

Members' Library Service Request Form

Date of Document	02/06/14
Originator	Alex Fitzgerald, Records Manager
Originator's Ref (if any)	
Document Title	East Lothian Council Retention Schedule

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Cabinet

Additional information:

The attached Retentions Schedule should be read in conjunction with the report entitled: East Lothian Council Retention Schedule, submitted to the meeting of Cabinet on 10 June 2014.

Authorised By	Jim Lamond
Designation	Head of Council Resources
Date	29/05/14

For Office Use Only:	
Library Reference	91/14
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Bulletin	Jun14

East Lothian Council

Business Classification Scheme

& Retention Schedule

Jun-14

East Lothian Council - Business Classification Scheme

Code	Function Description	Activity Description	Level 3	
LGCS	Class	Class	Folder	Subfolders
	2000 Scotland			
A.	2001 Adult Care Services			
	2026	Residential Homes & Day Care	Service Files Notification Records Case Files	
	2027	Care & Support	Adult/Older People Case Files Mental Health Case Files Occupational Health Case Files Registers	
	Employment Tribunals			
B.	2002 Children & Families Care Services			
	2034	Adoption and Fostering	Adoption Panel Council Registration Prospective Carers Approved Carers Case Files Carer Recruitment/Training	
	2036	Child Protection	Case Files Registers	
	2035	Childminding/Early Years Provision	Registers	
		Children Looked After in Care	Case Files	
	2039	Residential Homes	Service User File Service Management Records Notification Records Incident Reports Registers	
		Supporting Children	Case Files	
	2044	Youth Justice	Case Files	
C.	2003 Community Safety and Emergencies			
	2046	Advice		

		Contingency Planning Emergency Response Fire Safety / Home Security
2047	Community safety	CCTV Community Warden Files Crime Reduction Neighbourhood Watch
2048	Emergency planning	Contact Details Response Plans External Response Plans Business Continuity Plans
2049	Emergency service	Incident Documentation Reclaim of Finances
2051	Fire prevention	Hydrant Inspections Fire Safety Records Fire Inspection Records Incident Records
2052	Measures against vandalism	Flyposting Grafitti
D.	2004 Consumer Affairs	
	2054	Advice
	2055	Campaign File
		Enforcement & Prosecution
		Case Files Notifications Alerts Inspections Reports Prosecution Files Official Notebooks Notices
	2056	Environmental health
		Animal Control Landfill Files Contaminated Land Register Environmental Health Housing Files
	2057	Investigation, inspections and monitoring
		Equipment Records Food Standards

		Enquiry Sheets Case Files Water Supply Register Nuisance Monitoring
	2058	Registration, certification and licensing Alcohol Gaming Other Licences Food Safety Trading Standards
E.	2005 Council Property 2060	Maintenance of council property Inspections Maintenance Asbestos Equipment
	3059	Facilities Management Janitorial Cleaning Security Catering
	2061	Property acquisition and disposal Acquisition - Property file Non-acquired Property records Leased property Cleansing / Sanitation / Disposal
	2061	Property & Land Management Property Case Files 3rd Party leases Property Compliance Property Security Consumables & Equipment Fleet Management
F.	2006 Crematoria and Cemeteries 2062	Maintenance of burial grounds Planned Maintenance Redundant Burial Grounds Responsive Maintenance
	2063	Burial identity and location Registration Summary Management Bookings Exhumations Memorial Management

G.	Criminal Justice	<table border="1"> <tr> <td data-bbox="730 60 1361 98">Supporting Offenders</td> <td data-bbox="1361 60 1825 98">Case Files</td> </tr> <tr> <td data-bbox="730 98 1361 201">Community Supervision Programme Management</td> <td data-bbox="1361 98 1825 201">See above</td> </tr> <tr> <td data-bbox="730 201 1361 363">Court Social Work Service Management</td> <td data-bbox="1361 201 1825 363"> Provision of SW to Court files SER Means Enquiry Diversion Report </td> </tr> </table>	Supporting Offenders	Case Files	Community Supervision Programme Management	See above	Court Social Work Service Management	Provision of SW to Court files SER Means Enquiry Diversion Report														
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	Projects Support (not funding)
J	2009 Education and Skills
	2077 Admissions and Exclusions Registers Admission Appeals Alternative Provisions Attendance Records Exclusion Records Integrated Service - Pupil Files Placing Requests Pupil Progress Report School Directory School Roll Waiting List
	2078 Advice General / Circulars
	2079 Arts Services Programme Files
	2080 Curriculum Development Curriculum Development Records Course Materials SQA Results Summary
	2081 Education Welfare Individual Pupil Records ASL transport requests Class Lists Education Psychology Files Exam Results Guidance Records Pupil Records Student Welfare Service
	2082 Employment Skills Careers Advice Work Experience
	2083 Life Long Learning Records of Initiatives Course Directory
	2084 Management of Schools Emergency Contacts Emergency Regulations Handbook Badges / Identification HMIE Reports

	2085		School Logbook / Diary Parental Consents School / Class Photographs Prize Giving Information PPP Information Pupil Transport Requests School Crest, etc
		Teaching	Teacher Development Mentoring Performance Records
		Adult Education	Administration
		ESOL	Administration
K	2010 Environmental Protection 2086	Advice & Audit	Biodiversity Campaigns Environmental Audits Energy Reviews
			2087
	2088	Monitoring & Investigation	
L	2011 Finance 2089	Accounts and Audit	Annual Accounts Published Accounts Periodic Reports Internal Audit - investigations Internal Audit - general papers
		Benefits & Welfare	(C) Council Tax

		(C) Crisis Loan	Case Files
		(C) Housing Benefit	Case Files
		(C) Scottish Welfare	Case Files
			Case Files
2090	Asset Management	Tangible Assets Register	
2091	Financial Management	Capital & Revenue Budgets Treasury Strategy / performance Investments Register Borrowing Loan Register Government Funding Grant Funding	
2092	Financial Transactions Management	Authorisation Activity Account Administration Invoices Petty Cash Expenses Fraud Investigation Funding Applications Internal Recharging Reconciliation Merchant Copy Receipts	
2093	Local Taxation	Council Tax	Case Files
		Business Rates	Reports Case Files

2094

2096

	Corporate Debt	Reports
		Case Files
	Rent Income	Reports
		Case Files
	Rateable Property Information Valuation Lits	Reports
2094	National Taxation	
	Council Tax Return	
2096	Payroll and pensions	
	Payroll Records P45/P60s Statutory Sick Pay Maternity Pay Pension Schemes Car Loans	
	Common Good Funds	
	Assets Accounts Governance Documents	
	External Bodies & Bequests	
	Register Assets Governance Documents Award Records Legal Records Correspondence	
	External Trusts - for which ELC provide Administration	
	Assets Accounting Records Governance Documents Award Records Legal Records	

		Correspondence
M	2012 Health and Safety 2099	Monitoring Accident Reports Asbestos Inspections Equipment Inspections COSHH Reports Audits Ionising Radiation Records Lead Records Radon Records
	2100	Risk Management Risk Assessments
		Training Training Records Fire Safety First Aid Manual Handling
N	2013 Housing 2102	Advice Advice Case Files Homeless (Not Housed) Case Files
	2103	Enforcement Housing Standards Assessments Safety Inspections
	2104	Estate Management Premises Files Surveys Applications Inspections Rentals Disputes
	2105	Housing Provision Landlord Registration Applications - Register Housing Exchanges List Allocations - waiting list Case Files Lease Agreements B&B Arrangements
	2106	Housing Stock Property Files Register of Grants Risk Assessments - Asbestos

	2107	Unauthorised Occupants files
		Managing Tenancies
		Tenant Participation Strategy Register of Tenants Organisations Register of Abandoned Properties Tenant Files
O	2014 Human Resources	
	2108	Administering Employees
		Employee Files (case based) Reporting (T&Cs, etc) Termination Requests
	2109	Employee Relations
		Employee Matters Employment Tribunals Trade Union Liaisons
	2110	Equal Opportunities
		Equality & Diversity Guidelines Harrasment Statistics
	2111	Monitoring Employees
		Performance Appraisal Reporting (staff watch, turnover, etc)
	2112	Occupational Health
		Absence Reporting Occupational Health
	2113	Recruitment
		Recruitment Authorisation Requests Job Descriptions Secondments Volunteers
	2114	Terms and Conditions of Employment
		Staff benefit guide Staff Recognition Files Collective Agreements
	2116	Workforce planning
		Organisational Development Job Evaluation
P	2015 ICT	
	2117	ICT Systems Security Management
		Security Protocols of System User Accounts Details on Systems Access Monitoring Files System Investigation Files
	2118	Systems Operational Management
		Fault Investigation Files

		Backup and archive / deletion protocols Financial Systems - Backups Software Licences System Files Moveable Hardware Management - register Sanitisation / Disposal Records
		Cross Departmental Systems Lagan, etc (Rules as per specific areas) FreezeFrame Netcall ACD Witness Cross Departmental System Protocols
Q	2016 Information Management	
	2119	Access to Information Data Protection Files Fol Files Publication Scheme EIR Requests RIPSAs
	2120	Archives Accession Files Catalogues Enquiry Monitoring Loans User / Visitor Environmental Monitoring
	2121	Knowledge Management Contacts GIS Information Asset List
	2122	Records Management Business Classification Retention Schedules Disposal/Destruction Lists Records Centre Management
	3056	Information governance
R	2017 Legal Services	
	2124	Advice Counsel's Opinions Ad Hoc Legal Advice
	2125	Bylaws Enactments
	2128	Litigation

		Anti-Social Behaviour Evictions Adoptions Employment Tribunals Adult Wellbeing Court Actions Civil / Commercial Actions Debt Recovery, etc
2129	Management of legal activities	Agreements / Contracts Conveyancing Files Deeds / Leases Land Charges Rents to Mortgage Compulsory Purchase Servitudes and Wayleaves Trusts
S	2018 Leisure & Culture	
2131	Allotments	Site Development (CP?) Site Management - Facilities, etc Applications / Users
	Archaeology	Statistics & Reports Historic Environment Record Archaeology Planning Files Administrative Files
2132	Arts	Programmes / Events Artist Management External Projects / Support
2133	Community facilities	Bookings & Management Feedback
2135	Libraries	Stock Management Library Management System Library Development Records Inter-Library Loans Community Files Agreements Forms / Processes Statistics & Reports
2136	Museums & Art Galleries	Depositors

		Loans Catalogues Development Valuations Accreditation Environmental Monitoring Withdrawal / Disposal Records
2137	Parks and Open Spaces	Adoptions Development Maintenance Closure / Decomissioning
2138	Sports	Coaching Projects Advice & Guidance Agreements Leases Promotion
	Sports & Leisure Facilities	ENJOY Leisure
2139	CLD	Administrative Files
T	2019 Management 2140	
	Ceremonial	Visit to ELC files Civic Events External Participation in Events
	Business Planning and Organisation	CMT Departments Steering/ Short Life Working Groups Strategic Plans Organisational Structure Policies & Procedures
	Customer Services	Enquiries & Complaints Case Files Anonymised Case Studies Customer Satisfaction / Trend data Consultations Translation Services
2141	Communications	Publications

		Corporate Staff Communications Mail Registers Campaigns & Marketing Corporate Identity & Branding Communications Media Relations
		External Audits Audit File
2144	Preparing Business	Membership of Local Govt Organisations Files from work with LGO
2145	Project Management	Major Project Files Preparatory Files European Funded Files
2146	Quality and Performance	Assessments for Accreditations Performance Monitoring & Review Inspections Process Maps
2147	Statutory Returns	Reports & Stats Preparatory Files
U	2020 Planning 2149	Building Standards Case Files Enforcement Enquiries & Searches
	2151	Development Management Pre-Application Files Case Files Enforcement & Prosecutions Trees / Conservation
	2152	Forward Planning Employment? GIS Land Audit Register of Plans Archaeology - See Leisure
V	2021 Procurement	Strategies Strategies & Procedures Procurement Improvement / Capability List of Authorised Persons
	2153	Tendering

			Intiation Documents Process Files Reports
	2154	Contract Management	
			Contract Files Contract Register
	2155	Purchase Transactions	
			Purchase Orders Purchase Cards
W	2022 Registration: Births, Deaths, Marriages & Civil Paternerships		
	2157	Marriage Services	
			Registration of Premises Schedules Registers Advice & Guidance Communications & Arrangement
	2158	Registration of births, marriages and deaths	
			Guidance and Regulations Visits / Inspections Notices / Forms Record of Issues sheet
	2159	Treasure Trove	
			Inquest Records
		Citizenship Ceremonies	
			Development Information Enquiries Arrangements and Instructions
X	2023 Risk Management & Insurance		
	2160	Claims	
			Claims Processing
	2161	Insuring against loss	
			Policy Documents Certificates Renewals Summary Arrangements
	2162	Risk Management	
			Risk Registers Valuations
Y	2024 Transport		
	2163	Design and Construction	
			Major Schemes & Projects Road Markings Road Construction
	2164	Harbours and waterways	

		Projects and Schemes
2165	Highway development control	Record of Highways, etc Planning Scheme Submissions & Objections
2166	Highway enforcement	Parking Penalty Notices Applications, etc Licences
2167	Infrastructure management	List Of Public Roads Local & National Coring Road Reports
2168	Public Transport	Concessionary Travel Community Transport Schemes Operators Licences Fleet Operational Management
2169	Rights of way	Enquiries Disputes Management
2170	Road Maintenance	Annual Works Programme Assessments & Corrections Enquiries Inspections Maintenance Early Warning System Road Closures / Diversions
2171	Road Safety	Promotion Training Scheme Administration Accident Analysis Investigations / Audits
2172	School Transport	Provision and Administration
2173	Traffic Management	Traffic Orders Traffic Management Schemes Measuring & Monitoring Weather Reports Lobbying

2174		Parking Management Traffic Lights & Crossings
	Transport Planning	Strategies & Plans Cycling & Disability Audits Route Action Studies Traffic Reviews / Audits Home Zones
Z	2025 Waste Management	
2175	Waste Strategy	Waste Plans & Strategies
	Fly Tipping	Advice Enquiries Reports
2176	Street Cleaning	Pest Control Road Cleansing
2177	Waste Collection	Abandoned Vehicles Bulk Waste Controlled Waste Needles? Domestic Waste Commercial Waste
2178	Waste Disposal	Enquiries Activity / Returns Operational Plans - Sites Sample Testing SEPA reports Site Inspections Site Management / Development Movement and Control Records
2179	Waste Reduction	Composting / Recycling Returns Targets and Statistics Annual Waste Arising Survey

01	ADULT CARE SERVICES		Adult Wellbeing and Older People					
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Location / Responsibility
01.001	Residential homes & Day Care (including Home care and housing support services)							
01.004.001	Service file - Residential home/Home Care Service management records - major records	Strategy, planning, monitoring, register of admissions and discharges, logbooks, visitors books, meetings, correspondence	Superceded / End of use	7 years	Destroy	Statutory	Transfer at end of Use to Dunbar Road for storage	Paper / Electronic - Local Systems / Shared Drives - Passed to Dunbar Road - Service Manager (Resources)
01.004.003	Notification records from a residential home/home care service to the Care Inspectorate.	Death of service user, details of medication administered to service user without their consent (or the consent of people authorised to consent on their behalf), the appointment of a manager for a home care service, proposed absence of a manager of a home care service for a continuous period of 28 days or more , proposed changes to the management of a home care service	Current	3 years	Destroy	Statutory	The Regulation of Care (Requirements as to Care Services) (Scotland) SSI 2002/114 Regulations 17,20,21,22,23 stipulate records that should be kept	Paper / Electronic - Local Systems / Shared Drives - Passed to Dunbar Road - Service Manager (Resources)

01.004 .004	Local Case file	Records documenting the preparation, review and revision of a 'personal plan' for a service user, financial transactions undertaken for a service user; administration of medicines to a service user; liaison with social workers regarding the type of care being provided to a service user or problems with providing home care. MAR Sheets, etc	Termination of Service / Death	Immediate Transfer to Central File	Transfer	Business Requirement	If additional storage required - older sections of file can be sent to Dunbar Road for retention prior to termination of service / death of client.	Paper / Electronic - Local Systems - Residence Manager
01.002	Care & Support							
	Adult / Older People Case File	Including Asylum Seekers, Residential Placements & Mental Health Files. Medications Admin Records (MAR); Guardianship Records, Incapacity Certificates	1) Termination of Service. 2) Death of Client	1) 10 Years 2) 5 Years				Paper / Electronic - Local Systems / Shared Drives & Frameworki - Passed to Dunbar Road - Service Manager (Operations)
	Occupational Health Case Files		1) Termination of Service. 2) Death of Client	1) 5 Years 2) 3 Years				Paper / Electronic - Local Systems / Shared Drives & Frameworki - Passed to Dunbar Road - Service Manager (Operations)

01.006 .002	Register of adults with learning difficulties who received social work services.		End Calendar year	100 years	Destroy	Business Requirement	Review for Historical Interest	Paper / Electronic - Local Systems / Shared Drives & Frameworki - Passed to Dunbar Road - Head of Adult Wellbeing
01.006 .010	Register of adults with mental health problems who received social work services.		End Calendar year	100 years	Destroy	Business Requirement	Review for Historical Interest	Paper / Electronic - Local Systems / Shared Drives & Frameworki - Passed to Dunbar Road - Head of Adult Wellbeing
01.006 .017	Register of adults with physical disabilities who received social work services.		End Calendar year	100 years	Destroy	Business Requirement	Review for Historical Interest	Paper / Electronic - Local Systems / Shared Drives & Frameworki - Passed to Dunbar Road - Head of Adult Wellbeing
01.006 .017	Notifications: Sex Offenders Register	Service User Case File (Notification from Police/Courts)	1) Case Closure; 2) Death of Client	1) 10 Years; 2) 5 Years	Destroy	Business Requirement		Paper / Electronic - Local Systems / Shared Drives & Frameworki - Passed to Dunbar Road - Head of Adult Wellbeing
01.007	Supporting disabilities							
	Kept in client case file and follow appropriate retention period							
01.001	Asylum seekers							
	See Case Files							
01.002	Carers							

	Prospective Carer Files (Unsuccessful)	Application, Files, correspondence	Decision on Application	1 year	Destroy	Business Requirement		Paper / Electronic - Local Systems / Shared Drives & Frameworki - Passed to Dunbar Road - Service Manager (Resources)
	Approved Carer Files	Application, Files, correspondence, records of placements	Termination of role as carer	10 years	Destroy	Business Requirement		Paper / Electronic - Local Systems / Shared Drives & Frameworki - Passed to Dunbar Road - Service Manager (Resources)
	for carers of children and young people, see schedule 02 : Children and Family Services							
01.003	Community support							
	Kept in client case file and follow appropriate retention period							
01.005	Social issues							
	Kept in client case file and follow appropriate retention period							

02 CHILDREN AND FAMILY SERVICES								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Location / Responsibility
02.001	Adoption and fostering							
	Adoption Panel Minutes			Permanent			Historical interest	Electronic / Paper & Microfilm; stored locally and on Frameworki - Family Placement Team Leader
02.001.001	Fostering and adoption panel records	Records documenting the appointment of a person as a member of a fostering or adoption panel.	Termination of appointment	1 year	Destroy	Business requirement		Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services
02.001.002	Council registration as an adoption/fostering service	Application	Date of acceptance	1 year	Destroy	Business requirement	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Sections 7 & 33 - no retention period specified	Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services

02.001.003		Certificate of registration	Until superseded or obsolete	6 years	Destroy	Business requirement	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Section 9 - no retention period specified	Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services
02.001.004	Propsective Carer File (No real contact)	Records where case progressed to initial inquiry only	Last contact / Case Closure	1 year	Destroy		All Enquiries	Electronic / Paper & Microfilm; stored locally and on Frameworki - Family Placement Team Leader
02.001.005	Propsective Carer File (Progressed - voluntary deregistration / lapsed - no concerns)	Application, Files, correspondence, etc. - Assessment Criteria records?	Last contact / Lapsed	10 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)b	Records where case progressed to preparation group/home study/reference checks only	Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services

02.001.006	Prospective Carer File (Concerns)	Application, Files, correspondence, etc.	Last contact / Lapsed	75 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1) --- 25 Years in SCARRS	Records where case progressed to initial interview only –concerns about enquirer or enquirer advised not to proceed	Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services
02.001.007	Approved Carer File (Kinship)		Termination of placement	25 Years	Destroy		The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 16(1)	Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services
02.001.008	Approved carer File (Foster)	Records documenting the monitoring of fostering arrangements (both private and public)	Termination of Care provision	100 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1); Foster Children (Scotland) Act 1984; Foster Children (Private Fostering) (Scotland) Regulations 1985;	Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services

02.001.009	Approved Carer File (Adoption)		date of granting adoption order	100 Years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services
02.001.010	Adoption Case File (Child)		Date of adoption order	100 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services
02.001.011	Carer recruitment activity records	Promotional Projhects, sessions, etc	End of current calendar year	5 years	Archival Review	Business requirement		Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services
02.001.012	Carer training programme records	Details of Programmes	Superseded	5 years	Review for ongoing value	Business requirement		Paper / Electronic - Locally, Dunbar Road & Frameworki - Local Administration / Carers Files

02.002 Child protection								
02.002.001	Case file - Advice/ Assistance - Child case files		Date of last contact	5 year	Destroy	Business requirement	If involvement was only to give advice and contact was not extensive	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.002.002	Case file - Child investigated and placed on Child Protection Register		Case closure	35 years	Destroy	Business requirement	unless child looked after where 100 yr (from date of birth) retention period applies	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.002.003	Case file - Child investigated but not placed on Child Protection Register		Case closure	5years	Destroy	Business requirement	unless child looked after where 100 yr (from date of birth) retention period applies	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.002.004	Case File - Case includes allegations against department or approved carer / results in schedule 1 conviction of anyone		Date of allegation? Opening of case file? Date of birth?	100 years	Destroy			Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support

02.002.005	Case File (Young Person has abused other children)		Case Closure	50 Years	Review		Check for risk of re-offending prior to destruction? Seek legal advice before destruction	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.002.006	Child Protection Register		Current	100 years	Destroy	Business requirement	Held on behalf of East Lothian Council by Edinburgh City Council	Electronic - Held by Edinburgh City Council (updated and accessed as required).
02.003	Child minding							
02.003.001	Register - list of registered childminders		Current	100 years	Destroy	Business requirement		Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Education (ASN & Early Years)
02.004	Children looked after in care							
02.004.001	Case file - Looked after children, including children freed for adoption but not adopted, fostered children		Date of child's birth	100 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 43(1) -- Children's (Scotland) Act s25, s70, s86; Adoption & Children (Scotland) Act 2007 s80.	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support

