SBC Records Retention Schedule – Education and Lifelong Learning Department, 2012

Functions and Scottish Council on Archives reference number

Part 1 – Main functions

Records that relate specifically to the work of the department

10 - Education and Skills
19 - Leisure and Culture

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

03 – Community Safety and Emergencies
05 - Council Property
12 - Finance
13 - Health and Safety
15 - Human Resources
17 - Information Management
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

Instructions

<u>Please read this section before you destroy information!</u>

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

Education and Skills

Records type	Trigger	Retention period All school records - retention period of year = school session (August to July)	Fate
Access and inclusion	**Activities relating to educational access and inclusion**		
Strategies and policies documenting the conditions of access to education services	Date superseded	Current	Retain permanently
Inclusion policies for travellers - access to education	Date superseded	7 years	Destroy
Records documenting the development and project management of access and inclusion related projects May include "accessibility plans - schools" (as required by the Disability Discrimination Act)	Date closed	7 years	Destroy
Admissions and exclusions	**The process of managing pupil admission, transfer and exclusion policies, case files and decisions**		
Admission and enrolment registers	Date of last entry	Retain permanently	Retain Consider historical value and address the permanent preservation of digital registers. Councils typically use Seemis or Phoenix and these collect and

Records type	Trigger	Retention period All school records - retention period of year = school session (August to July)	Fate
			collate much more information than the paper registers. For example, they may download such information as was found in the paper registers and transfer these to the archives. These records are currently closed for 100 years.
Admission appeals	Date of decision	7 years	Destroy
Admissions forms	Current school year	1 year	Destroy
Admissions policies	Current school year	1 year	Destroy
Alternative provision forms	Current school year	1 year	Destroy
Assisted Support for Learning - LAAC (Looked After and Accommodated Children)	Date of birth	DoB+100 years.	Destroy
Attendance records	Current school year	4 years	Destroy
Exclusion records	Date of last entry (decision date)	7 years	Destroy
Individual Education Plan (IEP) - formerly known as Record of Needs	Termination or leaving date. ALTERNATIVE Date of Birth	5 years. ALTERNATIVE DoB+25 years	Destroy
Integrated Children Services - Pupil Records	Date of birth	25 years	Destroy
Leavers survey	Date of last entry	4 years	Destroy
Placing request appeals / applications	Review and update as required	3 years	Destroy
Placing request guidelines	Review and update as required	Retain permanently	Retain
Pupil Progress Report (PPR) - personal pupil record	Termination or leaving date	5 years	Destroy
Referrals - new referrals for	Date of last entry	4 years	Destroy

Records type	Trigger	Retention period All school records - retention period of year = school session (August to July)	Fate
admission			
School directory	Date superseded	Until superseded	Destroy
School Rolls	Review and update as required	6 years	Destroy
Waiting lists for places	Date of last action	3 years	Destroy
Advice	**The activity of providing advice and information including application forms for Educational services**		
Generic information about Education and Skills provision in SLAs Keep one set as master copy at HQ	Date superseded	2 years	Destroy
Arts services	**The activity providing the delivery of education in the arts**		
Records documenting the operation of field centres to deliver arts education	Date of last action	7 years	Destroy
Records documenting music services - tuition provided within schools or music centres	Date of last action	7 years	Destroy
Records of performances - arts services - Orders and bookings - arts performances	Date of last action	2 years	Destroy May be held by the school or venue rather than LA
Records of performances - arts services - Performance licences	Date of last action or when student reaches 25 years (whichever is later)	2 years	Destroy
Curriculum Development	**The process of documenting the development and implementation of curricula**		
5–14 Attainment Results	Current school year	5 years	Destroy
5-14 Summary Results	Current		Destroy
Curriculum Monitoring and	Current school year	6 years	Destroy

