.2.1	Social Work	Case files-Probation (Sex	75	D	

Ref	Function	Records Series	Retain	Fate	Notes
		Offenders)			
18.2.1	Social Work	Case files-Life Licence	75	D	
18.2.1	Social Work	Case files-Voluntary Throughcare	3	D	
18.2.1	Social Work	Offenders - Fines supervision orders	3	D	
18.2.1	Social Work	Case files-Offenders - Sects 198/406	3	D	Criminal Procedure (Scotland) Act 1975 Held on client file
18.2.1	Social Work	Case files-Offenders - Sects 206/413	3	D	Criminal Procedure (Scotland) Act 1975 Held on client file
18.2.1	Social Work	Case files-Offenders - After care	3	D	Held on client file
18.3	Adults & Older People				
18.3.1	Social Work	Client case files	3	D	
18.3.1	Social Work	Deceased client case files	5	D	
18.3.1	Social Work	Assessments	C	D	Held on client file
18.3.1	Social Work	Resident's medical/progress notes	C + 5	D	Held on client file
18.3.1	Social Work	Inspection files	10	A	Held in Homes
18.3.1	Social Work	Closed enquiries re. Establishments/Homes	5	D	
18.3.1	Social Work	Closure of residential home records	25	A	
18.3.1	Social Work	Client referrals	C + 5	D	If No Further Action can be deleted after 1 year
18.3.1	Social Work	Client file - learning disabilities	10	D	Should match Health Board policy on LD.
18.3.1	Social Work	Copy assessments.	C	D	Original with client file.
18.3.1	Social Work	Case files, CSWO Welfare	75	D	

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Ref	Function	Records Series	Retain	Fate	Notes
		guardianship. Additional section Case File, CSWO Intervention order (financial, welfare or both)			
18.3.1	Social Work	Case files – Mental Health (Care and Treatment) (Scotland) Act 2003 – To include CTO and CO	75	D	
18.3.1	Social Work	Independent Guardianship (Financial, Welfare or both) Also Suggest 25 year destruction	5	D	
18.3.1	Social Work	Case files-General Welfare - Sect 12	5	D	SW(S) Act 1968
18.3.1	Social Work	Case files-Low Vision Service	5	D	
18.3.1	Social Work	Case files-Occupational Therapy Cases	5	D	If open case to SW merge OT file with main file
18.3.1	Social Work	Case files-Aids & Adaptations	5	D	If open case to SW merge OT file with main file
18.3.1	Social Work	Case files-Elderly - Home Help Cases	3	D	If open case to SW merge OT file with main file
18.3.1	Social Work	Case files-Elderly residential care	5	D	
18.3.1	Social Work	Case files-Mental handicap - Residential care	5	D	
18.3.1	Social Work	Case files - Deceased Clients (not Fostering/Adoption)	5	D	
18.4	Children & Families				
18.4.1	Social Work	Adoption panel minutes	P	A	

Ref	Function	Records Series	Retain	Fate	Notes
18.4.1	Social Work	Adoption case files - children.	75	D	Adoption Agencies (Scotland) Regulations 1996 - reg.23 Archive to microfiche
18.4.1	Social Work	Adoption case files - parents.	75	D	Adoption Agencies (Scotland) Regulations 1996 - reg.23 Archive to microfiche
18.4.1	Social Work	Fostering records	75	D	Archive to Microfiche
18.4.1	Social Work	Foster carers files	C+10*	D	Fostering of Children (Scotland) Regulations 1995 - Reg. 19. *10 years from termination of approval or death whichever is earlier.
18.4.1	Social Work	Residential homes - log books	75	D	
18.4.1	Social Work	Residential homes - looked after children's files	75*	D	Arrangements to Look After Children (Scotland) Regulations 1996 - reg. 12. *75 th birthday of 25 years from date of death, if death occurs under 18 years of age.
18.4.1	Social Work	Residential homes - financial records	C + 6	D	Audit requirements.
18.4.1	Social Work	Children's homes inspection records	75	A	Archive to Microfiche
18.4.1	Social Work	Case files - Child Care - C & F Sect 10 Mat Pro	75	D	MPA1958
18.4.1	Social Work	Case files - Child Care - C & F Sect 11 (Residence Order)	75	D	Ch (Scot) Act 1995
18.4.1	Social Work	Case files - Child Care - C&F Sect 25 (Voluntary Care)	75	D	Ch (Scot) Act 1995
18.4.1	Social Work	Case files - Child Care - C&F Sect 44(1)A Home Supervision	75	D	Held on client file SWSA 1968

