

Glasgow City Council



Records Retention and Disposal Schedule

January 2024

Final

(NB Retention and disposal rules for a large number of Social Care and People Management record series have been temporarily suspended due to the requirements of the Scottish Child Abuse Inquiry. Where this is the case, and entry has been made in the Notes column to this effect)

(NB Retention and disposal rules for information deemed to be in scope for the COVID Inquiries have been temporarily suspended – please consult the guidance provided by the relevant Inquiry for what is deemed to be in scope)

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Records Retention and Disposal Schedule (RRDS)

Our Records Retention and Disposal Schedule has been created to support council staff and elected members in the areas of Records Management, Data Protection, Freedom of Information, the Public Records (Scotland) Act 2011 and the Local Government (Scotland) Act.

Our RRDS has been developed to tell you the types of records, known as record series, that are required to be kept for your area of the business, and for how long. It brings together the records series and relevant retention information from all departments into one single document called our RRDS.

This schedule applies to any particular format that your records and information may come in (for example, paper, Electronic Document Records Management System (EDRMS) and our IT business systems).

Any records and information which have a dedicated retention and disposal life cycle as shown in this document, must be managed in accordance with our schedule. Any backup copies that you may have, which are stored on alternative media formats, for example, a server/microfilm/paper copy, should also be managed and disposed of at the appropriate time, as outlined in this schedule.

It is vital that you comply with this RRDS in managing your information to meet the requirements of the Data Protection and Freedom of Information legislation, and the Public Records (Scotland) Act 2011. We will also hold an audit trail of all records and information that have been disposed of to help monitor compliance.

If you have any records that need to be preserved indefinitely, as they are an important, unique source of evidence and information about the nature of our business and activities, then you should phone the City Archives department in Glasgow Life on 287 2908.

For more information on our City Archives read 'Appraisal and Disposal Policy – Preserving the Archival and Historic Memory of Glasgow' which can be found on Connect.

Objectives of the Schedule

The aims of our RRDS are to:

- assist staff and elected members in identifying records that may be worth preserving permanently as part of our archives
- prevent the premature destruction of records and information that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration
- provide consistency for the disposal of records and information not required permanently after specified periods
- promote improved records management practices within the council.

Transfer of Information to Archival Storage

- Staff and elected members wishing to transfer permanent records to our City Archives should contact the Glasgow Life Archivist's Department on 287 2908
- The Data Protection Act provides an exemption for certain information held about living individuals. Information held for research, statistical or historical purposes can be held indefinitely, provided specific requirements are met.
- Records no longer required for administrative use may still retain sensitive information. Please inform the Archivist of any sensitivity when you transfer the material to the archives. You should also agree an appropriate closure period, which complies with Freedom of Information legislation and our policy.

Disposal of Records and Information

- Where there is the possibility of litigation, you should not amend or dispose of any records and information that are likely to be affected until the threat of litigation has been removed.
- When you use the schedule to help you identify records and information which needs to be disposed of, you will need to complete a Document Destruction Log Sheet for any information held in a paper format that you are getting rid of. For any paper records which are not listed in the schedule, please phone Kenny Meechan, Asset Governance Manager on 287 4517 for advice how to dispose of them. Please note that you will need to keep enough details to identify which paper records you have destroyed.
- If you have any records and information held in our EDRMS which you identify for disposal, the system will generate what is called a disposition report. This report will be sent to the Records Officer Group for that particular information and they will take the necessary action.
- If you have any records and information held in other electronic formats, for example microfilm, and you have identified that it needs disposed of, you will need to manage this process manually. Please take the necessary steps to delete and record that you have disposed of the information in the appropriate timescales.

Amendments to the Schedule

- Any requests for amendments to this RRDS should be forwarded to Kenny Meechan, Asset Governance Manager, for review, approval and implementation. This is necessary to ensure that any amendments do not conflict with professional or statutory regulations or guidance.

This Records Retention and Disposal Schedule has been authorised by our Corporate Management Team and is owned by the Central Information Team.

MANAGING THE COUNCIL

DEMOCRACY - Ceremonial

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
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	Date of last action	3 years	Review for archival value	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
20.001.002	Records documenting the planning of a civic event and/or official visit to the council		Date of last action	3 years	Review for archival value	Business Requirement	
20.001.003	Formal record of official council representation at events, ceremonies and so on. 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	
20.001.004	Records documenting the planning of official council representation at events, ceremonies and		Date of last action	3 years	Review for archival value	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

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DEMOCRACY – Decision Making

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Committees – Arms-Length External Organisations	Agendas, papers, minutes	Date of Meeting	10 years	Destroy	Business Requirement	
	Committees - Area Partnerships	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Appointment of Senior Officers	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Children and Families	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Education Endowments	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Education Appeals, Education Appeals: Exclusions, Education Appeals: Placing Requests	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Emergency Committee	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Committees - Executive	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Finance and Audit	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Licensing and Regulatory	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Licensing and Regulatory : Local Licensing Forum	Agendas, papers, minutes	Date of Meeting	10 years	Destroy	Business Requirement	
	Committees - Operational Delivery	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Personnel Appeals	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Planning Applications, Planning Hearings, Planning Local Review	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Public Processions	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Strathclyde Pension Fund	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Strathclyde Pension Fund : Representative Forum	Agendas, papers, minutes	Date of Meeting	10 years	Destroy	Business Requirement	
	Committees - Regeneration	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	

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	and the Economy						
	Committees - Sustainability and the Environment	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Sustainability and the Environment : NFLA	Agendas, papers, minutes	Date of Meeting	10 years	Destroy	Business Requirement	
	Committees - Social Work Complaints Review	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Health and Social Care	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Community Planning Partnerships	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Business Requirement	
	Committees - Working Groups and Other Bodies : Alcohol and Drug Partnership (Strategic) Group, Autism Working Group, Business Bureau, Energy and Carbon, Learning Disability Day Services, River Clyde Users Group,	Agendas, papers, minutes	Date of Meeting	10 years	Destroy	Business Requirement	

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	Memorials, Fossil Grove Trust, council -NHS Joint Partnership Board, Joint Consultative Forum, Lord Provost's Fund, Glasgow Greenspace Partnership, West of Scotland Archaeology JC, Community Justice Authority, Lord Provost's Goodwill Fund, Dementia Carers, LNCT, Carers Reference Group, Clyde and Loch Lomond,						
	Committees - Correspondence	Letters, emails, faxes, records of calls	Date of creation	10 years	Destroy	Business Requirement	
	Committees - Outside Bodies	Agendas, papers, minutes	Date of Meeting	10 years	Destroy	Business Requirement	
	Committees - Prison Visiting	Agendas, papers, minutes	Date of Meeting	10 years	Destroy	Business Requirement	
	Committees - Votes		Date of creation	15 years	Destroy	Business Requirement	
	Committees - council diary		End of Year	5 years	Destroy	Business Requirement	
	Committees - Prints		Date of Creation	100 years	Archive	Business Requirement	

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DEMOCRACY – Member Support

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Administration - Leader's Office		End of Term	5 years	Review, Archive, Destroy as required	Business Requirement	
	Procedures and Guidelines	Induction materials, guidelines, procedures, forms	Date of creation	100 years	Destroy	Business Requirement	
	Members Administration and Development	Business Bureau - agendas, papers, reports, minutes, Training Materials, Individual Members information and correspondence	Date of creation	5 years	Destroy	Business Requirement	
	Members Management Information	Register of Interest, Transport Logs, Asset Register, Training Statistics	Date of creation	10 years	Destroy	Business Requirement	
	Members Finance	Expenses	Date of Creation	To end of current term ten Plus 5 Years (Max 10 years)	Destroy	Business Requirement	
	Members - Register of Gifts and Hospitality		End of Term	To end of current term ten Plus 5 Years (Max 10 years)	Destroy	Business Requirement	

