

# SBC Records Retention Schedule – Environment and Infrastructure Department, 2012

## Functions and Scottish Council on Archives Records Retention Schedule (SCARRS) reference number

### **Part 1 – Main functions**

Records that relate specifically to the work of the department

- 03 - [Community Safety and Emergencies](#)
- 04 - [Consumer Affairs](#)
- 06 - [Crematoria and Cemeteries](#)
- 09 - [Economic Development](#)
- 21 - [Planning and Building Standards](#)
- 25 - [Transport Infrastructure](#)
- 26 - [Waste Management](#)

### **Part 2 – Selected additional functions**

The department may hold originals or copies of these records. Some of these schedules are **extracts** of relevant activities – the full schedules can be viewed on the Scottish Council on Archives website

- 05 - [Council Property](#)
- 12 - [Finance](#)
- 13 - [Health and Safety](#)
- 14 - [Housing](#)
- 15 - [Human Resources](#)
- 17 - [Information Management](#)
- 18 - [Legal Services](#)
- 19 - [Leisure and Culture](#)
- 20 - [Management](#)
- 22 - [Procurement](#)
- 24 - [Risk Management](#)

**Note: Where functions have not yet been included in SCARRS the 2009 SBC Records Retention schedule should continue to be used after consulting the Records Management Officer. The published schedule SBC Records Retention Schedule 2009 is on the Council website**

For example, section 19 – Technical Services includes the records of

- Architects
- Quantity Surveyors
- Engineers
- Clerk of works

## **Instructions**

### **Please read this section before you destroy information!**

This records retention schedule shows 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 guidance on the Council intranet.

Records retention is reviewed annually and when legislation is introduced that changes record retention periods. Schedules will be updated and you will be informed of any changes – be sure to destroy all previous versions when you receive an update and let staff know about the amendments

## **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 or work in partnership with another organisation? If so make sure you have a formal agreement detailing the management of those records. Otherwise you could lose important business information.

4. Do you hold personal information? Make sure it is
  - held in a secure place
  - clearly marked "personal - access restricted"
  - visibly managed - for example, an access log is maintained
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
  - Avoid mixing information that must be held long term with information that can be destroyed quickly
  - If you must keep files that way always retain information 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 rather than destroyed. Guidance on how to arrange this is given in the Records Management Toolkit. Contact the Records Management Officer or your records co-ordinator if unsure.
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

## Part 1

### Community Safety and Emergencies

The management of fire and emergency services to Council and council property

Records type	Trigger	Retention period	Fate
<b>Advice</b>	<b>Advice supplied to the public on community safety and emergencies</b>		
Contingency planning	Date superseded.	2 years	Destroy
Emergency response plan (Given to an external organisation to prepare and maintain an emergency response plan)	End of current year	5 years	Destroy
Business continuity plan	End of current year	5 years	Review for ongoing value
Fire safety planning	End of current year	5 years	Destroy
Home security	End of current year	5 years	Destroy
<b>Community Safety</b>	<b>Activities to make the community safer</b>		
CCTV surveillance – procedures (Not to be confused with RIPSA authorisation forms or the actual cctv recordings that should be retained for a minimum of 7 days if not needed for crime prevention)	Date of last action.	3 years	Destroy
Community wardens – incident logs	Date of last action.	3 years	Destroy
Crime reduction – Community strategy documents	Date of last action.	3 years	Destroy
Neighbourhood Watch –	Date of last action.	3 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Information about the responsibilities, set-up etc			
<b>Emergency Planning</b>	<b>Information on emergency planning</b> Records documenting the preparation and maintenance of arrangements to inform and advise the public in the event of a radiation or other emergency		
Major accident plan	Date superseded.	3 years	Destroy
Radiation emergency warning	Date superseded.	5 years	Review for historical value.
Radiation emergency plan	Date of last action.	5 years* see note	Review for historical value.
Radiation emergency plan - radiation leak took place	Date of last action	50 years	Review for historical value.
<b>Emergency Service</b>	<b>Information on activities related to the emergency services</b>		
Notifications of emergency response	Date of last action.	10 years	Review for historical value.
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
<b>Enforcement</b>	<b>Enforcement of safety legislation</b>		
Fire safety - general issues	Date of last action.	2 years	Destroy
Fire safety legislation - prosecutions	Date of last action.	7 years	Destroy
<b>Fire Prevention</b>	<b>Activities to prevent fires occurring</b> The Regulatory Reform (Fire Safety) Order 2005 abolished the requirement for Fire Certificates. Fire Service to retain plans of premises, destroy rest of certificate paperwork (Draft retention schedule Scottish Fire Authorities copyright CFOA (S))		
Fire certification	Date superseded.	Nil	Only retain plans of own premises for administrative purposes.

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Fire hydrants inspections	Date of last action	7 years	Destroy
Fire safety	Date superseded.	2 years	Destroy
Fire safety inspections	Date of last action.	7 years	Destroy
Major incident monitoring report	Date of last action.	Permanent	Review for historical value.
Minor incident monitoring report	Date of last action.	7 years	Destroy
Inspections	Date of last action.	7 years	Destroy
Investigations	Date of last action.	7 years	Destroy
<b>Measures against vandalism</b>	<b>Reporting and measures against vandalism.</b>		
Fly-posting	Date of last action.	3 years	Destroy
Removal of graffiti	Date of last action.	3 years	Destroy
<b>Training</b>	<b>Training on how to deal with major incidents.</b>		
Training exercises	Date of last action.	10 years	Destroy

## **Consumer Affairs**

Documentation created out as part of the trading standards or environmental health function. Cases may be organised by a simple unique numbering sequence such as the company registration number

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Advice</b>	<b>Documentation relating to advice given to and from consumer affairs.</b>		
Campaigns – Information relating to campaigns within consumer affairs	Date campaign completed	7 years	Destroy
<b>Enforcement</b>	<b>Enforcement of trading standards</b>		
Prosecution of offences case files – Including dangerous and wild animals	Date investigation complete	7 years	Destroy
Care Notices	date of notice	6 years	Destroy
Enforcement policy	Date superseded	Until superseded	Destroy
Civic Government (Scotland) Act referrals	Date of referral	2 years	Destroy
Fixed Penalty Notices	Date notice charged	6 years	Destroy
Food alerts (FAFA and FAFI)	Date of alert	2 years	Destroy
Food poisoning notifications	Date of notification	2 years	Destroy
Food safety notices (such as seizure and detention but not Hygiene Improvement or Emergency Prohibition Notices)	Date notice issued	2 years	Destroy
Health and safety at work	Date investigation complete	7 years	Destroy
Hygiene Emergency prohibition notices		Retain permanently	Retain
Inspections	Date investigation complete	7 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Prosecution reports to procurator fiscal	End of current year	5 years	Destroy
Prosecution Registers	End of current year	Permanent	Retain for historical value.
Health and safety prosecutions register	Date superseded	Retain permanently	Retain
Safety notices (under the Consumer protection Act)	Date notice issued	5 years	Destroy
Trading standards - improvement notices	Date notice issued	5 years	Destroy
Trading standards - notification books	Date notice issued	5 years	Destroy
Weights and measures - notification books	Date investigation complete	7 years	Destroy
<b>Environmental health</b>	<b>Information related to the environmental health function</b>		
Animal control licences	Date administrative use ceases	5 years	Destroy
Building Standards and planning consultations	Date administrative use ceases	1 year	Destroy
Closed Landfill sites		Retain permanently	Retain for historical value.
Contaminated Land Register Strategy	Date superseded	Until superseded	Destroy
Environmental health and housing files	Date case closed	5 years	Destroy
Housing conditions survey		Retain permanently	Retain for historical value.
Infection control policies	Date superseded	nil	Destroy
<b>Investigation, inspections and monitoring</b>	<b>Case files for required investigation, inspection and monitoring activities</b> Includes records of nuisances and investigation/monitoring of air pollution, animal health, food hygiene, food hygiene (home care), food standards, food safety, hazardous substances, infectious diseases, land pollution, pollution, product safety, river pollution, swimming pools, water suppliers (private), weights and measures		
Equipment inspection records	Date of equipment disposal	5 years	Destroy



