

## **SBC – Resources: Records Retention Schedule, 2012**

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

- 05 - [Council Property](#)
- 08 - [Democracy](#)
- 12 - [Finance](#)
- 13 - [Health and Safety](#)
- 15 - [Human Resources](#)
- 16 - [ICT](#)
- 17 - [Information Management](#)
- 18 - [Legal Services](#)
- 20 – [Management](#)
- 22 - [Procurement](#)
- 23 – [Registrars](#)
- 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**

### **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

## **Council Property**

The function of managing the Council's property

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<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 e.g. Property Condition Surveys	Date of inspection	5 years	Destroy
Records documenting major maintenance works on property.	Disposal of property	Nil	Transfer records to new owners when land/property is sold
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 maintenance and repairs to fixtures, fittings and interior	End of current year	2 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
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
<b>Property Acquisition and Disposal</b>	<b>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</b>		
Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets over £50,000	Disposal of property	20 years	Destroy
Records documenting negotiation and acquisition of a	Disposal of property	5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
property through purchase, transfer, donation - assets under £50,000			
Title Deeds	Disposal of property	Nil	Transfer to new owner
Records documenting negotiations for the acquisition of a property by the Council, where the property was not acquired.	Closure of negotiations	5 years	Destroy
Records documenting the acquisition of a property through lease - assets over £50,000	Expiry of lease	20 years	Destroy
Records documenting the acquisition of a property through lease - assets under £50,000	Expiry of lease	5 years	Destroy
Records documenting negotiations for the lease of a property by the Council, where the property was not leased.	Closure of negotiations	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
Records documenting the development of specifications for consumables	Superseded	3 years	Destroy
Records documenting the	Disposal of item	3 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
development of specifications for equipment: major items.			
Records documenting the disposal of properties by sale, transfer or donation	Disposal of property	20 years for assets over £50,000; 5 years for assets under £50,000	Destroy
Records documenting the termination of a property lease - assets over £50,000	Termination of lease	20 years	Destroy
Records documenting the termination of a property lease - assets under £50,000	Termination of lease	5 years	Destroy
Records documenting cleansing, sanitisation and authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.	Disposal of item	5 years	Destroy
<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</b> including 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	Termination of lease	5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
party.			
Property compliance - inspection and enforcement	Completion of subsequent inspection	Nil	Destroy Or as specified by the requirements of specific enforcing authorities
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 Subject to specific requirements for particular categories of items
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



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Fleet management - Vehicle records, lease or purchase	Disposal of the vehicle	7 years	Destroy

## **Democracy**

The function of managing democratic activities including elections, assembly and committee meetings

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Decision making</b>	<b>The process of preparing business for Council consideration and making the record of discussion, debate and resolutions</b>		
Council and committee meeting records including Scrutiny and Members Panels - major records (agenda, signed minutes, major business papers & reports, proceedings)		Permanent	Retain Retain master record - copies should be destroyed
Council and committee meeting records including Scrutiny and Members Panels - minor records (meeting notices, minor papers)	End of calendar year	None	Destroy
Calendar of meetings of Council and Council committees	When superseded	None	Destroy
External committees, partnerships and agencies meeting records where the Council <b>does own</b> the record (documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings)		Permanent	Retain Retain master record - copies should be destroyed
External committees, partnerships	Current	5 years Ensure that there is an authority	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
and agencies meeting records where the Council <b>does not own</b> the record (Documents establishing the committee; Agendas; Minutes; Reports; Recommendations; Supporting documents such as briefing and discussion papers)		copy appropriately retained elsewhere prior to disposal	
Records of minute-taking (Shorthand notes, audio tapes, draft minutes)	Date of confirmation of the minutes	None	Destroy
<b>Executive</b>	<b>The process of selection and appointment of individuals for statutory positions of the council.</b>		
Records of statutory appointments	see Human Resources RRS		
<b>Governance</b>	<b>Constitutional arrangements for the governance of the Council</b>		
Records documenting the Council's Scheme of Administration and Delegation to Committees		Permanent	Retain
Records documenting the development of the Council's constitution and decision-making structures and procedures.		Permanent	Retain
<b>Honours and awards</b>	<b>The process of preparing of honours and awards submission</b>		
Records of Honours submissions - Honours nomination form	Date of last action	5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Covering documentation Letters of support Referral for comment from lord lieutenant			
<b>Member support</b>	<b>The activities involved in regulating and supporting the work of council members</b>		
Records documenting Councillors' declarations of interests – Member's register of interest	Date member leaves office	10 years	Review for archival value
Councillors' Code of Conduct	After administrative use is concluded	6 years	Destroy
<b>Planning</b>	<b>The activities involved in strategic planning for Council</b>		
Forward Plan - CMT		Permanent	Retain
Strategic Plan - management team minutes		Permanent	Retain
Strategic Plan - Reviews	Date closed	5 years	Destroy
<b>Representation</b> <b>This section may be removed as Returning Officer is NOT part of the Council, so the information is technically not held under FOI</b>	<b>The process of undertaking representation of the Council including electoral registration and activities undertaken in preparing for an election</b> Includes: nomination papers, notices of appointment, notices of candidature, declarations of results, ballot papers, declaration of candidate expenses, returning officer, correspondence		
Records documenting activities undertaken in preparing for a <b>Scottish parliamentary election –</b>	Date of election	1 year	Destroy
Records documenting activities undertaken in preparing for a	Date of election	1 year	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>local government election</b>			
Records documenting activities undertaken in preparing for a <b>UK parliamentary election</b>	Date of election	1 year	Destroy
Records documenting activities undertaken in preparing for a <b>European parliamentary election</b>	Date of election	1 year	Destroy
Formal record of election results		Permanent	Retain