DEMOCRACY – Children's Hearing Scotland

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Administration		Case Closure	5 years	Destroy	Business Requirement	
	Complaints		Case Closure	3 years	Destroy	Business Requirement	
	Recruitment		End of Year	4 years	Destroy	Business Requirement	
	Re-appointments		End of Year	4 years	Destroy	Business Requirement	
	Finance		End of Financial Year	6 years	Destroy	Business Requirement	

DEMOCRACY – Elections

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
08.007.002.001	Electoral Registration - registration of people eligible to vote	Full Register		Permanent	Retain for Historical Value	Business Requirement	
08.007.002.002	Electoral Registration - registration of people eligible to vote	Edited Registers	Expiry of Register	Immediate	Destroy	Business Requirement	
08.007.002.003	Electoral Registration - registration of people eligible to vote	Marked Registers	Election Event	Election Event Plus 1 Year	Destroy	Business Requirement and statutory for the Scottish Independence Referendum	Additional legal reference Scottish Independence Referendum Act 2013 Schedule 2 Part 4 55
08.007.003	Electoral	Overseas voters,	Cancellation /	Immediate	Destroy	Business	

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	Registration - registration and processing of special categories of voters	service voters, postal voters, proxy voters	Expiry of Declaration			Requirement	
08.007.004	Appointment of Returning Officers and deputies		Termination of Appointment	1 Year	Retain	Business Requirement	
08.007.005	Scottish Parliamentary Elections - the conduct of contested election polls and counts	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Returning Officer Correspondence	Date of Election	1 Year	Destroy	The Scottish Parliament (Elections and so on.) Order 2010; No.2999 (S.9), Schedule 2, Part 5	
08.007.006	Scottish parliamentary election - declaration of candidate spending and donations		Date when the return is received by the returning officer	2 Years	Destroy or return to candidate	The Scottish Parliament (Elections and so on.) Order 2010; No.2999 (S.9), Part 3, Article 57	
08.007.007	Local government election - the conduct of contested election polls and manual counts	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Returning Officer Correspondence	Date of election	1 Year	Destroy	Scottish Local Government Elections Order 2011 No 399 Schedule 1, Part 4, Article 60	
08.007.008	Local government election - electronic counts		Date of election	5 Years	Destroy	Scottish Local Government Elections Order 2011 No 399	Retained record of the votes given for each candidate,

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						Schedule 1, Part 4, Article 60	should not identify the elector by whom or on whose behalf the votes were cast.
08.007.009	UK parliamentary election - the conduct of contested election polls and counts	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Returning Officer Correspondence	Date of election	1 Year	Destroy	Representation of the People Act 1983 Part 5, article 57 and 58 and Political Parties and Elections Act 2009 (c. 12), Part 3, Article 25	
08.007.010	European parliamentary election - the conduct of contested election polls and counts	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Returning Officer Correspondence	Date of election	1 Year	Destroy	European Parliamentary Elections (Amendment) Regulations 2009 No. 186, Part 5, Article 66.	
08.007.011	Formal record of election results			Permanent	Retain for historical value	Business Requirement	

FINANCE – Accounts and Audit

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.001.001	Records documenting the preparation of the council's consolidated annual accounts	Annual corporate financial reports: Consolidated annual reports, Consolidated financial	End of financial year (on completion of audit)	5 years	Destroy	Statutory requirement	Local Authority Accounts (Scotland) Regulations 2014 SSI 2014 No 200

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	and financial statements	statements, Operating statements, General ledger					Regulation 11(2)
12.001.002	Published copy of consolidated annual accounts and financial statements		N/A	Permanent	Retain for business and historical value	Statutory Requirement	Taxes Management Act 1970, c9
12.001.003	Periodic financial reports	Consolidated monthly and quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports.	Date superseded	None	Destroy	Business Requirement	
12.001.004	Internal auditing records - no investigations		Date audit closed	5 years	Review for historical value	Business Requirement	
12.001.005	Internal auditing records - investigations	investigations involving prosecution, disciplinary action and so on	Completion of court proceedings/ disciplinary process	5 years	Review for historical value	Business Requirement	Prescription and Limitation (Scotland) Act 1973
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	Prescription and Limitation (Scotland) Act 1973

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FINANCE – Asset Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.002.001	Records documenting the value of the council's tangible assets (excluding Common Good assets)	Asset registers	End of financial year (on completion of audit)	6 years	Review for historical value	Statutory Requirement	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; VAT Act 1994; Audit Commission Act 1998
12.002.002	Records documenting decisions (and authorisations) to dispose of capital assets (excluding Common Good assets)	Disposal registers	Date sold/ disposal of asset	6 years	Review for historical value	Statutory Requirement	Taxes Management Act 1970 c9; Audit Commission Act 1998
12.002.003	Records documenting the value of the council's Common Good assets	Asset registers	End of financial year (on completion of audit)	Permanent	Retain for business and historical value	Statutory Requirement	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; VAT Act 1994; Audit Commission Act 1998 Separate records for Common

							Good assets required by LASAAC Accounting for the common good fund: a guidance note for practitioners, 2007
12.002.004	Records documenting decisions (and authorisations) to dispose of Common Good assets	Disposal registers	Date sold/ disposal of asset	Permanent	Retain for business and historical value	Statutory Requirement	Taxes Management Act 1970 c9; Audit Commission Act 1998 Separate records for Common Good assets required by LASAAC Accounting for the common good fund: a guidance note for practitioners, 2007

FINANCE – Financial Provisions Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.003.001	Preparation of the council's annual capital and revenue budgets: consolidated budget		End of current financial year	6 years	Destroy	Business Requirement	Review for historical value

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12.003.002	Records documenting budget planning processes.	Draft budgets, departmental budgets	End of financial current year	3 years	Destroy	Business Requirement	
12.003.003	Budget monitoring and actions to deal with variances: consolidated annual budget reports		End of financial current year	6 years	Destroy	Business Requirement	
12.003.004	Budget monitoring and actions to deal with variances: departmental budget reports; budget virement transfers		End of financial current year	3 years	Destroy	Business Requirement	
12.003.005	Records documenting the overall management of the institution's financial investment portfolio		Divestment	6 years	Destroy	Business Requirement	
12.003.006	Records documenting the purchase / sale of investments	Dividend Register. Contract notes for purchases and sales. Tax claims. Investment records	End of period that investment is held for	6 years	Destroy	Business Requirement	
12.003.007	Records relating to the borrowing of money by the council	Mortgage and other loan records;	Termination of loan agreement	6 years	Destroy	Business Requirement Statutory Requirement	

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12.003.008	Loan register			Permanent	Retain for business and historical value	Business Requirement	
12.003.009	Management of government funding	Scottish Government (SG) circulars notifying the council of funding allocations; preparation and submission of financial reports to SG	End of financial current year	6 years	Destroy	Business Requirement	
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	Prescription and Limitation (Scotland) Act 1973
12.003.011	Management of non-government grant funding - bid rejected	funding bid	Rejection of bid	1 year	Destroy	Business Requirement	
12.003.012	Records documenting the management of gifts, bequests and other donations of funds to the council		N/A	Permanent	Retain	Business Requirement	
12.003.013	Register of gifts and hospitality received by individual members of staff		Register entry date	5 years	Remove entry from register	Business Requirement	
12.003.014	Debt	Agreements and	Date debt	6 years	Destroy	Business	Prescription and

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	management records – debts owed to the council	schedules between debtor and council	discharged.			Requirement	Limitation (Scotland) Act 1973
12.003.015	Long term strategy and planning -major records	3 year financial plan; financial strategic forecast		Permanent	Retain for business and historical value	Business Requirement	
12.003.016	Long term strategy and planning - preparatory records	working papers, drafts, meeting papers, correspondence	Approval date	2 years	Destroy	Business Requirement	

FINANCE – Transactions Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council	Includes appointments and delegations, audit investigations, arrangements for the provision of goods and/or services	End of delegation arrangement	6 years	Destroy	Statutory Requirement	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
12.004.002	Records documenting the opening and closure and routine administration of bank accounts		Closure of account	6 years	Destroy	Business Requirement	
12.004.003	Records documenting regular payment	Receipts for Cash (e.g. security firms)	Termination of instruction	6 years	Destroy	Business Requirement	