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Food standards inspection forms	Date of inspection	5 years	Destroy
Investigations - case files by organisation name	Date of last action	3 years	Destroy
CCTV records from covert surveillance (including master copy of RISPA authorisation forms) - in cases that lead to prosecution	Date investigation complete	5 years	Confirm with Legal Services that investigation is complete before destruction
CCTV records from covert surveillance (including master copy of RISPA authorisation forms) - routine recordings not needed for prosecution	Date of recording	7 days	Destroy/Overwrite
Enquiry sheets / log book - for example, dog wardens, pest control, trading standards	Date enquiry closed	1 year	Destroy
Monitoring case files (by organisation name)	Date of last action	3 years or 15 years for private water supply monitoring	Destroy
Consumer Affairs cases	Date of last action	3 years	Destroy
General nuisance monitoring	Date of last action	3 years	Destroy
<b>Registration, certification and licensing</b>	<b>Case files for required registration, certification and licensing activities</b>		
Entertainment and drinks - register	Date registration lapses	2 years	Destroy
Food premises - register	Date registration lapses	2 years	Destroy
Licence premises - register	Date registration lapses	2 years	Destroy
Animal boarding licences	Date registration lapses	2 years	Destroy
Animal breeding licences	Date registration lapses	2 years	Destroy
Auction premises licences	Date registration lapses	2 years	Destroy
Building materials licences	Date registration lapses	2 years	Destroy
Butchers licences	Date registration lapses	2 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Caravan and camp site licences	Date registration lapses	2 years	Destroy
Cemetery licences	Date registration lapses	2 years	Destroy
Cooling towers	Date registration lapses	2 years or Permanent	Destroy
Credit licensing	Date registration lapses	2 years	Destroy
Crematoria licences	Date registration lapses	2 years	Destroy
Dangerous wild animals licences	Date registration lapses	2 years	Destroy
Entertainment licences	Date registration lapses	2 years	Destroy
[Sale of] Explosives licences	Date registration lapses	2 years	Destroy
Food business licences	Date registration lapses	2 years	Destroy
Food licences	Date registration lapses	2 years	Destroy
Hackney licences	Date registration lapses	2 years	Destroy
Highway projection licences	Date registration lapses	2 years	Destroy
Hoarding licences	Date registration lapses	2 years	Destroy
Houses - Register of unfit premises	Date superseded.	Retain permanently	Retain for historical value.
Infectious diseases licensing and use	Date registration lapses	2 years	Destroy
Late hours catering licences	Date registration lapses	2 years	Destroy
Liquor licences	Date registration lapses	2 years	Destroy
Lottery registration	Date registration lapses	2 years	Destroy
Massage and special treatment licences	Date registration lapses	2 years	Destroy
Non medicinal poisons licences	Date registration lapses	2 years	Destroy
Nursing agencies licences	Date registration lapses	2 years	Destroy
Other hazardous substances	Date registration lapses	Permanent	Retain for historical value.
Personal licences	Date registration lapses	2 years	Destroy
Pet shop licences	Date registration lapses	2 years	Destroy
Petroleum licences	Date registration lapses	Permanent	Retain for historical value.
Premises licences	Date registration lapses	2 years	Destroy
Premises licences - Club	Date registration lapses	2 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
premises certificates			
Premises licences - Temporary event notices.	Date registration lapses	2 years	Destroy
Private hire licences	Date registration lapses	2 years	Destroy
Public entertainment licences	Date registration lapses	2 years	Destroy
Register of reservoirs	Date superseded.	Retain permanently	Retain for historical value.
Reservoirs correspondence/ Scottish Water files	Date of last action	4 years	Destroy
Riding establishment licences	Date registration lapses	2 years	Destroy
Scaffold licences (permits)	Date registration lapses	2 years	Destroy
Scrap metal licences	Date registration lapses	2 years	Destroy
Sex establishments - register	Date registration lapses	2 years	Destroy
Shops	Date registration lapses	2 years	Destroy
Skip licences	Date registration lapses	2 years	Destroy
Street collections and lotteries licences	Date registration lapses	2 years	Destroy
Street trading licences	Date registration lapses	2 years	Destroy
Zoo licences	Date registration lapses	2 years	Destroy

## **Crematoria and Cemeteries**

Information dealing with cemeteries, redundant churchyards and crematoria

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Burial identity and location</b>	<b>The location of burials and identity of who has been buried.</b>		
Registration – Cemetery and crematoria plans, burial plot layout	Date superseded.	Permanent	Retain
Summary management systems registration <u>Burial</u> - Register and plan of plot ownership and occupation. <u>Crematorium</u> - Register of cremations and plan or ownership of interment of ashes. Commemoration Register and plan of headstones/shrubs and ownership of burial plots in a cemetery, for example, lair purchases (registers and plans), interment registers	Date superseded.	Permanent	Transfer to archive.
Bookings – Applications (for a cremation, interment or monument erection)	End of current year.	10 or 15 years	Destroy
Exhumations – Exhumation orders (documentation regarding the process of regulation of exhumation)	Date superseded.	<b>Permanent</b>	Retain

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Interment Service – Regulation of burials and cremations	End of current year.	10 or 15 years	Destroy
Interment Service – Records documenting the organisation of a burial or cremation of a deceased person, where the Council has a statutory duty to do so.	End of current year.	5 years	Destroy
Licensing – Permits (for headstones, cemeteries and crematoria)	End of current year.	20 years	Destroy
Memorial management – Records relating to the ordering [maintenance and repair] of a memorial. (E.g. war memorial).	End of current year.	Permanent	Retain
<b>Maintenance of burial grounds</b>	<b>Maintenance records for burial grounds.</b>		
Planned Maintenance – Program of maintenance to cemeteries and crematoria over the next maintenance period.	End of current year.	5 years	Destroy
Redundant Churchyards – Documentation relating to disused churchyards, specifically their upkeep	See Land Management RRS		
Responsive Maintenance – Emergency or unplanned maintenance to cemeteries and crematoria. For example, documenting the maintenance of a memorial headstone	Date headstone removed	5 years	Destroy

## **Economic Development**

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Business intelligence</b>	<b>Business listing, European development, marketing</b>		
Business directory	Date superseded	Until superseded	Destroy
<b>Promotion</b>	<b>The activities involved in providing advice, practical support and funding to businesses</b>		
Business community survey	Completion of survey	5 years	Review for ongoing value
Business community consultation	Completion of consultation	5 years	Review for ongoing value
Establishment and operation of business forum or networking group (Meeting minutes, papers, correspondence)	Life of group	5 years	Review for ongoing value / Review for Archives
Business development advice and assistance to a specific business.	Last contact with business	5 years	Review for ongoing value
Application to Council for business loan or grant - application rejected	Last action on application	1 year	Destroy
Application to Council for business loan or grant - application approved	Termination of loan agreement	5 years	Destroy
<b>Regeneration</b>	<b>Community development; regional development; rural development;</b>		
Area and priority regeneration strategies (rural strategy, urban strategy, community planning strategy, town planning etc)		Permanent	Retain for historical value
Implementation of Area and	Completion of implementation	10 years	Review for historical value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
priority regeneration strategies			
Records documenting the development, progress and outcomes of a regeneration project.	Completion of project	10 years	Review for historical value
Direct support given to social enterprise/economic regeneration organisations.	Last contact with organisation	5 years	Review for business value
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
Direct support given to an inward investment project.	Current year	10 years	Review for business and historical value
Regeneration funding – advice and assistance	Last action with organisation	5 years	Review for business value
Regeneration funding - application processing - application rejected, withdrawn or did not progress beyond Expression of Interest	Last action on case	1 year	Destroy
Regeneration funding - application processing - approved	Termination of funding agreement	5 years	Destroy
<b>Sustainability</b>	<b>Sustainable development</b>		
Sustainable development projects	Date of last action	10 years	Review for historical value
<b>Tourism</b>	<b>Tourism development</b>		
Tourism development strategy	Superseded	10 years	Review historical value
Council initiatives to promote	Completion	5 years	Review for business value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
and develop tourism – records of planning, progress and outcomes			
Council funding and financial support for a tourism project where the Council is not a project partner.	Termination of funding agreement	5 years	
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
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
<b>Training</b>	<b>Workforce support</b>		
See Schedule 15: Human Resources			



## **Environmental Protection**

Environmental services. Environmental protection and monitoring services. Environment management. Land use and development

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Advice and Audit</b>	<b>Documentation relating to advice given.</b>		
Biodiversity – Leaflets, guidance	Date superseded.	1 year	Review for historical value.
Campaigns	Date campaign ended.	1 year	Review for historical value.
Environmental audit, and action taken to deal with matters raised – Audit report and recommendations	Date audit completed.	3 years	Destroy
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
<b>Conservation</b>	<b>Information about conservation.</b>		
Archaeological services	Date closed	5 years	Review for historical value.
Countryside conservation	Date closed	5 years	Review for historical value.
Forest management	Date closed	5 years	Review for historical value.
Heritage conservation	Date closed	5 years	Review for historical value.
Nature conservation	Date closed	5 years	Review for historical value.
Urban conservation	Date closed	5 years	Review for historical value.
Woodland management	Date closed.	5 years	Review for historical value.
<b>Monitoring and Investigation</b>	<b>Information on environmental monitoring</b>		
Coastal erosion –	Date closed.	5 years	Retain for historical value.

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Records documenting the establishment, progress and outcomes of a project to develop coastal protection infrastructure			
Energy use and consumption – routine monitoring	End of current year	5 years	Destroy
Environmental impact assessment	Date superseded.	1 year	Review for historical value.
Environmental incidents on the institution's premises or caused by its operations – Environmental incident report	Date investigation completed.	40 years	Destroy
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
Environmentally sensitive areas	Date superseded.		Retain for historical value.