02.004.002	Case File (looked after Child - decased pre 18)		Date of Child's Death (pre-18)	25 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 43(1) -- Children's (Scotland) Act s25, s70, s86; Adoption & Children (Scotland) Act 2007 s80.	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.004.003	Case file - Throughcare and aftercare	Pathway assessment Pathway views Pathway plan Reviews of the pathway plan Procedures for making representations.	Date of child's birth	100 years	Destroy	Statutory	The Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. SSI 2003 No 608 Regulations 3, 15	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.005	Communications							
	see Retention Schedule 20: Management							
02.006	Programme management and development							
	see Retention Schedule 20: Management							
02.007	Residential homes for Children's Case Files, See 02.004, Children Looked After in Care							
02.007.1	Service User File	Records Specifically relating to individual service users	End of Service Use	Less than 3 months	Transfer to Social Work		Records required by Residential Establishments - Child Care (Scotland) Regulations 1996 SI 1996/3256 Regulation 5, The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113(3) - no retention period specified	Paper & Electronic - Locally & Frameworki - Residential Manager

02.007.002	Service file - Residential home/Home Care Service management records - major records (operational matters?)	Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence, logbooks	Current	75 Years	Destroy	Statutory	Records required by Residential Establishments - Child Care (Scotland) Regulations 1996 SI 1996/3256 Regulation 5, The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113(3) - no retention period specified	Paper & Electronic - Locally & Frameworki - Residential Manager
02.007.003	Service file - Residential home/Home Care Service management records - minor records	What would expect to see here???	Current	2 years	Destroy	Business requirement		Paper & Electronic - Locally & Frameworki - Residential Manager
02.007.004	Notification records from a residential home to the Scottish Commission for the Regulation of Care	Death of service user, details of medication administered to service user without their consent (or the consent of people authorised to consent on their behalf), the appointment of a manager for a home care service, proposed absence of a manager of a home care service for a continuous period of 28 days or more , proposed changes to the management of a home care service	Current	3 years	Destroy	Business requirement	Records required by The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002 SSI 2002/114 Regulations 17,20,21,22,23 -no retention period specified	Paper / Electronic - Locally, Dunbar Road & Frameworki - Head of Adult Wellbeing

02.007.006	Children's home register.		Date closed	Retain permanently	Retain	Business requirement		Paper / Electronic - Locally, Dunbar Road & Frameworki - Head of Adult Wellbeing
02.008	Social issues							
	Kept in client case file and follow appropriate retention period							
02.009	Special education							
	Special education is covered in Schedule 10 Education and Skills							
02.010	Supporting children							
02.010.001	Case file - Advice/ Assistance - Child case files		Date of last contact	5 year	Destroy	Business requirement	If involvement was only to give advice and contact was not extensive	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.010.002	Case file - Child looked after at home/on home supervision order	Includes records of probation, community service, community payback etc	Date of birth	50 years?		Statutory	Children (Scotland) Act 1995 s70 (3) (a) - unless child looked after where 100 yr retention period applies	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.010.003	Case file - Child looked after at home/on home supervision order - where child has abused other children		Case Closure	50 Years	Review		Check for risk of re-offending prior to destruction? Seek legal advice before destruction	Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support

02.010.004	Case file - Missing children who do not come under any other category		Date of recording missing status. If the person ceases to be missing, retain for one year from the date of recording that the person is no longer missing.	2 years	Destroy	Business requirement		Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.010.005	Case file - Children and families not included in any other case file categories		Case closure / Last Contact	5 years	Destroy	Business requirement		Paper & Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Protection & Family Support
02.010.006	Case file - Children's rights office		Date of birth Date of death if child dies before 18	100 years 15 years	Destroy	Business requirement		Paper / Electronic - Locally, Dunbar Road & Frameworki - Service Manager - Children's Long term Care & Support Services
02.011	Supporting disabilities							
	Kept in client case file and follow appropriate retention period							
02.012	Training							
	All Training Records Held as Per Local employee File: Human Resources							
	See also Retention Schedule 10: Education and Skills							

03	COMMUNITY SAFETY AND EMERGENCIES							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
03.001	Advice							
03.001.001	Contingency planning		Date superseded.	2 years	Destroy	Business requirement.	Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager	

03.001.002	Emergency response plan	Advice and assistance	End of current year	5 years	Destroy	Business requirement.	Given to an external organisation to prepare and maintain an emergency response plan.	Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
03.001.004	Fire Safety Planning	Advisory information	End of current year	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
03.001.005	Home security	fire safety visits, home safety checks	End of current year	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
03.002	Community safety							
03.002.001	CCTV surveillance	Database	Date of Incident	12 Months	Destroy	Business requirement	Not to be confused with RIPSAs authorisation forms. See 17.001.011	Electronic - Local Shared Network. Contact Centre Manager
	CCTV surveillance	Footage (non-incident)	Date recorded	6 weeks	Destroy	Business requirement	Automatic Deletion on Systems.	Electronic - Local CCTV System. Head of Establishment
	CCTV surveillance	Footage (archived - incident)	Date Recorded	6 months	Review for legal use	Business Requirement	If not part of active/imminent court case destroy	Electronic - Local Shared Network. Contact Centre Manager

03.002.002	Community wardens	incident logs	Date of last action.	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Safer Communities Team Leader
03.002.003	Crime reduction	Community strategy documents	Date of last action.	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Safer Communities Team Leader
03.002.004	Neighbourhood Watch	Information about the responsibilities, set-up etc.	Date of last action.	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Safer Communities Team Leader
03.003	Emergency planning							
03.003.001	Emergency agencies	Contact details.	Date superseded.	Nil	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
03.003.002	Emergency call-outs	Contact details.	Date superseded.	Nil	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager

03.003.003	East Lothian Council, Emergency response plans. Severe Weather, Gas Pipeline, Fuel Plan, Oil Pollution Plan, Rest centre Plan, Care Home Plan and Corporate Emergency Plan.	Related to Community Risk Register	Date superseded.	Permanent	Retain for historical value.	Civil Contingencies Act 2004		Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
03.003.003	External Agencies, Emergency response plans.	Related to Community Risk Register	Date superseded.	Nil	Destroy	Civil Contingencies Act 2004	Plans received from supporting agencies such as other Local Authorities and emergency services.	Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
03.003.005	Torness Power Station Off Site Response Plan		Date superseded.	Permanent	Retain for historical value.	S.I. 2001/2975 Regulation 9	Records documenting the response and testing of the off-site emergency plan for Torness Power Station.	Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
03.003.006	Business Continuity Plans	Copies of each depts BC plans.	Date superseded	5 years	Destroy	Business requirement.		Paper / Electronic. Local Systems / Shared Drives / RIVO. Single Point of Contact Officer for Section.
03.004	Emergency service							
03.004.001	Documentation relating to an emergency response		Date of last action.	Permanent	Retain for historical value.	Business requirement	Documents, incident response reports and other associated information	Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager

03.004.002	Reclaim of finances		Date of last action.	5 years	Destroy	Business requirement	Records documenting the preparation and submission of a claim for financial support from government to meet costs incurred in responding to an emergency.	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
03.006	Fire prevention							
03.006.003	Fire safety	Fire log books, inspection records, system records	Date superseded.	3 years	Destroy	Business requirement.		Paper / Local Filing System. Head of Establishment
03.006.004	Fire safety inspections	Enforcement notice, prohibition notice	Notice lapses	immediate	Destroy			Paper / Local Filing System. Head of Establishment
03.006.005	Major incident monitoring report		Date of last action.	Permanent	Review for historical value.	Business requirement.		Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
03.006.006	Minor incident monitoring report		Date of last action.	7 years	Destroy	Business requirement.		Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
03.006.007	Inspections		Superseded	3 years	Destroy	Business requirement.		Electronic / RIVO - Head of Establishment

03.006.008	Investigations		Superceded	3 years	Destroy	Business requirement.		Electronic / RIVO. Corporate Health & Safety Officer
03.007	Measures against vandalism							
03.007.001	Flyposting		Date of last action.	3 years	Destroy	Business requirement.		Paper / Electronic - Local Filing / RIVO / Shared Drive. Safer Communities Team Leader
03.007.002	Removal of graffiti		Date of last action.	3 years	Destroy	Business requirement.		Paper / Electronic - Local Filing / RIVO / Shared Drive. Safer Communities Team Leader
03.008	Training							
	See HR Local Employee File (15)							

04	CONSUMER AFFAIRS							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/ Citation	Notes	Location / Responsibility
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, communications, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
04.001	Advice							
04.001.001	Campaigns	Information relating to campaigns within consumer affairs	Date campaign completed	3 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

04.002	Enforcement / Prosecution of offences							
04.002.002	Case Files	Inc Care Notices	date of last action	6 years	Destroy		Responsive - The general monitoring of SLA response / service standards/ KPIs etc.to consumer affair issues.	Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.003	Enforcement policy		Date superseded	Until superseded	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.005	Fixed Penalty Notices		Date notice charged	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.011	Inspections		Date investigation complete	6 years	Destroy			Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.006	Food alerts (FAFA and FAFI)		Date of alert	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

04.002.007	Food poisoning notifications	Issued by Health Board	Completion of action/recording	28 days	Destroy	Business requirement	Computer system retains summary	Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
	Food poisoning notification database		End of calendar year	5 years	Review	Business requirement	Historical Summary transferred to Archive	Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.008	Food safety notices (such as seizure and detention but not Hygiene Improvement or Emergency Prohibition Notices)		Date notice issued	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.010	Hygiene Emergency prohibition notices			6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.012	Prosecution reports to procurator fiscal		End of current year	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

04.002.013	Prosecution Registers	Including Health and safety prosecutions register		Permanent	Retain for historical value.	Business requirement	Transfer to Archives once inactive	Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.015	Safety notices (under the Consumer protection Act)		Date notice issued	6 years	Review	Consumer Protection Act		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.016	Trading standards - improvement notices		Date notice issued	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.017	Trading standards - notification books	Weights and measures - notification books	Date notice issued	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.002.018	Official Notebook		Closing of book	6 years	Review	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.003	Environmental health							

04.003.001	Animal control documentation	Bans, Movement Licences, etc	Date administrative use ceases	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.003.003	Closed Landfill sites			Retain permanently	Retain for historical value.	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.003.004	Contaminated Land Register Strategy		Date superseded	Until superseded	Review	Maintain and update current only		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.003.005	Environmental health housing files		Date case closed	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.003.006	Housing conditions survey			Retain permanently	Retain for historical value.	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.004	Investigation, inspections and monitoring							

04.004.001	Equipment inspection records	Callibrations, etc	Date of equipment disposal	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.004.002	Food standards inspection forms		Date of inspection	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.004.003	Investigations - case files by organisation name	Nuisances, for example, complaints against traders, complaints, etc.	Date of last action	3 years	Destroy	Environmental Protection Act 1990.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.004.004	CCTV records from covert surveillance (including master copy of RISPA authorisation forms) - in cases that lead to prosecution		Date investigation complete	5 years	Check with Legal Services	Regulatory & Investigatory Powers (Scotland) Act 2000		Paper / Electronic - Local Systems & Shared Drives - DP& FoI Officer
04.004.005	CCTV records from covert surveillance (including master copy of RISPA authorisation forms) - routine recordings not needed for prosecution		Date of recording	7 days	Destroy/Overight	Data Protection Act 1998 c.29		Paper / Electronic - Local Systems & Shared Drives - DP& FoI Officer

04.004.006	Enquiry sheets / log book - for example, dog wardens, pest control, trading standards		Date enquiry closed	6 year	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.004.007	Monitoring case files (by organisation name)	Air pollution, Animal health, Food hygiene, Food hygiene (home care), Food standards, Food safety, Hazardous substances, Infectious diseases, Land pollution, Pollution, Product safety, River pollution, Swimming pools, Weights and measures	Date of last action	3 years	Destroy			Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
	Monitoring Case Files.	Private Water Supplies Files. Including Grants and Source Monitoring.		15 years		Private Water supplies scotland regulations 2006 ssi 2006/209 sec 18, 19		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
	Private Water Supply Register	Inc Register of Reservoirs		Permanent	Archive	Historical Interest		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.004.009	General nuisance monitoring		Date of last action	3 years	Destroy	Environmental Protection Act 1990.	Nuisances - for example, dampness / drainage. [The monitoring of general nuisance within the public domain.]	Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

04.004.009	Nuisance monitoring		Date of last action	6 years	Destroy	Public Health Act		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005	Registration, certification and licensing		These are all potential licences - not all are currently active series					
04.005.001	Alcohol Licences	Premises, Transfer/Substitution, Variations, Personal, Occasional & extended	Date licence lapses	2 years	Destroy	Licensing (Scotland) Act 2010	Licensing Board	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
Gaming								
04.005.002	Betting Shops	Premises Licence	Date Licence lapses	2 years	Destroy	Gambling Act 2005	Licensing Board	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.003	Gaming arcades	Premises Licence, Adult Gaming Centre,	Date Licence lapses	2 years	Destroy	Gambling Act 2005	Licensing Board	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.004	On course betting	Premises Licence	Date Licence Lapses	2 years	Destroy	Gambling Act 2005	Licensing Board	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.005	Raffles	Permits	Date permit lapses	2 years	Destroy	Gambling Act 2005	Licensing Board	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.006	Lotteries	Permits	Date permit lapses	2 years	Destroy	Gambling Act 2005	Licensing Board	Paper / Electronic - Local Systems & Shared Drives - Licensing Board

04.005.007	Gaming machines	Permits	Date permit lapses	2 years	Destroy	Gambling Act 2005	Licensing Board	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.008	Family entertainment centre	Permit	Date permit lapses	2 years	Destroy	Gambling Act 2005	Licensing Board	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
Civic Government Licensing								
04.005.009	Market traders	Licence	Date licence lapses	2 years	Destroy	Civic Government Scotland Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.010	Public Entertainment	Licence	Date licence lapses	2 years	Destroy	Civic Government Scotland Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.011	Cinema	Licence	Date licence lapses	2 years	Destroy	Cinema Act 19	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.012	Theatre	Licence	Date licence lapses	2 years	Destroy	Theatres Act 1968	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.013	Late hours catering	Licence	Date licence lapses	2 years	Destroy	Civic Government (Scotland) Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.014	Taxi drivers	Licence	Date-licence lapses	2 years	Destroy	Civic Government (Scotland) Act 1982	Review before destruction and retain any matters relevant to renewal	Paper / Electronic - Local Systems & Shared Drives - Licensing Board

04.005.015	Taxi and private hire operators (vehicle)	Licence	Date licence lapses	2 years	Destroy	Civic Government (Scotland) Act 1982	Review before destruction and retain any matters relevant to renewal	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.016	Taxi booking offices	Licence	Date licence lapses	2 years	Destroy	Civic Government (Scotland) Act 1982	Review before destruction and retain any matters relevant to renewal	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.017	Tattoos and piercings	Licence	Date licence lapses	2 years	Destroy	Civic Government (Scotland) Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.018	Hypnotists	Licence	Date licence lapses	2 years	Destroy	Hypnotism Act 1952	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.019	Knife dealers	Licence	Date licence lapses	2 years	Destroy	Civic Government (Scotland) Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.020	Street traders	Licence	Date licence lapses	2 years	Destroy	Civic Government (Scotland) Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.021	Metal dealers	Licence	Date licence lapses	2 years	Destroy	Scrap Metal Dealers Act 1964. Civic Government Scotland Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.022	Charitable street/house collections	Licence	Date licence lapses	2 years	Destroy	Civic Government (Scotland) Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board

04.005.023	Dealers in game	Licence	Date licence expires	2 years	Destroy	Game Act 1831 and Game Licences Act 1860	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.024	Venison dealers	Licence	Date licence expires	2 years	Destroy	Deer (Scotland) Act 1996	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.025	Sex shops	Licence	Date licence expires	2 years	Destroy	Civic Government (Scotland) Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
04.005.026	Boat hire	Licence	Date licence lapses	2 years	Destroy	Civic Government (Scotland) Act 1982	Licensing	Paper / Electronic - Local Systems & Shared Drives - Licensing Board
Food & safety								
04.005.027	Food premises	Register		Permanent	Offer to Archive			Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005.028	Animal boarding licences		Date registration lapses	2 years	Destroy	Animal Boarding Establishments Act 1963.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

04.005.029	Caravan and camp site licences		Date registration lapses	2 years	Destroy	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005.030	Cooling towers Register			Permanent	Archive	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005.031	Dangerous wild animals licences		Date registration lapses	2 years	Destroy	Dangerous Wild Animals Act 1976.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005.032	Pet shop licences		Date registration lapses	2 years	Destroy	Pet Animals Act 1951 (as amended by the 1983 Act).		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005.033	Riding establishment licences		Date registration lapses	2 years	Destroy	Riding Establishments Act 1964 and 1970.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

04.005.034	Zoo licences		Date registration lapses	2 years	Destroy	The Zoo Licensing Act 1981.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005.035	Animal breeding licences		Date registration lapses	2 years	Destroy	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
Trading Standards								
04.005.035	Storage of Explosives licences		Date registration lapses	6 years	Destroy	Manufacture and Storage of Explosives Regulations 2005.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005.036	Non medicinal poisons licences		Date registration lapses	6 years	Destroy			Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005.037	Petroleum licences		Date registration lapses	Permanent	Retain for historical value.	Petroleum (Regulation) Acts 1928 and 1936		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

04.005.038	Houses - Register of unfit premises		Date superseded.	Retain permanently	Retain for historical value.	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
04.005.039	Nursing agencies licences		Date registration lapses	2 years	Destroy			Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

05	COUNCIL PROPERTY							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/ Citation	Notes	Location / Responsibility
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
05.001	Maintenance of council property - Maintenance records - typically organised by property							
5.001.001	Records documenting routine inspections of property.	Property Condition Surveys	Date superseded	2 years	Destroy	Business requirement	Retaining inspection records provides evidence of effective property management.	Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

5.001.002	Records documenting major maintenance works on property.		Disposal of property	Nil	Transfer	Business requirement	Transfer records to new owners when land/property is sold.	Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
5.001.003	Records documenting maintenance works on property		Completion of works	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
5.001.005	Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises		Review of assessment	10 years	Destroy	Business requirement	As required by Regulation 4(3) of the Control of Asbestos Regulations 2006 (SI 2006/2739). - this regulation does not stipulate a retention period	Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

5.001.006	Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.		Removal of asbestos or subsequent inspection	10 years	Destroy	Business requirement	Retaining these records provides evidence of compliance with SI 2006/2739.	Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
5.001.007	Records documenting the carrying out of routine maintenance and repairs to fixtures, fittings and interior decoration.		Disposal of Asset	1 year	Destroy	Business requirement	Orchard	Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
5.001.008	Records documenting the maintenance of equipment: major items.		Decommissioning/ disposal of item	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

5.001.009	Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations.	Scissor Lifts, etc	Decommissioning / Disposal of item	40 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
5.001.010	Records documenting the maintenance of equipment provided to control exposure to asbestos.		Current	5 years	Destroy	Business requirement	S.I. 2002 / 2675	Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
5.001.011	Records documenting the inspection and testing of equipment.	PAT, etc	Disposal of item	1 year	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

5.001.012	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	Business requirement	S.I. 1997/1840	Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
5.002 Facilities Management								
5.002.001	Catering- Paperwork recording number of pupils taking paid and free meals, purchases, staff hours ,stock and cash income	Monthly Returns, Purchase analysis and invoices order books,stock sheets, cash reconciliation book, cashless catering records,school meal returns, iport	End financial year	7 years	Destroy	Financial		Paper & Electronic - Admin & Kitchen Local Storage Systems & Shared Drives - Kitchen Supervisor / Facilities Admin team
5.002.002	Catering- Paperwork recording the amount of milk purchases each week	Milk Returns paper and electronic	End financial year	7 years	Destroy	Financial	proof for EC subsidy	Paper & Electronic - Admin & Kitchen Local Storage Systems & Shared Drives - Kitchen Supervisor / Facilities Admin team

5.002.003	Catering Recharges for Peffers and school functions and price lists	Recharge forms paper and electronic	End financial year	7 years	Destroy	Financial		Paper & Electronic - Admin & Kitchen Local Storage Systems & Shared Drives - Kitchen Supervisor / Facilities Admin team
5.002.004	Catering - Kitchen paperwork	staff registration forms, production sheets, cleaning schedule	End Calendar Year	2 years	Destroy			Paper - Local Storage Systems - Kitchen Supervisor
5.002.005	Catering - Records for menu development	menus, recipes, specification of products, Nutmeg	End Calendar Year	2 years	Destroy	Soil Association		Paper & Electronic - Admin & Kitchen Local Storage Systems & Shared Drives - Kitchen Supervisor / Facilities Admin team
5.002.006	Special Clean Team - record of hours worked and where and invoices for cleaning	Timesheets,work records fuel receipt, cleaning recharges	End financial year	7 years	Destroy	Financial		Paper & Electronic - Local Storage Systems & Shared Drives - Facilities Admin team
5.002.007	Records documenting the inspection and testing of equipment.	PAT, etc	disposal of item	1 Year	Destroy			Paper - Local Storage Systems - Facilities Admin team

5.002.008	Records of staff,	Signing in/out book, staff ID photo/forms	End Calendar Year	1 year	Destroy			Paper - Local Storage Systems - Facilities Admin team
5.002.009	Record of cleaning requisitions	Material Requisition sheets	End financial year	7 years	Destroy	Financial		Paper - Local Storage Systems - Building Supervisor
5.002.010	Janitorial/Caretaking - Record of time worked and call outs	Relief, standby, Standby call out sheets and claim forms	End financial year	1 year	Destroy			Paper - Local Storage Systems - Building Supervisor & Facilities Admin Team
5.002.011	Records of Vehicle usage	Vehicle record sheet, fuel receipts	End financial year	7 years	Destroy	Financial		Electronic - Shared Drives - Facilities
5.002.012	Record of toilet attendants shifts		End Calendar Year	2 year	Destroy			Electronic - Shared Drives - Facilities
5.002.013	Record of lets in schools, costs and janitor cover	Let spreadsheet and invoices , janitorial cover	End Calendar Year	2 year	Destroy			Electronic - Shared Drives - Facilities
05.003	Property acquisition and disposal							
05.003.001	Records documenting negotiation and acquisition of a property through purchase, transfer, donation	surveys, valuations, correspondence	Disposal of property	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