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	instructions for bank accounts						
12.004.004	Records documenting the deposits/withdrawals/transfer of funds	Bank Pay-in Counterfoils. Bank statements. Cash books. Independent Funds Records. Bank Pass Books. Bank Pay-in counterfoils. Un-presented cheque list. Bank reconciliations. Cheques/remittance advices. Cash books. Cash received sheets (or similar). Cheque payment sheets (or similar).	End of financial current year	6 years	Destroy	Business Requirement	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
12.004.005.001	Processing and payment of purchase and sales invoices - ERDF/ESF NOTICES	ERDF/ESF - Records - There is a requirement to keep bank statements/copy of invoices/payroll for 10 years after the project is completed. Current projects are estimated to be complete in 2013.....therefore a retention date of 2023 is required.	End of the project	10 years	Destroy	Business requirement	
12.004.005.002	Processing and payment of purchase and	Suppliers' Invoices. Copy Debtors'	End of current financial year	6 years	Destroy	Statutory Requirement	Taxes Management Act 1970 c9;

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	sales invoices	Accounts. Four weekly income returns. Goods inwards and outwards records. Goods received notes. Royalty payments. Invoices. Paid cheques.					HMRC 700/21
12.004.005.003	Processing and payment of purchase and sales invoices - PLANNING AND STAIR LIGHTING ENFORCEMENT NOTICES	Planning and Stair lighting - Enforcement Notices - there is a requirement to retain records for cases where unpaid charges can be claimed against a property owner on the sale of the property - inhibition orders.	Current financial year	10 years	Destroy	Business requirement	
12.004.005.004	Processing and payment of purchase and sales invoices - STATUTORY NOTICES	Building Control - Statutory Notices - Same as above re unpaid charges i.e. inhibition orders against a property owner/property require records to be retained until the property is sold.	Current financial year	10 years	Destroy	Business requirement	
12.004.005.005	Processing and payment of purchase and sales invoices - CONTRACT CERTIFICATES AND STATE FOR SETTLEMENTS	Contract Certificates (Capital) and Statement for Settlement. Business cases for significant capital projects		Permanent	Retain	Business requirement	

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	AND BUSINESS CASES						
12.004.005.006	Processing and payment of purchase and sales invoices -Payment for Leases and Servitudes	Lease records,	Current financial year	20 years	Destroy	Business Requirement	
12.004.005.007	Receipt & payment records relating to ENV 2 (formerly RES 3)	Memorandum from Legal services recording receipt of Developers fees, excel spreadsheet & other data bases recording all receipts and payments from Env 2 fund	Completion of housing development - note there could be a considerable time gap between the developer's payment and the completion of the development	5 years	Destroy	Business requirement	
12.004.006	Petty cash records	Till Rolls. Cash Count Forms. Petty cash records (e.g. cash book/claim forms and receipts). Copy receipt books. Imprest Statements.	End of financial current year	6 years	Destroy	Statutory Requirement	Keeping VAT records HMRC Ref: Notice 700/21 (October 2013)
12.004.007	Processing and payment of expenses claims	Cancelled Tickets. On-call hospitality sheets. Expense accts, Childrens Panel, School and College Councils and Valuation Panels Income Vouchers with Grants	End of financial current year	6 years	Destroy	Statutory Requirement	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

12.004.007.001	Processing and payment of expenses claims - minor claims	Travel and subsistence claims.	Current financial year	6 years	Destroy	Statutory	
12.004.007.002	Processing and payment of expenses claims - Members Expenses	Members Expenses Register and Claims	Current financial year	Permanent	Retain	Statutory	
12.004.008	Fraud investigation records		Completion of court proceedings/ disciplinary process	5 years	Destroy	Statutory Requirement	Taxes Management Act 1970 c.9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
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 Requirement	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
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.	End of financial current year	1 year	Destroy	Business Requirement	
12.004.011	National insurance numbers - Notification and input records		End of employment	2 years	Destroy	Business Requirement	Tax Management Act 1970

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12.004.012	Reconciliation	Processes that balance and reconcile financial accounts	Administrative use ends	2 years	Destroy	Business Requirement	
12.004.013	Refunds		End of financial year in which the records were created	6 years	Destroy	Business Requirement	
12.004.014	Payment Card and Card Holder Data – received via approved processes	Only acceptable truncated stored card data, (First 6, last 4 PAN number) in line with PCI/DSS Requirement 3.4	End of financial year in which the records were created	6 years	Destroy	Payment Card Industry Security Standards Council	Payment Card Industry – Data Security Standard
12.004.015	Payment Card and Card Holder Data – received via non-approved processes	Correspondence such as emails or letters, either written in the body of text or in other media attached	Receipt of data	Do not retain	Destroy/Delete	Payment Card Industry Security Standards Council	Payment Card Industry – Data Security Standard

FINANCE – Local Taxation

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.005.001.001	Council Tax collection	Calculation payments due, preparation and issue of bills, action taken to collect outstanding payments	End of current year	6 years for accounts paid in full where no summary warrant has been granted otherwise 20 years after summary warrant granted or last admission of the debt made	Destroy	Business	Council Tax as a statutory debt is not subject to normal prescription rules so remains collectable indefinitely. However the summary warrants used to recover the

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							debt prescribe after 20 years.
12.005.001.002	Community Charge collection	Rebate applications, daily audit lists, standard letters	Current year	3 years	Destroy	Business requirement	
12.005.002	Council Tax benefit - claim processing	Includes records documenting the calculation of adjustments to benefit due	End of current year	6 years	Destroy	Business Requirement	
12.005.003	Housing benefit - claim processing	Includes records documenting the calculation of adjustments to benefit due	End of current year	6 years	Destroy	Business Requirement	
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	End of current year	6 years for accounts paid in full where no summary warrant has been granted otherwise 20 years after summary warrant granted or last admission of the debt made	Destroy	Business Requirement	
12.005.005	Rateable property information		N/A	Permanent	Retain for business and historical value	Business Requirement	
12.005.006	Valuation lists		N/A	Permanent	Retain for business and historical value	Business Requirement	
12.005.007	Water Charges		End of current financial year	6 years	Destroy	Statutory	

FINANCE – National Taxation

SCA/Council	Records	Examples/	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

Reference	Series	Purpose					
12.006.001	Records documenting the preparation and submission of the Council's tax returns.		End of current tax year	6 years	Destroy	Statutory Requirement	Taxes Management Act 1970, c.9;

FINANCE – Payroll and Pensions

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.007.001.001	Payroll records - major records	Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year	6 years	Destroy	Statutory Requirement	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;
12.007.001.002	Payroll records - major records ERDF/ESF	ERDF / ESF - There is a requirement to keep bank statements/copy of invoices/payroll info for 10 years after the project is completed. Current projects are	End of the project	10 years	Destroy	Business requirement	

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		estimated to be complete in 2013.....therefore a retention date of 2023 is required.					
12.007.002	Payroll records - minor records	Timesheets, monthly payroll prints	End of current tax year	3 years	Destroy	Statutory Requirement	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;
12.007.003	P45 (Income tax - employee leaving)		End of employment	5 years	Destroy	Statutory Requirement	Taxes Management Act 1970
12.007.004	P60		End of current year	2 years	Destroy	Statutory Requirement	Taxes Management Act 1970
12.007.005	Statutory Requirement Sick Pay scheme records		End of current tax year	3 years	Destroy	Statutory Requirement	Statutory Requirement Sick Pay (General) Regulations S.I. 1982 / 894
12.007.006	Statutory Requirement Maternity Pay scheme records		End of current tax year	3 years	Destroy	Statutory Requirement	The Statutory Requirement Maternity Pay (General) Regulations S.I. 1986 / 1960
12.007.007	Pension scheme	Accounts,	End of current	6 years	Destroy	Statutory	Taxes