## **Planning and Building Standards**

The function of planning and controlling the development of the built environment of the Council including assessing the impact of developments, consulting with relevant council services and organisations, processing applications and enforcing decisions

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Building standards</b>	<b>Documentation relating to the enforcing of building regulations, established by the Building (Scotland) Act 2003, for unauthorised works and registration and application processing for Building Warrants, Certificates of Completion and for Letters of Comfort</b>		
Building forms – Statutory and model forms e.g. BW Application, Amendment Application, Completion Certificate submission etc	Superseded	6 years	Destroy
Building Warrant Records – Copies of Building Warrant Plans, specifications and documents, Completion Certificates, Design Certificates		Permanent	Retain for business and historical
Building Warrant Application processing: Building Standards Register Part 1 – Electronic applications list, details of certificates from approved certifiers, Compliance and Enforcement Notices		Permanent	Retain for business value
Building Warrant Application processing: Building Standards Register Part 2 – copies of warrants and completion certificates, principal	Date Building Warrant granted	25 years - minor applications; major applications - 50 years	Review for business and historical value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
drawings and specifications , other documents submitted by verifiers for registration, copies of energy performance certificates, notices served under Building (Scotland) Act 2003			
Building Warrant pre - application discussion – Correspondence, plans and documents	(End of pre-application discussion where no submission results)	2 years	Destroy
Alternative Compliance Views – Requests, plans, reports and decisions	Building demolished	5 years	Review for business and historical value
Building Warrant applications - no plans submitted – Building Warrant application form and documents	from date received	42 days	Return to applicant
Building Warrant Application processing - no response – Building Warrant Applications (pre-approval), plans, Correspondence, specifications and documents	from 1st response date	9 months	Reject application/agree further period
Building Warrant Application processing: - application rejected – Copies of Building Warrant Plans, specifications, documents and refusal	Last action on case	1 year	
Clearance documents –		Retain permanently	Retain

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Letters of Comfort; Exempt class enquiries			
Building Standards Compliance & Enforcement - Dangerous/ Defective Buildings – Copies of Notices, details of decisions		Permanent	Retain for business and historical value
Building Standards Compliance & Enforcement - Unauthorised works – Copies of Notices, details of decisions	once administrative use has concluded	Permanent	Retain for business and historical value
Building Standards Compliance & Enforcement - recovery of costs of works	Last action on case	6 years	Destroy
Property and Ownership Enquiries	Enquiry Response date	2 years	Destroy
Street Naming & Numbering – consultations and decisions		Permanent	Retain for business and historical value
Search Requests – Records of requests and responses	Date of decision	5yrs	Destroy
<b>Development management</b>	<b>Planning applications, restrictions and maintaining public registers to enforce local strategy</b>		
<b>Planning Application processing</b>			
Pre-application enquiries documentation where no submission results	Last action	2 years	Destroy
Application Case Files - Application form, statutory certificates, checklists, acknowledgement letters,	Determination of application	10 years	See Register of planning applications Part I

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
correspondence, objections, officer reports, decision notices, appeal correspondence			
Withdrawn applications	Submission date	1 year	Destroy
Dormant applications	Last action	5 years	Destroy
Planning appeal files		Permanent	Retain for business and historical value
Enforcement case file		Permanent	Retain for business and historical value
Enforcement register – Served enforcement notices, breach of condition notices and stop notices		Permanent	Retain for business and historical value
Ordnance Survey Maps/ Plans - Annotated		Permanent	Retain for business and historical value
Planning prosecution reports		Permanent	Retain for business and historical value
application for conservation area consent	Determination of application	5 years	Destroy
Tree works		5 years	Destroy
Tree preservation orders		Permanent	Retain for business and historical value
Housing development (Social Housing) –	See Schedule 14: Housing		
<b>Maintaining Registers</b>			
Register of planning applications Part I (see also 21.002.003 - Planning Application case files) –	Determination of application	10 years	Review for historical value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Submitted applications, plans and drawings			
Register of applications for planning permission Part II		Permanent	Retain for business and historical value
Register of Applications for advertisement consent		Permanent	Retain for business and historical value
Register of Applications for Hazardous Substances Consent and Hazardous Substances contravention notices		Permanent	Retain for business and historical value
Informal Register - Details of confirmed Tree Preservation Orders (TPO)		Permanent	Retain for business and historical value
Register of Notifications of proposals to fell or lop trees in conservation areas		Permanent	Retain for business and historical value
Register of Listed Building Applications and Applications for Conservation Area consent		Permanent	Retain for business and historical value
Register of applications for section 51 determinations		Permanent	Retain for business and historical value
Register of applications for Certificates of Lawfulness (formerly Established use Certificates)		Permanent	Retain for business and historical value
Register of Telecommunications Masts		Permanent	Retain for business and historical value
Register of Wasteland/Amenity notices served		Permanent	Retain for business and historical value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Forward planning</b>	<b>Planning future development including economic regeneration, heritage listing, housing development, local plan, national planning policy, natural environment, planning policy, planning schemes, regional plan</b>		
Employment Land GIS data	Following annual review	5 years	Review for historical value
Employment Land Survey database	Project no longer required	nil	Destroy
Housing Land Audit report and GIS features	After issue	10 years	Review for historical value
Housing Land Audit supporting data and documentation	After issue	3 years	Review for historical value
SVDLS Scottish Government returns	Completion of survey	10 years	Destroy
SVDLS supporting documentation – analysis, reporting, GIS	Completion of survey	5 years	Review for historical value
Register of Development Plans		Permanent	Retain for business and historical value
Economic regeneration	<b>See Economic Development RRS</b>		
Local and Structure plan - final version of plan		Permanent	Retain for business and historical value
Local and Structure plan – Examination – written submissions, hearings and enquiry	After plan superseded	5 years	Review for historical value
Local and Structure plan – preparatory – drafting of plan and consultations on the drafts	Completion of subsequent planning cycle	Nil	Destroy
Local and Structure plan - action programmes	After plan superseded	2 years	Destroy
Natural environment - Policies re		Permanent	Retain for business and



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
agriculture, countryside and protected sites			historical value
Natural environment / maintaining developing open spaces for public amenity	Date closed	7 years	Destroy
Planning policy - documentation in relation to specific buildings	Date closed	Permanent	Retain for business and historical value
Planning Consultation - responding to submissions, objections and amendments	Date of decision	15 years	Destroy
Regional plans - final plan - Mineral plan, waste plan		Permanent	Retain for business and historical value
Regional plans - working documents – Mineral plan, waste plan	Superseded	2 years	Destroy
Sustainable development - biodiversity, flooding and pollution	Date closed	7 years	Destroy

## **Transport Infrastructure**

The function of managing transport and the infrastructure to support it. Transportation policy and programmes ensure the safe movement of goods and people

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Design and construction</b>	<b>The activity of planning, designing, programming and constructing the Transport Infrastructure</b>		
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
Design and construction - as built and supporting information – Drawings, photographs, design calculations, ground investigations, inspection reports		Permanent	Retain for business and historical value
Lighting scheme design – Bill of quantities, Payment certificate and invoices; Design Drawings, calculations, correspondence	End of life of asset	5 years	Destroy
Lighting scheme design –	End of life of asset	3 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Installation documentation, Health & Safety file, correspondence			
Provision of permanent road markings – Design documents including plans, work requests & orders, contract documents, approval and remedial actions	Once development completed	7 years	Destroy
Road construction consent – URSN, application form, acknowledgement letter, approved plans, supporting information, committee report, decision, confirmation		Permanent	Retain for business and historical value
<b>Harbours and waterways</b>	<b>Information relating to harbours or inland waterways</b>		
	boats and their moorings, port facilities, estimated time of arrival notification documentation, notifications related to imported goods, documentation related to watercraft		
Application processing for adoption of harbour/pier - application rejected	Date of last action on application	5 years	Destroy
Application processing for adoption of harbour/pier - application approved		Permanent	Retain for business and historical value
Development of an adopted harbour/pier by the Council.		Permanent	Retain for business and historical value
Inspection and assessment of an adopted harbour/pier to identify defects and priorities for maintenance.	End of current year	10 years	Review for business value
Maintenance work on an	End of current year	10 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
adopted harbour/pier.			
<b>Highway development control</b>	<b>Responsibility for highways</b> Adoption of new highways, handling of highways extents enquiries from solicitors, developers, districts etc., extinguishment of highways. Documentation relating to notification to the public of maintenance, changes in status, and closures, etc. The process of receiving, considering and responding to submissions and objections to planning schemes and amendments. Gazetteer of highways types		
Recording location of highways, bridle paths, foot paths and rights of way – Definitive map, correspondence concerning enquiries and disputes		Permanent	Retain for business and historical value
Establishing planning scheme controls and providing for them to be amended and modified – Amendments to definitive map, road adoption		Permanent	Retain for business and historical value
The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Issue of decision	5 years	Destroy
<b>Highway enforcement</b>	<b>Information to ensure highways are safe and free from obstruction.</b> Documentation related to the control of advertising hoarding, to enforcement of the proper use and maintenance of transport and highways, enforcement of parking infringement includes both on-site and off-site, parking fines, the reinstatement of roadways, the regulation of scaffolding and the enforcement of rules and regulations associated with this, speeding fines, the enforcement of weight limits		