05.003.002	Title Deeds		Disposal of property	Nil	Transfer to new owner	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003.003	Records documenting negotiations for the acquisition of a property by the Council, where the property was not acquired.		Closure of negotiations	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003.004	Records documenting the acquisition of a property through lease.	lease agreement, correspondence	Expiry of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

05.003.005	Records documenting negotiations for the lease of a property by the Council, where the property was not leased.		Closure of negotiations	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003.006	Council property design and construction project files.	Project Files – includes feasibility studies, brief, correspondence, minutes of site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation	Completion of project (end of defects liability period and completion of all outstanding payments)	20 years	Review for business and historical value	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003.007	Records documenting the development of specifications for consumables		Superseded	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

05.003.008	Records documenting the development of specifications for equipment: major items.		Disposal of item	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003.009	Records documenting the disposal of properties by sale, transfer or donation		Disposal of property	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003.010	Records documenting the termination of a property lease.		Termination of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

05.003.011	Records documenting cleansing, sanitisation and authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.	Examples?	Disposal of item	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003	Property and land management	see also Schedule 21: Planning and Building Standards						
05.003.001	Records documenting the on going management of council property and land.	property case files	Date of lease expiry or disposal	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003.003	Records documenting the lease of Council property to a third party.	e.g. allotments	Termination of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

05.003.004	Property compliance - inspection and enforcement		Completion of subsequent inspection	Nil	Destroy	Business requirement	Or as specified by the requirements of specific enforcing authorities	Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003.005	Property compliance - safety certificates	Fire and gas safety certificates	Issue of new certificate	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Head of Establishment
05.003.006	Property security - inspection and enforcement	Records documenting the conduct and outcomes of a security inspection of a property, and action taken to deal with matters raised.	Completion of subsequent inspection	Nil	Destroy	Business requirement (Insurance Cover)		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Infrastructure & Security Team Leader
05.003.007	Property security - Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Access registers, key registers	Date superseded	2 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Infrastructure & Security Team Leader

05.003.008	Property security - Register of security passes issued to staff	Including Signing in registers onsite	Expiry of pass	1 year	Destroy	Data Protection Act 1998 c.29		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Head of Establishment / Local Administrator
05.003.009	Property security - Records documenting the investigation of a security incident in a property, and action taken.		Last action on incident	1 year	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Infrastructure & Security Team Leader
05.003.010	Equipment and consumables - storage records	stock inventory, stock taking records, condition monitoring, movement to and from storage	End of current year	1 year	Destroy	Business requirement	Subject to specific requirements for particular categories of items	Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)
05.003.011	Fleet management - Allocation and maintenance		Disposal of the vehicle	7 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Transportation)

05.003.012	Fleet management - Recording drivers usage		Date closed	7 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Transportation)
05.003.013	Fleet management - Recording vehicle usage		Disposal of the vehicle	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Transportation)
05.003.014	Fleet management - Vehicle records, lease or purchase		Disposal of the vehicle	7 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Transportation)
05.003.015	Fleet tracking data	Information from onboard recording devices	Disposal of the vehicle	7 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Transportation)

06	CREMATORIA AND CEMETERIES								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/ Citation	Notes	Location / Responsibility	
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.								
N/A	invoicing, budgeting etc..	See Schedule 12: Finance							
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety							
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources							
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management							
N/A	Tendering and contracts management	See Schedule 22: Procurement							
06.001	Burial identity and location						Review all scheduled items on set up of e.management system		

06.001.001	Registration	Cemetery and cematoria plans, burial plot layout,	Date superseded.	Permanent	Retain	Business requirement	Records have historical value	Paper / Electronic - Local Filing Systems / Shared Drives / Databases - Principal Amenities Officer
06.001.002	Summary management systems registration (plot records)	Burial - Register and plan of plot ownership and occupation. Crematorium - Register of cremations and plan or ownership of interment of ashes. Commemoration Register and plan of headstones/shrubs and ownership of burial plots in a cemetery, for example, lair purchases (registers and plans), interment registers.	Records have continuous update action to display history of use.	Permanent	Retain	Business requirement	Eventual transfer onto electronic system allowing paper records to be archived	Paper / Electronic - Local Filing Systems / Shared Drives / Databases - Principal Amenities Officer
06.001.003	Bookings	Applications (for a cremation, interment or monument erection and associated permits) Including Form's of Indemnity. Also includes Council Statutory burial/ cremation obligation records.		Permanent	Retain	Business requirement	Interment and Monument applications may be challenged many years after event. Permanent Record required	Paper / Electronic - Local Filing Systems / Shared Drives / Databases - Principal Amenities Officer
06.001.004	Exhumations	Exhumation orders (documentation regarding the process of regulation of exhumation).	End of current year.	1 Year	Transfer to archive.	Business requirement	Notation added to Plot Records so covered by 06.001.002	Paper / Electronic - Local Filing Systems / Shared Drives / Databases - Principal Amenities Officer

06.001.005	Interment Service	Regulation of burials and cremations	Date superseded.	1 Year	Transfer to archive.	Business requirement	Single copy to archive for historical reference	Paper / Electronic - Local Filing Systems / Shared Drives / Databases - Principal Amenities Officer
06.001.008	Memorial management	Records relating to the ordering [maintenance and repair] of a memorial. (E.g. war memorial).	End of current year.	Permanent	Retain	Business requirement	Electronic System	Paper / Electronic - Local Filing Systems / Shared Drives / Databases - Principal Amenities Officer
06.002	Maintenance of burial grounds							
06.002.001	Planned Maintenance	Program of maintenance to cemeteries and crematoria over the next maintenance period.	End of current year.	5 years	Destroy	Business requirement	Covered by Land Management RRS.	Paper / Electronic - Local Filing Systems / Shared Drives / Databases - Principal Amenities Officer
06.002.002	Redundant Churchyards	Documentation relating to disused churchyards, specifically their upkeep.					Covered by Land Management RRS.	Paper / Electronic - Local Filing Systems / Shared Drives / Databases - Principal Amenities Officer

06.002.003	Responsive Maintenance	Emergency or unplanned maintenance to cemeteries and crematoria. For example, documenting the maintenance of a memorial headstone	Date headstone removed	5 years	Destroy	Business requirement	Covered by Land Management RRS.	Paper / Electronic - Local Filing Systems / Shared Drives / Databases - Principal Amenities Officer
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07 CRIMINAL JUSTICE								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	
07.001	Supporting offenders							
07.001.001	Case file - Community Payback Order where offender is over 21 years old		1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy	Business requirement	excluding : Schedule 1/Circular 11/Sex offenders	Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.001.002	Case file - Community Payback Order where offender is 16 - 21 years old		Completion of order	5 years	Destroy	Business requirement	excluding : Schedule 1/Circular 11/Sex offenders	Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.001.003	Case file - Community Payback Orders where offender is over 21 years old	Community Payback order (CPO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence	1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy	Business requirement	excluding : Schedule 1/Circular 11/Sex offenders	Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.001.004	Case file - Community Payback Orders where offender is 16 - 21 years old	including Community Payback Order (CPO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence	Completion of order	5 years	Destroy	Business requirement	excluding : Schedule 1/Circular 11/Sex offenders	Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice

07.001 .005	Case file - where reports which do not result in a Community Sentence or Reports which result in a custodial sentence of less than 4 years		1. Date of court outcome 2. Death of offender	1. 5 years 2. 3 years	Destroy	Business requirement	excluding : schedule1, sex offenders and violent offenders	Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.001 .006	Case file - Schedule 1/Circular 11/Sex offenders		Last action on case	100 years	Destroy	Business requirement	(People who have been convicted of an offence listed in the Sexual Offences (Scotland) Act, Criminal Procedure (Scotland) Act 1995 and Circular SWSG 11/1994	Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.001 .007	Case file - Throughcare - home background reports and other pre-release work in relation to a prisoner, where no post-release social work involvement is required.		Last action on case	3 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.001 .008	Case file - Throughcare: Supervised Attendance Order		Termination of order	5 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice

07.001 .009	Case file - Throughcare: Life Licence, Extended Sentence, Non-Parole Licence, Parole Licence; STSOL (Short term sex offender licence)		Prison release date or completion of license	50 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.001 .010	Case file - Throughcare: Voluntary		Last action on case	3 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.001 .011	Case file - where service user found not guilty, not proven or who have had their appeal upheld, resulting in a conviction being overturned	Referral forms; Indictment(s) or Complaint(s); Case management system records; Letters of appointment; Correspondence pertaining to the case; SER; Associated reports;	Notification of Court Disposal	None	Review and destroy	Business requirement	Review contents of service users' files and remove all papers referring to this particular event. The destruction of these documents should be immediate, on notification of Court Disposal	Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.002	Community Supervision Programme Management							
	Keep in case file - see 07.001.003 and 07.001.004 above							
07.003	Court Social Work Service Management							

07.003 .001	Records documenting the provision of social work services to a court.	Court reports, record of post-sentence interviews with offenders, records of liaison with court and sheriff	Date record approved	5 years	Review for ongoing value	Business requirement		Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.003 .002	Records documenting the provision of a Social Enquiry Report (SER) on an offender, where there is no further social work involvement.		Last action on case	5 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.003 .003	Records documenting the provision of a Means Enquiry Report for a court.		Last action on case	1 year	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice
07.003 .004	Records documenting the provision of a Diversion Report		Submission of report	1 year	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Systems / Frameworki - Service Manager - Criminal Justice

08 DEMOCRACY								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Location / Responsibility
08.001 Decision making								
08.001.001	Council, committee and sub-committee meeting records	agenda, signed minutes, reports & proceedings		Permanent	Retain	Business requirement	Retain master record; copies should be destroyed	Local system - Committees Team
08.001.003	Calendar of meetings of Council and Council committees		Council election date	5 years	Destroy	Business requirement		Local system - Committees Team
08.001.004	External committees, partnerships and agencies meeting records where the Council does own the record	documents establishing the committee, agenda, minutes & reports, meeting notice papers, proceedings		Permanent	Retain	Business requirement	Retain master record; copies should be destroyed	Local system - Committees Team
08.001.005	External committees, partnerships and agencies meeting records where the Council does not own the record	Documents establishing the committee; Agendas; Minutes; Reports	Current	5 years	Destroy	Business requirement	Ensure that there is an authority copy appropriately retained elsewhere prior to disposal.	Local Systems / Attending Representative from ELC
08.001.006	Records of minute-taking	Shorthand notes, audio tapes, draft minutes	Date of confirmation of the minutes	One year	Destroy	Business requirement		Physical / Electronic - Local systems - Committees Team
08.002 Executive								
08.002.01	Records of statutory appointments	see Retention Schedule 15: Human Resources						
08.003 Governance								
08.003.001	Council's Standing Orders	Scheme of Administration; Scheme of Delegation; Financial Regulations	When superseded	Permanent	Retain	Business requirement		Paper - Local system - Committees Team
08.004 Honours and awards								

08.004.001	Records of Honours submissions	Honours nomination form Covering documentation Letters of support Referral for comment from lord lieutenant	Date of last action	5 years	Destroy	Business requirement		Paper / Electronic - Local Systems - Service Manager - Licensing, Admin & Democratic Services
08.005	Member support							
08.005.001	Records documenting Councillors' declarations of interests, including register of gifts and hospitality	Members' register of interest	Date member leaves office	10 years	Review for archival value	Business requirement		Local system - Committees Team
08.005.002	Councillors' Code of Conduct		When superseded	None	Review	Business requirement		Paper / Electronic - Local Systems - Councillor
08.005.004	Records documenting routine communications between Council officers and individual councillors (not service-related matters)		Last action	5 years	Review for archival value	Business requirement		Paper / Electronic - Local Systems - Councillor
08.007	Representation							
08.007.001	Records Relating to Administration of Elections: Scottish Parliamentary, Local Government, UK Parliament and European Parliament.	Ballot papers & ballot paper accounts. Lists of tendered votes/assisted voters & declarations. Corresponding numbers lists. Electronic Count info. Certificates of employment. Marked registers.	Date of Election	1 year	Destroy	Statutory	Scottish Parliament (Elections etc.) Order 2010 Reg 71; Representation of the People Act 1983 Schedule 1 Rule 57 (as amended); European Parliamentary Elections (Amendment) Regulations 2009 Part 2 Rule 66	Paper / Electronic - Local Systems - Service Manager - Licensing, Admin & Democratic Services

08.007.002	Records Relating to Preparation of Elections: Scottish Parliamentary, Local Government and UK Parliament.	Declaration of Candidates' Expenses	Date of Election	2 Years	Destroy	Statutory	Scottish Parliament (Elections etc.) Order 2010 Reg 57; Representation of the People Act 1983 Part II Reg 89	Paper / Electronic - Local Systems - Service Manager - Licensing, Admin & Democratic Services
08.007.003	Formal record of election results		Date of Election	Permanent	Retain	Statutory		Paper / Electronic - Local Systems - Service Manager - Licensing, Admin & Democratic Services

09	ECONOMIC DEVELOPMENT							
REF.	RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	RETENTION PERIOD	ACTION	AUTHORITY	CITATION/NOTES	Location / Responsibility
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the							
N/A	invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
09.001	Business intelligence							
09.001.001	Business directory	Exists Online	Date superseded	Until superseded	Destroy	Business requirement	Maintain current only and update as required	Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.002	Promotion							
09.002.001	Business Community Survey		Completion of survey	5 years	Review for ongoing value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager

09.002.002	Business community consultation		Completion of consultation	5 years	Review for ongoing value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.002.003	Establishment and operation of business forum or networking group.	meeting minutes and papers, correspondence group.	Life of group	5 years	Review for ongoing value / Review for Archives	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.002.004	Business development advice and assistance to a specific business.		Last contact with business	5 years	Review for ongoing value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.002.005	Application to Council for business grant - application rejected		Last action on application	1 year	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.002.006	Application to Council for business grant - application approved		Termination of loan agreement	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
9.003	Regeneration							

09.003.001	Area and priority regeneration strategies	rural strategy, urban strategy, community planning strategy, town planning etc..		Permanent	Retain for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.003.002	Implementation of Area and priority regeneration strategies		Completion of implementation	10 years	Review for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.003.003	Records documenting the development, progress and outcomes of a regeneration project.		Completion of project	10 years	Review for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.003.004	Direct support given to social enterprise/economic regeneration organisations.		Last contact with organisation	5 years	Review for business value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.003.005	Participation in a lobbying group to represent Council geographic area in economic development planning at regional, national and European level.		Current	10 years	Review for business and historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager

09.003.006	Direct support given to an inward investment project when not a business grant		Current year	10 years	Review for business and historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.003.007	Regeneration funding	Records documenting advice given to an organisation/individual about sources of funding for an economic development project, and assistance given to obtain funding.	Last action with organisation	5 years	Review for business value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.003.008	Regeneration funding - application processing - application rejected, withdrawn or did not progress beyond Expression of Interest	application reviews, provision of advice	Last action on case	1 year	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.003.009	Regeneration funding - application processing - approved	Records documenting the processing of an application for funding, where the application was approved.	Termination of funding agreement	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.003.010	European Development Funding		End of Funding	9 Years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager

09.003.011	Business Gateway Records		End of Funding	6 Years	Destroy	Business requirement	Held on Scottish Enterprise CRM	Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.004	Sustainability							
09.004.001	Sustainable development projects		Date of last action	10 years	Review for historical value.	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.005	Tourism							
09.005.001	Tourism development strategy		Superseded	10 years	Review historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.005.002	Council initiatives to promote and develop tourism	records of planning, progress and outcomes	Completion	5 years	Review for business value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.005.003	Council funding and financial support for a tourism project where the Council is not a project partner.		Termination of funding agreement	5 years		Prescription and Limitation (Scotland) Act, 1973 and 1984		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager

09.005.004	Records documenting the development, progress and outcomes of a project to increase and enhance facilities and services for tourists, where the Council is a project partner.		Date of completion of project	5 years	Review for business and historical value			Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.005.005	Records documenting the provision of non-financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.		Last action	5 years	Destroy			Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.005.006	Records documenting the provision of financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.		Termination of funding agreement	5 years	Destroy	Prescription and Limitation (Scotland) Act; 1973 c.52		Paper / Electronic - Local Systems / Shared Drives - Economic Development Manager
09.006	Training - Information on training to support economic growth.							
	See Schedule 15: Human Resources							

10	EDUCATION AND SKILLS		The provision of education and learning services.					
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/Citation	Notes	Location / Responsibility
10.001	Admissions & Provision							
10.001.001	Alternative provision forms		School leaving date	5 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)
10.001.002	Home Education Files							Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)
10.001.003	Admission / Placing request appeals / applications		Conclusion of process	3 years	Destroy	Business requirement	P1/S1 Central, others by School.	Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)

10.001.004	Referrals - new referrals for admission		Date of last entry	4 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)
10.001.005	Placing request guidelines		Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value.	Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)
10.001.006	Waiting Lists for Places		Date of last action	3 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)
10.001.007	Register of Admission / Enrollment (School Rolls)							Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)

10.002	Pupil Management							
10.002.001	Personal Pupil Record	Includes: Admission Form; attendance record, exclusion record; report cards. INC IEP	Date of leaving school	7 years	Destroy	Schools General (Scotland) Regulations 1975 SI 1135/176 reg 10(2) - pupil progress record; retention of pupil records is governed by the The Pupils' Educational Records (Scotland) Regulations 2003 SSI 2003/581, reg 4	Physical / Electronic.	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.002	Welfare Concern / Child Protection File	Assisted Support for Learning - LAAC (Looked After and Accommodated Children)	Date of birth	100 years.	Destroy	Statutory	Looked After Children (Scotland) Regulations 1996 - reg 12	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.003	Co-ordinated Support Plans	Special Needs Records including Support Service (Psych / Hearing etc) & Individual Record of Needs	Date of Birth	25 years	Destroy	Statutory	The general provision is covered by the Special Educational Needs and Disability Act 2001 (SENDA) and revised regulations were effective from 1 January 2002, Special Educational Needs Code of Practice (2001).	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.004	Student welfare service		Date of Birth	25 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher

10.002.005	Education Psychology Files		Date of Birth	25 Years	Destroy	Statutory		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.006	Guidance Records		Date of Birth	25 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.007	Photographs	Photographs (by class and year)	After photograph is taken	5 years.	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.008	School Treatment / Health care interaction record	Summary of all interactions between child and local medical practitioner	Date of Birth	25 years			Covered by NHS patient record retention and Access to Health Records Act 1990 c23	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.009	Ambulance Book	Log of all ambulances called to school premises.	Closure of Book	2 Years				Paper - Local filing systems - Head Teacher
10.002.010	Medicine Management Files	Appendix 2 form, GP letter, etc	Superceded / Pupil Leaving date	Nil	Destroy	Business requirement	Epi-pens, Ritalin, Inhalers, etc	Paper - Local filing systems - Head Teacher
10.002.011	Ritalin Administration File	Appendix 2 form, GP letter	Superceded / Pupil Leaving date	Nil	Destroy	Business requirement		Paper - Local filing systems - Head Teacher
10.002.012	Allergy List		Superceded / Pupil Leaving date	Nil	Destroy	Business requirement	Epi-pens	Paper - Local filing systems - Head Teacher

10.002.013	Inhaler Records		Superseded / Pupil Leaving date	Nil	Destroy	Business requirement	2nd inhaler	Paper - Local filing systems - Head Teacher
10.002.014	Health Care Plan	IS this part of another file?	Superseded / Pupil Leaving date	Nil	Destroy	Business requirement		Paper - Local filing systems - Head Teacher
10.002.015	Children's Reporter Summary List	Summary of all events passed to Children's Reporter	Pupil leaving date	70 years	Destroy	Legal Requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.016	Dyslexia Reports		Pupil leaving date	7 years		Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.017	Extended Exam Preparation List		Pupil leaving date	7 years		Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.018	Prelim Arrangements List		Pupil leaving date	7 years		Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.019	CATs / MIDYAS results		Pupil leaving date	7 years		Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher

10.002.020	Parental consent forms		Date superseded / Pupil Leaving Date	Nil	Destroy	Business requirement		Paper - Local filing systems - Head Teacher
10.002.021	Exam Results		Date of last action	5 years	Destroy	Business requirement		Paper - Local filing systems - Head Teacher
10.002.022	Prize giving		Date of Award	10 Years	Destroy	Business requirement		Paper - Local filing systems - Head Teacher
10.002.023	Leavers Survey	16+ tracking info	Date or return	7 years	Review for historical interest			Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.002.024	ASL (Additional Support for Learning) Transport Requests		School leaving date	5 years	Destroy	Statutory	Child Protection Referrals	Paper / Electronic - Local filing systems / shared drives - Head of Infrastructure
10.002.025	School Transport Eligibility		Date superseded	3 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives - Head of Infrastructure
10.002.026	Pupil Transport Request Forms		Current school year	1 year	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives - Head of Infrastructure
10.003	Management of schools							

10.003.001	School directory		Date superseded	Until superseded	Review	Business requirement	Maintain current only, and update as required. Historical Interest in staffing may indicate permanent retention.	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.003.002	Emergency contacts		Date superseded	Until superseded	Destroy	Business requirement	Held in School & Centrally	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.003.003	Emergency regulations		Date superseded	Until superseded	Destroy	Business requirement	Held in School & Centrally	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.003.004	Generic information about Education and Skills provision in SLAs	Circulars	Date superseded	2 years	Destroy	Business requirement	Keep one set as master copy at HQ	Paper / Electronic - Local filing
10.003.005	Schools Handbook		Date of last action	7 years	Destroy	Business requirement	Consider historical value.	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.003.006	Inspections - HMI Reports			Retain permanently	Retain	Business requirement	Consider historical value.	Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)

10.003.007	Log Books of school events (school diary)		Date of last action	Retain permanently	Retain	Business requirement	Consider historical value	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.003.008	Performance - School files		Date of last action	7 years	Review	Business requirement	Consider historical value.	Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)
10.003.009	PPP Files	Public Private Partnership (PPP)	Date of last action	30 years	Destroy	Business requirement	PPP is a partnership / contract which lasts 30 years	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.003.010	School Crests		Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value.	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.003.011	Vehicle Hire Request Forms			5 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.004	Teaching							