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	reports	returns, valuation	year			Requirement	Management Act 1970; Income and Corporation Taxes Act, 1988
12.007.008	Individual member pension records	Record of personal details and pension transactions including salary, contributions deducted, joining and leaving forms, transfer payments, retirement details, and pension paid.	Final pension payment.	10 years	Delete	Statutory	
12.007.009	Pension scheme management	Statement of Principles governing decisions about investments	Until superseded	10 years	Destroy	Statutory	The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010. S.S.I. 2010/233 Reg 12

FINANCE – Insurance

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.008.001	Insurance Policies	Liability (OI and PI), Property, Staff Life, PA and T and Other Insurance Policies	Receipt of Docs	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed per FSA Guidelines
12.008.002	Insurance Certification	Employer's Liability Insurance	Receipt of Docs	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be

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		Certificate					destroyed per FSA Guidelines
12.008.003	Reports of Status of Claims	Claims Status	On 31 March and other dates as appropriate	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed per FSA Guidelines
12.008.004	FSA Publications	Insurance related	Receipt of Docs	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed per FSA Guidelines
12.008.005	Property Claim files	Claims Correspondence and relevant correspondence	Following settlement/Closure of Claim	3 Years	Destroy	Industry and Business Requirement	Record of incidents required electronically: Helps collate confirmed Claims Experience for Insurers
12.008.006	Property Surveys	Post Loss and Risk Control Survey Reports	Receipt of Docs	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed
12.008.007	Forensic Reports	Commissioned reports from Burgoynes	Receipt of Docs	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed
12.008.008	Liability Claims Files	Claims Correspondence and Accident Reports and relevant Correspondence	Following settlement/Closure of Claim	10 years	Destroy	Industry and Business Requirement	Per Legal Services and Law Society
12.008.009	Minor and Vulnerable Citizen Claims	Claims Correspondence and Accident Reports and relevant	Following settlement/Closure of Claim	3 Years after maturity	Destroy	Industry and Business Requirement	Per Legal Services and Law Society

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		Correspondence					
12.008.010	Motor Claims Files	Claims Correspondence and Accident Reports and relevant Correspondence	Following settlement/Closure of Claim	10 years	Destroy	Industry and Business Requirement	Per Legal Services and Law Society
12.008.011	Accident Record Book			Permanent	Retain	Business Requirement	Clarification required

PEOPLE MANAGEMENT – Administering Employees

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.001	Employee Administration	Discipline - Disciplinary warnings involving children or vulnerable adults	Termination	Indefinitely	N/A	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
		Disciplinary action - Written statement to employee who is dismissed while absent during adoption leave	Termination of employment	6 years	Destroy	Statutory	The Employment Rights Act 1996 Section 92 (4A) To be in writing
		Disclosure of interest	Superseded	1 year	Destroy	Business requirement	

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		Employee details (posts not subject to disclosure checks)	Termination of employment	6 years	Destroy (See note)	Statutory	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for superannuation and pension purposes.
		Employee details (posts subject to disclosure checks)	Termination of employment	25 years	Destroy (See note)	Business requirement	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for superannuation pension purposes.
		Individual training records	Termination of employment	Termination date + 6 years BUT - if it relates to training for work with children or vulnerable adults retain for 25 years.	Destroy	Business requirement	
		Induction	Date of completion	Completion date + 2 years	Destroy	Business requirement	Retain on personnel file

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		Medical assessments	Date of birth / Termination of employment /Current year	Termination of employment plus 6 / 25 years as appropriate unless a longer requirement is needed under health and safety legislation.	Destroy	Business requirement	Dependant on whether Health & Safety or Monitoring requirements are relevant. See Health and Safety schedule.
15.001.005	Dismissal of social worker - notification to Scottish Social Services Council		Dismissal	6 years	Destroy	Business Requirement	Smoking, Health and Social Care (Scotland) Act 2005 asp 13. Section 32. Inserts section 57A into the 2001 Act. To be in writing
15.002.003	Trade union liaison - Strategy	Partnership Agreement	Superseded	Permanent	Retain for historical value	Business requirement	
15.002.004	Trade union liaison - Administration	Supporting and routine documentation,	Superseded	2 years	Destroy	Business requirement	
15.003.001	Equalities and diversity - guidelines		Until superseded	1 year	Destroy	Business requirement	
15.003.002	Bullying & Harassment - Investigations - Case Files		Investigation concludes and action is spent / Retain current information throughout employment	5 years / Employment term	Destroy	Business requirement	Place on personnel file
15.003.008	Equal pay statement		Superseded	6 years	Destroy	Business requirement	Sex Discrimination (Public Authorities) (Statutory Duties)

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							(Scotland) Order 2007 SSI 2007 No 32 Article 6
15.005.001	Absence reporting		Date after action completed	5 years	Destroy	Business requirement	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989. Place on personnel or occupational health file.
15.005.004	Personal risk assessments		After revised risk assessment takes place or termination of employment	6 years	Destroy	Business requirement	Where risk assessments relate to the statutory health surveillance then the assessments should be retained for the same timescale as the occupational health records. Place latest assessment on personnel file / occupational file.
15.005.005	Sickness monitoring		Termination of employment	6 years	Destroy	Business requirement	Access to Medical Reports Act 1988 c28 provides the general provisions on the

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							right of access to records created after 01 January 1989. Place on personnel file of occupational health file.
15.005.006	Major injuries		Termination of employment	40 years	Destroy	Business requirement	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989. Section 6. Retention of reports. A copy of any medical report which a medical practitioner has supplied for employment or insurance purposes shall be retained by him for at least six months from the date on which it was supplied. Retention period may be dependent on which health and safety legislation the information

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							falls under. May need relevant information for superannuation payments
15.008.004	Training courses		Current year	1 year	Destroy	Business requirement	Records of training on personal files concerning children or health and safety training e.g. manual handling, violence and aggression. Individual records placed on personal files.

PEOPLE MANAGEMENT – Personal Details

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Employee files	Application Form(s)	Termination	Permanent	Retain	Management decision	No statutory guidance
	Employee files	Letter(s) of Appointment	Termination	Permanent	Retain	Management decision	No statutory guidance
	Employee files	Contract(s)	Termination	Permanent	Retain	Management decision	No statutory guidance
	Employee files	Disclosure Scotland	Receipt	Not to be retained	Record reference number and Destroy	Disclosure Scotland guidelines	
	Employee files	Bank Details	Change of details	Previous details not to be retained	Destroy	CIPD Best Practice	
	Employee files	Previous Service	Termination	Permanent	Retain	CIPD Best	

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		Documentation				Practice	
	Employee files	Change of Address Details	Change of details	Previous details not to be retained	Maintained via MyPortal and previous details overwritten	Management decision	
	Employee files	Qualifications	Termination	Permanent if relevant to post or funded by council	Retain	Management decision	
	Employee files	Birth Certificate/Change of Gender Certificate	Termination	Permanent	Retain	Management decision based on pension requirements	

PEOPLE MANAGEMENT – Working Details

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Working Details	Changes to Bank Details	Change of details	Previous details not to be retained	Maintained via MyPortal and previous details overwritten	Management decision for reference and to reduce scope for error	
	Working Details	Changes to Working Patterns	Change of details	Previous details not to be retained	Maintained via MyPortal and previous details overwritten	Management decision based on CIPD best practice and Working Time Regulations	
	Working Details	Flexible Working Requests	Change to existing	Current request - permanently, previous requests current year plus 5 years	Retain	Management decision based on right to apply yearly under Work and Families Act	
	Working Details	Statutory Maternity Pay records,	Application	Current Year plus 5 years	Destroy	Statutory Maternity Pay	