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Car Parking - excess notices	Completion of appeal	5 Years	Destroy
Fixed Penalty Notices served by Roads Authority	After compliance with notice	3 Years	Destroy
Applications and consents - builder skips, building materials, scaffolding, road opening and works related to private apparatus on or over any part of the road	Expiry of consent	3 Years	Destroy
Applications and consents - rejected	Date rejected	1 year	Destroy
<b>Infrastructure management</b>	<b>Documentation on managing transport infrastructure.</b> Survey data relating to transport and infrastructure Provision for cycle routes, feasibility studies, desk studies, geotechnical site investigations, site and laboratory testing and contaminated land studies provided by the local authority Documentation related to general maintenance of transportation systems Installation of instruction and warning signs Provision of public conveniences, provision of designated taxi ranks, Documentation relating to service providers Documentation relating to the process of installing and maintaining street furniture: finger posts, litter bins, public seats etc, Documentation on the street naming/development naming and property numbering/naming		
List of public roads (LOPR) – Notification, Request, LSG, USRN, Road Schedule, Plan, Inspection, street Gazetteer		Permanent	Retain for business and historical value
Local and national coring – SWSR extract, location List, notification, plans, report, inspections, follow on action, inspection list, symology website	End of guarantee period of failed reinstatements	5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Weekly road report	End of current year	5 years	Destroy
<b>Public transport</b>	<b>Information on public transport</b> includes community bus and car schemes, transport concessions offered to the disabled, future plans, public transport routes and timetable		
Demand-responsive public transport service - bookings	End of current financial year	1 year	Destroy
Liaison with public transport users through a representative group.	Current	5 years	Destroy
Concessionary travel - application rejected	Last action on application	6 months	Destroy
Concessionary travel - application approved	Expiry / Withdrawal of pass	1 year	Destroy
Community transport scheme - development	Life of scheme	5 years	Review for business and historical value
Community transport scheme - support	Current year	3 years	Destroy
Operators license	License expiry	5 years	Return to Department of Transport
Tachographs	End of current year	1 year	Destroy
Fuel movement reports	End of current year	1 year	Destroy
Management of the public transport vehicle fleet.	See Council Property RRS		
<b>Rights of way</b>	<b>Documentation relating to the process for creating and maintaining rights of way in the local area. Includes the Rights of Way Definitive Map. May include information relating to cycle routes.</b> Enquiries and correspondence, maps defining the locations and routes of rights of way, orders creating public rights of way, management of the council's responses from a rights of way management perspective to planning applications and proposals, regulation of ploughing and cropping on public rights of way, rights of way searches carried out by the council.		
Handling of a general enquiry	Current year	1 year	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
about Rights Of Way.			
Records documenting the Council's involvement in resolving a dispute over a Rights Of Way – case file	Last action on case	5 years	Destroy
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
Definitive map/descriptions of public rights of way		Permanent	Retain for business and historical value
<b>Road maintenance</b>	<b>Road maintenance – scheduled, planned and unplanned</b> Includes regular inspections of bridges on highways, keeping drains and gullies clear and provision of advice on drainage, emergency maintenance removal of hazards on the road, inspection of adopted highways, vehicle crossovers, maintenance of verges		
Annual works programme	End of current year	10 years	Review for business value
Condition assessment	End of current year	10 years	Review for business value
Defect rectification	Rectification date	5 years	Destroy
Highway Structures Inspection Reports		Permanent	Retain for business and historical value
Public Liability Enquiries	Close of enquiry	5 years	Destroy
Safety Inspections	Date of inspection	5 years	Destroy
Winter maintenance - Gritting Routes, Treatment Logs	End of current year	5 years	Destroy
ICE Early Warning System – Equipment and Operation	End of financial year to which records relate.	5 years	Destroy
Test and inspection of street lighting	superseded by next inspection and test	5 years	Destroy
Street lighting Repair Sheets		5 years	Destroy
Road closure - application	Last action on application	6 months	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
processing where the application is rejected.			
Road closure - application processing where the application is approved.	End of closure period	1 year	Destroy
Planning and management of a temporary road closure/diversion, and other traffic restrictions.	End of restrictions	1 year	Destroy
<b>Road safety</b>	<b>Information on road safety</b> Investigations into road traffic accidents for the purposes of improving road safety, MOT testing of vehicles by accredited council garages, documentation relating to road safety awareness, audits / inspections of highways from a road safety perspective, documentation relating to school crossing patrols, information on the reason for site of camera, any settings etc.		
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
Road safety training programme – key records - training materials, evaluation	Programme completed	5 years	Destroy
Road safety training programme - administration and working documents	Programme completed	1 year	Destroy
Analysis of road accident data to identify and prioritise	End of current year	10 years	Destroy



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
improvements to locations or routes			
Investigation into a reported road safety hazard, and action taken – case file	Last action on case	5 years	Destroy
Road safety audit	Completion of next audit	5 years	Destroy
<b>School transport</b>	<b>Documentation relating to school transport services</b>		
Assessment of requirements/demand for the school transport service.	End of current year	5 years	Review for ongoing value
Planning and scheduling of school transport service routes.	End of current year	3 years	Review for ongoing value
Management of the school transport vehicle fleet.	See Council Property RRS		
<b>Traffic management</b>	<b>Management of traffic</b> includes road traffic orders, the effects of weather conditions on the transport system, the monitoring of highway, transport and traffic use, consent for moving an abnormal load, parking sites, controlled parking zones, parking permits, parking schemes, skips, scaffolding etc., safety of school routes, effectiveness of street-based lighting, traffic calming measures, the flow, diversion or reduction of traffic		
Traffic orders (permanent)		Permanent	Retain for business and historical value
Traffic orders (temporary)	Expiry of order	3 years	destroy
Traffic management schemes to manage continued flow, diversion or reduction of traffic.	End of life of scheme	5 years	destroy
Measurement, monitoring and analysis of traffic volume and flow.	End of current year	5 years	Destroy
Weather forecasting	End of financial year	5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
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
Public parking area management	Current	5 years	Destroy
Processing complaint about a public parking area	Last action on complaint	3 years	Destroy
Resident/disabled parking permit application processing - rejected application – case file	Last action on application	6 months	Destroy
Resident/disabled parking permit application processing - approved application – case file	Expiry/withdrawal of permit	1 year	Destroy
Traffic lights & pedestrian crossings - needs assessment	Superseded	5 years	Destroy
Traffic lights & pedestrian crossings - design & installation	Life of installation	5 years	Destroy
Traffic lights & pedestrian crossings - maintenance	End of current year	5 years	Destroy
<b>Transport planning</b>	<b>Planning transport developments</b> including approval of planning applications, development of transport strategy, transport modelling, traffic census data, employer travel plans, school travel plans		
Records documenting the Council's involvement in the development of a major transport scheme.		Permanent	Retain for business and historical value
The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority –		Permanent	Retain for business and historical value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Structure Plan Local transport plan			
Public transport service planning including scheduled services, demand responsive services and "special needs" services – Assessment of requirements	Superseded	5 years	Destroy
Cycle and Disability Audits	Superseded	5 years	Destroy
Route Action Studies	Superseded	5 years	Destroy
Traffic Reviews	Superseded	5 years	Destroy
Traffic Counts, studies and statistics	On completion of review	10 Years	Destroy
Home Zones – Correspondence and options appraisal files	End of financial year	5 years	Destroy

## Waste Management

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Waste strategy</b>	<b>Development of waste strategy initiatives</b>		
Partnership plans and Area Waste Plans	Until superseded	Permanent	Retain for historical value.
Strategy development	Until superseded	Permanent	Retain for historical value.
<b>Fly tipping</b>	<b>Information about illegally dumped rubbish</b>		
Fly tipping- Enquiries	End of current year.	1 year or 5 years	Destroy
Fly tipping - general information and advice.	Until superseded	Nil or 5 years	Destroy
Fly tipping - reports and action taken.	Date of last action.	3 years or 5 years	Destroy
<b>Street cleaning</b>	<b>Information on street cleaning</b>		
Pest control- Enquiries	Date of last action.	Nil	Destroy
Pest control - general information and advice.	End of current year.	1 year	Destroy
Pest control - reports and action taken.	Date of last action.	3 years	Destroy
Road cleansing - complaints	Date of last action.	3 years or current year only	Destroy
Road cleansing - enquiries	End of current year.	1 year	Destroy
Road cleansing - general advice and information	Date of last action / Current year only	1 year or current year only	Destroy
Road cleansing - general advice and information	End of current year.	1 year	Destroy
Road cleansing - programme development	Date superseded.	1 year	Destroy
Road cleansing - scheduling	End of current year.	1 year	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Waste collection</b>	<b>Information on waste collection</b>		
Abandoned vehicles - enquiries	Until superseded or End of current year	1 year	Destroy
Abandoned vehicles - general information and advice	End of current year.	1 year	Destroy
Bulk waste collection	Date of last action.	2 years or 5 years	Destroy
Controlled waste collection	Date of last action.	5 years	Destroy
Discarded needles - advice and general information	Date superseded.	Nil or 5 years	Destroy
Discarded needles - general enquiries	End of current year.	1 year or 5 years	Destroy
Discarded needles - report and removal	Date of last action.	3 years or 5 years	Destroy
Domestic waste	Date of last action.	2 years or 5 years	Destroy
Trade waste	Date of last action.	2 years or 5 years	Destroy
<b>Waste Disposal</b>	<b>Information on waste disposal sites and their management</b>		
Waste sites - enquiries	End of current year.	1 year	Destroy
Waste sites - exempt activity returns	End of current year.	3 years	Destroy
General information and advice about waste treatment and disposal.	Date superseded.	Nil	Destroy
Management plan - Operation of a landfill waste disposal site.	End of current year.	5 years	Destroy
Licensed / Permitted Waste Management Site Returns		Closure of site	Destroy
Records documenting the testing of waste when it is accepted at the landfill site (including samples and results of any analysis).	Date of analysis	1 month	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Records documenting annual reporting to SEPA of monitoring and other data.	End of current year.	1 year or 5 years	Destroy
Records of job skills and training requirements.	Until superseded.	Current or 1 year	Destroy
Records of staff training	Termination of employment	5 years or part of personnel file, this is kept indefinitely	Destroy
Site inspection reports	End of current year.	3 years	Destroy
Records documenting the closure, restoration and aftercare of a landfill site.	Date of closure.	Permanent	Transfer to Archives
Records documenting the planning and scheduling of the transportation of waste.	End of current year.	1 year or 5 years	Destroy
Waste sites development - Landfill waste disposal site development.	Date superseded.	Permanent	Transfer to Archives
Permit - Obtaining and maintaining a landfill permit from the Scottish Environmental Protection Agency.	Termination of permit	5 years	Destroy
Waste site plans (as-built) and photographs	Date file closed.	Permanent	Transfer to Archives
Site Conditioning Plans – Records documenting the monitoring of groundwater, surface water, leachate and gas, including sampling results	End of current year.	6 years	Destroy
Site Conditioning Plans – Records documenting the collection, treatment and	End of current year.	6 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
disposal of leachate and gas			
Site Conditioning Plans – Site rainfall data	End of current year.	6 years	Destroy
Site Conditioning Plans – Water balance data	End of current year.	6 years	Destroy
Site Conditioning Plans – (Annual) Local Authority Waste Arisings Survey	End of current year.	6 years	Permanent or Destroy
Site Conditioning Plans – Licensed / Permitted Waste Management Site Returns	Date of site closure	Nil or 6 years	Destroy
Site Conditioning Plans – Exempt Activity Returns	End of current year.	3 years or 6 years	Destroy
Records documenting the movement of a consignment of controlled waste – Written description of waste	Date of transfer	2 years	Destroy
Records documenting the movement of a consignment of controlled waste – Waste Transfer Note	Date of transfer.	2 years	Destroy
<b>Waste Reduction</b>	<b>Information on reducing the amount of waste</b>		
Quarterly Composting / Recycling Returns	End of current year.	3 years or 6 years	Destroy
Recycling targets and performance statistics	End of current year.	5 years or 6 years	Destroy
(Annual) Local Authority Waste Arisings Survey	End of current year.	Permanent or 6 years	Retain for historical value.