10.004.001	General documentation relating to teaching staff and their development.	Teacher development plans - support for education and learning.	Date of last action	2 years ALTERNATIVE Closure + 6 years	Destroy	Business requirement	Also known as: "Professional development plans" or "Annual appraisal records - school personnel"	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.004.002		Mentoring - provision of learning mentors	Date of last action	2 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.004.003	Individual records of teacher performance	Reports on temporary teachers	Date of last action	10 years	Destroy	Statutory	The Education and Training (Scotland) Regulations SSI 2000 No.292	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.004.004	Student Teacher Files		End of Placement	7 years	Destroy			Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.004.005	Curriculum Development							
10.004.006	Records documenting curriculum development or effect of changes.	5–14 Attainment Results	Current school year	5 years	Destroy	Business requirement	Statutory Requirement for summaries	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.004.007	Course Materials		Until superceded	Nil	Review	Business requirement	Sample for Historical interest	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher

10.004.008	Off Site Trip Files - Evolve	<p>Personal Information Saved on Form</p> <ul style="list-style-type: none"> • Staff Qualifications – Business Need. Information is attached to an individual’s profile and needs to remain accessible for the length of their employment • Parental Consent Forms – Business Need. Not possible to remove from form • Insurance Details – Business Need. Not possible to remove from form • Risk Assessments relating to individuals – Business Need. Not possible to remove from form • Staff Phone Numbers (Visit Leader) – Business Need. Can be removed from form up to 28 days after trip. • Staff Addresses/phone number (Emergency Contacts) - – Business 	Date of last action	7 years	Destroy	Business requirement	<p>EVOLVE – This is the council system for managing and authorising off-site visits. The level of detail held on the system will vary according to complexity of the trip ie a trip to the theatre will have minimal information, a 15 day trip to the USA will have more.</p> <p>Overall Information about trips needs to be retained for a period both for information on an individual trip and statistical information.</p>	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.004.009	Information on Specific Choices open to pupils selecting courses							Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher

10.004.010		SQA School - Level Summary Results	Current school year	5 Years	Review	Business requirement	SQA retain results permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland. Local version for monitoring of trends.	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.005	Employment skills							
10.005.001	Information about job skills or work experience opportunities.	Careers advice	Date superseded	Until superseded	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - School Careers Advisor
10.005.002		Work experience placements	Date of last action	6 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - School Careers Advisor
10.005.003		Workplace training	Date superseded	Until superseded	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - School Careers Advisor
10.006	Arts Services							

10.006.001	Records documenting the operation of field centres to deliver arts education	Programme information, calendars, bookings	Date of last action	7 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Arts Service
10.006.002	Records documenting music services - tuition provided within schools or music centres		Date of last action	5 years	Destroy	Business requirement	# hours of tuition	Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.006.003	Records of performances - arts services	Orders and bookings - arts performances	Date of last action	2 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Head Teacher
10.006.004		Performance licences	End academic year	2 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives / Seemis - Service Manager (Education - Strategy & Operations)
10.007	Life long learning							
10.007.001	Records indicating participation in lifelong learning initiatives	Basic skills development targets and coursework	Date superseded	Until superseded	Destroy	Business requirement	Community Learning & Development. Some data held on external training in Early Years and CPD info.	Paper / Electronic - Local filing systems / shared drives / Seemis - Staff Development Officer

10.007.002		Course directory - Basic skills development	Date superseded	Until superseded	Destroy	Business requirement	Community Learning & Development. Some data held on external training in Early Years and CPD info.	Paper / Electronic - Local filing systems / shared drives / Seemis - Staff Development Officer
10.008	Adult Education							
10.008.001	Minutes	Team	Date of Meeting	4 years		Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.002	Student Details (Adult Ed)	Database and paper copy	Student Leaving date	3 Years		Business Requirement	Paper destroyed after 3 months	Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.003	Class Registers (Adult Ed)	Paper copy	End of term	1 Year	Review	Business Requirement	If linked to ILA retain for a further 2 Years	Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)

10.008.004	Tutor Contact Details (Adult Ed)	Database and paper copy	End of Course	3 Years	Destroy	Business Requirement	Paper destroyed after 3 months	Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.005	Course Income & Expenditure (Adult Ed)	Spreadsheet	End Financial Year	1 year	Destroy	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.006	Tutor Costs (Adult Ed)	Paper copy and Spreadsheet	End Financial Year	1 year	Destroy	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.007	Publicity Expenditure (Adult Ed)	Spreadsheet	End Financial Year	1 year	Destroy	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)

10.008.008	Materials Expenditure (Adult Ed)	Paper copy and spreadsheet	End Financial Year	1 year	Destroy	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.009	Expenditure (CBAL)	Paper copy and spreadsheet	End Financial Year	1 year	Destroy	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.010	Client Records (Guideline)	Database	End Financial Year	6 years	Review and Update	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.011	Application forms, proof of work eligibility, copies of qualifications,interview notes	Paper copy	End of Academic Year	1 year	Destroy	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)

10.008.012	Project Files	Database	End of Project	3 years	Review of historical interest	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.013	PIP Stats	Database	End of Academic Year	3 years	Destroy	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.014	Support and Supervision records	Typed minutes	Date of Meeting	1 year	Destroy	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.008.015	SQA registration and results	Paper copy	End academic year	1 year	Destroy	Business Requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.009	ALN							

10.009.001	Minutes	Tutor and Team minutes	Date of Meeting	2 Years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.009.002	Group Registers	Paper copy with tutor and copy on file. Information entered on database	Superseded / Pupil Leaving date	1 Year	Destroy	Business requirement for stats and reports	Paper copy	Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.009.003	Student details	Paper interview schedule and details input on database	Pupil leaving date	10 years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.009.004	SQA	Student records, NABS, assessments and prelims	End academic year	6 months	Destroy	SQA		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)

10.009.005	Project files	Class details and numbers	Completion of project	1 year	Review	Business requirement for stats and reports		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.009.006	Staffing info	Contact details	Superseded	Nil	Destroy	Business requirement	Only current details required.	Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.010.	ESOL							
10.010.001	Minutes	Team minutes	Date of Meeting	2 Years	Destroy	Business requirement		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.010.002	Group Registers	Paper copy used by tutors	End of Academic Year	7 years	Destroy	ILA requirement and Citizenship	Kept for ILA audit purposed	Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)

10.010.003	Student details	Paper copy and information on database	Pupil leaving date	7 years	Destroy	Business requirement, ILA audit and Citizenship	Paper copy kept for ILA audit purposes	Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.010.004	Project files	Class details and numbers	End of Project	2 years	Review	Business requirement for stats and report		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)
10.010.005	SQA	Student records, NABS, assessments	End of Academic Year	3 years	Destroy	SQA		Paper / Electronic - Local filing systems / shared drives - Service Manager (Community Partnerships)

11	ENVIRONMENTAL PROTECTION							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/Citation	Notes	Location / Responsibility
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
11.001	Advice and Audit							
11.001.001	Biodiversity	Leaflets, guidance	Date superseded.	1 year	Review for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

11.001.002	Campaigns		Date campaign ended.	1 year	Review for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
11.001.003	Environmental audit, and action taken to deal with matters raised.	Audit report and recommendations	Date audit completed.	3 years	Destroy	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
11.001.004	Records documenting the conduct and results of formal reviews of the Council's use and consumption of energy, and action taken to address issues raised.		Date review completed	5 years	Destroy	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
11.002	Conservation							
11.002.001	Archaeological services	See Planning and Building Control Section						
11.002.002	Countryside conservation		Date closed	5 years	Review for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
11.002.003	Forest management		Date closed	5 years	Review for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
11.002.004	Heritage conservation		Date closed	5 years	Review for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager

11.002.005	Nature conservation		Date closed	5 years	Review for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
11.002.006	Urban conservation		Date closed	5 years	Review for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
11.002.007	Woodland management		Date closed.	5 years	Review for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Health Partnership Manager
11.003	Monitoring and Investigation							
11.003.001	Coastal erosion		Date closed.	5 years	Retain for historical value.	Business requirement.	Records documenting the establishment, progress and outcomes of a project to develop coastal protection infrastructure.	Paper / Electronic - Local Systems & Shared Drives - Principal Amenities Officer
11.003.002	Energy use and consumption.	Routine monitoring	End of current year	5 years	Destroy	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Protection Group Leader / Energy Officer
11.003.003	Environmental impact assessment		Date superseded.	1 year	Review for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Protection Group Leader

11.003.004	Environmental incidents on the institution's premises or caused by its operations.	Environmental incident report.	Date investigation completed.	40 years	Destroy	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Protection Group Leader
11.003.005	Environmental risk identification of, or caused by, the Council's premises or operations, and the conduct of a risk assessment.		Date audit completed.	3 years	Destroy	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Protection Group Leader
11.003.006	Environmentally sensitive areas		Date superseded.		Retain for historical value.	Business requirement.		Paper / Electronic - Local Systems & Shared Drives - Environmental Protection Group Leader

12 FINANCE								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Location / Responsibility
Benefits & Welfare								
12.005.002	Council tax benefit - claim processing	includes records documenting the calculation of adjustments to benefit due	Until Superseded / End of Claim	7 years	Destroy	Business requirement	All docs relating to benefits 'in payment' held in Document Management in Claim File	Paper / Electronic - Local Filing Systems / Database (EDRMS) - Revenues & Benefits Team
12.005.003	Housing benefit - claim processing	includes records documenting the calculation of adjustments to benefit due	Until Superseded / End of Claim	7 years	Destroy	Business requirement	All docs relating to benefits 'in payment' held in Document Management in Claim File	Paper / Electronic - Local Filing Systems / Database (EDRMS) - Revenues & Benefits Team
12.001 Accounts and audit								
12.001.001	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	Statutory	Taxes Management Act 1970, c9	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.001.002	Published copy of consolidated annual accounts and financial statements.			Permanent	Retain	Statutory	Taxes Management Act 1970, c9	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

12.001.003	Periodic financial reports & Budget Control	Consolidated monthly & quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports. Draft budgets at all levels, consolidated reports, budget virement transfers, etc. And Budget planning documentation.	Current Financial Year	3 Years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.001.004	Internal auditing records - no investigations		Date audit closed	5 years	Review for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Internal Audit Manager
12.001.005	Internal auditing records - investigations	investigations involving prosecution, disciplinary action etc	Completion of court proceedings/ disciplinary process	5 years	Review for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Internal Audit Manager
12.001.006	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	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Internal Audit Manager
12.002	Asset management							
12.002.001	Records documenting the value of the Council's tangible assets	Asset registers	End of financial year (on completion of audit)	6 years	Review for historical value	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; VAT Act 1994; Audit Commission Act 1998	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

12.003 Financial Management								
12.003.001	Preparation of the Council's annual capital and revenue budgets: consolidated budget			3 years	Destroy	Business requirement	Review for historical value	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.003.005	Records documenting the Council's Treasury Management Strategy & Performance	Annual Treasury Management Strategy, Treasury Mangement Reports, External Advisor Recommendations, etc	End of Financial Year	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.003.006	Records documenting the purchase / sale of investments		Investment Matures / Repaid	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.003.007	Records relating to the borrowing of money by the council	Mortgage and other loan records;	Completion of term / Loan no longer active	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.003.008	Loan register	Master Debit Schedule		Permanent	Retain	Business requirement	Review for historical value	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

12.003.009	Management of government funding	Information from Scottish Government on Funding; preparation and submission of financial reports to SG;	Current financial year	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.003.010	Management of non-government grant funding - bid approved	funding bid, funding agreement, payment claims and reports to external funding organisation	Termination of funding agreement	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.003.011	Management of non-government grant funding - bid rejected	funding bid	Rejection of bid	1 year	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.003.013	Debt management records – debts owed to the Council.	Agreements and schedules, etc between debtor and Council - all debts	Date debt discharged.	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
		Rent (in payment)	End of financial year	6 years	Destroy	Business Requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

12.003.014	Long term strategy and planning - major records	3 year financial plan; financial strategic forecast		Permanent	Retain	Business requirement	Items submitted to Cabinet will be retained in those papers, other	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.003.015	Long term strategy and planning - preparatory records	working papers, drafts, meeting papers, correspondence	Approval date	2 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004	Financial transactions management							
12.004.001	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.	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004.002	Records documenting the opening and closure and routine administration of bank accounts.		Closure of account	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004.003	Records documenting regular payment instructions for bank accounts.	Standing orders, direct debits, etc	Termination of instruction	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

12.004.004	Records documenting the deposits/withdrawals/transfer of funds.		Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; HMRC 700/21	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004.005	Processing and payment of purchase, sales invoices and refunds		Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; HMRC 700/21	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004.006	Petty cash records		Current financial year	6 years	Destroy	Statutory	HMRC 700/21	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004.007	Processing and payment of expenses claims		Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c.9;	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004.008	Fraud investigation records		Completion of court proceedings/ disciplinary process	5 years	Destroy	Statutory	Taxes Management Act 1970 c.9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

12.004.009	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	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004.010	Internal recharging	internal claims/payments between business units for goods and services provided/received; control of petty cash allocations held by business units.	Current financial year	1 year	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004.011	National insurance numbers - Notification and input records		End financial year	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Payroll Manager
12.004.012	Reconciliation	processes that Balance and reconcile financial accounts	Administrative use ends	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.004.013	Merchant Copy Receipts		End of month in which transaction took place	18 months	Destroy	Business requirement		Paper - Local Filing Systems - Local Manager / Administrator
12.005	Local taxation							
12.005.001	Council tax collection	calculation payments due, preparation and issue of bills, action taken to collect outstanding payments	Start of Liability	20 Years	Destroy	Business requirement	Review - all active files held for same period again.	Paper / Electronic - Local Filing Systems / Database (EDRMS) - Revenues & Benefits Team

12.005.004	Collection of non domestic rates payable for a property	calculation payments due, preparation and issue of bills, action taken to collect outstanding payments	Start of Liability	20 Years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Database (EDRMS) - Revenues & Benefits Team
12.005.005	Rateable property information			Permanent	Retain	Business requirement		Paper / Electronic - Local Filing Systems / Database (EDRMS) - Revenues & Benefits Team
12.005.006	Valuation lists			Permanent	Retain	Business requirement		Paper / Electronic - Local Filing Systems / Database (EDRMS) - Revenues & Benefits Team
12.006	National taxation							
12.006.001	Records documenting the preparation and submission of the Council's tax returns.	Including VAT return, etc	Current tax year	6 years	Destroy	Statutory	Taxes Management Act 1970, c.9;	Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.007	Payroll and pensions							

12.007.001	Payroll records - major records	copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	Retained as part of Employee File - See 15.001.001 (HR)			Statutory	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	Paper / Electronic - Local Systems / Shared Drives - Payroll Manager
12.007.002	Payroll records - minor records	Timesheets, monthly payroll prints	Current tax year	6 years		Statutory	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	Paper / Electronic - Local Systems / Shared Drives - Payroll Manager
12.007.003	P45 (Income tax - employee leaving)	No Copy - but information held in System.	End of employment	5 years	Destroy	Statutory	Taxes Management Act 1970	Paper / Electronic - Local Systems / Shared Drives - Payroll Manager
12.007.004	P60	No Copy - but information held in System.	End financial year	6 years	Destroy	Statutory	Taxes Management Act 1970	Paper / Electronic - Local Systems / Shared Drives - Payroll Manager
12.007.005	Statutory Sick Pay scheme records		Current tax year	6 years	Destroy	Statutory	Statutory Sick Pay (General) Regulations S.I. 1982 / 894	Paper / Electronic - Local Systems / Shared Drives - Payroll Manager

12.007.006	Statutory Maternity Pay scheme records		Current tax year	6 years	Destroy	Statutory	The Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960	Paper / Electronic - Local Systems / Shared Drives - Payroll Manager
12.007.007	Pension scheme reports	Accounts, returns, valuation	Current	6 years	Destroy	Statutory	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988	Paper / Electronic - Local Systems / Shared Drives - Payroll Manager
12.007.008	Individual staff pension files		termination of contract / leaving date	70 years	Destroy	Statutory	The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Amendment Regulations, SSI 2000 No. 74	Paper / Electronic - Local Systems / Shared Drives - Payroll Manager
	Employee - Car Loan Files	Application, repayment schedules, etc	Repayment of Loan	7 Years	Destroy	Business Need	Paper - managed by Insurance & Claims. Sent to Dunbar Road once repaid	Paper / Electronic - Local Systems / Shared Drives - Payroll Manager
12.008	Common Good Funds	Musselburgh, Haddington, Dunbar & North Berwick						
	Asset Records		Disposal of asset	6 Years	Destroy			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
	Accounting Records		End of financial year	6 Years	Destroy			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

	Governance Documents	Minutes, Scheme of administration		Permanent	Archive			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
	Award Records	grants	End of financial year	6 Years	Review			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
	Legal Records	leases, etc	End of legal agreement	3 Years	Review			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
	Correspondence	Enquiries and complaints	Resolution of enquiry/complaint	3 Years	Review			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.009	ELC Trust Funds & Bequests	inc mortificaitons						
	Register			Permanent	Archive			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

Asset Records		Disposal of asset	6 Years	Destroy			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
Accounting Records		End of financial year	6 Years	Destroy			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
Governance Documents	Minutes, Scheme of administration		Permanent	Archive			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
Award Records	grants	End of financial year	6 Years	Review			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
Legal Records	leases, etc	End of legal agreement	3 Years	Review			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

	Correspondence	Enquiries and complaints	Resolution of enquiry/complaint	3 Years	Review			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
12.01	External Trust Funds - administered by ELC		E.g. Brunton Theatre Trust, East Lothian Educational Trust					
	Asset Records		Disposal of asset	6 Years	Destroy			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
	Accounting Records		End of financial year	6 Years	Destroy			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
	Governance Documents	Minutes, Scheme of administration		Permanent	Archive			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
	Award Records	grants	End of financial year	6 Years	Review			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

	Legal Records	leases, etc	End of legal agreement	3 Years	Review			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)
	Correspondence	Enquiries and complaints	Resolution of enquiry/complaint	3 Years	Review			Paper / Electronic - Local Systems / Shared Drives - Service Manager (Business Finance)

REF.	RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	RETENTION PERIOD	ACTION	AUTHORITY	CITATION/NOTES	Location / Responsibility
13	HEALTH AND SAFETY							
13.000.000	Invoicing, budgeting, financial records	See Schedule 12: Finance						
13.000.000	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
13.000.000	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
13.000.000	Tendering and contracts management	See Schedule 22: Procurement						
13.000.000	Community safety	See Schedule 03: Community Safety and Emergencies						
13.001	Compliance							
13.001.001	Health & Safety Strategy/Planning	Corporate Health & Safety Plan	Date plan superseded	Closure of file + 7 years. If record is to be kept beyond 7 year review, retain until closure + 25 years	Review after 7 years with a view to destroy. If retained, destroy after 25 years.	Business requirement	National Archive/ HSE Board. Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.002	Monitoring							
13.002.001	Employee accident reports	Employee accident reports	Date opened	Employee date of birth + 100 years	Destroy	Business requirement	National Archive retention Schedule 2. Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer

13.002.001	Employee accident reports	Employee accident reports	Termination of employment	70 years from termination of contract	Destroy	Statutory	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989.	Electronic / RIVO. Corporate Health & Safety Officer
13.002.002	Accidents and incident reporting - reporting accidents to adults (non employees)	Accident report/register	Date of accident.	6 years	Destroy	Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.003	Accidents and incident reporting - reporting accidents to children	Accident report/register	Date of accident.	25 years	Destroy	Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.004	Asbestos inspections		Either: Date of last action or date individual reaches 75 years.	Either: 50 years or until individual reaches 75 years old (whichever is greater).	Destroy	Statutory	Control of Asbestos at Work Regulations 1987. Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.005	Asbestos - medical records containing details of employees exposed		Current	Last entry + 40 years	Destroy	Statutory	The Control of Asbestos at Work Regulations (SI 1987/2115, SI 1992/3068 and SI 1998/3235). Retention rule recommended by HR.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.006	Asbestos - medical examination certificates		Current	Date of issue + 4 years	Destroy	Statutory		Electronic / RIVO. Corporate Health & Safety Officer

13.003.007	Equipment safety inspections		Date equipment is de-commissioned	6 years	Destroy	Business requirement	Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.008	Hazardous substances COSHH reports		Date of last action.	40 years	Destroy	Control of Substances Hazardous to Health Regulations 2002	Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.009	Health & Safety Audits	Workplace Audit	Date of audit.	6 years	Destroy	Business requirement	National Archive Retention Schedule 11. Internal Audits. Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.010	Health & Safety workplace inspections	Workplace Inspections	Date of inspection.	Closure of file + 7 years. If record is to be kept beyond 7 year review, retain until closure + 25 years	Review after 7 years with a view to destroy. If retained, destroy after 25 years.	Business requirement	National Archive/ HSE Board. Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.011	Records under the Ionising Radiations Regulations 1999		Current	Date of birth + 75 years. Records must be retained for a minimum of 50 years.	Destroy	Statutory	The Ionising Radiations Regulations 1999 (SI 1999/3232). Retention rule recommended by HR.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.012	Medical records and details of biological tests under the Control of Lead at Work Regulations 1998		Current	Last entry + 40 years	Destroy	Statutory	The Control of Lead at Work Regulations 1998. Retention rule recommended by HR.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.013	Medical records as specified by the Control of Substances Hazardous to Health Regulations 1999		Current	Last entry + 40 years	Destroy	Statutory	The Control of Substances Hazardous to Health Regulations 1999 (COSHH) (SI 1999/437). Retention rule recommended by HR.	Electronic / RIVO. Corporate Health & Safety Officer

13.003.014	Radon Monitoring		Date of last action.	40 years	Destroy	The Ionising Radiations Regulations 1985.	Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.015	Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations 1999		Current	5 years from the date on which the tests were carried out	Destroy	Statutory	The Control of Substances Hazardous to Health Regulations 1999 (COSHH) (SI 1999/437). Retention rule recommended by HR.	Electronic / RIVO. Corporate Health & Safety Officer
13.003.016	Catering - Records documenting Health & Safety record	Cook safe forms, HACCP and Risk Assesment, EHO reports, weekly review, all-in-one book	new rules are implemented	3 Years	Destroy	Enviromental Health	Paper /electronic	Paper & Electronic - Admin & Kitchen Local Storage Systems & Shared Drives - Local Supervisor / Facilities Admin
13.003.017	Health and safety at work		Date investigation complete	7 years	Destroy	Health and Safety at Work Act		Electronic / RIVO. Corporate Health & Safety Officer
13.003.018	Fire Logbooks	Record of Fire alarm, emergency lighting and evacuation tests	End Calendar Year / Superseded	1 Year	Destroy	Business requirement		Local System - Head of Establishment
13.004	Risk management							