Ref	Function	Records Series	Retain	Fate	Notes
18.4.1	Social Work	Case files - Child Care - C&F Sect 44(1)A CR	75	D	Now Section 70's -see below
18.4.1	Social Work	Case files - Child Care S44(1)B	75	D	Now Section 70's -see below SWSA 1968
18.4.1	Social Work	Case files-Child Care-C&F Sect 70(1)	3	D	
18.4.1	Social Work	Case files-Child Care-C&F Sect 70(3)	75	D	
18.4.1	Social Work	Case Files - Child Care - C&F Sect 86	75	D	PRO
18.4.1	Social Work	Case File – any child with Child Protection Involvement case must be held	Until child reaches 21	A	
18.4.1	Social Work	Accident reports	25	D	Will be scanned on to Client file
18.4.1	Social Work	Incident reports	25	D	Will be scanned on to Client file
18.4.1	Social Work	Family Placement closed files	T+10	D	
18.4.1	Community Care Services				
18.4.1	Social Work	Call up letter and service specification	→	→	Retain for life of case file
18.4.1	Social Work	Notification of Rates for Community Care Services	C + 5	D	
18.4.1	Social Work	Confirmation of service provided	C + 5	D	Held on case file
18.4.1	Social Work	Authorised providers list application form	C + 5	D	Held on contract file
18.4.1	Social Work	Application for Community Care Services Contract	C + 5	D	
18.4.1	Social Work	Registration staff-copy of applications, copy reports, copy certificates	C + 25	D	

Ref	Function	Records Series	Retain	Fate	Notes
18.4.1	Social Work	PFA staff - notification of fee being chargeable	C + 25	D	
18.4.1	Social Work	Applications, reports, copy certificates	C + 25	D	
18.4.1	Social Work	Application form	C + 5	D	
18.4.1	Social Work	Standard letter to applicant regretting no award	C + 5	D	
18.4.1	Social Work	Standard memo to Finance requesting payment	C + 5	D	
18.4.1	Social Work	Standard letter to voluntary organisations notifying amounts approved for individual applicants	C + 5	D	
18.4.1	Social Work	Grant claim related forms	C + 5	D	
18.4.2	Occupational Therapy	Client files	10	D	After completion of an adaptation if open to SW merge with main file
18.4.2	Occupational Therapy	Serviced records	P		
18.4.3	Homelessness	Information and advice records	5	D	
18.4.3	Homelessness	Preventing Homelessness	5	D	
18.4.3	Homelessness	Assessment	5	D	
18.4.3	Homelessness	Temporary Accommodation	5	D	
18.4.3	Homelessness	Property Lease	5	D	
18.4.3	Homelessness	Notice to Quit	5	D	
18.4.3	Homelessness	Section 5	5	D	

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Ref	Function	Records Series	Retain	Fate	Notes
18.4.3	Homelessness	Bed & Breakfast	5	D	
18.4.3	Homelessness	Furniture Grants	5	D	
18.4.3	Homelessness	Community Support Records	5	D	
18.4.3	Homelessness	Mediation records	5	D	
18.4.3	Homelessness	ASB Unit Records	5	D	
18.4.3	Homelessness	Court Orders	5	D	
18.4.3	Homelessness	Appeals	5	D	
18.4.3	Homelessness	Complaints	5	D	
18.4.3	Homelessness	MP/MSP's letters	5	D	
18.5	Standard forms				
18.5.1	Social Work	A1 Assessment - board & lodgings	C + 3	D	
18.5.1	Social Work	A2 Residents contribution			Held on client file - same retention
18.5.1	Social Work	AA1 Adoption allowance-payment authorisation	C + 5	D	
18.5.1	Social Work	AA2 Adoption Allowance record of payments	C + 5	D	
18.5.1	Social Work	AA3 Approved Adoption Allowance - Confirmation of Circumstances	C + 5	D	

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Ref	Function	Records Series	Retain	Fate	Notes
18.5.1	Social work	Private Landlords Registration Anti Social Behaviour (Scotland) Act	3	D	
18.5.1	Social Work	AA3A Adoption Allowance - Confirmation of Circumstances	C + 5	D	
18.5.1	Social Work	AA4 Adoption Allowance - request for payment	C + 6	D	
18.5.1	Social Work	C5 Holiday Allowance claim for reimbursement of VAT	C + 5	D	
18.5.1	Social Work	C9 Confirmation	C + 5	D	
18.5.1	Social Work	CA1 Clients a/c cash book	5	D	
18.5.1	Social Work	Pocket money record book	C + 5	D	Archives -evidence of residency
18.5.1	Social Work	Individual clothing record card			Held on client file
18.5.1	Social Work	Clothing imprest claim form	C + 6	D	
18.5.1	Social Work	Residents property record card			Held on client file
18.5.1	Social Work	CL8 Residents property in own keeping			Held on client file
18.5.1	Social Work	MF1 Medical examination claim form			Copy on client file - Health Board retains original
18.5.1	Social Work	MF3 Medical examination fees			Copy on client file - Health Board retains original
18.5.1	Social Work	S12/3 Section 12 and Section 22 loan record card	C + 5	D	5 yrs after repayment or write-off by auditor.
18.5.1	Social Work	S12/4 Sec12 loan record-Control card	C + 5	D	