Records type	Trigger	Retention period All school records - retention period of year = school session (August to July)	Fate
Assessment Reports			
Curriculum Support Guidelines	Current school year	5 years	Destroy
Course Materials	Current	Current	Destroy
International projects	Date of last action	7 years	Destroy
Out of schools projects	Date of last action	7 years	Destroy
Outdoor education	Date of last action	7 years	Destroy
Schools curriculum	Date of last action	7 years	Destroy
SQA School - Level Summary Results (SQA retain results permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland)	Current school year	Retain permanently	Permanent
Education welfare	**The process of managing welfare requirements. Policy documents and individual pupil incidents or requirements. Additional support needs within school and pre-school. Includes the development of Individualised Educational Programmes (IEP) and Co-ordinated Support Plans (CSP)**		
Absence Reporting covering Attendance and Truancy incidents)	Date of last action ALTERNATIVE Current school year	2 years ALTERNATIVE Current year + 6 years	Destroy
Child Protection Referrals: ASL (Additional Support for Learning) Transport Requests	Date of last action.	5 years	Destroy
Class lists	Date superseded	1 year	Destroy
Education Psychology Files	Date of last action or when student reaches 25 years (whichever is later)	Last action or on attaining 25th birthday.	Destroy
Exam Results	Date of last action	5 years	Destroy
Guidance Records	Date of last action or when	Last action or on attaining 25th	Destroy

Records type	Trigger	Retention period All school records - retention period of year = school session (August to July)	Fate
	student reaches 25 years (whichever is later)	birthday.	
Pupil Records	Date of last action or when student reaches 25 years (whichever is later)	Last action or on attaining 25th birthday.	Destroy
Report Cards	Pupil's 25th birthday	Date of birth + 25 years.	Destroy
Special Needs Records - including Support Service (Psych / Hearing etc)	Pupil's 25th birthday	Date of birth + 25 years.	Destroy
Student welfare service	Pupil's 25th birthday	Date of birth + 25 years.	Destroy
Employment Skills	**The provision of job and workforce skills**		
Careers advice	Date superseded	Until superseded	Destroy
Work experience placements	Date of last action	6 years	Destroy
Workplace training	Date superseded	Until superseded	Destroy
Careers advice	Date superseded	Until superseded	Destroy
Lifelong Learning	**The process of implementing Lifelong Learning Programme (LLP) education and training for adults, from first steps back into learning to professionals updating their skills.**		
Basic skills development targets and coursework	Date superseded	Until superseded	Destroy
Course directory - Basic skills development	Date superseded	Until superseded	Destroy
Management of Schools	**The activity of developing education policy and guidelines for educational establishments**		
Accident reports - visitors etc.	Current school year.	Current school year + 3 years	Destroy
Accident reports - staff	Current school year.	Current school year + 6 years	Destroy
Accident reports - children	Current school year.	Date of Birth + 25 years	Destroy

Records type	Trigger	Retention period All school records - retention period of year = school session (August to July)	Fate
Appointment files- Statutory appointments	Leaving or retirement date	Permanent / Date of retirement + 25 years	Retain
Disclosure Scotland records	Receipt of the statement from Disclosure Scotland	90 days	Destroy
Education Committee minutes	Date closed	3 years	Destroy
Emergency contacts	Date superseded	Until superseded	Destroy
Emergency regulations	Date superseded	Until superseded	Destroy
Handbook	Review and update as required	Retain permanently	Retain
Health and nursing - pupil files			
Identification and School Badges	Until superseded	1 year	Destroy
Inspections - HMI Reports		Retain permanently	Retain
Interview notes	Date of filling the post	6 months	Destroy
Log Books of school events (school diary)	Date of last action	Retain permanently	Retain
Parental consent forms	Date superseded	Until superseded	Destroy
Performance - School files	Date of last action	7 years	Review
Photographs (by class and year)	After photograph is taken	18 months ALTERNATIVE 5 years.	Destroy
Plans and policies - School files	Date superseded	3 years	Destroy
Prize giving	10 years after last action or 10 years after last action when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy
Public Private Partnership (PPP)	Date of last action	30 years	Destroy
Pupil Transport Request Forms	Current school year	1 year	Destroy
Risk assessments	Date assessment superseded or risk ceases	3 years	Destroy
Sacramental Records	10 years after last action or 10 years after last action when	10 years or until pupil reaches 25 years of age	Destroy