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		calculations and certificates (including MATB1s) or other medical evidence				(General) Regulations 1986 and Taxes Management Act 1970	
	Working Details	Statutory Paternity Pay (including MATB1s)	Application	Current Year plus 5 years	Destroy	Taxes Management Act 1970	
	Working Details	Adoption Leave	Application	Current Year plus 5 years	Destroy	Taxes Management Act 1970	
	Working Details	Parental Leave	Application	Current Year plus 5 years	Destroy	Taxes Management Act 1970	
	Working Details	Statutory Sick Pay (Notification of Half Pay/No Pay)	Notification	3 years after the end of the tax year in which the sick pay period ends	Destroy	Statutory Sick Pay (General) Regulations 1982	
	Working Details	Unpaid Leave/Special Leave Request	Application	Current Year plus 5 years	Destroy	Management decision based on CIPD best practice and Working Time Regulations	
	Working Details	Mortgage/Financial Requests	Request	6 months	Destroy	Management decision based on VAT Regulations	
	Working Details	References issued to prospective employers	Request	6 months	Destroy	Management decision based on Data Protection and Employment Practice Code	
	Working Details	Termination/Leavers/Retirement Paperwork	Application	Current Year plus 5 years	Destroy	Management decision as no Statutory Guidance based	

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						on CIPD Best Practice. Pension Regulations	
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PEOPLE MANAGEMENT – Financial Details

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Financial Details	Overtime Information	End of the tax year in which the payments were received	6 years	Destroy	Taxes Management Act 1970	
	Financial Details	Responsibility Payments	End of the tax year in which the payments were received	6 years	Destroy	Taxes Management Act 1970	
	Financial Details	Temporary Promotions	End of the tax year in which the payments were received	6 years	Destroy	Management decision to be consistent with above	
	Financial Details	Travelling Expenses	End of the tax year in which the payments were received	6 years	Destroy	Management decision to be consistent with above	
	Financial Details	Re-location Expenses	End of the tax year in which the payments were received	6 years	Destroy	Management decision to be consistent with above	
	Financial Details	Pension Details	Termination	12 years	Destroy	Statute	

PEOPLE MANAGEMENT – Medical Information

SCA/Council	Records	Examples/	Trigger	Period	Action	Authority	Citation/Notes
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Reference	Series	Purpose					
	Medical Information	Return to Work Interview	Last date of interview	3 years	Destroy	Management decision	
	Medical Information	Follow Up Interview(s)	Last date of interview	3 years	Destroy	Management decision	
	Medical Information	Advisory Warning	Last date of interview	3 years	Destroy	Management decision	
	Medical Information	Medical Certificate	End of tax year in which the sick pay period ends	3 years	Destroy	CIPD Best Practice	
	Medical Information	Medical certificates relating to industrial injury	Receipt of Certificate	Permanent	Retain	Management decision	
	Medical Information	OHS Appointments	Receipt of Report	Until receipt of report	Destroy	Management decision	
	Medical Information	OHS Reports	Health Surveillance (HAVS/Screening Programmes)	Permanent	Retain	Management decision	Depends on the absence levels of the employees and the complexity of the case.
	Medical Information	OHS Reports	General Report	5 years	Destroy	Management decision	Depends on the absence levels of the employees and the complexity of the case.

PEOPLE MANAGEMENT – Disciplinary Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Disciplinary Information	Verbal Warning	Expunged as per disciplinary procedure	Permanent	Retained in File for information purposes only	Council Policy	

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	Disciplinary Information	Written Warning	Expunged as per disciplinary procedure	Permanent	Retained in File for information purposes only	Council Policy	
	Disciplinary Information	Suspension (Paid/Unpaid)	Expunged as per disciplinary procedure	Permanent	Retained in File for information purposes only	Council Policy	
	Disciplinary Information	Final Written Warning	Expunged as per disciplinary procedure	Permanent	Retained in File for information purposes only	Council Policy	
	Disciplinary Information	Letter of Dismissal	Termination of employment	Termination date + 6 years	Destroy	Management decision	
	Disciplinary Information	Removal from Self Certificated Absence	Expunged as per disciplinary procedure	Permanent	Retained in File for information purposes only	Management decision	

PEOPLE MANAGEMENT – Training Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Training Information	Request for Training Courses	Attendance at Course	Variable	Destroy	Management decision	
	Training Information	Training Courses Attended	Attendance at Course	Permanent	Retain	Management decision	
	Training Information	Expenses for attendance at Courses	End of the tax year in which the expenses were received	6 years	Destroy	Taxes Management Act 1970	

PEOPLE MANAGEMENT – Other Employee Related Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Other Employee Related Information	Jury Duty	End of the tax year in which the expenses were	6 years	Destroy	Taxes Management Act 1970	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

			received				
	Other Employee Related Information	Time off for Trade Union Duties	Completion of duty	5 years	Destroy	Management decision	
	Other Employee Related Information	Third Party Claims	End of Claim	6 years	Destroy	Taxes Management Act 1970	
	Other Employee Related Information	Health and Safety Assessments	Instance	Permanent	Retain	Management decision	
	Other Employee Related Information	Damage to clothing claims	End of the financial year	3 years	Destroy	Management decision	
	Other Employee Related Information	Forms for inputting on SAP	End of the financial year	6 years	Destroy	Management decision	
	Other Employee Related Information	References (post-employment)	End of current year	5 years	Destroy	Data Protection - Employment Practice Code	
	Other Employee Related Information	Leavers	Termination	6 years	Destroy	CIPD Guidelines	

PEOPLE MANAGEMENT – Corporate Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Corporate Information	Appeals Files and Register	Date of appeal hearing	Current Year plus 9 years	Destroy	Management decision.	
	Corporate Information	Committee Reports	Committee date	3 years	Destroy	Management decision	
	Corporate Information	Corporate Complaint Files and Register	Final letter	12 months	Destroy	Management decision	
	Corporate Information	Employment Tribunal Files and Register	Date of tribunal hearing	Current year plus 5 years	Destroy	Management decision based on CIPD	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

						guidance and timescales for submitting civil claims	
	Corporate Information	Freedom of Information Requests and Register	Answering of request	5 years	Destroy	Management decision	
	Corporate Information	Stage 3 Grievance Files and Register	Date of hearing	Current year plus 5 years	Destroy	Management decision based on CIPD guidance and timescales for submitting civil claims	
	Corporate Information	Redundancy/ Redundancy Retiral Calculations /Delegated Authority	End of tax year in which the calculation refers	6 years	Destroy	CIPD Best Practice and the Local Government Pension Scheme (Scotland) Regulations 1998	
	Corporate Information	Trade Union Requests for Time Off, Recognition of TU Officials and Statistics	Request	5 years	Destroy	Management decision	

PEOPLE MANAGEMENT – Management Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Management Information	Workforce Profile Statistics	Publication	5 years	Destroy	Management decision	Workforce Profile Statistics
	Management	Quarterly	Publication	5 years	Destroy	Management	Quarterly

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Information	Disciplinary Statistics				decision	Disciplinary Statistics
	Management Information	Quarterly Harassment Returns	Publication	5 years	Destroy	Management decision	Quarterly Harassment Returns
	Management Information	Staffing Watch Returns	Publication	5 years	Destroy	Management decision	Staffing Watch Returns
	Management Information	Quarterly Recruitment Statistics	Publication	5 years	Destroy	Management decision	Quarterly Recruitment Statistics

PEOPLE MANAGEMENT – Equalities

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Equalities Information	Black and Ethnic Minority Action Plans, Action Minutes and Files	Publication	Current Year plus 5 years	Destroy	Management decision as no Statutory Guidance or Best Practice available. Based on timescales for submitting civil claims	
	Equalities Information	Disability Action Plans, Action Minutes and Files	Publication	Current Year plus 5 years	Destroy	Management decision as no Statutory Guidance or Best Practice available. Based on timescales for submitting civil claims	
	Equalities Information	LGBT Action Plans, Action Minutes and Files	Publication	Current Year plus 5 years	Destroy	Management decision as no Statutory Guidance or Best	

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						Practice available. Based on timescales for submitting civil claims	
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GOVERNANCE – Business Preparation

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.006.001	Records documenting the council's membership of a local government organisation.		Termination of membership	3 years	Destroy	Business Requirement	
20.006.002	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	

GOVERNANCE – Meetings & Committee Meetings – Integrated Joint Board

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	IJB and committee meeting records - major records	Agenda, signed minutes, papers & reports, Directions to	Date of meeting	6 years	Retain	Business requirement	SCARRS - Democracy > Decision making