## **Finance**

The management of financial resources by the council

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Accounts and audit</b>	<b>Information related to accounting and auditing.</b>		
Records documenting the preparation of the Council's consolidated annual accounts and financial statements - Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	End of financial year (on completion of audit)	6 years	Destroy
Published copy of consolidated annual accounts and financial statements.		Permanent	Retain
Periodic financial reports – Consolidated monthly & quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports	Date superseded	None	Destroy
Internal auditing records - no investigations	Date audit closed	5 years	Review for historical value
Internal auditing records – investigations – investigations involving prosecution, disciplinary action	Completion of court proceedings/ disciplinary process	5 years	Review for historical value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
etc			
Internal auditing records - general papers – General papers re provision and management of internal audit service (not specific to individual audits)	End of financial year	5 years	Review for historical value
<b>Asset management</b>	<b>Activities relating to collection of information about the authority's fixed assets for accounting purposes</b>		
Records documenting the value of the Council's tangible assets <b>(excluding Common Good assets)</b> – Asset registers	End of financial year (on completion of audit)	6 years	Review for historical value
Records documenting decisions (and authorisations) to dispose of capital assets <b>(excluding Common Good assets)</b> – Disposal registers	Date sold/ disposal of asset	6 years	Review for historical value
Records documenting the value of the Council's Common Good assets – Asset registers		Permanent	Retain for business and historical value
Records documenting decisions (and authorisations) to dispose of Common Good assets – Disposal registers		Permanent	Retain for business and historical value
<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>		
Preparation of the Council's annual capital and revenue	End of financial current year	6 years	Destroy (Review for historical value)

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
budgets: <b>consolidated budget</b>			
Records documenting budget planning processes – Draft budgets, departmental budgets	End of financial current year	3 years	Destroy
Budget monitoring and actions to deal with variances: <b>consolidated annual budget reports</b>	End of financial current year	6 years	Destroy
Budget monitoring and actions to deal with variances: <b>departmental budget reports; budget virement transfers</b>	End of financial current year	3 years	Destroy
Records documenting the overall management of the institution's financial investment portfolio	Divestment	6 years	Destroy
Records documenting the purchase / sale of investments	Current financial year (of transaction)	6 years	Destroy
Records relating to the borrowing of money by the council – Mortgage and other loan records	Termination of loan agreement	6 years	Destroy
Loan register		Permanent	Retain for business and historical value
Management of government funding – Scottish Government (SG) circulars notifying the Council of funding allocations, preparation and submission of financial reports to SG	End of financial current year	6 years	Destroy



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Management of non-government grant funding - <b>bid approved</b> – funding bid, funding agreement, payment claims and reports to external funding organisation	Termination of funding agreement	6 years	Destroy
Management of non-government grant funding - <b>bid rejected</b> – funding bid	Rejection of bid	1 year	Destroy
Records documenting the management of gifts, bequests and other donations of funds to the Council.		Permanent	Retain
Debt management records – debts owed to the Council – Agreements and schedules between debtor and Council	Date debt discharged.	6 years	Destroy
Long term strategy and planning -major records – 3 year financial plan, financial strategic forecast		Permanent	Retain for business and historical value
Long term strategy and planning -preparatory records – working papers, drafts, meeting papers, correspondence	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	End of financial current year	6 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
carrying out financial activities on behalf of the council Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.			
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
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