Records type	Trigger	Retention period All school records - retention period of year = school session (August to July)	Fate
	student reaches 25 years of age (whichever is later)		
School Catering - Dinner registers	Date of last action	7 years ALTERNATIVE 3 years	Destroy
School Crests	Review and update as required	Retain permanently	Retain
School Transport Contracts	End of contract	7 years	Destroy
School Transport Eligibility	Date superseded	3 years	Destroy
School Transport Policy	Date superseded	Retain permanently	Retain
Vehicle Hire Request Forms		5 years	Destroy
Personnel files (staff not working with children)	Leaving date.	6 years	Destroy
Personnel files (staff working with children)	Leaving date.	25 years	Destroy
Recruitment forms	Date of filling the post	6 months	Destroy
Statutory appointments - Vacancy files (job role etc.)	Appointment date	2 years	Destroy
Staff development, appraisal and review	Once superseded.	3 years	Destroy
Teaching	**The activity relating to teaching staff and their development programmes**		
Teacher development plans - support for education and learning.	Date of last action	2 years	Destroy
Mentoring - provision of learning mentors	Date of last action	4 years	Destroy
Staff meeting minutes	Date of last action	4 years	Destroy
SQH Meetings	Date of last action	10 years	Destroy
Reports on temporary teachers (individual records)	Date of last action	2 years	Destroy

19 – Leisure and Culture

Records type	Trigger	Retention period	Fate
Allotments	**Activities involved in developing, maintaining and renting out allotment sites**		
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
Archives	**The activities involved in managing archives collections held in the archive centre.** **The activities involved in providing access to archives collections held in the archive centre and in encouraging and helping people to discover and exploit them.** **The activities involved in developing and delivering services for users of the archive centre.**		
Accession register		Permanent	Retain for historical value
Catalogue of all archival holdings held by the Council		Permanent	Retain for historical value
Depositor records – including liaison with owner on conditions of donation	End of life of deposit	5 years	Destroy
Loans to third parties – loan agreement	End of loan period	5 years	Destroy
Loans to third parties – record of loan	End of life of deposit	5 years	Destroy
Loans from third parties –	End of loan period	5 years	Destroy

Records type	Trigger	Retention period	Fate
record of loan			
Conservation records	End of life of deposit	5 years	Destroy
Register of individual visitors to the archives centre - Visitors' Books Visitor Registration Forms User database	Current	5 years	Destroy
Research services	End of current year	5 years	Review for re-use value
Reprographic services provision - where no fees charged Copying/Photographic orders, copyright forms	End of financial year	3 years	Destroy
Environmental monitoring – Temp/RH reading records	End of current year	5 years	Destroy
Environmental monitoring – Report on environmental conditions		Permanent	Retain
Production of archives - Production/Request slips	End of current year	3 years	Destroy
Archival item withdrawal		Permanent	Retain for historical value
Arts			
Arts development programme, project or event where Council is initiator or pays keys role (bids for funding from external organisations, organisation of sponsorship, collaboration with national, regional or local arts organisations, communications with artists/performers)	End of programme/event	5 years	Review for historical and business value;
Artist details	End of calendar year	3 years	Review for ongoing value

Records type	Trigger	Retention period	Fate
(records documenting details of artists and their work)			
Advice and assistance given to a community arts project	End of project	3 years	Destroy
Community facilities			
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
Leisure promotion	**See Schedule 20 Management**		
Libraries			
Book ordering	End of financial year	6 years	Destroy
Catalogue		Permanent	Retain for historical value
Fines	End of financial year	6 years	Destroy
Library development records	Superseded	3 years	Destroy
Inter-library loan agreements	End of loan period	5 years	Destroy
Community information files	Superseded	1 year	Destroy Maintain current only, and update as required
Membership	Termination	1 year	Destroy
Public access IT administration	Termination	5 yrs	Destroy
Museums and Art Galleries			
Depositors agreements		Permanent	Retain for historical value
Loans to third parties – loan agreement	End of loan period	5 years	Destroy
Loans to third parties - record of loan	End of life of deposit	5 years	Retain