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Council and Health Board					
	IJB and committee meeting records - minor records	Meeting notices, administrative arrangements for meetings, invites and events, meeting dates, briefing notes, schedules and public notices	End of calendar year	None	Destroy	Business requirement	SCARRS - Democracy > Decision making

GOVERNANCE – Project Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.007.001	Projects funded by the council-major records	Business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	Project close	25 years	Review for archival and re-use value	Business Requirement	
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	
20.007.003	Projects - funded through European and other external funds	All documentation relating to the project: Specifications,	Project close	Retention and Disposal depends on the source of the funding, the	Review for archival and re-use value	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents,		length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention. For projects under the 2007-2013 EU programmes, the earliest retention date estimated at the moment is 31st December 2020. For projects under the 2014-2020 EU programmes, the earliest retention date estimated at the moment is 31st December 2022.			
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GOVERNANCE – Quality and Performance

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.008.001	Assessments for accreditation, for example, Charter Mark, IIP		Assessment completed	5 years	Destroy	Business Requirement	
20.008.002	Performance monitoring and	Final reports - Best Value	Approval of review report	5 years	Destroy	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	review of quality, efficiency, or performance of a local authority service or unit - major records	Review; Policy review; Strategic Plan review; Operational Plan review					
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	
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	
20.008.005	Process maps		When superseded or obsolete	3 years	Destroy	Business Requirement	

GOVERNANCE – Statutory Requirement Returns

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.009.001	Reports to government - Outputs	Final version of Statutory Requirement performance	Date of return	5 years	Destroy	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		data submitted					
20.009.002	Reports to government - preparatory records	Records documenting the collection, collation and submission of Statutory Requirement performance data as required by a Statutory Requirement authority.	Current	2 years	Destroy	Business Requirement	

GOVERNANCE – Strategic Planning

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.010.001	Corporate initiatives		End of initiative	5 years	Review for re-use and archival value	Business Requirement	
20.010.002	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	End of year	N/A	Destroy	Business Requirement	
20.010.003	Council Corporate Plan.		Superseded by new document	Permanent	Retain 1 Copy for archival value	Business Requirement	
20.010.004	Strategic Service Plan		Superseded by new document	Permanent	Retain 1 Copy for archival	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

					value		
20.010.005	Operational Service Plan		Superseded by new document	3 years	Destroy	Business Requirement	
20.010.006	Organisational structure		Superseded	1 year	Sample for archival value	Business Requirement	
20.010.007	Corporate policies - master records	including significant records documenting policy development	Superseded by new document	Permanent	Retain 1 Copy for archival value	Business Requirement	Owning function and responsible service is responsible for ensuring that a master copy is held permanently;
20.010.008	Corporate policies - Departmental/Service copies		Superseded	None	Destroy	Business Requirement	
20.010.009	Corporate policies - preparatory records		Authorisation of policy	1 year		Business Requirement	
20.010.010	Service specific policies and procedures		Superseded	2 years	Sample for archival value	Business Requirement	
20.010.011	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	
20.010.012	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	
20.010.013	Gaelic Language Plan (Approved)		Superseded by new document	5 years	Consider for archival value	Gaelic Language (Scotland) Act	Gaelic Language Plan (Approved)

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

						2005 asp 7 Section 3. Review after intervals of not later than 5 years Section 7(2)	
	Strategic and Tactical Board Papers in preparation	Draft copies of agendas, papers, minutes	Superseded by final version or no longer required	No later than 12 months from date of being superseded or requirement ending		Business requirement	
	Strategic and Tactical Board Papers – Final Versions	Final copies of agendas, papers, minutes	Creation of final version	Permanent	Retain	Business requirement	

GOVERNANCE – Support – Integrated Joint Board

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Records documenting the IJB's Scheme of Administration and Delegation to Committees	Executive team cover arrangements and IJB Information and Publication Scheme		Permanent	Retain	Business requirement	SCARRS - Democracy > Governance
	Records documenting the development of the IJB's decision-making structures and procedures.	Integration scheme		Permanent	Retain	Business requirement	SCARRS - Democracy > Governance
	Records documenting Members' declarations of interests.	Member's register of interest	Date member leaves office	10 years	Review for archival value	Business requirement	SCARRS - Democracy > Member Support
	Code of Conduct		After	6 years	Destroy	Business	SCARRS -

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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

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			administrative use is concluded			requirement	Democracy > Member Support
	Register of gifts and hospitality		Date member leaves office	10 years	Review for archival value	Business requirement	SCARRS - Democracy > Member Support
	Strategic Plan			Permanent	Retain	Business requirement	SCARRS - Democracy > Planning
	Records documenting the preparation of the IJB'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)	5 years	Destroy	Statutory	
	Published copy of consolidated annual accounts and financial statements.			Permanent	Retain for business and historical value	Statutory	
	IJB Strategic Risk Register		Date superseded	5 years	Review for historical value	Business requirement	SCARRs - Risk Management - Risk Management and business continuity
	Records documenting the membership of the IJB	Biogs and Signatories, contact details and membership details					
	Calendar of meetings of IJB and committees		Date superseded	None	Destroy	Business requirement	SCARRS - Democracy > Decision making
	Correspondence of Office Holders	Correspondence (Internal and	Current year	3 years	Destroy	Business requirement	SCARRS - Democracy >

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	of IJB and Chief Officer i.e. Chair, Vice-Chair	external)					Member Support
	Correspondence of IJB	Correspondence (Internal and external)	Current year	3 years	Destroy	Business requirement	SCARRS - Democracy > Member Support
	Petitions		Current year	3 years	Destroy	Business requirement	
	IJB Members Finance	Expenses, including records relating to processing and payment	Date of creation	To end of current term plus 5 years (maximum 10 years)	Destroy	Business requirement	
	Insurance policy document		Date all obligations and entitlements concluded.	5 years or Permanent	Destroy or Permanent	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	SCARRs - Risk Management - Insuring against loss
	Certificate of insurance		Date all obligations and entitlements concluded.	5 years or Permanent	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	SCARRs - Risk Management - Insuring against loss

PROCUREMENT – Contracting

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.001.001	Approved supplier evaluation criteria records		Superseded	5 years	Destroy	Statutory Requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
22.001.002	Invitations to prospective suppliers to apply for approval		Date of invitation for approval issued for current suppliers	3 years	Destroy	Business Requirement	
22.001.003	Evaluations of		End of approval	3 years	Destroy	Business	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	applications for approval from prospective suppliers and notification of the outcome: approved suppliers					Requirement	
22.001.004	Evaluations of applications for approval from prospective suppliers and notification of the outcome: rejected supplier		Date unsuccessful notice issued	1 year	Destroy	Business Requirement	
22.001.005	Approved supplier lists or databases		When superseded	None	Destroy	Business Requirement	
22.001.006	Contract management files - ordinary contracts	Including; Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions).	End of contract	5 years	To be held by Legal and Admin (original) and Procuring Service (Copy) for required period then destroyed.	Statutory Requirement	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

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							(Amendment) Regulations 2003
22.001.007	Contract management files - contracts under seal	as above	End of contract	20 years	To be held by Legal and Admin (original) and Procuring Service (Copy) for required period then destroyed.	Statutory Requirement	as above
22.001.008	Records containing data on, and analyses of, performance against the plans for the implementation of the Council's procurement strategy		End of current financial year	5 years	Destroy	Statutory Requirement	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
22.001.009	Records of purchasing authorisation limits		Superseded	1 year	Destroy	Business Requirement	
22.001.010	Internal authorisations for procurement		End of current financial year	1 year	Destroy	Business Requirement	
22.001.011	Purchase ordering records	Purchase orders; goods received notes	End of current financial year	5 years	Destroy	Statutory Requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 HM Customs and Excise Notice 70 0/21: Keeping [V AT] records and accounts (December 2007)

PROCUREMENT – Market Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

22.002.001	Product evaluation		Current	None	Destroy	Business Requirement	
22.002.002	Product information		Current	None	Destroy	Business Requirement	