13.004.001	Risk Assessments	Individual risk assessments, Manual Handling, DSE etc	Date of risk assessment.	Until employee reaches 72 years or 5 years after death, which ever is earliest.	Destroy	Business requirement	National Archive retention Schedule 2. Retention rule recommended by Chris Lawson, Health & Safety.	Electronic / RIVO. Corporate Health & Safety Officer
13.004.001/A		Activity risk assessments, assessments under health and safety regulations, records of consultations with safety representatives and committees	Date of assessment.	Permanently	Archive	Business requirement	CIPD Good Practice. Retention rule recommended by Chris Lawson, Health & Safety and HR.	Electronic / RIVO. Corporate Health & Safety Officer

REF.	ACTIVITY / RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	RETENTION PERIOD	ACTION	AUTHORITY	CITATION / NOTES	Location / Responsibility
14	HOUSING	The council's statutory responsibility for housing						
14.001	Advice	Provision of housing advice to homeowners and tenants						
14.001.001	Help and advice to private tenants or landlords		Date of last action	3 years	Destroy	Business requirement		Case Files - Housing Officers/ Homelessness Team - Local Systems
14.001.002	Case file - Homeless person where individual does not become permanently housed	Assessment, Decisions, Temporary Accommodation, etc	Date of last action	5 years	Destroy	Business requirement		Paper, Orchard & AVD Database - Homelessness Team
14.002	Enforcement	The enforcement of housing standards within the local area including housing standards assessments and safety inspections						
14.002.01	Assessment - housing standards		Date of last assessment	3 years	Destroy	Business requirement		Paper / Electronic - Local Systems - Building Standards Team
14.002.02	Safety inspections - multiple occupation		Date of last action	7 years	Destroy	Business requirement	Civic Government (Scotland) Act 1982. HMO Section	Paper / Electronic - Local Systems - Licensing Team
14.003	Estate management	the management of housing estates including business premises, car parking surveys, garage letting and rental applications, housing inspections and neighbour disputes						
14.003.001	Business premises		Date of last action	7 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Senior Estates Officer

14.003.002	Car parking surveys		Date of last action	7 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
14.003.003	Garage Applications		Registration or entitlement lapses	2 years	Destroy	Business requirement		Paper Files & Orchard - Community Housing Team
14.003.004	Garage rentals		Entitlement lapses	2 years	Destroy	Business requirement		Orchard & EDRMS - Community Housing Team
14.003.005	Housing inspections		Date of last action	7 years	Destroy	Business requirement		Paper Files & Local System - Community Housing Team
14.003.006	Neighbour disputes		Termination of tenancy	12 years	Destroy	Business requirement		Paper Files & Orchard - Tenancy File
14.004	Housing provision	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness						
14.004.001	Landlord Registration		Date of last action	2 years	Destroy	Business requirement	Any local copies of information can be destroyed	Electronic - External (Scottish Government) Database
14.004.002	Housing exchanges - Mutual exchange list		Date superseded	Nil	Destroy	Business requirement	Maintain current only, and update as required	Co-owned - held on East Lothian Housing Association Servers. Local Paper / electronic copy held for immediate use in Local Systems

14.004.003	Housing Applications		Date Decision	Nil	Transfer to Successful / Unsuccessful file	Business requirement		Housing Team - EDRMS & Orchard
14.004.004	Case file - successful applicants	<ul style="list-style-type: none"> • Council housing application forms and supporting material • Application for transfer of tenancy and supporting papers 	Date of decision	See Tenant Case File		Business requirement	Move to individual tenant's case file	EDRMS & Orchard - Local Office Team
14.004.005	Case file - unsuccessful applicants (or where application is withdrawn by applicant)	<ul style="list-style-type: none"> • Council housing application forms, needs assessment and supporting material • Application for transfer of tenancy and supporting papers 	Year of decision	7 years	Destroy	Business requirement		EDRMS & Orchard - Local Office Team
14.004.006	Case file - Homeless person where individual does become permanently housed	Assessment, Decisions, Temporary Accommodation, etc	Date of Decision	5 years		Business requirement	Move to individual tenant's case file	Paper, Orchard & AVD Database - Homelessness Team
14.004.007	Temporary accommodation - lease agreement	Lease agreement and associated documents	Termination of lease agreement	5 years	Destroy	Business requirement		Paper, Orchard & AVD Database - Homelessness Team
14.004.008	Records documenting the decoration and furnishing of a leased property to be used as temporary accommodation.			5 years	Destroy	Business requirement	See Records Retention Schedules for: Procurement; Finance – Financial	Paper, Orchard & AVD Database - Homelessness Team
14.004.009	Case file - temporary accommodation allocated to homeless person.		End of Current Financial Year	3 years	Destroy	Business requirement		Paper, Orchard & AVD Database - Homelessness Team

14.004.010	Records documenting arrangements with a hostel/bed and breakfast establishment used to provide temporary accommodation.	Records documenting the booking of accommodation and monitoring payments	End of Current Financial Year	3 years	Destroy	Business requirement		Paper, Orchard & AVD Database - Homelessness Team
14.004.011	Sheltered housing Support Plans		Date of last action	7 years	Destroy	Business requirement		Paper & local System - Local Housing Team
14.005	Housing stock	Activities relating to management of housing stock including demolition, emergency maintenance, housing grants, . . . Leases - Property may be identified by address.						
14.005.001	Property file - Demolition		Date of last action	7 years	Destroy	Business requirement		Orchard & EDRMS - Community Housing Team
14.005.002	Property file - Maintenance & repairs	Including details of asbestos, etc	Date of last action	10 years	Destroy	Business requirement		Orchard & EDRMS - Community Housing Team
14.005.003	Property file - property adaptations		Date of last action	10 years	Destroy	Business requirement		Paper, Orchard & EDRMS - Community Housing Team
14.005.004	Property file - Housing improvement grants over £50,000		From date of last payment	12 years	Destroy	Statutory	Prescriptions and Limitations Act; review for plans and detailed drawings	Paper/ Electronic - Uniform & Local Systems - Local Housing Team
14.005.005	Property file - Housing improvement grants under £50,000		From date of last payment	6 years	Destroy	Statutory	Prescriptions and Limitations Act; review for plans and detailed drawings	Paper/ Electronic - Uniform & Local Systems - Local Housing Team
14.005.006	Property file - Adaptations grants		Date of last action	5 years	Destroy	Business requirement		Paper/ Electronic - Uniform & Local Systems - Local Housing Team

14.005.007	Property file - housing grant where application is rejected		Last action on application	1 year	Destroy	Business requirement		Paper/ Electronic - Uniform & Local Systems - Local Housing Team
14.005.008	Property file - Private housing grants		Date of last action	5 years	Destroy	Business requirement		Paper/ Electronic - Uniform & Local Systems - Local Housing Team
14.005.009	Register of Housing Grants		End of Current Financial Year	10 years	Archival Review	Business requirement		Paper/ Electronic - Uniform & Local Systems - Local Housing Team
14.006	Managing tenancies	Activities associated with the management of tenancies						
14.006.001	Tenant Participation Strategy		Date superceded	1 year	Destroy			Paper & local System - Local Housing Team
14.006.002	Register of Tenants Organisations		Date superceded	Nil		Statutory	Housing (Scotland) Act 2001. 2001 asp 10 Section 53 (3)	Paper & local System - Local Housing Team
14.006.003	Tenancy file	Correspondence re tenancy; Tenancy files; Tenancy Agreements (SSTA); Council housing; Application forms and supporting material; Application for transfer of tenancy and supporting papers; Application for emergency housing or referral from another agency; Evictions	Termination of tenancy	20 years	Destroy	Business requirement	These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority	Orchard & EDRMS - Community Housing Team

14.006.004	Tenant file - HomeCare Service		Termination of Service	6 years	Destroy	Business requirement	Processes involved in assessing and providing individual support or services. Includes those with Power of Attorney.	Paper / Electronic - Local Systems / Frameworks - Service Manager (Operations)
14.006.005	Housing Needs & Rent setting - Global Assessments		Date closed	7 years	Destroy	Business requirement		Paper - Local Filing Systems - Economic Development and Strategic Investment Manager
14.006.006	Rent arrears (Council property)		Date closed	7 years	Destroy	Business requirement		Electronic - Orchard / EDRMS - Revenues Team
14.006.007	Sold House File - Right to buy		Date sold	20 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Databases / Shared Drives - Service Manager (Strategic Asset & Capital Plan Management)

15	HR	The management of staff by the council.						
REF.	RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	RETENTION PERIOD	ACTION	AUTHORITY	CITATION / NOTES	Location / Responsibility
15.001	Administering employees							
15.001.001	Employee files	Employee (non-PVG/Disclosure Post)	Termination	7 Years from Termination	Destroy			Electronic - EDRMS - HR
15.001.002	Employee files	Employee (PVG/Disclosure Post)	Termination	70 Years from Termination	Destroy			Electronic - EDRMS - HR
15.001.003	Local Copy Employee File	Training Records, Appraisals, Sickness Absence Records, Copy Letters, Leave Cards. Long Service, Volunteers	Termination	6 months	Destroy			Paper / Electronic - Local Systems/ EDRMS - Line Manager
15.001.004	Reporting (terms and conditions, working hours, terminations) on employees	e.g. Efficient Workforce Management Plan Essential Car User Review SNCT Amendments to Terms and Conditions Teachers Increments VERS Information Redundancy Projects Redeployment	Current tax year	7 Years from Report Completed	Destroy	Business requirement		Paper / Electronic - Local Systems - HR Team
15.001.005	Time Management Records	Submitted Flexi Timesheets, Leave Cards, TOIL Sheets	End Flexi year	2 years	Destroy			Paper / Electronic - Local Systems/ EDRMS - Line Manager
15.002	Employee relations							
15.002.001	Employment matters reporting / registers	Registers: Disciplinary Grievance Dismissal Flexible Retirement	Once appropriate action taken	7 Years from Entry onto Register	Destroy	Business requirement	Disciplinary / Grievance paperwork kept in Employee Files	Paper / Electronic - Local Systems/ EDRMS - HR Team

REF.	RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	RETENTION PERIOD	ACTION	AUTHORITY	CITATION / NOTES	Location / Responsibility
15.002.002	Employment Tribunals	Applications / Responces / Outcomes	Termination of employment	7 Years from Termination or 70 Years from Termination (PVG / Disclosure Post)	Destroy	Business requirement		Paper / Electronic - Local Systems/ EDRMS - HR Team
15.002.003	Trades Union Liaison	Strategy	Current	Retain permanently	Retain	Business requirement		Paper / Electronic - Local Systems/ EDRMS - HR Team
15.003	Equal opportunities							
15.003.003	Harassment Statistics Monitoring Forms		Current year	Current year + 1 year	Review	Consider historical value.		Paper / Electronic - Local Systems/ EDRMS - HR Team
15.004	Monitoring employees							
15.004.002	Reporting	Staffing Watch Turnover Business Register Survey Social Work Monitoring Information Performance Indicators	Current	7 years	Destroy	Business requirement		Paper / Electronic - Local Systems/ EDRMS - HR Team
15.005	Health & Wellbeing							
15.005.001	Absence reporting (monthly absence trigger reports) & sickness Monitoring		Date after action completed	7 years from report completed	Destroy			Paper / Electronic - Local Systems/ EDRMS - HR Team
15.005.002	Occupational health (separate from employee file)		Termination of employment	70 years from termination of contract	Destroy	Statutory	Statutory Health Surveillance	Paper / Electronic - Local Systems - Occupational Health Provider

REF.	RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	RETENTION PERIOD	ACTION	AUTHORITY	CITATION / NOTES	Location / Responsibility
15.005.003	Occupational health - staff training & personal risk assessments (separate from Health & Safety file)	Timetable for HAVS tests & Status, etc	Termination of employment	70 years from termination of contract	Destroy	Statutory		Electronic - CHRIS - HR
15.006	Recruitment							
15.006.001	Recruitment Authorisation Requests & Associated Paperwork	Paperwork for unsuccessful applicants	Recruitment finalised	6 months	Destroy			Paper / Electronic - Local Systems / Myjobscotland - Chair of interview Panel
15.006.002	Job descriptions		Date superseded	Date superseded	Destroy			Electronic - Local Systems - HR Team
15.007	Terms and conditions of employment							
15.007.001	Staff benefits	Summary of Services available & current terms and conditions	Date Superseded	Immediate	Destroy	Business requirement	All client details held externally and managed as part of pay roll / employee file	Electronic - Local Systems - HR Team
15.007.004	Terms and conditions Negotiations / Collective Agreements, etc		Date Superseded	7 years	Destroy	Business requirement		Electronic - Local Systems - HR Team
15.008	Training							
15.008.001	All Training records are kept within Local Employee File	Copies of Certificates, Attendee lists, spreadsheet of courses attended?	End of Contract	7 Years	Review	Business Requirement	Review - if PVG post some training records may need to be kept for duration of main file	Paper / Electronic - Local Systems/ EDRMS - HR Team / Line Manager
15.009	Job Evaluation							

REF.	RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	RETENTION PERIOD	ACTION	AUTHORITY	CITATION / NOTES	Location / Responsibility
15.009.001	Job Evaluation	Final report & working Papers (initial evaluation / appeals)	Current	Retain permanently	Retain	Business requirement		Electronic - Local Systems - HR Team

16 INFORMATION AND COMMUNICATION TECHNOLOGY								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/ Citation	Notes	Location / Responsibility
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
16.001	ICT Systems Development							
	East Lothian Council has a policy of buying rather than developing application systems.							
16.002	ICT Systems Security Management							
16.002.001	Security protocols for an ICT system.		Decommissioning of system	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984		Electronic - Shared Drives - Service Manager (IT Infrastructure)
16.002.002	Opening, maintenance and closure of a user account for an ICT system.	Active Directory	Closure of account	1 Month	Destroy	Business requirement		Electronic - Shared Drives - Service Manager (IT Infrastructure)
16.002.003	Routine monitoring of access to, and use of, an ICT system.		End of current year	1 year	Destroy	Business requirement		Paper / Electronic - Local Filing System / Shared Drives - Service Manager (IT Infrastructure)

16.002 .004	Detection and investigation of security breaches of an ICT system, and action taken.		Last action on incident	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing System / Shared Drives - Service Manager (IT Infrastructure)
16.003	ICT Systems Operations Management							
16.003 .001	Investigation of faults reported by users of an ICT system, and action taken to rectify problems.	Including: Logging, investigation and resolution of user requests for technical and application support	Close of investigation	3 years	Destroy	Business Requirement	This information is recorded on incident records on IT Service Desk system	Electronic - Shared Drives/ Database - Service Manager (IT Infrastructure)
16.003 .002	Management of data in an ICT system, including the operation of routine data backup, archiving and deletion routines.		End of current year	1 year	Destroy	Business Requirement		Paper / Electronic - Local Filing System / Shared Drives - Service Manager (IT Infrastructure)
16.003 .003		Payroll System Backups - End of Year Run	End of Financial Year	7 Years	Destroy			Paper / Electronic - Local Filing System / Shared Drives - Service Manager (IT Infrastructure)
16.003 .004	Maintenance of the software licence(s) for an ICT system.		Expiry/ Termination of licence	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984		Paper / Electronic - Local Filing System / Shared Drives - Service Manager (IT Infrastructure)
16.003 .005	Management of an ICT system - system file	handover documents, user guides, system support, technical and knowledgebase documentation	Decommissioning of system	5 years	Destroy	Business Requirement		Paper / Electronic - Local Filing System / Shared Drives - Service Manager (IT Infrastructure)
16.003 .006	Removal / return of mobile ICT systems hardware & software from / to the Council's premises	register or log	Return of equipment	5 years	Destroy	Business Requirement		Paper / Electronic - Local Filing System / Shared Drives - Service Manager (IT Infrastructure)

16.003 .007	Arrangements for the sanitisation and disposal of institutional ICT equipment	disposal log	Disposal of equipment	5 years	Destroy	Business Requirement	Ensure record of disposals added to council asset disposal register - this will typically be held within Finance	Paper / Electronic - Local Filing System / Shared Drives - Service Manager (IT Infrastructure)
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17	INFORMATION MANAGEMENT							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Location / Responsibility
17.001	Access to information							
17.001.001	Data Protection - record of subject access request processing	initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	Statutory	Data Protection Act 1998 c.29, s.7	Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.001.002	Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	6 years	Destroy	Statutory	Data Protection Act 1998 c.29, s.7	Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.001.003	Data protection - general compliance records	Files re. DP audit, general compliance, data breaches, security, training, etc,	Current year	3 years	Destroy	Business requirement		Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.001.004	Data protection - Notification and changes		Current year	3 years	Destroy	Statutory	Data Protection Act 1998 c.29, s.20.	Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.001.005	Freedom of information (FoISA) - processing of requests for information	initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13	Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.001.006	Freedom of information (FoISA) - processing of requests for information where appeal made to Scottish Information Commissioner	initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	6 years	Destroy	Statutory	Freedom of Information (Scotland) Act 2002 asp 13	Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.001.007	Council Publication Scheme		Superseded	3 years	Review for historical value	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13	Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team

17.001.008	Environment Information Regulations - processing of requests for information	initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	Business requirement	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520	Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.001.009	Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	6 years	Destroy	Business requirement	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520	Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.001.010	Information Released/ Published under FOI(S)A on ELC website	Content of information released	Date of publication	Permanent		Business requirement	Assist future Fol requests as available on web.	Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.001.011	Regulation of Investigatory Powers (Scotland) Act authorisation & cancellation forms	Form authorising or cancelling authorisation for covert surveillance	Date of Inspection by RIP(S)A officer (3 yr cycle)	1 Month	Destroy	Business requirement		Paper / Electronic - Local Shared Drives & Dunbar Road. Fol / DP Compliance Team
17.002	Archives							
17.002.01	Accession register	Details of individuals held on CALM		Permanent	Retain for historical value	Business requirement		CALM Database / Archivists
17.002.02	Accession register	Details of individuals held on paper forms		Permanent	Proof of Depositors wishes			Local Filing System / Archivists
17.002.03	Catalogue of all archival holdings held by the Council	Includes depositor agreement, conservation requirements		Permanent	Retain for historical value	Business requirement		CALM Database / Archivists (Web version on Collectionsbase.org)
17.002.04	Depositor records	Includes liaison with owner on conditions of donation on CALM	End of life of deposit	5 years	Destroy	Business requirement		Local Filing System / Archivists
17.002.05	Enquiry database	Details of Enquiries	End financial Year	3 years	Destroy	Business requirement	Contains personal contact data	Spreadsheet on Council Network / Archivists
17.002.06	Enquiry database	Statistics of Enquiries		Permanent	Retain for historical value			Spreadsheet on Council Network / Archivists

17.002.07	Loans to/from third parties	Loan agreement forms, record of loan		Permanent	Retain for historical value			Paper & Electronic - Local Filing Systems / Archivists
17.002.08	Register of individual visitors to the archives centre.	Visitor Registration Forms	End financial Year	1 year	Destroy	Business requirement	Security purposes	Paper - Local Filing System / Archivists
17.002.09	Register of individual visitors to the archives centre	User database	Current	5 years	Destroy	Business requirement	Security purposes	Spreadsheet on Council Network / Archivists
17.002.10	Reprographic services provision - where no fees charged	Copying/Photographic orders, copyright forms	End of financial year	3 years	Destroy	Copyright Act 1988	For financial records relating to fee payment see Schedule 12: Finance	Local Filing System / Archivists
17.002.11	Environmental monitoring	Temp/RH reading records	End of current year	5 years	Destroy	Business requirement	BS 5454	Paper & Electronic - Local Filing Systems / Archivists
17.002.12	Environmental monitoring	Report on environmental conditions		Permanent	Retain	Business requirement	BS 5454	Paper & Electronic - Local Filing Systems / Archivists
17.002.13	Production of archives	Production/Request slips	End of current year	1 year	Destroy	Business requirement		Paper - Local Filing Systems / Archivists
17.002.14	Archival item withdrawal	Document recording the withdrawal / disposition of any archival material		Permanent	Retain for historical value	Business requirement		Paper & Electronic - Local Filing Systems / Archivists
	Statistics of Archival Use	Spreadsheet		Permanent	Retain for historical value			Spreadsheet on Council Network / Archivists
17.003	Knowledge management							
17.003.002	Information asset lists	IT	Superseded	2 years	Destroy	Business requirement		Electronic / Shared Network Drives. IT Team
17.003.003	Geographic Information System (GIS)		Date of survey completion	5 years	Destroy	Business requirement	I&R Source data for SVDLS for loading to GIS	Electronic / Shared Network Drives. Information Systems Officer

17.004 Records management								
17.004.001	Records surveys	Information relating to record audits	Current	2 years	Destroy	Business requirement		Paper or Electronic - Local Systems / Records Management Team
17.004.002	Classification schemes	Classification schemes	Current	Until superseded	Review for historical value	Business requirement	Consider historical value.	Paper or Electronic - Local Systems / Records Management Team
17.004.003	Forms development	Standard templates	Superseded	1 year	Sample for historical value	Business requirement		Paper or Electronic - Local Systems / Records Management Team
17.004.004	Image capture	original documents	Current	3 months	Destroy	Business requirement	To establish scanning quality control	Local Filing System or File Storage / Creating Department
17.004.005	Retention schedules		Current	2 years	Destroy	Business requirement	Retain in line with currency of the records series.	Paper or Electronic - Local Systems / Records Management Team
17.004.006	Lists of Records destroyed	records destruction register		Permanent	Retain	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code	Paper or Electronic - Local Systems / Records Management Team
17.004.007	Records disposal certificated	Disposal certificates		Permanent	Destroy	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code	Paper or Electronic - Local Systems / Records Management Team
17.004.008	Records retention issues log		Date of last action	6 years	Destroy	Business requirement	Consider retaining the summary statistics as a measurement of service delivery and for appraising the effectiveness of retention schedules.	Paper or Electronic - Local Systems / Records Management Team
17.005 Registration								
see appropriate function for retention details of statutory and non-statutory registers; these will all have significant archival value								