Records type	Trigger	Retention period	Fate
Loans from third parties - record of loan	End of loan period	5 years	Retain
Museum catalogue	Superseded	Nil	Review for historical value
Museum development records	Superseded or project closure	3 years	Review for historical value
Accreditation - working documents	notification of registered status	3 years	
Accreditation - notification of registered status		Permanent	Retain for historical value
Environmental monitoring - Temp/RH reading records (required for accreditation)	End of current year	5 years	Destroy
Environmental monitoring - Report on environmental conditions (required for accreditation)		Permanent	Review for historical value
Gallery /museum object withdrawal		Permanent	Review for historical value
Cinemas and theatres			
Events management & promotion	See Schedule 20 - Management		
Contracts management e.g. with artists for performances	See Schedule 22 - Procurement		
Financial management	See Schedule 12 - Finance		
Parks and open spaces			
Adoption of land as a public open space or recreational facility		Permanent	Retain for business and historical value
Development of land as a public open space or recreational facility	Closure of amenity	5 years	Destroy
Maintenance of infrastructure	End of current year	5 years	Destroy

Records type	Trigger	Retention period	Fate
and facilities on public land or in a recreational facility			
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		
Sports			
Sports coach training - the development of a training programme for sports coaches	Completion of training programme	5 years	Review for business value
Sports coach training - the administration of a training programme for sports coaches	Completion of training programme	1 year	Destroy
Advice and assistance given to a community sports project	End of project	3 years	Destroy
Records documenting the development of a sport development programme to encourage participation and progression in sport.	Completion of development programme	5 years	Review for business value
Sports facilities			
Membership - registration and renewals	Termination	1 year	Destroy
Bookings - booking forms including equipment bookings	End of financial year	1 year	Destroy

Records type	Trigger	Retention period	Fate
Events management & promotion	See Schedule 20 - Management		
Contracts management e.g. with outsourced services	See Schedule 22 - Procurement		
Health and Safety e.g. pool test sheets; equipment testing, accident reports etc..	See Schedule 13 Health & Safety		
Financial records - including ticket sales	See Schedule 12 - Finance		
Tourism	**See Schedule 09 Economic Development**		

Part 2

Community Safety and Emergencies

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

Records type	Trigger	Retention period	Fate
Advice	**Advice supplied to the public on community safety and emergencies**		
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
Community Safety	**Activities to make the community safer** **This is an extract. The full "Community Safety" RRS can be viewed on the** Scottish Council on Archives **website**		
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

Records type	Trigger	Retention period	Fate
Fire Prevention	**Activities to prevent fires occurring** 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.
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

ELL Department RRS _v.1.1Final_June2012

Council Property

These records are likely to be held centrally by Resources – the RRS is included because ELL may hold
- local copies e.g. in schools or other facilities
- Historical building records that may be unique - these should be offered to Archives for permanent preservation

Records type	Trigger	Retention period	Fate
Maintenance of Council property	**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.**		
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 maintaining or removing it.	Removal of asbestos or subsequent inspection	10 years	Destroy
Records documenting the carrying out of routine	End of current year	2 years	Destroy

Records type	Trigger	Retention period	Fate
maintenance and repairs to fixtures, fittings and interior decoration.			
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
Property acquisition and disposal	**The activities involved in acquiring ownership or use of land or buildings through purchase, transfer, donation, lease or rental and in disposing of land and buildings which are no longer required through sale, transfer, termination of lease, auction, donation or demolition This is an extract. The full "Council Property" RRS can be viewed on the Scottish Council on Archives website**		
Title Deeds	Disposal of property	Nil	Transfer to new owner
Records documenting negotiation and acquisition of a	Disposal of property	20 years	Destroy