PROCUREMENT – Tendering

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.003.001	Initial proposal	Business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	5 years	Destroy	Statutory Requirement	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
22.003.002	Initial proposal - contract under seal	Business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed	End of contract	20 years	Destroy	Statutory Requirement	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

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		specification, evaluation criteria, invitation to tender					
22.003.003	Contract award reports (OJEU)		End of contract	5 years	Destroy	Statutory Requirement	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
22.003.004	Issue of Invitations to Tender and handling of incoming tender records		Award of contract	1 year	Destroy	Business Requirement	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
22.003.005	Tender evaluation, negotiation and notification records Unsuccessful tenders		Award of contract	6 months	To be held by procuring service for required period then destroyed	Business Requirement	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
22.003.006	Tender evaluation, negotiation and notification		End of contract	5 years	To be held by procuring service for required period then	Statutory Requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	records Successful tenders				destroyed		1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
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HEALTH and SAFETY – Compliance

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
13.002.001	Strategy and planning	System processes	Date process ceases or is superseded.	1 year	Destroy	Business requirement	
13.002.002	Health and Safety Policy		Date superseded.	1 year	Destroy	Business requirement	
13.002.003	Fire Safety training		End of current year.	10 years	Destroy	Business requirement	
13.002.004	First-aid – Letter advising of award of certificate		End of current year.	7 years	Destroy	Business requirement	
13.002.005	First-aid – Course attendance sheet		End of current year.	7 years	Destroy	Business requirement	These are signed copies of attendance and their retention matches the period of validation.
13.002.006	Manual Handling – Course attendance sheet		End of current year.	30 years	Destroy	Business requirement	These are signed copies of attendance.
13.002.007	Manual Handling – Letter advising of award of certificate		End of current year.	30 years	Destroy	Business requirement	
13.002.008	Management, Health and		End of current year.	30 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Safety						
13.002.009	Risk Assessment		End of current year.	30 years	Destroy	Business requirement	
13.002.010	Induction		End of current year.	30 years	Destroy	Business requirement	
13.002.011	DSE - Assessors		End of current year.	30 years	Destroy	Business requirement	
13.002.012	Asbestos Training		End of current year.	7 years	Destroy	Business requirement	
13.002.013	Telephone Violence		End of current year.	7 years	Destroy	Business requirement	
13.002.014	Evacuation Chair Training		End of current year.	7 years	Destroy	Business requirement	
13.002.015	COSHH Assessors		End of current year.	7 years	Destroy	Business requirement	
13.002.016	Route Reversing Assess		End of current year.	7 years	Destroy	Business requirement	
13.002.017	CDM Workshops		End of current year.	7 years	Destroy	Business requirement	

HEALTH and SAFETY – Monitoring

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
13.003.001	Accidents and incident reporting - reporting accidents to adults	Accident report/register	Date of entry/ Accident book - date of last entry.	7 Years Note – If asbestos, noise, HAVS or chemicals involved then 40 years.	Destroy	Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471
13.003.002	Accidents and incident reporting - reporting accidents to children	Accident report/register	Date of accident.	25 years	Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.	

13.003.003	Asbestos inspections		Either: Date of last action or until individual is age 75 years old.	Either: 50 years or till 75 years old (whichever is greater)	Destroy	Control of Asbestos at Work Regulations 1987.	
13.003.004	Equipment safety inspections	Equipment safety inspections	Date of inspection Date of inspection	7 Years (Annual) 7 Years (Monthly)	Destroy	Business Requirement	
13.003.005	Hazardous substances COSHH reports		Date of last action.	40 years	Destroy	Control of Substances Hazardous to Health Regulations 2002	
13.003.006	Health and safety inspections	Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, monitoring of display screens	Date superseded./ Date of last action	7 Years Note – If asbestos, noise, HAVS or chemicals involved then 40 years as detailed in sections below. Note - If children involved 25 Years	Destroy	Business Requirement	These are not directly related to investigation of specific incidents.
13.003.007	Radon Monitoring		Date of last action.	40 years	Destroy	The Ionising Radiations Regulations 1985.	
13.003.009	Asbestos control	Employee information/ instruction/ training - Recommend add to personnel record	Termination of employment	40 Years	Destroy	Business Requirement	Control of Asbestos at Work Regulations 2012
13.003.010	Asbestos control	Arrangements to deal with accidents, incidents and emergencies	In case of any accident, incident or emergency OR Superseded	40 Years 40 Years	Destroy	Business Requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 15. Information to be displayed in the work place and made available to accident and emergency services

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13.003.011	Asbestos control	Record or suitable summary of air monitoring of employees exposure to asbestos	Date of monitoring	40 Years	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 19
13.003.012	Asbestos control	Health records - where exposure exceeds the action level	Date of last incident	40 Years	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 22 (b) Original or copy may be kept. Any employee is allowed access to the record if reasonable notice is given.
13.003.013	Asbestos control	Medical examination certificates	Date of issue	40 Years	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 22(4)
13.003.014	Asbestos control	Exemption certificate	Expired/revoked	40 Years	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 32. Consider adding a copy of the certificate to the health records and retaining for 40 years

HEALTH and SAFETY – Risk Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
13.004.001	Risk assessments		Date of last assessment / last action.	40 Years	Destroy	Business Requirement	Management of Health and Safety at Work

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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

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COMMUNITY SAFETY

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/No
	Adults (non Community Justice) Service file - management records.	Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence.	Current year	6 years	Destroy	Business Requirement	
	Service user file. (non Community Justice)	Records documenting the preparation, review and revision of a 'personal plan' for a service user, client interviews and correspondence, financial transactions undertaken for a service user; liaisons with social workers/health visitors/police etc regarding the type of care being provided to a service user	1. Last action 2. Death of adult.	5 years 3 years	Destroy	Business Requirement	

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		or problems with providing care, onward referrals, administration of medicines to a service user.					
	Records of persons employed. (Non Community Justice)	Full name, address, date of birth, qualifications, training and experience. Date of commencement. Date of termination Positions held Registration (if appropriate) Any disciplinary action and outcome.	Retained as Personal File - See HR schedule				Regulation of Care (Requirements and Care Services) (Scotland) Regulations SS 2002 No 114. Regulation 19 (2)
	Supporting Offenders - Case file - Community Service 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	See - Rehabilitation of Offenders Act 1974 as amended by Criminal Justice Act 2003 Part 3 Chapter 8
	Supporting Offenders - Case file - Community Service Order/Community Payback Order where offender is 16 - 21 years old.		Completion of order	10 years	Destroy	Business requirement	Excluding: Schedule 1/Circular 11/Se Offenders – Sexual Offences (Scotland) Act, Criminal Procedure (Scotland) Act 1975 as amended by Sexual Offences

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							(Procedure and Evidence) (Scotland Act 2002; and Criminal Justice Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders)
	Supporting Offenders - Case file - Community Supervision Orders/Community Payback Order where offender is over 21 years old.	Community Reparation Order (CRO), 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	Criminal Justice Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders
	Supporting Offenders - Case file - Community Supervision Orders/Community Payback Order where offender is 16 - 21 years old.	Including Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment	Completion of order	10 years	Destroy	Business requirement	Criminal Justice Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		& Testing Order (DTTO), English Short-licence.				
	Supporting Victims - Case file - Adult concern where domestic abuse is standard risk.	Criminal case information, court information, client information, other pertinent information.		1 day after 6 yrs from completion date on incident.	Destroy	Business requirement
	Supporting Victims - Case file - Adult concern where domestic abuse is high risk.	Criminal case information, court information, client information, other pertinent information.		1 day after 12 years from completion date on incident	Destroy	Business requirement
	Records relating to youth leadership training for staff.		End of employment	25 years	Destroy	Business requirement
	Flyposting		Date of last action	3 years	Destroy	Business requirement
	Dignity at Work.		Current year	2 years	Destroy	Business requirement
	Supporting Victims - Case file - Adult concern where domestic abuse is standard risk.	Criminal case information, court information, client information, other pertinent information.		1 day after 6 yrs from completion date on incident.	Destroy	Business requirement
	Supporting Victims - Case file - Adult concern where domestic abuse is high risk.	Criminal case information, court information, client information,		1 day after 12 years from completion date on incident.	Destroy	Business requirement