Ref	Function	Records Series	Retain	Fate	Notes
19		Technical services			'CPC' denotes retention period running from Certificate of Practical Completion. 'CMGD' denotes retention period running from Certificate of Making Good Defects.
19.1	Architects				
19.1.1	Architects	Site layout drawings	P	A	Weed duplicates/superseded.
19.1.1	Architects	Location plans	P	A	Weed duplicates/superseded.
19.1.1	Architects	Gen arrangement drawings.	P	A	Weed duplicates/superseded. Weed duplicates/superseded.
19.1.1	Architects	Major detail drawings.	C	D/S	Until superseded
19.1.1	Architects	Minor detail drawings	C	D	Destroy at Final Account
19.1.1	Architects	Sketch proposals/details	C	D	Destroy at Certificate of Practical Completion (CPC)
19.1.1	Architects	Design Options	C	D	Destroy at Certificate of Practical Completion (CPC)
19.1.1	Architects	Contract Specifications	CPC+7	A/D	Select major programmes
19.1.1	Architects	Architects' working file	C	D	Destroy at Certificate of Making Good Defects
19.1.1	Architects	Building warrant/planning drawings	CPC +7	D	Archive if not duplicated in BC
19.1.1	Architects	House type drawings	P	A	
19.1.1	Architects	Record photographs	C	D/S	
19.2		Quantity Surveyors			
19.2.1	Quantity surveyors	Priced bills of quantity	CPC+7	D	
19.2.1	Quantity surveyors	Scroll bills of quantity	C	D	Destroy at final account

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Ref	Function	Records Series	Retain	Fate	Notes
19.2.1	Quantity surveyors	Final measurements/ accounts	CPC +7	D	
19.2.1	Quantity surveyors	Probable cost files	C	D	Destroy at final account
19.2.1	Quantity surveyors	Surveyor's working files	C	D	Destroy at final account
19.3		Engineers			
19.3.1	Engineers	Site investigation reports	P	A	
19.3.1	Engineers	Geotechnical drawings - selected	P	A	Weed duplicates etc.
19.3.1	Engineers	Structural drawings - selected	P	A	Weed duplicates etc.
19.3.1	Engineers	Structural specifications/calculations	P	A	
19.3.1	Engineers	Roads layout drawings	C	D/S	Retain until superseded
19.3.1	Engineers	Services layout drawings	C	D	Retain until superseded
19.3.1	Engineers	Contract specifications	7	D	
19.3.1	Engineers	Annotated OS maps	C	D/S	
19.3.1	Engineers	Contract working files	C	D	
19.4		Clerks of Works			
19.4.1	Clerk of Works	Contract drawings	C	D	Destroy at CMGD
19.4.1	Clerk of Works	Bills of Quantities	C	D	Destroy at CMGD
19.4.1	Clerk of Works	Personal contract files	C	D	Destroy at CMGD
19.4.1	Clerk of Works	Contract Site Diaries	CPC+7	D	
19.5		Administration			
19.5.1	Technical admin	Main Contract Files - Correspondence	CPC+7	D	
19.5.1	Technical admin	Certificate of Practical Completion	P	A	

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Ref	Function	Records Series	Retain	Fate	Notes
19.5.1	Technical admin	Schedule of defects	P	A	
19.5.1	Technical admin	Certificate of Making Good Defects	P	A	
19.5.1	Technical admin	Letter of acceptance	P	A	
19.5.1	Technical admin	Quality documents	P	A	
19.5.1	Technical admin	Contract Health & Safety records	C	Transfer	Transfer to client at CPC

Ref	Function	Records Series	Retain	Fate	Notes
20		Trading Organisations			
20.1	Trading Organisations				
20.1.1	Trading Organisations	Job Line	C	D	
20.1.1	Trading Organisations	Job Ticket	C + 5	D	Audit
20.1.1	Trading Organisations	Request to purchase	C + 5	D	Audit
20.1.1	Trading Organisations	Purchase orders	Cy	D	If original with Finance
20.1.1	Trading Organisations	Invoices	C + 5	D	
20.1.1	Trading Organisations	Copy Invoices	C	D	If original with Finance
20.1.1	Trading Organisations	Local Purchase Order books	C + 5	D	
20.1.1	Trading	Measured term contract orders	C + 5	D	

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Ref	Function	Records Series	Retain	Fate	Notes
	Organisations				
20.1.1	Trading Organisations	Time-sheets	C + 5	D	
20.1.1	Trading Organisations	Contracts - original	C + 5 C + 10	D	C + 10 for engineering & building works
20.1.1	Trading Organisations	Contracts - office reference copies	C	D	
20.1.1	Trading Organisations	Contract Estimations - unsuccessful	C + 1	D	
20.1.1	Trading Organisations	Contract Estimations - successful	T + 5	D	
20.1.1	Trading Organisations	Landlord certification of gas appliance safety	C + 5	D	

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Authorisation

Date:

This retention schedule has been authorised by:

	Name	Signature
Chief Executive		
Chief Internal Auditor		
Director of Corporate Resources		
Director of Education and Lifelong Learning		
Director of Planning		
Director of Social Work		
Director of Technical Services		

The schedule will be reviewed in one year