Records type	Trigger	Retention period	Fate
property through purchase, transfer, donation - assets over £50,000			
Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets under £50,000	Disposal of property	5 years	Destroy
Council property design and construction project files - assets over £50,000	Completion of project (end of defects liability period and completion of all outstanding payments)	20 years	Review for business and historical value
Council property design and construction project files - assets under £50,000	Completion of project (end of defects liability period and completion of all outstanding payments)	5 years	Review for business and historical value
Property and land management	**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**		
Records documenting the on going management of council property and land - assets over £50,000	Date of lease expiry or disposal	20 years	Destroy
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

Records type	Trigger	Retention period	Fate
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
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

The following is an extract. Please refer to the 12– Finance schedule on the Scottish Council on Archives website if you wish to view all financial records.

Records type	Trigger	Retention period	Fate
Financial Provisions management	**Information on managing the finances of the authority. Includes debt management - activities involved in managing the debts owed to the Council.**		
Long term strategy and planning -preparatory records	Approval date	2 years	Destroy
Financial Transactions management	**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.**		
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

Records type	Trigger	Retention period	Fate
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
Payroll and pensions	**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.**		
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

Records type	Trigger	Retention period	Fate
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

Records type	Trigger	Retention period	Fate
Compliance	**Information on compliance with health and safety legislation**		
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
Monitoring	**Monitoring of health and safety at work**		
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

Records type	Trigger	Retention period	Fate
(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
Risk Management	**Management of health and safety risks**		
Risk assessments	Date of last assessment / last action.	3 years	Destroy

Human Resources

Records type	Trigger	Retention period	Fate
Administering employees – Employee files	**Files for individual employees. Arranged by name but usually have several identifiers, name and date of birth, NI number etc.**		
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 **not** 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

Records type	Trigger	Retention period	Fate
		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
Employee relations	**Information on employee relations**		
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
Equal opportunities	**Information on equal opportunities**		
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

Records type	Trigger	Retention period	Fate
Monitoring employees	**Information on monitoring employees.**		
Performance appraisal (Probationary reports and performance plans)	Date completed	5 years	Destroy
Reporting	Current	5 years	Destroy
Staff directory	Current	Current	Destroy
Occupational health	**Occupational health records**		
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
Recruitment	**Recruitment of staff**		
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
Terms and conditions of employment	**Terms and conditions for employees**		
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

Records type	Trigger	Retention period	Fate
Training	**Training information**		
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
Workforce planning	**Information on workforce planning.**		
Workforce development planning	Date of last action	5 years	Destroy
Job evaluation	**Assessments of job processes. May be broken down into smaller activities. For example, initial evaluation process and appeals**		
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
Access to information	**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.**		
Data Protection - record of subject access request processing	Completion of request	3 years	Destroy
Data Protection - record of subject access request processing **where appeal made to UK Information Commissioner**	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 **where appeal made to Scottish Information Commissioner**	Outcome of appeal	6 years	Destroy
Council Publication Scheme	Superceded	3 years	Review for historical value

Records type	Trigger	Retention period	Fate
Environment Information Regulations - processing of requests for information	Completion of request	3 years	Destroy
Environment Information Regulations - processing of requests for information **where appeal made to Scottish Information Commissioner**	Outcome of appeal	6 years	Destroy
Archives	**Archives management is covered under function 19 - Leisure and culture**		
Knowledge management	**Council information asset management**		
Contacts lists	Superceded	None	Destroy
Information asset lists	Superceded	2 years	Destroy
Geographic Information System (GIS)	Date of survey completion	5 years	Destroy
Records management	**The activities involved in managing the Council's business records.**		
Records surveys	Current	2 years	Destroy
Classification schemes	Current	Until superseded	Review for historical value
Forms development – Standard templates	Superceded	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
Registration	**see appropriate function for retention details of statutory and non-statutory registers; these will all have significant archival value**		