## Part 2

### Council Property

**This is an extract - the full RRS can be found on the Scottish Council on Archives website**

These records are likely to be held centrally by Resources – the RRS is included because E&I may hold local copies or historical information

Records type	Trigger	Retention period	Fate
<b>Maintenance of Council property</b>	<b>Activities include: conducting general inspections; establishing and implementing planned maintenance programmes; carrying out reactive maintenance; conducting inspections to determine the presence and condition of hazardous materials (e.g. asbestos); carrying out decontamination works.</b>		
Records documenting routine inspections of property.	Date of inspection	5 years	Destroy
Records documenting major maintenance works on property.	Disposal of property	Nil	Transfer
Records documenting minor maintenance works on property - assets over £50,000	Completion of works	20 years	Destroy
Records documenting minor maintenance works on property - assets under £50,000	Completion of works	5 years	Destroy
Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises	Review of assessment	10 years	Destroy
Records documenting the monitoring of the condition of asbestos in premises, and of	Removal of asbestos or subsequent inspection	10 years	Destroy



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
maintaining or removing it.			
Records documenting the carrying out of routine maintenance and repairs to fixtures, fittings and interior decoration.	End of current year	2 years	Destroy
Records documenting the maintenance of equipment: major items.	Decommissioning/disposal of item	5 years	Destroy
Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations.	Decommissioning / Disposal of item	40 years	Destroy
Records documenting the maintenance of equipment provided to control exposure to asbestos.	Current	5 years	Destroy
Records documenting the inspection and testing of equipment.	Disposal of item	1 year	Destroy
Records documenting the inspection and testing of equipment: items which are safety critical or are associated with hazardous operations.	Disposal of item	5 years	Destroy
<b>Property and land management</b>	<b>The activities involved in complying with legislative requirements relating to the operation of specific types of facilities or equipment leasing properties to third parties, conducting required internal inspections, facilitating inspections by enforcing authorities, stock control of equipment and consumables, fleet management</b>		
Records documenting the on	Date of lease expiry or disposal	20 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
going management of council property and land - assets over £50,000			
Records documenting the on going management of council property and land - assets under £50,000	Date of lease expiry or disposal	5 years	Destroy
Records documenting the lease of Council property to a third party.	Termination of lease	5 years	Destroy
Property compliance - inspection and enforcement	Completion of subsequent inspection	Nil	Destroy
Property compliance - safety certificates	Issue of new certificate	5 years	Destroy
Property security - inspection and enforcement	Completion of subsequent inspection	Nil	Destroy
Property security - Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Date superseded	2 years	Destroy
Property security - Register of security passes issued to staff	Expiry of pass	1 year	Destroy
Property security - Register of security passes issued to visitors	Expiry of pass	1 month	Destroy
Property security - Records documenting the investigation of a security incident in a property, and action taken.	Last action on incident	1 year	Destroy
Equipment and consumables - storage records	End of current year	1 year	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Fleet management - Allocation and maintenance	Disposal of the vehicle	7 years	Destroy
Fleet management - Recording drivers usage	Date closed	7 years	Destroy
Fleet management - Recording vehicle usage	Disposal of the vehicle	3 years	Destroy
Fleet management - Vehicle records, lease or purchase	Disposal of the vehicle	7 years	Destroy

## Finance

**This is an extract. Please refer to the Finance RRS on the Scottish Council On Archives website if you wish to view all financial records.**

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Financial Provisions management</b>	<b>Information on managing the finances of the authority. Includes debt management - activities involved in managing the debts owed to the Council.</b>		
Long term strategy and planning -preparatory records	Approval date	2 years	Destroy
<b>Financial Transactions management</b>	<b>Activities relating to the detection, prevention and prosecution of financial irregularity or fraud; collection of money owed to the council including rents. Activities involved in the payment for goods and services by the authority including expenses claims and honorariums.</b>		
Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	End of financial current year	6 years	Destroy
Records documenting the opening and closure and routine administration of bank accounts.	Closure of account	6 years	Destroy
Records documenting regular payment instructions for bank accounts.	Termination of instruction	6 years	Destroy
Records documenting the deposits/withdrawals/transfer of funds.	End of financial current year	6 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Processing and payment of purchase and sales invoices	End of financial current year	6 years	Destroy
Petty cash records	End of financial current year	6 years	Destroy
Processing and payment of expenses claims	End of financial current year	6 years	Destroy
Fraud investigation records	Completion of court proceedings/ disciplinary process	5 years	Destroy
Funding applications - Activities relating to the process of considering and administering applications to the authority for grant funding	End of financial year in which the records were created	6 years	Destroy
Internal recharging	End of financial current year	1 year	Destroy
National insurance numbers - Notification and input records	End of employment	2 years	Destroy
Reconciliation	Administrative use ends	2 years	Destroy
Refunds	End of financial year in which the records were created	6 years	Destroy
<b>Payroll and pensions</b>	<b>Activities involved in the administration of remuneration to staff of the authority; Activities involved in the administration of pension schemes for current and former employees.</b>		
Payroll records - major records: copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year	6 years	Destroy
Payroll records - minor records: Timesheets, monthly payroll prints	End of current tax year	3 years	Destroy
P45 (Income tax - employee leaving)	End of employment	5 years	Destroy
P60	End of current year	2 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Statutory Sick Pay scheme records	End of current tax year	3 years	Destroy
Statutory Maternity Pay scheme records	End of current tax year	3 years	Destroy
Pension scheme reports	End of current year	6 years	Destroy
Individual staff pension files	End of current year after date of payment	10 years	Destroy

## **Health and Safety**

**Community safety** – see [Community Safety and Emergencies](#)

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Compliance</b>	<b>Information on compliance with health and safety legislation</b>		
Strategy and planning	Date process ceases or is superseded.	1 year	Destroy
Health and Safety Policy	Date superseded.	1 year	Destroy
Fire Safety training	End of current year.	10 years	Destroy
First-aid – Letter advising of award of certificate	End of current year.	7 years	Destroy
First-aid – Course attendance sheet	End of current year.	7 years	Destroy
Manual Handling – Course attendance sheet (Signed copy)	End of current year.	30 years	Destroy
Manual Handling – Letter advising of award of certificate (Signed copy)	End of current year.	30 years	Destroy
<b>Monitoring</b>	<b>Monitoring of health and safety at work</b>		
Accidents and incident reporting - reporting accidents to adults	Date of accident.	6 years	Destroy
Accidents and incident reporting - reporting accidents to children	Date of accident.	25 years	Destroy
Asbestos inspections	Either: Date of last action or until individual is age 75 years old.	Either: 50 years or till 75 years old (whichever is greater)	Destroy
Equipment safety inspections	Date equipment is de-commissioned	6 years	Destroy
Hazardous substances COSHH reports	Date of last action.	40 years	Destroy
Health and safety inspections	Date superseded./ Date of last	5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
(Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, monitoring of display screens. Not investigation case file)	action		
Radon Monitoring	Date of last action.	40 years	Destroy
<b>Risk Management</b>	<b>Management of health and safety risks</b>		
Risk assessments	Date of last assessment / last action.	3 years	Destroy



## **Housing**

Most records will be held by Scottish Borders housing associations but SBC will have a duty under the Public Records (Scotland) Act 2011 to ensure records of all contracted out statutory services are compliantly maintained and accessible