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Reconciliation	Administrative use ends	2 years	Destroy
Refunds	End of financial year in which the records were created	6 years	Destroy
<b>Local taxation</b>	<b>Activities relating to the processing and collection of Council Tax and non-domestic rates, tax benefits administration - including Housing and Council tax benefits</b>		
Council tax collection – calculation payments due, preparation and issue of bills, action taken to collect outstanding payments	End of current year	6 years	Destroy
Council tax benefit - claim processing – includes records documenting the calculation of adjustments to benefit due	End of current year	6 years	Destroy
Housing benefit - claim processing – includes records documenting the calculation of adjustments to benefit due	End of current year	6 years	Destroy
Collection of non domestic rates payable for a property – calculation payments due, preparation and issue of bills, action taken to collect outstanding payments	End of current financial year	6 years	Destroy
Rateable property information		Permanent	Retain for business and historical value
Valuation lists		Permanent	Retain for business and historical value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>National taxation</b>	<b>General documents relating to taxation and similar financial matters.</b>		
Records documenting the preparation and submission of the Council's tax returns.	End of current tax year	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
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**

Management of measures to ensure a healthy and safe workplace

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Community Safety</b>	<b>See Community Safety and Emergencies RRS (on Scottish Council on Archives website)</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

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Health and safety inspections (Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, monitoring of display screens. Not investigation case file)	Date superseded./ Date of last action	5 years	Destroy
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

## Human Resources

Human Resources Management, Personnel, Personnel Management, Staffing

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	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
		with children or vulnerable 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
<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	Date of warning	12 months	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
warnings			

## ICT

The function of planning, delivering, supporting and maintaining Information Technology (IT) and Communication system and service requirements across the Council

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>ICT System Development</b>	<b>The activities involved in developing ICT systems for the Council</b> including undertaking feasibility studies and consultations, developing specification, identifying and evaluating development options, developing, or commissioning the development of, bespoke systems or sourcing commercial systems, installing, testing and commissioning systems, making controlled changes to systems to meet changing needs, decommissioning systems		
Initial development of and post-implementation changes to an ICT system.	Decommissioning of system	5 years	Review for business and historical value
Initial development of an ICT system which is not implemented.	Last action on development	5 years	Destroy
<b>ICT Security Management</b>	<b>The activities involved in managing access to, and use of, the Council's ICT systems by staff and others</b> including authorising and enabling user access, monitoring system usage to ensure compliance with legislative requirements and Council policies reporting, investigating and responding to system security breaches and incidents,; sanitising ICT hardware prior to disposal		
Security protocols for an ICT system.	Decommissioning of system	5 years	Destroy
Opening, maintenance and closure of a user account for an ICT system.	Closure of account	1 year	Destroy
Routine monitoring of access to, and use of, an ICT system.	End of current year	1 year	Destroy
Detection and investigation of security breaches of an ICT system, and action taken.	Last action on incident	3 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>ICT Operations Management</b>	<b>The activities involved in operating the Council's ICT systems</b> including monitoring system performance, system testing, reporting, investigating and resolving system faults, managing system data storage, including back archiving and deletion, maintaining software licences		
Routine monitoring and testing of an ICT system, and action taken to rectify problems and optimise performance.	End of current year	1 year	Destroy
Investigation of faults reported by users of an ICT system, and action taken to rectify problems.	Close of investigation	3 years	Destroy
Management of data in an ICT system, including the operation of routine data backup, archiving and deletion routines.	End of current year	1 year	Destroy
Maintenance of the software licence(s) for an ICT system.	Expiry/ Termination of licence	5 years	Destroy
Management of an ICT system - system file – handover documents, user guides, system support, technical and knowledgebase documentation	Decommissioning of system	5 years	Destroy
Removal / return of mobile ICT systems hardware & software from / to the Council's premises – register or log	Return of equipment	5 years	Destroy
Arrangements for the sanitisation and disposal of institutional ICT equipment –	Disposal of equipment	5 years	Destroy Record of disposals should be added to council asset disposal

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
disposal log			register - typically held by Finance
<b>ICT User Training and Support</b>	<b>The activities involved in providing support to users of the Council's ICT systems</b> including designing and delivering system user training; providing day-to-day support to users in response to requests		
Development of technical & application training and guidance for IT system users – (for administration of training and individual staff training records see HR RRS)	superseded	1 year	Destroy
Logging, investigation and resolution of user requests for technical and application support	Close of call	1 year	Review for business value

## **Information Management**

The management of information resources and of access to information by the council - including Freedom of Information Act, client access to records, Environmental Information Regulations, and Data Protection Act

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<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</b>	Outcome of appeal	6 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>made to Scottish Information Commissioner</b>			
Council Publication Scheme	Superceded	3 years	Review for historical value
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	Superceded	None	Destroy
Information asset lists	Superceded	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	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
<b>Registration</b>	<b>Registration of Birth Marriage Death - see Registrars RRS Statutory and non-statutory registers - see respective RRS (on Scottish Council on Archives website) Registers usually have significant archival value and should be transferred to SBC Archives</b>		