Management

Records type	Trigger	Retention period	Fate
Ceremonial	**Management of ceremonial events; The activities involved in planning and co-ordinating civic events.** 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
Records documenting the planning of official Council	Date of last action	3 years	Destroy

Records type	Trigger	Retention period	Fate
representation at events, ceremonies etc. other than those which the Council organises.			
Communication support	**Supporting communication with and around the Council. Includes: interpreting and translation, Mail processing, Publication, Staff communications**		
Language translation services		Superceded	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
Corporate communication	**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;**		
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	Superceded	3 years	Sample for archival value
Marketing materials - preparatory records	Approval of final outputs	1 year	Destroy
Communications with other public sector organisations	Last action	3 years	Review for archival and re-use value

Records type	Trigger	Retention period	Fate
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 analysis of responses to a consultation/survey.	Completion of survey/consultation	3 years	Destroy

Records type	Trigger	Retention period	Fate
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
Enquiries and complaints	**Processing of enquiries and complaints to the Council** 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
External audits	**Refer to retention schedule of specific function that is being audited**		
Preparing business	**Includes Meetings, Officer representation and Partnership and agency working**		
Records documenting the	Termination of membership	3 years	Destroy

Records type	Trigger	Retention period	Fate
Council's membership of a local government organisation.			
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
Project Management	**Start up, Initiation and delivery, Closure, Governance** 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
Quality and performance	**Includes Assessments, Best value reviews, Inspections, Process mapping**		
Assessments for accreditation, e.g. Chartermark, IIP	Assessment completed	5 years	Destroy

Records type	Trigger	Retention period	Fate
Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - **major records**	Approval of review report	5 years	Destroy
Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - **preparatory records**	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
Statutory returns	**Information passed on to central government as part of statutory requirements**		
Reports to government – Outputs Final version of submitted report	Date of return	5 years	Destroy
Reports to government - preparatory records	Current	2 years	Destroy
Strategic planning	**The planning of a business operation or service; includes Business cases, Corporate initiatives, Organisational structure, Policies and procedures, Public consultation,**		
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/ Senior Management Team, and the record of discussion and		Permanent	Retain

Records type	Trigger	Retention period	Fate
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	Superceded	3 years	Destroy
Organisational structure	Superceded	1 year	Sample for archival value
Corporate policies - master records		Permanent	Retain
Corporate policies - Departmental/service copies	Superceded	None	Destroy
Corporate policies - preparatory records	Authorisation of policy	1 year	
Service specific policies and procedures	Superceded	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
Contracting	**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**		
Evaluations of applications for approval from prospective suppliers & notification of the outcome: **approved suppliers**	End of approval	3 years	Destroy
Evaluations of applications for approval from prospective suppliers & notification of the outcome: **rejected supplier**	Date unsuccessful notice issued	1 year	Destroy
Contract management files - **ordinary contracts** 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 - **contracts under seal**	End of contract	20 years	Destroy
Internal authorisations for procurement			
Purchase ordering records			

Records type	Trigger	Retention period	Fate
Market information	**General information on products that the authority might consider purchasing.**		
Product evaluation	Current	None	Destroy
Product information	Current	None	Destroy
Tendering	**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**.		
Initial proposal	End of contract	5 years	Destroy
Initial proposal - **contract under seal**	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 **Unsuccessful tenders**	Award of contract	1 year	Destroy
Tender evaluation, negotiation and notification records **Successful tenders**	End of contract	5 years	Destroy
Tender evaluation, negotiation and notification records **Successful tenders Contracts under Seal**	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
Claims	**Claims handling against the council** 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
Insuring against loss	**Insuring against loss**		
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
Risk management and business continuity	**Business continuity in the event of a disaster or unforeseen event. Includes disaster recovery and business resilience plans.**		
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

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Records type	Trigger	Retention period	Fate
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