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Advice</b>	<b>Provision of housing advice to homeowners and tenants</b>		
Help and advice to private tenants or landlords	Date of last action	Current + 5 years	Destroy
<b>Enforcement</b>	<b>The enforcement of housing standards within the local area including housing standards assessments and safety inspections</b>		
Assessment - housing standards	Date of last assessment	Current + 3 years	Destroy
Safety inspections - multiple occupation	Date of last action	7 years	Destroy
<b>Estate management</b>	<b>the management of housing estates including business premises, car parking surveys, garage letting and rental applications, housing inspections and neighbour disputes</b>		
Business premises	Date of last action	Current + 7 years	Destroy
Car parking surveys	Date of last action	Current + 7 years	Destroy
Garage applications	Registration or entitlement lapses	Current + 2 years	Destroy
Garage rentals	Entitlement lapses	Current + 2 years	Destroy
Housing inspections	Date of last action	Current + 7 years	Destroy
Neighbour disputes	Termination of tenancy	Current + 12 years	Destroy
<b>Housing provision</b>	<b>The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness</b>		
Landlord accreditation	Date of last action	Current + 2 years	Destroy
Housing applications – register Common Housing registers		Retain permanently	Retain
Housing exchanges - Mutual exchange list	Date superseded	Current	Destroy
Allocations - waiting list	Date superseded	Current	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
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	
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 + 7 years/1year	Destroy
Case file - Homeless person where individual <b>does not</b> become permanently housed (Assessment, Decisions, Temporary Accommodation, etc)	Date of last action	Current + 6 months/5 year/7 years	Destroy
Case file - Homeless person where individual <b>does</b> become permanently housed (Assessment, Decisions, Temporary Accommodation, etc)	Date of Decision	See Tenant Case File	
Temporary accommodation - lease agreement (Lease agreement and associated documents)	Termination of lease agreement	Current + 5 years	Destroy
Records documenting the decoration and furnishing of a leased property to be used as temporary accommodation.	See Records Retention Schedules for: Procurement; Finance – Financial Accounting ; Equipment & Consumables Management		

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Case file - temporary accommodation allocated to homeless person	Current year	Current + 3 years	Destroy
Records documenting arrangements with a hostel/bed and breakfast establishment used to provide temporary accommodation Records documenting the booking of accommodation and monitoring payments	Current year	Current + 3 years	Destroy
Case file - Sheltered housing	Date of last action	Current + 7 years	Destroy
Landlord accreditation	Date of last action	Current + 2 years	Destroy
Housing applications – register (Common Housing registers)		Retain permanently	Retain
Housing exchanges - Mutual exchange list	Date superseded	Current	Destroy
<b>Housing Stock</b>	<b>Activities relating to management of housing stock including demolition, emergency maintenance, housing grants, leases</b>		
Property file - Demolition	Date of last action	Current + 7 years	Destroy
Property file - Planned maintenance	Date of last action	Current + 2 years	Destroy
Property files - major repairs	Date of last action	Current + 10years/5years	Destroy
Property files - minor repairs	Date of last action	Current + 5years /2years	Destroy
Property file - property adaptations	Date superseded	Until superseded	Destroy
Property file - Housing improvement grants over £50,000	From date of last payment	Current + 12 years	Destroy
Property file - Housing improvement grants under	From date of last payment	Current + 6 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
£50,000			
Property file - Adaptations grants	Date of last action	5 years	Destroy
Property file - housing grant where application is rejected	Last action on application	Current + 1 year	Destroy
Property file - Private housing grants	Date of last action	Current + 5 years	Destroy
Register of Housing Grants	Current year	Current + 10 years	Destroy
Property file - Leases	From expiry of lease	Current + 15 years	Destroy
Risk assessment - Asbestos Register	Date of last action or age 75 years from date of birth (greater)	70 years	Destroy
Unauthorised occupants	Date of last action	5 years	Destroy
<b>Managing tenancies</b>	<b>Activities associated with the management of tenancies</b>		
Tenant Participation Strategy	Date superceded	Current + 1 year	Destroy
Register of Tenants Organisations		Keep up to date	
Register of abandoned property	Date landlord took possession of the property	Current + 5 years	Destroy
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 + 12 years/20 years	Destroy NB These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority
Tenant file - HomeCare Service	Termination of Service	Current + 6 years	Destroy
Tenant file - Agreements (Ordinary Tenancy)	Tenancy expires	Current + 6 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Scottish Secure Tenancy Agreement			
Tenant file - Agreements (Tenancy under seal)	Tenancy expires	Current + 12 years	Destroy
Tenant file - Housing needs assessment	When superceded	Current + 2 years	Destroy
Tenant file - Rent setting	Date closed	Current + 7 years	Destroy
Tenant file - Rent arrears (Council property)	Date closed	Current + 7 years	Destroy
Tenant files - Evictions	Date of last action	Current + 7 years	Destroy
Tenant file - Housing repairs	Date of last action	Current + 2 years	Destroy
Tenant file - Right to buy	Date sold	Current + 12 years	Destroy
Tenant file - Welfare services - disadvantaged persons	Date closed	Current + 7 years	Destroy
Tenant file - Welfare benefit advice	Last action	Current + 6 years/18 months	Destroy
Tenant file - Contents insurance for council tenants (application forms; authorisation forms)	Date closed/Termination	Current + 7 years/1 year	Destroy

## Human Resources

Records type	Trigger	Retention period	Fate
<b>Administering employees - Employee files</b>	<b>Files for individual employees. Arranged by name but usually have several identifiers, name and date of birth, NI number etc.</b>		
Counselling	Termination	6 years	Destroy
Absence monitoring		Destroy - 3 years from end of current tax year	
Discipline - Documentation relating to the discipline of employees.	Termination	6 years	Destroy
Discipline - Final disciplinary warnings	Date of warning	18 months / 6 months after warning	Destroy
Discipline - No warning given	Date of decision not to proceed	Immediately	Destroy
Discipline - Oral disciplinary warnings	Date of warning	6 months	Destroy
Discipline - Disciplinary warnings involving children or vulnerable adults	Current	Keep on personnel file permanently	Destroy
Discipline - Written disciplinary warnings	Date of warning	12 months	Destroy
Disclosure of interest	Current	1 year	Destroy
Employee details (posts <b>not</b> subject to disclosure checks)	Termination of employment	Termination date + 6 years	Destroy
Employee details (posts subject to disclosure checks)	Termination of employment	Termination date + 25 years	Destroy
Employment conditions	Termination of employment	Termination date + 2 years	Destroy
Grievances	Termination of employment	Termination date + 6 years	Destroy
Individual training records	Termination of employment	Termination date + 6 years BUT if it relates to training for work with children or vulnerable	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
		adults retain for + 50years.	
Induction	Date of completion	Completion date + 2 years	Destroy
Leave	Current year	Current year + 2 years	Destroy
Medical assessments	Date of birth / Termination of employment /Current year	Date of birth +75 years / Termination date +6 years / Current year + 10 years	Destroy
Maternity/paternity leave	Current tax year	Current tax year + 3 years	Destroy
Reporting (terms and conditions, working hours)	Current tax year	Current tax year + 3 years	Destroy
Termination requests and notices (other than retirement)	Date of leaving	6 years	Destroy
Human Resources Guidelines - current	Superseded	Date superseded	Retain
<b>Employee relations</b>	<b>Information on employee relations</b>		
Disciplinary matters reporting	Once appropriate action taken	Until superseded	Destroy
Employment Tribunals - Applications	Termination of employment	Termination date + 6 years.	Destroy
Trade union liaison - Strategy	Current	Retain permanently	Retain
Trade union liaison - Supporting and routine documentation	Current	Date superseded + 2 years	Destroy
<b>Equal opportunities</b>	<b>Information on equal opportunities</b>		
Equalities and diversity - guidelines	Current	1 year	Destroy
Equalities and diversity - Investigations - Case Files	Investigation concludes and action is spent / Retain current information throughout employment	5 years / Employment term	Destroy
Harassment Statistics Monitoring Forms	Current year	Current year + 1 year	Review
Dignity at Work	Current year	Current year + 2 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Monitoring employees</b>	<b>Information on monitoring employees.</b>		
Performance appraisal (Probationary reports and performance plans)	Date completed	5 years	Destroy
Reporting	Current	5 years	Destroy
Staff directory	Current	Current	Destroy
<b>Occupational health</b>	<b>Occupational health records</b>		
Absence reporting	Date after action completed	5 years	Destroy
Occupational health (separate from employee file)	Date of birth (unless see notes)	75 years	Destroy
Occupational health - staff training (separate from Health & Safety file)	Date course completed	50 years	Destroy
Personal risk assessments	After revised risk assessment takes place or termination of employment	6 years	Destroy
Sickness monitoring	Termination of employment	Termination date + 6 years	Destroy
Major injuries	Termination of employment	Termination date + 40 years	Destroy
<b>Recruitment</b>	<b>Recruitment of staff</b>		
Authorisation	Recruitment finalised	6 months	Destroy
Job descriptions	Date superseded	6 months	Destroy
Recruitment	Recruitment finalised	6 months	Destroy
Recruitment process	Recruitment finalised	6 months	Destroy
Secondment	Termination of employment	Termination date + 6 years	Destroy
Volunteers	Termination of employment	Termination date + 6 years	Destroy
<b>Terms and conditions of employment</b>	<b>Terms and conditions for employees</b>		
Staff benefits	Termination of employment	Termination date + 6 years	Destroy
Staff facilities	Termination of employment	Termination date + 6 years	Destroy
Staff recognition	Termination of employment	Termination date + 6 years	Destroy
Terms and conditions	Termination of employment	Termination date + 6 years	Destroy