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
	<b>at disposal date or when business use is complete</b>		

### **Legal services**

Management of legal activities on behalf of the council as a corporate body

<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 –	Date file closed	12 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Searches			
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 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

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
			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
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

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
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)
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	Retain
Sale or disposal -Titles and plans	Titles kept permanently.	Permanent	Retain
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

## **Management**

The management of corporate activities including policies and procedures

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<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
Records documenting the planning of official Council representation at events, ceremonies etc. other than	Date of last action	3 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
those which the Council organises.			
<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
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	Completion of	3 years	Review for ongoing value

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
consultation of external organisations - preparatory records - Records documenting the design of a consultation/survey.	survey/consultation		
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
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 -	Completion of survey	3 years	Review of ongoing value /

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
survey design			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>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 <b>Scottish Council on Archives</b> website		
Projects funded by the Council - major records Business case and proposal,	Project close	25 years	Review for archival and re-use value



<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Project plan, lessons learnt report, assessments, reviews - final versions and key drafts			
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>		
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	Date of inspection report	5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
service specific performance management indicators (PFI)			
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/ Senior Management Team, and the record of discussion and decisions (Agenda, reports/papers for consideration, minutes)		Permanent	Retain
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	

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
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

Management of processes involved in arranging, tendering, managing contracts and other purchasing of the organisation

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 evaluation, purchasing</b>		
Supplier evaluation criteria records	Superseded	5 years	Destroy
Invitations to prospective suppliers to contract with the Council	Date of invitation to contract issued for current suppliers	3 years	Destroy
Evaluations of applications from prospective suppliers & notification of the outcome: <b>contracted suppliers</b>	End of approval	3 years	Destroy
Evaluations of applications from prospective suppliers & notification of the outcome: <b>rejected supplier</b>	Date unsuccessful notice issued	1 year	Destroy
Supplier lists or databases	When superseded	None	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
Records containing data on, and analyses of, performance against the plans for the implementation of the Council's procurement strategy	End of current financial year	5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Records of purchasing authorisation limits	Superseded	1 year	Destroy
Internal authorisations for procurement	End of current financial year	1 year	Destroy
Purchase ordering records – Purchase orders; goods received notes	End of current financial year	5 years	Destroy
<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
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

## **Registrars**

The registration of births, deaths and marriages and certain functions of the coroner

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<b>Marriage services</b>	<b>Information relating to marriage services</b>		
Records documenting the registration of marriages – Approved wedding premises	End of current year.	1 year	Destroy
Marriage Schedule	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland
Register of Corrections to Register of Marriages	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland
Register of Marriages	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland
Marriage Notice (Form M10) (Records provided by an informant registering a marriage)	End of current year.	3 years	Destroy
List of intended marriages	End of current year.	3 months	Destroy
Records documenting the development of general information about civil marriage ceremonies.	Until superseded.		Destroy
Records documenting the handling of a general enquiry about civil marriage ceremonies.	End of current year.	1 year	Destroy
Records documenting communications with the	End of current year.	5 years	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
General Register Office for Scotland about civil marriage ceremony.			
Records documenting arrangements for, and the conduct of, a civil marriage ceremony.	End of current year.	3 years	Destroy
<b>Registration of births, marriages and deaths</b>	<b>Registration of significant life events.</b>		
Communications from the General Register Office for Scotland setting out policy and guidance to Registrars.	Date superseded.	Nil	Destroy
Communications with the General Register Office for Scotland about registration issues	End of current year.	5 years	Destroy
Records documenting the conduct and outcomes of annual visits by the District Examiner from the General Register Office for Scotland.	End of current year.	5 years	Destroy
Certificates	Date of last action.	5 years	Destroy
Certificate copy applications	End of current year	1 year	Destroy
Marriage and civil partnership notices	Date of last action.	2 years	Destroy
<b>Treasure trove</b>	<b>Information on treasure trove</b>		
Inquests on remains found in treasure trove	Date of last action.	2 years	Destroy
<b>Citizenship ceremonies</b>			
Records documenting the	Until superseded.	Nil	Destroy

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
development of general information about citizenship ceremonies.			
Records documenting the handling of a general enquiry about citizenship ceremonies.	End of current year.	1 year	Destroy
Records documenting communications with the Home Office about on general matters relating to the conduct of citizenship ceremonies.	End of current year.	5 years	Review for ongoing value
Records documenting arrangements for, and the conduct of, a citizenship ceremony.	End of current year.	3 years	Destroy



## **Risk Management**

The activities involved in anticipating incidents or events that would disrupt Council operations or services and developing incident response and recovery plans including testing response and recovery plans

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
<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

<b>Records type</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Fate</b>
Business continuity plan - training programme development	Date superseded	5 years	Review for historical value
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