18 LEGAL SERVICES							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/ Citation	Location / Responsibility
Notes							
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.						
N/A	Invoicing, budgeting etc..	See Schedule 12: Finance					
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety					
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources					
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working,	See Schedule 20: Management					
	Highway & Land verge associated materials	See Transportation					
	Planning controls	See Planning & Building Standards					
N/A	Tendering and contracts management	See Schedule 22: Procurement					
18.001	Advice						
	Counsel's Opinion	Copy of Memorial and Opinion	Date Opinion recieved	5 years	Review for historical interest - destroy if no such interest	Business requirement	Service Manager - Legal & Procurement - Electronic / Shared network folder (Opinions)
18.001.002	Provision of ad-hoc legal advice - no separate case file opened	Email correspondence, file notes, etc	Date advice given	10 years	Destroy	Business requirement	Individual members of legal team - Electronic / email archive
18.002	Bylaws						

18.002.001	Enactment	Byelaws	Date of Enactment	10 years	Review for historical value & Destroy unselected	Business requirement		Service Manager (L&P) - Paper / Legal Services Safe & Electronic / Website
18.005	Litigation							
18.005.001	Anti-social behaviour cases	Copy writ, copy defences and copy of court judgement/order	Date of conclusion of any court action.	6 years	Destroy	Business requirement	Supporting papers, productions, etc to be retained by client department	Service Manager (L&P) - Electronic / Therefore System
18.005.002	Eviction actions	Copy writ, copy defences and copy of court judgement/order	Date of conclusion of any court action	6 years	Destroy	Business requirement	Supporting papers, productions, etc to be retained by client department	Service Manager (L&P) - Electronic / Therefore System
18.005.003	Adoption cases, fostering, or other cases involving children including child protection orders.	Copy court order or judgement	Date of order/decision or close of file	100 years	Destroy	Statutory Adoption Agencies (Scotland) Regulations 1996 See also RRS Childen and Families	All other supporting papers, productions, etc to be retained by client department	Service Manager (L&P) - Electronic / Therefore System
18.005.004	Employment tribunal.	Copy Order	Date file closed.	7 years	Destroy	Business requirement	All other supporting papers, productions, etc to be retained by HR department	Service Manager (L&P) - Electronic / Therefore System
18.005.005	Adult Wellbeing Court Action	Copy writ, copy defences and copy of court judgement/order	Date file closed (or death if indefinite guardianship).	10 years	Destroy	Business requirement		Service Manager (L&P) - Electronic / Therefore System
18.005.006	Any other civil or commercial action.	Copy writ, copy defences and copy of court judgement/order	Date of expiration of court order/conclusion of any court action.	6 years	Destroy	Business requirement		Service Manager (L&P) - Electronic / Therefore System

18.005.009	Debt recovery, Sequestrations and Inhibitions	Copy writ, copy defences and copy of court judgement/order	Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan).	20 years	Destroy	Business requirement	Principal papers to be retained in case of further action	Service Manager (L&P) - Electronic / Therefore System
18.006	Management of legal activities							
18.006.002	Agreements/Contracts (including Service Level Agreements, Memoranda of Understanding, Concordats, etc)	Copy of signed Agreement	Date agreement expires or is terminated	7 years	Destroy	Business requirement		Service Manager (L&P) - Paper / Legal Service Safe. Electronic / Therefore System & Shared Drives
18.006.003	Conveyancing files - sales, purchases and leases (excluding Rent to Mortgage files).	All supporting correspondence relating to transaction	Date file closed	3 years	Destroy	Business requirement		Service Manager (L&P) - Electronic / Therefore System
18.006.004	Deeds - including Leases.	Copy signed deed and plan	Date file closed	Permanent	Retain	Business requirement		Service Manager (L&P) - Paper / Legal Service Safe. Electronic / Therefore System & Shared Drives
18.006.005	Land charges, Securities, Charging Orders	Copy signed Charge, Security or Charging Order	Date Charge or Security is discharged	Immediate	Destroy	Business requirement		Service Manager (L&P) - Paper / Legal Service Safe. Electronic / Therefore System & Shared Drives

18.006.006	Rent to Mortgage Files	All supporting correspondence relating to transaction and associated deeds	Date of completion of transaction	Permanent	Retain	Business requirement		Service Manager (L&P) - Paper / Storage & Local Filing. Electronic / Therefore System & Shared Drives
18.006.008	Compulsory purchase	Copy Authorisation, Order and GVD/Title Deeds	Date of order	Permanent	Retain	Business requirement		Service Manager (L&P) - Paper / Storage & Local Filing. Electronic / Therefore System & Shared
18.006.011	Servitudes and wayleaves	Copy deeds, titles and plans	Grant of Servitude or Wayleave	Permanently.	Retain	Business requirement		Service Manager (L&P) - Paper / Storage & Local Filing. Electronic / Therefore System & Shared Drives
18.006.014	Trusts	Trust deed	Date granted.	Permanently.	Retain	Business requirement		Service Manager (L&P) - Paper / Storage & Local Filing. Electronic / Therefore System & Shared Drives

19 LEISURE AND CULTURE								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/ Citation	Notes	Location / Responsibility
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
19.001	Allotments							
19.001.001	Establishment, development and closure of an allotment site		Closure of site	5 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Principal Amenities Officer

19.001.002	Maintenance of infrastructure and facilities at an allotment site		End of current year	5 years	Destroy	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Principal Amenities Officer
19.001.003	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	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Principal Amenities Officer
19.001.004	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	Business requirement		Paper / Electronic - Local Systems & Shared Drives - Principal Amenities Officer
19.002	Archives							
	See 17.002 for Archives							
19.003	Arts							
19.003.001	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;	Business requirement		Paper / Electronic - Local Filing Systems/ Drives - Principal Arts Officer

19.003.002	Artist details	Records documenting details of artists and their work.	End of calendar year	3 years	Review for ongoing value	Business requirement		Paper / Electronic - Local Filing Systems/ Drives - Principal Arts Officer
19.003.003	Advice and assistance given to a community arts project		End of project	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems/ Drives - Principal Arts Officer
19.004	Community facilities							
19.004.001	Community Hall Booking Forms	applications and booking forms	End of current financial year	3 years	Destroy	Data Protection Act 1998		Paper / Electronic - Local Filing Systems / Shared Drives - Facilities Management
19.004.002	Community Halls Risk Assessment Forms	Document record of any risks that may occur on type of hall let requested	Date of last Assessment/Last Action	3 years	Destroy	Management of Health & Safety at Work Regulations 1992		Paper / Electronic - Local Filing Systems / Shared Drives - Facilities Management
19.004.003	Community Halls Feedback forms and correspondence	Correspondence and feedback from caretakers and lessees	End of financial year	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Facilities Management
	Info relating to bookings	Electronically stored on IRBS	End of financial year	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Facilities Management

19.004.004	Community Hall Invoice or Payment Receipts	Record of Payments	End of financial year	6 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Facilities Management
19.005	Leisure promotion	See Schedule 20: Management						
19.006	Libraries		See Schedule 10: Education and Skills for School Library Services					
19.006.001	Stock ordering	database	End of financial year	6 years	acquisitions records stored permanently	Statutory		Electronic - Database & Shared Drives. Service Manager - Customer Services.
19.006.002	Library Management system borrower details	database	termination of membership	Permanent	membership made inactive	Business requirement		Electronic - Database & Shared Drives. Service Manager - Customer Services.
19.006.003	Library Management system stock details	database	end of life of stock	Permanent	Retain for historical value	Business requirement		Electronic - Database & Shared Drives. Service Manager - Customer Services.
19.006.004	Fines	database	End of financial year	6 years	Destroy	Statutory		Electronic - Database & Shared Drives. Service Manager - Customer Services.

19.006.005	Library development records	Stock plans, reader development	Superseded	3 years	Destroy	Business requirement		Electronic - Database & Shared Drives. Service Manager - Customer Services.
19.006.006	Inter-library loan agreements		End of loan period	6 years	Destroy	Business requirement		Paper / Electronic - Local filing system, Database & Shared Drives. Service Manager - Customer Services.
19.006.007	Community information files	details of local groups, community organisations etc	Superseded	1 year	destroy	Business requirement	Maintain current only, and update as required	Paper / Electronic - Local filing system, Database & Shared Drives. Service Manager - Customer Services.
19.006.008	surveys	paper and electronic	end of financial year	3 years	Destroy	Business requirement		Paper / Electronic - Local filing system, Database & Shared Drives. Service Manager - Customer Services.

19.006.009	evaluation forms	paper and electronic	Termination	2 years	Destroy	Data Protection Act 1998		Paper / Electronic - Local filing system, Database & Shared Drives. Service Manager - Customer Services.
19.006.010	photo permission forms	paper	termination	100 years	Destroy	Data Protection Act 1999		Paper - Local Filing Systems - Service Manager - Customer Services
19.006.011	Hospital and Homes agreement	paper	end of contract	1 year	Destroy	Business requirement		Paper - Local Filing Systems - Service Manager - Customer Services
19.006.012	Schools agreements	paper	end of contract	1 year	Destroy	Business requirement		Paper - Local Filing Systems - Service Manager - Customer Services
19.006.013	book group members	database	termination	1 year	Destroy	Business requirement		Electronic - Database & Shared Drives. Service Manager - Customer Services.
19.006.014	Book Group agreements	paper	end of contract	1 year	Destroy	Business requirement		Paper - Local Filing Systems - Service Manager - Customer Services

19.006.015	Bookbug records and statistics	paper and electronic	end of financial year	5 years	Destroy	Business requirement		Paper / Electronic - Local filing system, Database & Shared Drives. Service Manager - Customer Services.
19.006.016	Public access IT administration	Acceptable use of IT/registration form	Termination	5 yrs	Destroy	Prescription & Limitation Act		Paper - Local Filing Systems - Service Manager - Customer Services
19.007	Museums and Art Galleries							
19.007.001	Depositors agreements		Date of Deposit	Permanent	Retain for historical value	Business Requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
19.007.002	Loans to third parties	loan agreement	End of loan period	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
19.007.003	Loans to third parties	record of loan	End of life of deposit	5 years	Retain	Business requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer

19.007.004	Loansfrom third parties	record of loan	End of loan period	5 years	Retain	Business requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
19.007.005	Museum catalogue		Superseded	Nil	Review for historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
19.007.006	Museum development records		Superseded or project closure	3 years	Review for historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
	Object Valuations			Permanent	Retain for historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
19.007.007	Accreditation	working documents	notification of registered status	3 years		Business requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer

19.007.008	Accreditation.	notification of registered status		Permanent	Retain for historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
19.007.009	Environmental monitoring	Temp/RH reading records	End of current year	5 years	Destroy	Business requirement	required for Accreditation	Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
19.007.010	Environmental monitoring	Report on environmental conditions		Permanent	Review for historical value	Business requirement	required for Accreditation	Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
19.007.011	Gallery /museum object withdrawal			Permanent	Review for historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared drives. Principal Museums Officer
19.008	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						
19.009	Parks and open spaces							

19.009.001	Adoption of land as a public open space or recreational facility			Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drives. Principal Amenities Officer.
19.009.002	Development of land as a public open space or recreational facility		Closure of amenity	5 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives. Principal Amenities Officer.
19.009.003	Maintenance of infrastructure and facilities on public land or in a recreational facility		End of current year	5 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives. Principal Amenities Officer.
19.009.004	Closure of a public open space or a recreational facility		Closure of amenity	5 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drives. Principal Amenities Officer.
	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						
19.010	Sports							

19.010.001	Coach Education	the development of an education and training programme for coaches	Completion of programme	5 years	Review for business value	Business requirement		Paper / Electronic. Local Filing Systems / Shared Drives. Service Manager - Sports, Countryside & Leisure
19.010.003	Advice and assistance given to a community sports project	Communication between Council and community organisation	End of project	10 years	Review for business value	Business requirement		Paper / Electronic. Local Filing Systems / Shared Drives. Service Manager - Sports, Countryside & Leisure
	Partnership Agreements	Governing bodies / sportscotland / NHS Lothian / enjoy / Community organisations	Timeline end for partnership agreement	5 years	Destroy	Business requirement		Paper / Electronic. Local Filing Systems / Shared Drives. Service Manager - Sports, Countryside & Leisure
	Community leases	Lease agreements between the council and a variety of organisations	End of lease	5 years	review for business value	Business requirement		Paper / Electronic. Local Filing Systems / Shared Drives. Service Manager - Sports, Countryside & Leisure

	Facility delivery/projects	Capital facility projects	Completion of project	10 years	Review for business value	Business requirement		Paper / Electronic. Local Filing Systems / Shared Drives. Service Manager - Sports, Countryside & Leisure
	Strategies and action plans	Strategies and action plans	End dates for strategies and action plans	7 years	Review for business value	Business requirement		Paper / Electronic. Local Filing Systems / Shared Drives. Service Manager - Sports, Countryside & Leisure
	Service promotional material	Promotional booklets, leaflets, newsletters.	material life out of date.	3 years	Destroy	Business requirement		Paper / Electronic. Local Filing Systems / Shared Drives. Service Manager - Sports, Countryside & Leisure
19.011	Sports & Leisure Facilities							
	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						
19.012	Tourism		See Schedule 09: Economic Development					
19.013	CLD Service							

19.013.001	User Details	Board of Directors/ Management Committee personal details	Retiral from Committee	1 Year	Destroy			Paper / Electronic - Local Systems / Shared Drives - Team Leader Community Learning & Development
19.013.002	User Details	Group / Centre Users	Superceded / Termination of arrangement	1 year	Destroy	ELC/HMle		Paper / Electronic - Local Systems / Shared Drives - Team Leader Community Learning & Development
19.013.003	User Details	Local Groups and services in ELC Wards	Superceded	Nil	Destroy	ELC	Updated Annually	Paper / Electronic - Local Systems / Shared Drives - Team Leader Community Learning & Development
19.013.004	Registers	Youth Clubs, Groups, Classes participants, Creche	End calendar year	1 Year	Destroy			Paper - Local Systems - Team Leader Community Learning & Development
19.013.005	Student Details	Student records, interview schedules, NABS, assessments and prelims	Completion of Course	6 Months	Destroy	SQA/ELC		Paper / Electronic - Local Systems / Shared Drives - Team Leader Community Learning & Development

19.013.006	Project Files	Information on all pieces of work current and historical class details and numbers	Completion of project	6 Months	Review for ongoing value	CLDS/HMle		Paper / Electronic - Local Systems / Shared Drives - Team Leader Community Learning & Development
19.013.007	Consultation Responses	Paper surveys/electronic surveys where people are given option to leave contact details for feedback/updates	End of Consultation Process	6 Months	Review for ongoing value	Comm Engagement good Practice Guidelines		Paper / Electronic - Local Systems / Shared Drives - Team Leader Community Learning & Development
19.013.008	Forms	Permission forms, photo, room bookings, leases and agreements, fire procedure,	End calendar year	1 year	Destroy			Paper / Electronic - Local Systems / Shared Drives - Team Leader Community Learning & Development
19.014	Archaeology							
	Statistics & Reports	Items not part of HER	End of Financial Year	5 years	Review for historical interest	Business Need		Paper / Electronic - Local Filing Systems / Shared Drives. Archaeology Team

20 MANAGEMENT								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Location / Responsibility
20.001	Ceremonial							
20.001.001	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	End event	Permanent	Retain	Business requirement	Hosting department transfers material at end of Business use.	Paper / Electronic - Council Archive - Archives Team
20.001.002	Records documenting the planning of a civic event and/or official visit to the Council		Date of last action	3 years	Destroy	Business requirement		Comms and marketing team/ Democratic Services shared files
20.001.003	Formal record of official Council representation at events, ceremonies etc. other than those which the Council organises.	Photographs, video and audio recordings, programme, text of speeches delivered, press cuttings	Date of last action	3 years	Review for archival value	Business requirement		Paper / Electronic - Shared Drives / Local Filing Systems - Committees Team
20.001.004	Records documenting the planning of official Council representation at events, ceremonies etc. other than those which the Council organises.		Date of last action	3 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Filing Systems - Committees Team
20.002	Business Planning & Organisation							
	Meeting Papers & Minutes							
20.002.001	Council Management Team		date of meeting	Permanent	Archive	Business requirement	Prepared for transfer to Archives on completion of business use.	Paper / Electronic - Shared Drives / Local Filing Systems - Committees Team
20.002.002	Extended CMT /Divisional / Department Minutes		date of meeting	7 years	Review	Business requirement	Appraise for retention	Electronic - Stored in local shared drives. (Paper for use - destroyed when not required)

20.002.003	Service Area Minutes		date of meeting	5 Years	Review	Business requirement	Appraise for retention	Electronic - Stored in local shared drives. (Paper for use - destroyed when not required)
20.002.004	Team Minutes		date of meeting	2 Years	Review	Business requirement	Appraise for retention	Electronic - Stored in local shared drives. (Paper for use - destroyed when not required)
20.002.005	Steering / Short Life Working group Minutes		Conclusion of project	6 years	Review	Business requirement	Appraise for retention	Official central copy of minutes generated by minute taker. Electronic / Shared Drive relating to project or group
	Strategic Plans							
20.002.006	Forward Plan - CMT			Permanent	Retain	Business requirement	Transfer to Archive when superceded.	Paper / Electronic - Shared Drives / Local Filing Systems - Committees Team
20.002.007	Strategic Plan - Reviews		Date closed	5 years	Review	Business requirement		Paper / Electronic - Shared Drives / Local Filing Systems - Committees Team
20.002.008	Corporate initiatives		End of initiative	5 years	Review for re-use and archival value	Business requirement		Paper / Electronic - Shared Drives / Local Filing Systems - PA Hub
20.002.009	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	Business requirement	Transfer to Archive when superceded.	Paper / Electronic - Shared Drives / Local Filing Systems - PA Hub

20.002.010	Council Corporate Plan.			Permanent	Retain	Business requirement	Transfer to Archive when superceded.	Paper / Electronic - Shared Drives / Local Filing Systems - Committees Team
20.002.011	Strategic service plan			Permanent	Retain	Business requirement	Transfer to Archive when superceded.	Electronic - Local Shared Drives - Creating Department
20.002.012	Operational service plan		Superceded	3 years	Destroy	Business requirement		Electronic - Local Shared Drives - Creating Department
25.012.001	Records documenting the Council's involvement in the development of a major transport scheme.			Permanent (50 year review)	Retain for business and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.012.002	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority.	Structure Plan Local transport plan		Permanent	Retain for business and historical value	Business requirement	printed plan only. Back ground info can to destroyed.	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.012.003	Public transport service planning including scheduled services, demand responsive services and "special needs" services	Assessment of requirements	Superseded	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
	Policies & Procedures							
20.002.013	Organisational structure		Superceded	1 year	Sample for archival value	Business requirement	Transfer to Archive when superceded.	Paper / Electronic - Local Shared Drives / Local Systems - PA Hub
20.002.014	Corporate policies - master records	including significant records documenting policy development		Permanent	Retain	Business requirement	Owning function and responsible service is responsible for ensuring that a master copy is held permanently; transferred to Archive if Superseded	Electronic - Submitted to Members Library.