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Training</b>	<b>Training information</b>		
Driver training	Termination of employment	Termination date + 6 years	Destroy
Reporting	Date after action completed	5 years	Destroy
Support training	Termination of employment	Termination date + 6 years	Destroy
Training courses	Current	1 year	Destroy
Training plan	Date after action completed	2 years	Destroy
<b>Workforce planning</b>	<b>Information on workforce planning.</b>		
Workforce development planning	Date of last action	5 years	Destroy
<b>Job evaluation</b>	<b>Assessments of job processes. May be broken down into smaller activities. For example, initial evaluation process and appeals</b>		
Final report	Current	Retain permanently	Retain
Results of large scale job evaluation	Date evaluation finalised	5 years	Destroy
Working papers	Date evaluation finalised	5 years	Destroy

## Information Management

Records type	Trigger	Retention period	Fate
<b>Access to information</b>	<b>Records demonstrating the provision of access to Council information in accordance to legislative requirements. Includes the activities involved in managing the Council's compliance with the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.</b>		
Data Protection - record of subject access request processing	Completion of request	3 years	Destroy
Data Protection - record of subject access request processing <b>where appeal made to UK Information Commissioner</b>	Outcome of appeal	6 years	Destroy
Data protection - general compliance records (Files re. DP audit, general compliance, data breaches, security, training, etc)	Current year	3 years	Destroy
Data protection - Notification and changes	Current year	3 years	Destroy
Freedom of Information - processing of requests for information	Completion of request	3 years	Destroy
Freedom of Information - processing of requests for information <b>where appeal made to Scottish Information Commissioner</b>	Outcome of appeal	6 years	Destroy
Council Publication Scheme	Superseded	3 years	Review for historical value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Environment Information Regulations - processing of requests for information	Completion of request	3 years	Destroy
Environment Information Regulations - processing of requests for information <b>where appeal made to Scottish Information Commissioner</b>	Outcome of appeal	6 years	Destroy
<b>Archives</b>	<b>Archives management is covered under function 19 - Leisure and culture</b>		
<b>Knowledge management</b>	<b>Council information asset management</b>		
Contacts lists	Superseded	None	Destroy
Information asset lists	Superseded	2 years	Destroy
Geographic Information System (GIS)	Date of survey completion	5 years	Destroy
<b>Records management</b>	<b>The activities involved in managing the Council's business records.</b>		
Records surveys	Current	2 years	Destroy
Classification schemes	Current	Until superseded	Review for historical value
Forms development – Standard templates	Superseded	1 year	Sample for historical value
Image capture	Current	2 years	Destroy
Retention schedules	Current	2 years	Destroy
Lists of Records destroyed		Permanent	Retain
Records disposal certificated		Permanent	Destroy
Records retention issues log	Date of last action	6 years	Destroy
<b>Registration</b>	<b>see appropriate function for retention details of statutory and non-statutory registers - these will all have significant archival value</b>		

## Legal services

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Advice</b>	<b>The process of providing legal advice on a point of law</b>		
Advice to the public (Community legal advice)	Date superseded.	1 year /5 years	Destroy
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.
<b>Bylaws</b>	<b>Local bylaws.</b>		
Enactment – Bylaws		Permanent.	Retain for historical value.
Enforcement – General papers relating to bylaw enforcement matters	Date matter concluded	2 years / 5 years	Destroy
<b>Land and highways</b>	<b>Information on land and highways.</b>		
Acquisition – Road adoptions - land acquisitions and highways	Date file closed	5 years	Destroy
Disposal – Road adoptions - land dispersals and highways	Date file closed	5 years	Destroy
<b>Land registration</b>	<b>Legal documentation relating to land charges, searches and title investigations.</b>		
Land charges – Searches	Date file closed	12 years	Destroy
Land charges – Registers - land registration charges	Date file closed	10 years	Permanent
<b>Litigation</b>	<b>The process of managing, undertaking or defending for or against litigation on behalf of the</b>		

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
	<b>local authority</b>		
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
Eviction actions (All papers relating to court case)	Date of court order/conclusion of any court action	10 years	Destroy
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 close of file	100 years	Destroy
Employment tribunal. (All papers.)	Date file closed.	10 years	Destroy
Mental health. (All papers.)	Date file closed (or death if indefinite guardianship).	10 years	Destroy
Any other civil action. (All papers relating to court action.)	Date of expiration of court order/conclusion of any court action.	10 years	Destroy
Commercial - Case files (not relating to contracts)	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.
Criminal - Case files	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.
Debt recovery – Simple debt collection actions	Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan).	1 year or 5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Precedent cases - Records documenting the conduct of litigation involving the Council, where a legal precedent was established	Date case closed	Permanent	Transfer to Archives
<b>Management of legal activities</b>	<b>Activities relating to the execution of legal duties</b>		
Archive deposits	Councils may accept archives on long term deposit where ownership remains with the depositor or is passed legally to the council. The archive collections should be retained permanently unless the deposit terms allow for weeding, re-distribution or disposal		
Agreements - Concordat. Process of agreeing terms between organisations - this does not include contractual agreements.	Date agreement expires or is terminated	6 years	Destroy Any agreement recorded in the registers or the books of Council and Session should be retained indefinitely as it will appear in any searches made in these registers. The correspondence file associated with such agreements can be destroyed as suggested
Conveyancing files and (covering the process of changing ownership of land or property).	Date file closed	10 years	Destroy
Deeds (and any documents required along with deeds).	Date file closed	Permanent	Retain
Land charges	Date file closed	10 years	Destroy
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)

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Compulsory purchase - Authorisations, Deeds etc.	Date property disposed of.	Deeds are transferred with the sale. General papers retain 5 years	Will be required in future transactions for that property
Compulsory purchase - Correspondence and other papers including GVD.	Date of order	Permanent	Destroy
Sale or disposal -Titles and plans	Titles kept permanently.	Permanent	Destroy
Sale or disposal - Correspondence and other papers.	Date of sale	5 years	Destroy
Servitudes and wayleaves	Deeds, titles and plans to be retained permanently.	Deeds granted kept permanently.	Retain
Servitudes and wayleaves - Correspondence and other papers	Date of grant of deed.	5 years	Destroy
Copyright	Date superseded.	Nil	Destroy
Trusts	Date superseded.	10 years	Destroy
<b>Planning controls</b>	<b>Activities relating to the execution of legal duties in relation to planning.</b>		
Certificate of Lawful Use or Development – Certificate	Date of agreement period expires.	5 years	Review
Certificate of Lawful Use or Development – Other documentation	Date of certificate.	20 years	Destroy

## **Leisure and Culture**

**This is an extract – the full Leisure and Culture RRS can be viewed on the Scottish Council On Archives website**

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Allotments</b>	<b>Activities involved in developing, maintaining and renting out allotment sites</b>		
Establishment, development and closure of an allotment site	Closure of site	5 years	Destroy
Maintenance of infrastructure and facilities at an allotment site	End of current year	5 years	Destroy
Processing of an application for rental of an allotment plot or to erect a structure, where the application is rejected.	End of current year	1 year	Destroy
Processing of an application for rental of an allotment plot or to erect a structure, where the application is approved.	Termination of rental	1 year	Destroy
<b>Community facilities</b>			
Business/ private hire applications (applications and booking forms)	End of current year		
Subsidised rate (Category 2 forms) - Successful applications	End of financial year	5 years	Destroy
Subsidised rate (Category 2 forms) - Unsuccessful applications	End of financial year	1 year	Destroy
Financial management	See Schedule 12 - Finance		
<b>Parks and open spaces</b>			
Adoption of land as a public open space or recreational facility		Permanent	Retain for business and historical value



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Development of land as a public open space or recreational facility	Closure of amenity	5 years	Destroy
Maintenance of infrastructure and facilities on public land or in a recreational facility	End of current year	5 years	Destroy
Closure of a public open space or a recreational facility	Closure of amenity	5 years	Destroy
Events management & promotion	See Schedule 20 - Management		
Land & property management	See Schedule 5 - Council Property		
Health and Safety e.g. water testing; equipment inspections e.g. children's playground equipment, accident reports etc	See Schedule 13 Health & Safety		

## Management

Records type	Trigger	Retention period	Fate
<b>Ceremonial</b>	<b>Management of ceremonial events; The activities involved in planning and co-ordinating civic events.</b> Civic events includes: civic ceremonies; civic hospitality events; official visits to the Council. Also includes the activities involved in arranging for the Council to be officially represented at events, ceremonies etc. other than those which the Council organises. Activities include: making arrangements for transport, accommodation, catering, media coverage and other arrangements appropriate to the event		
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 Retain one set of records only
Records documenting the planning of a civic event and/or official visit to the Council	Date of last action	3 years	Destroy
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

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
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
<b>Communication support</b>	<b>Supporting communication with and around the Council. Includes: interpreting and translation, Mail processing, Publication, Staff communications</b>		
Language translation services		Superseded	Destroy
Mail processing	Current	3 years	Destroy
Publications - major publications		Permanent	Retain Retain one copy only
Publications - minor publications	Date published	3 years	Sample for archival value Retain one copy only
Publications - preparatory records	Conclusion of campaign	1 year	Destroy
Staff communications	Administrative use ends	3 years	Destroy
<b>Corporate communication</b>	<b>Communication with the public and other external bodies including the media, other local authorities, parliament, central government and other public sector bodies - for purposes of promoting the Council and its services;</b>		
Campaigns - final outputs	Conclusion of campaign	3 years	Sample for archival value
Campaigns - preparatory records	Conclusion of campaign	1 year	Destroy
Corporate identity and branding - artwork		Permanent	Retain
Corporate identity and branding - preparatory records	Current	1 year	Destroy
Marketing materials - final outputs	Superseded	3 years	Sample for archival value
Marketing materials - preparatory records	Approval of final outputs	1 year	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Communications with other public sector organisations	Last action	3 years	Review for archival and re-use value
Consultations - Council responses to external consultations	Last action	3 years	Review for ongoing value
Consultations - Council consultation of external organisations - Final outputs	Publication date	5 years	Review for ongoing value
Consultations - Council consultation of external organisations - preparatory records - Records documenting the design of a consultation/survey.	Completion of survey/consultation	3 years	Review for ongoing value
Consultations - Council consultation of external organisations – Records documenting the administration of a consultation/survey	Completion of survey/consultation	1 year	Destroy
Consultations - Council consultation of external organisations – Records documenting a response from another organisation to a consultation/survey	Completion of survey/consultation	1 year	Destroy
Consultations - Council consultation of external organisations – Records documenting the	Completion of survey/consultation	3 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
analysis of responses to a consultation/survey.			
Media relations records - final outputs	Publication/release date	5 years	Review for archival and re-use value
Media relations records - preparatory records	Last action	1 year	Review for archival and re-use value
Media relations records - Media liaison	Date of last action	5 years	Review for archival and re-use value
Media relations records - media coverage	Current	5 years	Review for Archives
Customer satisfaction surveys - survey design	Completion of survey	3 years	Review of ongoing value / Review for Archives
Customer satisfaction surveys - individual responses	Completion of analysis of responses	None	Destroy
Customer satisfaction surveys - analysis	Completion of survey	5 years	Review for archival and re-use value
Public relations - Statistics, trends and customer satisfaction data	Current	5 years	Review for archival value
<b>Enquiries and complaints</b>	<b>Processing of enquiries and complaints to the Council</b> See also: 17 - Information management		
Comments and enquiries - case files	Last action on comments	1 year	Destroy
Comments and enquiries - analysis	Current	3 years	Review for archival and re-use value
Complaints - case file	Last action on complaint	5 years	Destroy
Complaints - analysis	Current	5 years	Review for archival and re-use value
Complaints - register	Current	10 years	Destroy
<b>External audits</b>	<b>Refer to retention schedule of specific function that is being audited</b>		

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Preparing business</b>	<b>Includes Meetings, Officer representation and Partnership and agency working</b>		
Records documenting the Council's membership of a local government organisation.	Termination of membership	3 years	Destroy
Records documenting the Council's representation in the work of a local government organisation.	Termination of membership	5 years	Review for archival and re-use value
<b>Project Management</b>	<b>Start up, Initiation and delivery, Closure, Governance</b> See also – 12 –Finance RRS on Scottish Council On Archives website		
Projects funded by the Council - major records Business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	Project close	25 years	Review for archival and re-use value
Projects funded by the Council - preparatory records minor drafts, correspondence, copies of financial and contractual records	Project close	6 years	Review for archival and re-use value
Projects - funded through European and other external funds All documentation relating to the project - specifications, plans, reports, correspondence, consultations etc, feasibility studies, copies of financial documents	Project close	Retention and Disposal depends on the length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention.	Review for archival and re-use value
<b>Quality and performance</b>	<b>Includes Assessments, Best value reviews, Inspections, Process mapping</b>		

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Assessments for accreditation, e.g. Chartermark, IIP	Assessment completed	5 years	Destroy
Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - <b>major records</b>	Approval of review report	5 years	Destroy
Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - <b>preparatory records</b>	Approval of review report	1 year	Destroy
Inspections - external inspections received in relation to corporate or service specific performance management indicators (PFI)	Date of inspection report	5 years	Destroy
Process maps	When superceded or obsolete	3 years	Destroy
<b>Statutory returns</b>	<b>Information passed on to central government as part of statutory requirements</b>		
Reports to government – Outputs Final version of submitted report	Date of return	5 years	Destroy
Reports to government - preparatory records	Current	2 years	Destroy
<b>Strategic planning</b>	<b>The planning of a business operation or service; includes Business cases, Corporate initiatives, Organisational structure, Policies and procedures, Public consultation,</b>		
Corporate initiatives	End of initiative	5 years	Review for re-use and archival value
Records documenting the preparation of business for consideration by the Council's strategic management group/		Permanent	Retain

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Senior Management Team, and the record of discussion and decisions (Agenda, reports/papers for consideration, minutes)			
Council Corporate Plan.		Permanent	Retain
Strategic service plan - including significant records documenting policy development		Permanent	Retain
Operational service plan	Superseded	3 years	Destroy
Organisational structure	Superseded	1 year	Sample for archival value
Corporate policies - master records		Permanent	Retain
Corporate policies - Departmental/service copies	Superseded	None	Destroy
Corporate policies - preparatory records	Authorisation of policy	1 year	
Service specific policies and procedures	Superseded	2 years	Sample for archival value
Policy consultation - major policies	Consultation completed	5 years	Destroy
Policy consultation - minor policies	Consultation completed	1 year	Destroy



## Procurement

This is an extract. The full schedule - 22 Procurement - can be viewed on the Scottish Council On Archives Website

Records type	Trigger	Retention period	Fate
<b>Contracting</b>	<b>Documentation relating to contracts including monitoring supplier performance and taking action to deal with unsatisfactory performance; negotiating revisions and extensions to contracts. Also includes activities involved in supplier approval, purchasing</b>		
Evaluations of applications for approval from prospective suppliers & notification of the outcome: <b>approved suppliers</b>	End of approval	3 years	Destroy
Evaluations of applications for approval from prospective suppliers & notification of the outcome: <b>rejected supplier</b>	Date unsuccessful notice issued	1 year	Destroy
Contract management files - <b>ordinary contracts</b> Including - contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions)	End of contract	5 years	Destroy
Contract management files - <b>contracts under seal</b>	End of contract	20 years	Destroy
Internal authorisations for procurement			
Purchase ordering records			

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Market information</b>	<b>General information on products that the authority might consider purchasing.</b>		
Product evaluation	Current	None	Destroy
Product information	Current	None	Destroy
<b>Tendering</b>	<b>The activities involved in tendering Council contracts for the supply of goods, work or services above a predetermined value, or for other reasons, in accordance with Council policies and legislative requirements.</b>		
Initial proposal	End of contract	5 years	Destroy
Initial proposal - <b>contract under seal</b>	End of contract	20 years	Destroy
Contract award reports (OJEU)	End of contract	5 years	Destroy
Issue of Invitations to Tender and handling of incoming tenders records	Award of contract	1 year	Destroy
Tender evaluation, negotiation and notification records <b>Unsuccessful tenders</b>	Award of contract	1 year	Destroy
Tender evaluation, negotiation and notification records <b>Successful tenders</b>	End of contract	5 years	Destroy
Tender evaluation, negotiation and notification records <b>Successful tenders Contracts under Seal</b>	End of contract	20 years	Destroy
Statistical reports to Scottish Executive on contracts awarded	Date of creation	3 years	Destroy

## Risk Management

Records type	Trigger	Retention period	Fate
<b>Claims</b>	<b>Claims handling against the council</b> Note: retention period begins when all obligations and entitlements are at an end. This is because , for example, claims involving minors, even where settled, can still be reopened by the minor after they reach the age of 16. From 16 they then have 3 years within which to intimate a claim. Claims relating to subsidence or tree roots may be left open for 6 years by insurers after a file has been closed. If you destroy at closure of a file rather than on completion of business/entitlement you may lose the ability to defend the Council's position		
Claims processing	Date all obligations and entitlements concluded	5 years	Destroy
<b>Insuring against loss</b>	<b>Insuring against loss</b>		
Insurance policy document	Date all obligations and entitlements concluded.	5 years or Permanent	Destroy or Permanent
Certificate of insurance	Date all obligations and entitlements concluded.	5 years or Permanent	Destroy
Certificate of insurance: employers' liability insurance.	Date all obligations and entitlements concluded.	40 years or Permanent	Destroy or Permanent
Policy and tender renewal documents.	Date policy renewed	5 years	Destroy
Summary arrangements	Date superseded	Permanent - offer to archivist	Review for historical value
<b>Risk management and business continuity</b>	<b>Business continuity in the event of a disaster or unforeseen event. Includes disaster recovery and business resilience plans.</b>		
Business continuity planning-approved plans	Date superseded	1 year	Destroy
Education- campaigns	Date superseded	1 year	Destroy
Business continuity plan - final approved version	Date superseded	5 years	Retain for historical value
Business continuity plan - training programme	Date superseded	5 years	Review for historical value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
development			
Business continuity - training programme delivery	Date superseded	1 year	Destroy
Emergency response records.	Date of last action.	5 years	Review for historical value
Risk register - assessment of the risk of an emergency occurring which would affect the Council's ability to carry out its functions	Date superseded	5 years	Review for historical value
Valuations	Date superseded	5 years	Review for historical value