20.002.015	Corporate policies - Departmental/service copies		Superceded	None	Destroy	Business requirement	Destroy after not needed for consultation	Paper / Electronic - Local Department filing systems
20.002.016	Corporate policies - preparatory records		Authorisation of policy	1 year		Business requirement		Paper / Electronic - Local Departmental Systems & shared drives. Managed by team responsible for drafting
20.002.017	Service specific procedures		Superceded	2 years	Sample for archival value	Business requirement		Paper / Electronic - Local Departmental Systems & shared drives. Managed by team responsible for drafting
20.002.018	Policy consultation - major policies	The process of consulting the public and staff in the development of significant policies of the local authority	Consultation completed	5 years	Destroy	Business requirement		Paper / Electronic - Local Departmental Systems & shared drives. Managed by team responsible for drafting
20.002.019	Policy consultation - minor policies	The process of consulting the public and staff in the development of minor policies of the local authority	Consultation completed	1 year	Destroy	Business requirement		Paper / Electronic - Local Departmental Systems & shared drives. Managed by team responsible for drafting

20.002.020	Health & Safety Policy	Occupational H&S Policy, Noise Policy, Stress Management Policy	Date superseded	Closure of file + 7 years. If record is to be kept beyond 7 year review, retain until closure + 25 years	Review after 7 years with a view to destroy. If retained, destroy after 25 years.	Business requirement	National Archive/ HSE Board. Retention rule recommended by Chris Lawson, Health & Safety.	Paper / Electronic - Local Departmental Systems & shared drives. Managed by team responsible for drafting
20.002.021	Human Resources Guidelines	Current	Superseded	7 Years following implementation of new Policy / Guidelines	Retain	Business requirement	Might need to refer back to previous version for employment queries / FOI	Paper / Electronic - Human Resources Shared Drives.
20.002.022	Equalities and diversity - guidelines	Equalities Project	Current	7 Years	Destroy	Business requirement	Might need to refer back to previous version for employment queries / FOI	Paper / Electronic - Human Resources Shared Drives.
20.003	Customer Services							
20.003.001	Comments and enquiries - case files	Records documenting the processing of customer comments and enquiries about the Council including responses	Last action on comments	1 year	Destroy	Business requirement	See also Information Management schedule for enquiries under Data Protection, Freedom of Information and Environmental Information legislation	Paper / Electronic - Local filing systems / shared drives / CRM - Complaints Team
20.003.002	Comments and enquiries - analysis	Statistics and anonymised responses	Current	3 years	Review for archival and re-use value	Business requirement		Paper / Electronic - Local filing systems / shared drives / CRM - Complaints Team
20.003.003	Complaints - case file (CRM acts as register)	Records documenting the handling of a customer complaint.	Date complaint Received	3 years	Review	Business requirement		Paper / Electronic - Local filing systems / shared drives / CRM - Complaints Team

20.003.005	Complaints - analysis	6 Montly PPRC Report containing: Statistics and anonymised responses	Current		Review for archival and re-use value	Business requirement		Paper / Electronic - Local filing systems / shared drives / CRM - Complaints Team
20.003.006	Complaints: Anonymised Case Studies	Training materials	Superseded	Nil	Archival Review	Business requirement	Offer to archivist once administrative use has concluded	Paper / Electronic - Local filing systems / shared drives / CRM - Complaints Team
20.003.007	Customer satisfaction surveys survey design	Records documenting the design of the survey.	Completion of survey	3 years	Review for Archives / Re-use potential	Business requirement		Paper / Electronic - Local filing systems / shared drives - Creating Department
20.003.008	Customer satisfaction surveys individual responses	Records documenting identifiable individual responses to the survey.	Completion of analysis of responses	None	Destroy	Statutory	Data Protection Act 1998 c. 29 Destroy immediately anonymised summaries have been created	Paper / Electronic - Local filing systems / shared drives - Creating Department
20.003.009	Customer satisfaction surveys analysis	Records documenting summaries and analyses of responses to the survey.	Completion of survey	5 years	Review for archival and re-use value	Business requirement		Paper / Electronic - Local filing systems / shared drives - Creating Department
20.003.010	Public relations - Statistics, trends and customer satisfaction data	Anonymised summaries and reports	Current	5 years	Review for archival value	Business requirement		Electronic - Comms and Marketing shared drive - Communications Team
20.003.011	Consultations - Council responses to external consultations	Records documenting the Council's response to a consultation/survey carried out by an external organisation	Last action	3 years	Review for ongoing value	Business requirement		Electronic / Local Shared Drive - Designated co-ordinator for consultation
20.003.012	Consultations - Council consultation of external organisations - Final outputs	Reports, presentations, anonymised statistics	Publication date	5 years	Review for ongoing value	Business requirement		Electronic / Local Shared Drive - Designated co-ordinator for consultation

20.003.013	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	Business requirement		Electronic / Local Shared Drive - Designated co-ordinator for consultation
20.003.014	Consultations - Council consultation of external organisations - admin	Records documenting the administration of a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business requirement		Electronic / Local Shared Drive - Designated co-ordinator for consultation
20.003.015	Consultations - Council consultation of external organisations - response collation	Records documenting a response from another organisation to a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business requirement		Electronic / Local Shared Drive - Designated co-ordinator for consultation
20.003.016	Consultations - Council consultation of external organisations - analysis	Records documenting the analysis of responses to a consultation/survey.	Completion of survey/consultation	3 years	Destroy	Business requirement		Electronic / Local Shared Drive - Designated co-ordinator for consultation
20.003.017	Language translation services			Superseded	Destroy	Business requirement	Offer to archivist once administrative use has concluded	Paper / Electronic - Local Systems - Customer Services Team
20.003	Communications							
20.002.03	Publications - major publications	Guides, books and other Council publications	Date published	Permanent	Retain	Business requirement	Retain one set of records only - copies to be destroyed once business use concluded	Paper - Creating Department - offer to Archives
20.002.04	Publications - minor publications	Brochures, leaflets and newsletters	Date published	3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed once business use concluded	Comms and Marketing filed hard copies/ shared file
20.002.05	Publications - preparatory records		Conclusion of campaign	1 year	Destroy	Business requirement		Comms and Marketing - shared file
20.002.06	Corporate Staff communications	Staff memos, newsletters	Administrative use ends	3 years	Destroy	Business requirement		Comms and Marketing shared file/ Intranet

20.002.02	Mail processing	Incoming and outgoing mail logs and registers	Current	3 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Systems - Mail Room Staff
20.003.001	Campaigns - final outputs	Final outputs - presentations, leaflets	Conclusion of campaign	3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed	Comms and Marketing shared file/ filed hard copies
20.003.002	Campaigns - preparatory records		Conclusion of campaign	1 year	Destroy	Business requirement		Comms and Marketing shared file
20.003.003	Corporate identity and branding - artwork and style guides	Final artwork for corporate identity marks		Permanent	Retain	Business requirement		Comms and Marketing shared file/ graphic design team shared drive
20.003.004	Corporate identity and branding - preparatory records	Records documenting the development of corporate style guides for official use of corporate identity marks.	Current	1 year	Review for ongoing value	Business requirement		Comms and Marketing shared file
20.003.005	Marketing materials - final outputs	presentations, leaflets, posters	Superseded	3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed	Comms and Marketing filed hard copies
20.003.006	Marketing materials - preparatory records		Approval of final outputs	1 year	Destroy	Business requirement		Comms and Marketing shared file
20.003.007	Communications with other public sector organisations	requests for information and other general correspondence	Last action	3 years	Review for archival and re-use value	Business requirement	Includes other Local Government authorities, Local Government organisations, Central Government departments and agencies and parliamentary organisations	Paper / Electronic - Local Department filing systems - main point of contact for group.
20.003.014	Media relations records - final outputs	Media reports, briefings, press releases, published version of a media interview,	Publication/release date	5 years	Review for archival and re-use value	Business requirement		Comms and Marketing team shared drive/ council website

20.003.015	Media relations records - preparatory records	organisational records, drafts, correspondence	Last action	1 year	Review for archival and re-use value	Business requirement		Comms Officers' computer files
20.003.016	Media relations records - Media liaison		Date of last action	5 years	Review for archival and re-use value	Business requirement		Comms and Marketing shared media database/ shared drive
20.003.017	Media relations records - media coverage	Records documenting the monitoring of media coverage of the Council.	Current	5 years	Review for Archives	Business requirement		Comms and Marketing shared media database/ shared drive
20.005	External audits							
	Refer to retention schedule of specific function that is being audited							
20.005.001	Reports from External Auditors	Any external report on any audited function	Date of Audit	7 years	Review for ongoing value	Business requirement		Paper / Electronic - Shared Drives / Local Systems - Internal Audit Team
	cf Legal / Procurement -	appointment / management of contracts with						
20.006	Business preparation							
	For Meetings, Officer representation and Partnership and agency working see Retention Schedule 8: Democracy							
20.006.001	Records documenting the Council's representation in the work of a local government organisation.	Records of nominations to positions in the local government organisation.	Termination of membership	5 years	Review for archival and re-use value	Business requirement		Paper / Electronic - Shared drives / local systems - post acting as representative on organisation
20.007	Project Management							
20.007.001	Projects funded by the Council - major records	Business case and proposal, Project plan, lessons learnt	Project close	25 years	Review for archival and re-use value	Business requirement		Paper / Electronic - Shared Drives /
20.007.002	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	Business requirement	For records relating to the procurement of services in relation to projects see Retention Schedule 12 - Finance	Paper / Electronic - Shared Drives / Local Filing - Project Chair

20.007.003	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	15 Years	Review for archival and re-use value	Business requirement	For records relating to the procurement of services in relation to projects see Retention Schedule 12 - Finance	Paper / Electronic - Shared Drives / Local Filing - Project Chair
20.008	Quality and performance							
20.008.001	Assessments for accreditation, eg. Chartermark, IIP		Assessment completed	5 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Filing - Officer with responsibility for function being assessed
20.008.002	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - major records	Final reports - Best Value Review; Policy review; Strategic plan review; operational plan review	Approval of review report	5 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Filing - Officer with responsibility for function being assessed
20.008.003	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - preparatory records	Supporting and preparatory documentation including minor drafts, correspondence, meeting records	Approval of review report	1 year	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Filing - Officer with responsibility for function being assessed
20.008.004	Inspections - external inspections received in relation to corporate or service specific performance management indicators (PFI)	Inspection report	Date of inspection report	5 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Filing - Officer with responsibility for function being assessed
20.008.005	Process maps		When superceded or obsolete	3 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Filing - Officer with responsibility for process being mapped

20.009	Statutory returns							
20.009.001	Reports to government - Outputs	Final version of statutory performance data submitted - Copies not constituting part of submission to Council or Council Management Team	Date of return	5 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Filing - Officer with responsibility for producing return
20.009.002	Reports to government - preparatory records	Records documenting the collection, collation and submission of statutory performance data as required by a statutory authority.	Current	2 years	Destroy	Business requirement		Paper / Electronic - Shared Drives / Local Filing - Officer with responsibility for producing return

21	PLANNING AND BUILDING STANDARDS							
REF.	ACTIVITY / RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	RETENTION PERIOD	ACTION	AUTHORITY	NOTES	Location / Responsibility
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints,	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
21.001	Building standards							
21.001.001	Building forms	Statutory and model forms e.g. BW Application, Amendment Application, Completion Certificate submission etc.	Superceded	6 years	Destroy	Regulatory	Building (Forms) (Scotland) Regulations 2005, SSI 2005 No 172	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development

21.001.002	Building Warrant Records	Copies of Building Warrant Plans, specifications and documents, Completion Certificates, Design Certificates		Permanent	Retain for business and historical	Business Requirement	Data is used for business purposes (public searches/copies of documents etc.)	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.003	Building Warrant Application processing: Building Standards Register Part 1	Electronic applications list, details of certificates from approved certifiers, Compliance and Enforcement Notices		Permanent	Retain for business value	Business Requirement	Building (Scotland) Act 2003, Section 24 and The Building (Procedure) (Scotland) Regulations 2004 Section 57 (2)(a) & Section 57(3)	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.004	Building Warrant Application processing: Building Standards Register Part 2	copies of warrants and completion certificates, principal drawings and specifications , other documents submitted by verifiers for registration, copies of energy performance certificates, notices served under Building (Scotland) Act 2003. Includes: Alternative Compliance Views; Letters of Comfort/ Clearance	Date Building Warrant granted	25 years - minor applications; major applications - 50 years (all in fact Permanently)	Review for business and historical value	The Building (Procedure) (Scotland) Regulations 2004 Section 57(2)(b) & 57(4) and Procedural Handbook 2010;	Legislation requires 25 year retention, Procedural Handbook gives additional advice of documents which should be kept for longer and recommends agreement between Building Control & Archivist; (details of complex buildings should be retained for at least 50 years or until building demolished. Details of drainage layouts, contaminated land or sites requiring special founds to be retained for longer period	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.005	Building Warrant pre-application discussion	Correspondence, plans and documents	(End of pre-application discussion where no submission results)	2 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development

21.001.007	Building Warrant applications - no plans submitted	Building Warrant application form and documents	from date received	42 days	Return to applicant	The Building (Procedure) (Scotland) Regulations 2004, Section 8(b)		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.008	Building Warrant Application processing - no response	Building Warrant Applications (pre-approval), plans, Correspondence, specifications and documents	from 1st response date	9 months	Reject application/a gree further period	Building (Scotland) Act 2003, Section 47(2).The Building (Procedure) (Scotland) Regulations 2004, Section 60(3); Data required to approve applications		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.009	Building Warrant Application processing: - application rejected	Copies of Building Warrant Plans, specifications, documents and refusal .	Last action on case	1 year		The Building (Procedure) (Scotland) Regulations 2004, Section 56(5)	Legislative requirement to returns plans to applicant 'without delay'.Destroy	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.011	Building Standards Compliance & Enforcement - Dangerous/ Defective Buildings	Copies of Notices, details of decisions		Permanent	Retain for business and historical value	The Building (Procedure) (Scotland) Regulations 2004, Section 57;	Procedures regulations require particulars of notices and details of decisions for sections 28-30 to be retained in part 1 of register for all time.	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.012	Building Standards Compliance & Enforcement - Unauthorised works	Copies of Notices, details of decisions	once administrative use has concluded	Permanent	Retain for business and historical value	The Building (Procedure) (Scotland) Regulations 2004 Section 57;	Procedures regs require particulars of notices and details of decisions for sections 25-27 to be retained in part 1 of register for all time.	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.013	Building Standards Compliance & Enforcement - recovery of costs of works		End of financial year after completion of works	6 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development

21.001.014	Property and Ownership Enquiries	Correspondence	Enquiry Response date	2 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.015	Street Naming & Numbering	Street Naming & Numbering consultations and decisions		Permanent	Retain for business and historical value	Civic Government (Scotland) Act 1982: S97		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.001.016	Search Requests	Records of requests and responses	Date response sent	5yrs	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002	Development							
	<i>Planning application processing</i>							
21.002.001	Pre-application enquiries documentation where no submission results		Last action	1 year	Destroy	Business requirement	Where submission results, transfer records to application file	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
	Planning Drawings			Permanent		Business Requirement	Paper versions of all Planning files are required to be kept due to limitations on scaling of scanned images. Or CAD file.	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development

21.002.002	Application Case Files - which serve as complete Register	application form, statutory certificates, checklists, acknowledgement letters, correspondence, objections, officer reports, decision notices, appeal correspondence, withdrawn applications, conservation area consent	Determination of application	Permanent	See 21.002.017 - Register of planning applications Part I	Business requirement	Electronic File retained permanently. Paper files retained as consultation copy for 3 years intact and then weeded to retain only: Application Forms, Legal Agreements, Statutory Certificates, Decision Notices & Officer reports. Server backup access too restricted to not keep paper backups.	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002.004	Undetermined applications		Date of Registration	6 Month	Review	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002.006	Enforcement case file			Permanent	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992.	The need for enforcement action may last for many years and indefinitely in the case of listed buildings. All enforcement records need to be kept in perpetuity for legal reasons.	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development

21.002.007	Enforcement register	Served enforcement notices, breach of condition notices and stop notices		Permanent	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992.		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002.008	Ordnance Survey Maps/ Plans - Annotated			Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002.009	Planning prosecution reports			Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002.011	Tree works			5 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002.012	Tree preservation orders			Permanent	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 160 and The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas)(Scotland) Regulations 1995 as amended in 1981 and 1984;		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development

	Maintaining registers							
21.002.014	Register of planning applications Parts 1 & 2 (see also 21.002.002 - Planning Application case files)	Submitted applications, plans and drawings. Includes Advertisement Consent, Hazardous Substances Consent & Contravention Notices, Conservation Area Consents/Applications, Section 51 determinations, Certificate of Lawfulness Register, Telecommunications Masts	Determination of application	Permanent	Review for historical value	Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and Country Planning (General Development Procedure (Scotland Order 1991 (as amended) Section 10 and Schedule 5; Planning etc. (Scotland) Act 2006.		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002.018	Informal Register - Details of confirmed Tree Preservation Orders (TPO)			Permanent	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 160 and The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas)(Scotland) Regulations 1995 as amended in 1981 and 1984		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002.019	Register of Notifications of proposals to fell or lop trees in conservation areas			Permanent	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 172 & 175.		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.002.024	Register of Wasteland/Amenity notices served			Permanent	Retain for business and historical value	Town and Country Planning (Scotland) Act 1997 Section 181.		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development

21.003	Forward planning							
21.003.001	Employment Land GIS data		Following annual review	5 years	Review for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.002	Employment Land Survey database		Project no longer required	nil	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.003	Housing Land Audit report and GIS features		After issue	10 years	Review for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.004	Housing Land Audit supporting data and documentation		After issue	3 years	Review for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.005	SVDLS Scottish Government returns		Completion of survey	10 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.006	SVDLS supporting documentation	analysis, reporting, GIS	Completion of survey	5 years	Review for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development

21.003.007	Register of Development Plans			Permanent	Retain for business and historical value	Town and Country Planning (Development Planning) (Scotland) Regulations 2008		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.008	Local and Structure plan - final version of plan			Permanent	Retain for business and historical value	Business requirement	Local and Structure Plans/Local Development Plans and Strategic Development Plans'	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.009	Local and Structure plan - Examination	written submissions, hearings and enquiry	After plan superseded	5 years	Review for historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.010	Local and Structure plan - preparatory	drafting of plan and consultations on the drafts	Completion of subsequent planning cycle	Nil	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.011	Local and Structure plan - action programmes		After plan superseded	2 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.012	Natural environment - Policies re agriculture, countryside and protected sites			Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development

21.003.013	Natural environment / maintaining developing open spaces for public amenity		Date closed	7 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.014	Planning Consultation - responding to submissions, objections and amendments		Date of decision	15 years	Destroy	Business requirement	Retain high profile schemes for historical value	Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.015	Regional plans - final plan	Mineral plan, waste plan,		Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.016	Regional plans - working documents	Mineral plan, waste plan,	Superseded	2 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.003.017	Sustainable development - biodiversity, flooding and pollution		Date closed	7 years	Destroy	Business requirement		Paper / Electronic - Local Systems / Shared Drive / Database - Head of Development
21.004	Archaeology Service							
21.004.001	Historic Environment Record			Permanent	Retain for Historical and Business Value	Business Requirement	Archaeology Data Services Guidance & Standards	Paper / Electronic - Local Systems / Shared Drive / Database - Archaeology Team

21.004.002	Archaeology Planning Files	c.f. Planning Files		Permanent		Legal Obligation		Paper / Electronic - Local Systems / Shared Drive / Database - Archaeology Team
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22 PROCUREMENT								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Location / Responsibility
22.001	Procurement Protocols							
22.001.01	Authorisation to conduct procurement activities	List of Authorised Procurement Officers	Date of creation	5 years	Destroy	Business Need		Electronic - Procurement Drive - Procurement Team Leader
22.001.02	Procurement Improvement Programme	PIP Meeting Records (Agenda, notes of actions); Reports produced for PIP	Date of creation	5 years	Destroy	Business Need		Electronic - Procurement Drive - Procurement Team Leader
22.001.03	Procurement Capability Assessment (PCA)	PCA self-evaluation record; PCA evidence	Date of creation	5 years	Destroy	Business Need		Electronic - Procurement Drive - Procurement Team Leader
22.002	Tendering							
22.002.01	Procurement Initiation	Procurement Initiation Document; Single Source Application Form (if relevant); Commodity Strategy and/or Business case.	On renewal of replacement contract	7 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Records required by S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	Electronic - Procurement Drive - Procurement Team Leader
22.002.02	Council Tender Documentation	Contract notice, Expressions of Interest; Pre-Qualification Questionnaire (PQQ); PQQ Evaluation Records; Invitation to Tender (ITT); ITT Evaluation Records; Quick Quotes issued; Quick Quote Evaluation Records	On renewal of replacement contract	7 years	Destroy		S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	Procurement Team Leader - Electronic / Procurement Drive & Public Contracts Scotland Website & Public Contracts Scotland Tender. Paper Copies / Local Filing System

22.002.03	Clarifications during tender process	Q&A records	On renewal of replacement contract	7 years	Destroy			Procurement Team Leader - Electronic / PCS & PCST websites, emails saved into procurement drive.
22.002.04	PQQ & Tender Submissions - Unsuccessful Bids	Unsuccessful PQQ submissions; Unsuccessful ITT submissions; (includes samples if applicable)	Contract Award	1 Year	Destroy		S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46; records relating to second and third choice contractors may be kept throughout contract to avoid re-tendering if successful contractor withdraws service	Procurement Team Leader - Electronic / Procurement Drive & PCS & PCST Websites. Paper Copies / Local Filing System
22.002.05	PQQ & Tender Submissions - Successful Bids	PQQ & ITT of successful contractor(s) (includes samples if applicable)	On renewal of replacement contract	7 years	Destroy			Procurement Team Leader - Electronic / Procurement Drive & PCS & PCST Websites. Paper Copies / Local Filing System
22.002.06	Contract Award	Award letters (unsuccessful); Award letters (successful); Members Library Report; Procurement Completion Document (PCD); Award Notification; debrief notes	On renewal of replacement contract	7 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	Procurement Team Leader - Electronic / Shared Drive. Award Notification issued to PCS.
22.002.07	Lessons Learned	Lessons Learned	On renewal of replacement contract	7 years	Destroy			Procurement Team Leader - Electronic / Shared Drive.
22.002.08	Statistical reports to Scottish Government on contracts awarded	Annual Report on Tenders, including Spikes Cavell	Date of creation	3 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	Procurement Team Leader - Electronic / Shared Drive.

22.003 Contract Management								
22.003.01	Contract management files - ordinary contracts	Including; Contract document; post-tender negotiations; contract management meeting notes; action plans; compliance reports, performance reports, variations to contracts (revisions, extension letters).	End of contract	7 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I. 1991 No. 2680 The Public Works Contracts Regulations 1991 S.I. 1993 No. 3228 The Public Services Contracts Regulations 1993; S.I. 1995 No. 201 The Public Supply Contracts Regulations 1995 S.I 2003/46 The Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations 2003	Procurement Team Leader - Electronic / Shared Drive.
22.003.02	Standing data	Contracts Register (In Progress)	Until Superseded	None	Review	Business Need	Entries in 'In Progress' are all active - reviewed as things changed and data moved to relevant tab.	Procurement Team Leader - Electronic / Shared Drive.
22.003.03		Contracts Register (Cancelled / Expired)	End of Contract	3 years	Destroy	Business Need		Procurement Team Leader - Electronic / Shared Drive.
22.003.04		Contracts Register (On Hold)	Last Review	1 year	Review	Business Need	Entries reviewed for change in status & moved as required.	Procurement Team Leader - Electronic / Shared Drive.
22.004 Purchase Transactions								
22.004.01	Purchase ordering records	Purchase orders; goods received notes	End of current financial year	7 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 HM Customs & Excise Notice 700 /21: Keeping [VAT] records and accounts (December 2007)	Local Administrators - Electronic / Pecos & Paper / Local Filing Systems
22.005 Purchase Cards								
22.005.01	Purchase card transactions	Monthly reports by transaction	Date of creation	7 years	Destroy			Card holder - Paper / Local filing system. System Admin - Electronic / PCCL.

22.005.02	Purchase card standing data	Cardholder details and card details, including application & adjustment records	Termination of account	3 years	Destroy			Purchase Card System Manager? - Paper / Local Filing System
22.005.03	Purchase card reports	Monthly reports sent to Heads of service	Date of creation	7 years	Destroy			Purchase Card System Manager - Paper / Local Filing System & Electronic / Shared Drives

23 REGISTRARS								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/Citation	Notes	Location / Responsibility
23.001	Marriage services							
23.001.001	Records documenting the registration of marriages.	Approved wedding premises	End of current year.	3 years	Destroy	Business requirement		Paper - Local Registration Offices - Registrar
23.001.002	Marriage Schedule		Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland	Business requirement	Sent on to NRS	Paper - Local Registration Offices - Registrar
23.001.003	Register of Corrections to Register of Marriages			Permanent		Business requirement	Registers are kept on site	Paper - Local Registration Offices - Registrar
23.001.004	Register of Marriages		Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland	Business requirement	Sent on to NRS	Paper - Local Registration Offices - Registrar
23.001.005	Marriage Notice (Form M10)		End of current year.	3 years	Destroy	Business requirement	Records provided by an informant registering a marriage.	Paper - Local Registration Offices - Registrar
23.001.006	List of intended marriages		Superseded	Nil	Destroy	Business requirement	Electronic record updated weekly so constantly live.	Paper/Electronic - Local Registration Offices/Live System - Registrar
23.001.007	Records documenting the development of general information about civil marriage ceremonies.		Until superseded.		Destroy	Business requirement		Paper/Electronic - Local filing / Shared Drives - Registrars
23.001.008	Records documenting the handling of a general enquiry about civil marriage ceremonies.		End of current year.	3 years	Destroy	Business requirement		Paper - Local Registration Offices - Registrar

23.001.009	Records documenting communications with the General Register Office for Scotland about civil marriage		End of current year.	3 years	Destroy	Business requirement		Paper - Local Registration Offices - Registrar
23.001.010	Records documenting arrangements for, and the conduct of, a civil marriage ceremony.		End of current year.	3 years	Destroy	Business requirement		Paper - Local Registration Offices - Registrar
23.002	Registration of births, marriages and deaths							
23.002.001	Communications from the General Register Office for Scotland setting out policy and guidance to Registrars.		Date superseded.	Permanent.	Destroy	Business requirement	Electronic Copies. For future reference. Electronic kept on FER (Forward Electronic Register)	Paper/Electronic - Local filing / Shared Drives / Local System - Registrars
23.002.002	Communications with the General Register Office for Scotland about registration issues		End of current year.	5 years	Destroy	Business requirement		Paper/Electronic - Local filing / Shared Drives - Registrars
23.002.003	Records documenting the conduct and outcomes of annual visits by the District Examiner from the General Register Office for Scotland.		End of current year.	Permanent.	Destroy	Business requirement	Electronic Copies. For future reference.	Electronic - Shared Drives - Registrars
23.002.005	Record of Issue Sheets		End of current year	7 years	Destroy	Business requirement.		Paper - Local Registration Offices - Registrar
23.002.006	Marriage and civil partnership notices		Date of last action.	3 years	Destroy	Business requirement.		Paper - Local Registration Offices - Registrar
	Cause of Death Form 11		End of current year	3 years	Destroy	Business requirement		Paper - Local Registration Offices - Registrar
23.003	Treasure trove							

23.003.001	Inquests on remains found in treasure trove	Date of last action.	2 years	Destroy		Business requirement.	TNA Retention and Disposal Guidance 13.	Paper / Electronic - Local Systems/ Shared Drives - Archaeology Team
23.004	Citizenship ceremonies							
23.004.001	Records documenting the development of general information about citizenship ceremonies.		Until superseded.	Nil	Destroy	Business requirement.		Paper - Local Registration Offices - Registrar
23.004.002	Records documenting the handling of a general enquiry about citizenship ceremonies.		End of current year.	3 years	Destroy	Business requirement.	Home Office Instructions	Paper - Local Registration Offices - Registrar
23.004.003	Records documenting communications with the Home Office about on general matters relating to the conduct of citizenship ceremonies.		End of current year.	3 years	Review for ongoing value	Business requirement.	Home Office Instructions	Paper - Local Registration Offices - Registrar
23.004.004	Records documenting arrangements for, and the conduct of, a citizenship ceremony.		End of current year.	3 years	Destroy	Business requirement.		Electronic - Shared Drives - Registrars

24	RISK MANAGEMENT and INSURANCE							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority /Citation	Notes	Location / Responsibility
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.							
N/A	Invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
24.001	Claims							
24.001.001	Claims processing	Claims records	Date all obligations and entitlements concluded.	7 years	Review for Historical Interest	Prescriptions and Limitations (Scotland) Act 1973 and 1984.		Paper / Electronic - Local Filing / Shared Drives - Service Manager - Corporate Finance
		Claims records - involving minors	Date of 16th birthday of minor involved in case	3 years	Review for Historical Interest			Paper / Electronic - Local Filing / Shared Drives - Service Manager - Corporate Finance
24.002	Insuring against loss							
		See also Finance RRS						

24.002.001	Insurance policy document		Contract Date	Permanent	Transfer to Archive	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	3 Years after contract date - Dunbar Road, 10 years after contract date - archive	Paper / Electronic - Local Filing / Shared Drives - Service Manager - Corporate Finance
24.002.002	Certificate of insurance		Date all obligations and entitlements concluded.	6 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.		Paper / Electronic - Local Filing / Shared Drives - Service Manager - Corporate Finance
24.002.003	Certificate of insurance: employers' liability insurance.		Contract Date	40 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	3 Years after contract date - Dunbar Road. Electronic on Server (treasury)	Paper / Electronic - Local Filing / Shared Drives - Service Manager - Corporate Finance
24.002.004	Summary arrangements	Submitted to Members Library		Permanent	Retain	Business Need	Electronic - Treasury Server	Paper / Electronic - Local Filing / Shared Drives - Service Manager - Corporate Finance
24.002.005	Council Tenant Insurance Documents	Application, details of cover in database	Life of Cover	5 years	Review (no outstanding items)	Business Need	Scanned Copies of form / Electronic Database	Electronic - Shared Drives - Service Manager - Corporate Finance
24.003	Risk management and business continuity							
	Business Continuity: See Community Safety & Emergencies (Business Continuity)							
24.003.006	Risk registers	Corporate and Service Risk Registers. Detailing Risks and Risk Owners	Risk Registers are "Live" Documents	5 years	Review for historical value	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Emergency Planning & Risk Manager
24.003.007	Valuations	Register of valuations of insured properties - Insurance. Asset Records - Held by property	Date superseded	10 years	Review for historical value	Business requirement		Electronic - Shared Drives - Service Manager - Corporate Finance

25	TRANSPORT AND INFRASTRUCTURE								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority /Citation	Notes	Location / Responsibility	
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following business activities.								
N/A	invoicing, budgeting etc..	See Schedule 12: Finance							
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety							
N/A	management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources							
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management							
N/A	Archaeological Records for Planning and Development	See Schedule 21: Planning & Building Control							
N/A	Tendering and contracts management	See Schedule 22: Procurement							
25.001	Design and construction								
25.001.001	Design and construction:- Roads and highways; Traffic management schemes; Coast Protection Structures; Flood Schemes; Harbours, Quarries, etc.	Project Management Design of Works Procurement of Works Construction Environmental assessments Public Enquiries	Completion of project	5 years	Review	Business requirement	A record of the work content, administration procedures and financial records can be destroyed following the retention period. Currently info is being recorded electronically	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure	

25.001.002	Design and construction - as built and supporting information.	Drawings, photographs, design calculations, ground investigations, inspection reports		Permanent	Retain for business and historical value	Business requirement	As built drawing will be kept until such time the asset is decommissioned. Asset info will be recorded electronically	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.001.003	Lighting scheme design	Bill of quantities, Payment certificate and invoices; Design Drawings, calculations, correspondence;	End of life of asset	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.001.004	Lighting scheme design	Installation documentation, Health & Safety file, correspondence	End of life of asset	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.001.005	Provision of permanent road markings	Design documents including plans, work requests & orders, contract documents, approval and remedial actions	Once development completed	7 years	Destroy	Business requirement	related legislation - Traffic Signs Regulations and Directions Act. record of road marking will be retained indefinitely as it is an integral component of carriageway asset. Information relating to the placement of the road markings can be destroyed as recommended.	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.001.006	Road construction consent	URSN, Application Form, Acknowledgement Letter, Approved Plans, Supporting Information, Committee Report, Decision Confirmation		Permanent	Retain for business and historical value	Business requirement	required by Roads (Scotland) Act, section 21;	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.002	Harbours and waterways							

25.002.001	Application processing for adoption of harbour/pier - application rejected		Date of last action on application	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.002.002	Application processing for adoption of harbour/pier - application approved			Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.002.003	Development of an adopted harbour/pier by the Council.			Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.002.004	Inspection and assessment of an adopted harbour/pier to identify defects and priorities for maintenance.		End of current year	10 years	Review for business value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.002.005	Maintenance work on an adopted harbour/pier.		End of current year	10 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.003	Highway development control							
25.003.001	Recording location of highways, bridle paths, foot paths and rights of way.	Definitive map Correspondence concerning enquiries and disputes		Permanent	Retain for business and historical value	Business requirement	List of roads statutory obligation. This does not cover rights of way.	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

25.003.002	Establishing planning scheme controls and providing for them to be amended and modified.	Amendments to definitive map Road adoption		Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.003.003	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments		Issue of decision	5 years	Destroy	Business requirement	as planning requirements	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.004	Highway enforcement							
25.004.001	Car Parking - excess notices		Completion of appeal	5 Years	Destroy	Business requirement	Required by Roads Traffic (Scotland) Act 1991	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.004.002	Fixed Penalty Notices served by Roads Authority		After compliance with notice	3 Years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.004.003	Applications and consents - builder skips, building materials, scaffolding, road opening and works related to private apparatus on or over any part of the road	Application Form, Assessment, Approval, Inspections, Enforcement	Expiry of consent	3 Years	Destroy	Business requirement	Required by Roads (Scotland) Act 1984. Retention of information is migrating to electronic system under Scottish Road Works Register. System responsibility lies with Roads commissioner.	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

25.004.004	Applications and consents - rejected	Application Form, Assessment, Approval, Inspections, Enforcement	Date rejected	1 year	Destroy	Business requirement	Required by Roads (Scotland) Act 1984	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.005	Infrastructure management							
25.005.001	List of public roads (LOPR)	Notification, Request, LSG, USRN, Road Schedule, Plan, Inspection, street Gazetteer		Permanent	Retain for business and historical value	Business requirement	Required by Roads (Scotland) Act 1984	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.005.002	Local and national coring	SWSR extract, location List, Notification, Plans, Report, Inspections, Follow On Action, Inspection List, Symology Website	End of guarantee period of failed reinstatements	5 years	Destroy	Business requirement	to comply with the New Roads and Street Works Act(NRSWA)	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.005.003	Weekly road report		End of current year	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
Miscellaneous Licences								
25.005.004	Building materials licences		Date registration lapses	2 years	Destroy	Statutory		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.005.005	Hoarding licences		Date registration lapses	2 years	Destroy	Statutory		Paper / Electronic - Local Filing Systems / Shared Drives -

25.005.006	Scaffold licences (permits)		Date registration lapses	2 years	Destroy	Roads (Scotland) Act 1984		Paper / Electronic - Local Filing Systems /
25.005.007	Skip licences		Date registration lapses	2 years	Destroy	Roads (Scotland) Act 1984 sec 85		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
Road Authority Licenses								
25.005.008	Projections over Roads		Date registration lapses	2 years	Destroy	Statutory	Transportation	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.006	Public transport							
25.006.004	Demand-responsive public transport service - bookings		End of current financial year	1 year	Destroy	Data Protection Act 1998 c.29		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.006.005	Liaison with public transport users through a representative group.		Current	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.006.006	Concessionary travel - application rejected		Last action on application	6 months	Destroy	Data Protection Act 1998 c.29		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

25.006.007	Concessionary travel - application approved		Expiry / Withdrawal of pass	1 year	Destroy	Data Protection Act 1998 c.29		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.006.008	Community transport scheme - development	Records documenting the Council's involvement in developing a community transport scheme.	Life of scheme	5 years	Review for business and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.006.009	Community transport scheme - support	Records documenting the Council's support for a community transport scheme.	Current year	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.006.010	Operators license		License expiry	5 years	Return to Department of Transport	Business requirement	ELC Only	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.006.011	Tachographs		End of current year	1 year	Destroy	Business requirement	ELC Only	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.006.012	Fuel movement reports		End of current year	1 year	Destroy	Business requirement	ELC Only	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
	Management of the public transport vehicle fleet.	See Records Retention Schedule for Council Property						

25.007	Rights of way							
25.007.001	Handling of a general enquiry about Rights Of Way.		Current year	1 year	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.007.002	Records documenting the Council's involvement in resolving a dispute over a Rights Of Way.	Case file	Last action on case	Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.007.003	Records documenting legal action taken by the Council to protect, maintain, divert or extinguish a Right Of Way.	Case file		Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.007.004	Definitive map/descriptions of public rights of way			Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008	Road maintenance							
25.008.001	Annual works programme		End of current year	10 years	Review for business value / historic use	Business requirement	contained with WDM asset management system. Historic use.	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

25.008.002	Condition assessment		Decommissioning date	10 years	Review for business value	Business requirement	historic use. Do not destroy until asset has been decommissioned or stopped up.	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008.003	Defect rectification		Rectification date	5 years	Destroy	Statutory		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008.004	Highway Structures Inspection Reports			Permanent	Retain for business and historical value	Business requirement	required by Roads (Scotland) Act 1984	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008.005	Public Liability Enquiries		Close of enquiry	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008.006	Safety Inspections		Date of inspection	5 years	Destroy	Business requirement	Electronic records currently held indefinitely	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008.007	Winter maintenance	Gritting Routes, Treatment Logs	End of current year	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

25.008.008	ICE Early Warning System	Equipment and Operation	End of financial year to which records relate.	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008.009	Test and inspection of street lighting	Structural Test & Inspections, Night Inspection records	superseded by next inspection and test	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008.010	Street lighting Repair Sheets			5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008.011	Road closure - application processing where the application is rejected.		Last action on application	3 Years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.008.012	Road closure - application processing where the application is approved.		End of closure period	3 Years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

25.008.013	Planning and management of a temporary road closure/diversion, and other traffic restrictions.	including - planning of an alternative route and facilities, the specification of temporary signs and barriers required to warn and divert traffic, installation of signs, barriers and temporary facilities, liaison with other authorities and organisations, the preparation and publication of notices of temporary road closures and diversions	End of restrictions	1 year	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.009	Road safety							
25.009.001	Promotion of road safety	local, regional or national campaign, partnership with a community organisation or another agency to promote road safety generally, and to specific target groups	Superseded	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.009.002	Road safety training programme	key records - training materials, evaluation	Programme completed	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.009.003	Road safety training programme	administration and working documents	Programme completed	1 year	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.009.004	Analysis of road accident data to identify and prioritise improvements to locations or routes		End of current year	10 years	Destroy	Business requirement	Electronic records currently held indefinitely	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

25.009.005	Investigation into a reported road safety hazard, and action taken.	case file	Last action on case	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.009.006	Road safety audit		Completion of next audit	5 years	Destroy	Business requirement	usually part of project design. However, if independent audits then all retained to 10 years after opening of scheme.	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.010	School transport							
25.010.001	Assessment of requirements/demand for the school transport service.		End of current year	5 years	Review for ongoing value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.010.002	Planning and scheduling of school transport service routes.		End of current year	3 years	Review for ongoing value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
	Management of the school transport vehicle fleet.	See Records Retention Schedule for Council Property						
25.011	Traffic management							
25.011.001	Traffic orders (permanent)			Permanent	Retain for business and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

25.011.002	Traffic orders (temporary)		Expiry of order	5 years	destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.003	Traffic management schemes to manage continued flow, diversion or reduction of traffic.		End of life of scheme	5 years	destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.004	Measurement, monitoring and analysis of traffic volume and flow.		End of current year	5 years	Destroy	Business requirement	information necessary for long term trend analysis and projecting future demand. 20 years	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.005	Weather forecasting		End of financial year	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.006	Records documenting lobbying activities aimed at improving transport in and through the region.		End of current year	10 years	Review for ongoing and historical value	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.007	Public parking area management	inspection and assessment, maintenance work,	Current	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

25.011.008	Processing complaint about a public parking area		Last action on complaint	3 years	Destroy	Business requirement	should be held as length of retention time for public complaint record	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.009	Resident/disabled parking permit application processing - rejected application	Case file	Last action on application	3 Years	Destroy	Business requirement - challenge		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.010	Resident/disabled parking permit application processing - approved application	Case file	Expiry/withdrawal of permit	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.011	Traffic lights & pedestrian crossings - needs assessment		Superseded	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.012	Traffic lights & pedestrian crossings - design & installation		Life of installation	5 years	Destroy	Business requirement	record of asset and components retained indefinitely	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.011.013	Traffic lights & pedestrian crossings - maintenance		End of current year	5 years	Destroy	Business requirement	as above. All information as part of asset life cycle retention.	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.012	Transport planning							

25.012.004	Cycle and Disability Audits		Superseded	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.012.005	Route Action Studies		Superseded	10 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.012.006	Traffic Reviews		Superseded	5 years	Review for Historical Interest	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives -
25.012.007	Traffic Counts, studies and statistics		On completion of review	10 Years	Review for Historical Interest	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
25.012.008	Home Zones	Correspondence and options appraisal files	End of financial year	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

26 WASTE MANAGEMENT								
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes	Location / Responsibility
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the							
N/A	Invoicing, budgeting etc..	See Schedule 12: Finance						
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety						
N/A	Management and training of staff delivering or receiving ICT services within the Council	See Schedule 15: Human Resources						
N/A	Strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management						
N/A	Tendering and contracts management	See Schedule 22: Procurement						
26.001	Waste Strategy							
26.001.001	Partnership plans and Area Waste Plans		Until superseded	Permanent	Retain for historical value.	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.001.002	Strategy development		Until superseded	Permanent	Retain for historical value.	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.002	Fly tipping							
26.002.01	Fly tipping- Enquiries		End of current year.	1 year or 5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.002.02	Fly tipping - general information and advice.		Until superseded	Nil or 5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

26.002.03	Fly tipping - reports and action taken.		Date of last action.	3 years or 5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.003	Street cleaning							
26.003.001	Pest control- Enquiries		Date of last action.	Nil	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.003.002	Pest control - general information and advice.		End of current year.	1 year	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.003.003	Pest control - reports and action taken.		Date of last action.	3 years	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.003.004	Road cleansing - complaints		Date of last action.	3 years or current year only	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.003.005	Road cleansing - enquiries		End of current year.	1 year	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.003.006	Road cleansing - general advice and information		Date of last action / Current year only	1 year or current year only	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.003.007	Road cleansing - general advice and information		End of current year.	1 year	Destroy	Business requirement	Held by <i>Keep Scotland Beautiful</i> , current year only	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

26.003.008	Road cleansing - programme development		Date superseded.	1 year	Destroy	Business requirement	Held by <i>Keep Scotland Beautiful</i> , current year only	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.003.009	Road cleansing - scheduling		End of current year.	1 year	Destroy	Business requirement	Held by <i>Keep Scotland Beautiful</i> , current year only	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.004	Waste collection							
26.004.001	Abandoned vehicles - enquiries		Until superseded or End of current year	1 year	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.004.002	Abandoned vehicles - general information and advice		End of current year.	1 year	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.004.003	Bulk waste collection		Date of last action.	3 Years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.004.004	Controlled waste collection		Date of last action.	3 Years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.004.005	Discarded needles - advice and general information		Date superseded.	Nil or 5 years	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Safer Communities Team Leader
26.004.006	Discarded needles - general enquiries		End of current year.	1 year or 5 years	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Safer Communities Team Leader

26.004.007	Discarded needles - report and removal		Date of last action.	3 years or 5 years	Destroy	Business requirement		Paper / Electronic - Local Filing / RIVO / Shared Drive. Safer Communities Team Leader
26.004.008	Domestic waste collections including assisted collections and larger bin provision		Date of last action.	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.004.009	Trade waste collections including collection frequency and number of receptacles		Date of last action.	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005	Waste disposal							
26.005.001	Waste sites (Recycling Centres and Transfer Station) - enquiries		End of current year.	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.002	Waste sites - activity returns		End of current year.	3 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.003	General information and advice about waste treatment and disposal.		Date superseded.	Nil	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.004	Management plan - Operation of a landfill waste disposal site.		Until superseded	3 years	Destroy	Scottish Environmental Protection Agency (SEPA) guidance		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.005	Licensed / Permitted Waste Management Site Returns		End of current year.	Closure of site and surrender of licence	Destroy	Scottish Environmental Protection Agency (SEPA) guidance		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

26.005.006	Records documenting the testing of waste when it is accepted at the landfill site (including samples and results of any analysis).		Date of analysis	5 years	Destroy	SSI 2003 No. 235 Regulation 14(2)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.007	Records documenting annual reporting to SEPA of monitoring and other data.		End of current year.	5 years	Destroy	Statutory	Record required by SSI 2003 No. 235 Regulation 16(5)	Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.008	Records of job skills and training requirements.		Until superseded.	2 year	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.009	Site inspection reports		End of current year.	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.010	Records documenting the closure, restoration and aftercare of a landfill site.		Date of closure.	Permanent	Transfer to Archives	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.011	Records documenting the planning and scheduling of the transportation of waste.		End of current year.	5 years	Destroy	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.012	Waste sites development	Landfill waste disposal site development.	Date superseded.	Permanent	Transfer to Archives	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.013	Permit - Obtaining and maintaining a landfill permit from the Scottish Environmental Protection Agency.		Termination of permit	5 years	Destroy	Record required by SSI 2000 No. 323 Regulation 6		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

26.005.014	Waste site plans (as-built) and photographs		Date file closed.	Permanent	Transfer to Archives	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.015	Site Conditioning Plans	Records documenting the monitoring of groundwater, surface water, leachate and gas, including sampling results.	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.016		Records documenting the collection, treatment and disposal of leachate and gas.	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.017		Site rainfall data	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.018		Water balance data	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.019		(Annual) Local Authority Waste Arisings Survey	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.020		Licensed / Permitted Waste Management Site Returns	Date of site closure	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.021		Exempt Activity Returns	End of current year.	6 years	Destroy	Data returns to Scottish Environmental Protection Agency (SEPA)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure

26.005.022	Records documenting the movement of a consignment of controlled waste.	Written description of waste	Date of transfer	6 years	Destroy	Record required by 1990 c.43 section 34(1)(c)(ii) SI 1991 No. 2839 section 3		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.005.023		Waste Transfer Note	Date of transfer.	6 years	Destroy	Record required by SI 1991 No. 2839 section 2(1)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.006	Waste reduction							
26.006.001	Quarterly Composting / Recycling Returns		End of current year.	Permanent	Retain for historical value.	Data returns to Scottish Environmental Protection Agency (SEPA)		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.006.002	Recycling targets and performance statistics		End of current year.	Permanent	Retain for historical value.	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure
26.006.003	(Annual) Local Authority Waste Arisings Survey		End of current year.	Permanent	Retain for historical value.	Business requirement		Paper / Electronic - Local Filing Systems / Shared Drives - Head of Infrastructure