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		other pertinent information.					
	Community wardens.	Incident logs.	Date of last action	3 years	Destroy	Business requirement	
	Crime reduction.	Community strategy documents.	Until superseded	3 years	Destroy	Business requirement	
	CCTV surveillance.	Procedures.	Date of last action.	3 years.	Destroy.	Business requirement.	
	CCTV footage.		Day of recording.	14 days (unless required for longer).	Destroy.	Business requirement.	
	Bodycam footage.		Day of recording.	31 days (unless required for longer).	Destroy.	Business requirement.	
	Community wardens.	Incident logs.	Date of last action.	3 years.	Destroy.	Business requirement.	
	Crime reduction.	Community strategy documents.	Until superseded.	3 years.	Destroy.	Business requirement.	
	Anti-Social Behaviour - Local authority Strategy.		Until superseded.	5 years.	Destroy.	Business requirement.	
	Implementation reports.		Until superseded.	5 years.	Destroy.	Business requirement.	
	Antisocial behaviour order Interim orders (Copies) (Original held by the court).		Expiry, revoked or recalled.	10 years.	Destroy.	Business requirement.	
	Notice containing a statement to recover expenditure.		Payment - Current financial year.	6 years.	Destroy.	Statutory.	
	Noise Control Notice.		Expiry, revoked or recalled.	2 years.	Destroy.	Business requirement.	
	Noise complaint.		Date of last complaint for the offending property.	2 years.	Destroy.	Business requirement.	

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	Noise Warning Notices.		Date of last complaint for the offending property.	2 years.	Destroy.	Business requirement.	
	ASB Fixed Penalty Notices.		Current financial year.	6 years.	Destroy.	Business requirement.	
	Littering/Dog Fouling Fixed Penalty Notices.		Current financial year.	6 years.	Destroy.	Business requirement.	
	Removal of graffiti.		Date of last action.	3 years.	Destroy.	Business requirement.	
	Antisocial Behaviour Notices.		Date of last complaint for the offending property.	2 years.	Destroy.	Business requirement.	
	Community Safety - Advice and assistance to landlords or tenants.		Recommend 6 years after date advice given.			Statutory.	
	Community Safety – Advice - Contingency planning.		Date superseded.	2 years.	Destroy.	Business requirement.	
	Emergency response plan.	Advice and assistance.	End of current year.	5 years.	Destroy.	Business requirement.	
	Business continuity plan.	Records documenting the provision of advice and assistance to an external organisation in relation to business continuity planning.	End of current year.	5 years.	Review for ongoing value.	Business requirement.	
		Fire safety planning.	Advisory information.	End of current year.	5 years.	Destroy.	Business requirement.

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		Community Safety - Advice to businesses.		Until superceded.	5 years.	Destroy.	Business require
		Neighbourhood Watch.	Information about the responsibilities, set-up etc.	Until superseded.	3 years.	Destroy.	Business require
		Controlled waste and litter fixed penalty notices.		Current financial year.	6 years.	Destroy.	Business require
		Graffiti Removal Notice.		Date of last complaint for the offending property.	2 years.	Destroy.	Business require
		Management Control Order.		Date expired or revoked.	2 years.	Destroy.	Business requirement.
		Management Control Orders – finance.		Current financial year.	6 years.	Destroy.	Business requirement.
		Registers (Of certain landlords).		To be kept up to date.			Statutory.
		Application for registration.		Date of acceptance or refusal.	1 year.	Destroy.	Business requirement.
		Notice of notification or refusal to register.		Date of issue.	6 years.	Destroy.	Business requirement.

COMMUNITY SAFETY - Resilience

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/No
Operations 01	Incident Logs	Records of Telephone Calls Records of Incidents within a log Decision Logs	Date of creation	Current Year plus 6 years	Store in hard copy format for retention period, consider archiving	Business Requirement	

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		Risk Assessments			high priority incidents such as Stockline within central archives.		
Operations 02a	Policy Documents		Policy superseded	Indefinitely	Archive	Business Requirement	
Operations 02b	Policy Workings		Policy superseded	Until Policy superseded	Destroy	Business Requirement	
Operations 03	Contingency Plans	Current and Previous version	Plan superseded	Period of Current Plan	Retain Current and Previous version of plan until current plan is superseded. In which case current plan becomes the previous version and the former previous version can be destroyed	Business Requirement	
Operations 04	Business Continuity Plans	Current and Previous version	Plan superseded	Period of Current Plan	Retain Current and Previous version of plan until current plan is superseded. In which case current	Business Requirement	

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					plan becomes the previous version and the former previous version can be destroyed		
Operations 05	Exercises	Planning documents, nomination forms, feedback forms, debrief reports	End of exercise	Current Year Plus 10 years	Retain electronically and destroy paper copies. Retain electronically as required by Final Report	Business Requirement	
Operations 06	Training	Planning documents, course materials, feedback	Course superseded	Until Course superseded, then retain for current year plus 5 years	Retain electronically while course valid the current year plus 5 when course superseded. Once electronic, paper copies can be destroyed	Business Requirement	
Operations 07a	SECG Meetings - Strategic	Minutes, papers	Date of meeting	Current Year Plus 10 years	Destroy	Business Requirement	
Operations 07b	SECG Meetings - Tactical	Minutes, papers	Date of meeting	Current Year Plus 5 years	Destroy	Business Requirement	
Operations 07c	SECG Meetings - Local	Minutes, papers	Date of meeting	Current Year Plus 5 years	Destroy	Business Requirement	
Operations 07d	SECG Meetings - Sub Groups	Minutes, papers	Date of meeting	Current Year Plus 5 years	Destroy	Business Requirement	All of these minutes are centrally archived

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Operations 08	Community Risk Register	Individual risk assessments, summary sheets, published documents	Date of creation	Current Year Plus 5 years	Destroy	Business Requirement	
Operations 09a	Events: Planning Meetings	Agenda, reports/papers for consideration, minutes	Date of meeting	Current Year plus 2 Years	Destroy	Business Requirement	
Operations 09b	Event Delivery Plans	Event delivery plans, including maps and amendments	Date of event	Current Year plus 2 Years	Destroy	Business Requirement	
Operations 09c	Event Debrief	Debrief reports	Date of event	Current Year Plus 5 years	Destroy	Business Requirement	
Operations 10	Incident Debrief	Feedback questionnaires and other documents included in Final Report. Drafts can be deleted once Final Report approved	Date of debrief	Current Year Plus 10 years	Destroy	Business Requirement	

MANAGING ENQUIRIES – Enquiries and Complaints

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.004.001	Comments and	Records	Last action on	6 years	Destroy	Business	See also

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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

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	enquiries - case files	documenting the processing of customer comments and enquiries about the council including responses	comments			Requirement	Information Management schedule for enquiries under Data Protection, Freedom of Information and Environmental Information legislation
20.004.002	Comments and enquiries - analysis	Statistics and 'anonymised' responses	Current	3 years	Review for archival and re-use value	Business Requirement	
20.004.003	Complaints - case file	Records documenting the handling of a customer complaint	Last action on complaint	5 years	Destroy	Statutory Requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
20.004.004	Complaints - analysis	Statistics and anonymised responses	Current	5 years	Review for archival and re-use value	Business Requirement	
20.004.005	Complaints - register	Complaints Register	Current	10 years	Destroy	Business Requirement	

COMMUNICATIONS AND MARKETING - Communication

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.002.01	Language translation services		Superseded		Destroy	Business Requirement	Offer to archivist once administrative use has concluded
20.002.02	Mail processing	Incoming and outgoing mail logs and registers	Current	3 years	Destroy	Business Requirement	

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20.002.03	Publications - major publications	Guides, books and other council publications	N/A	Permanent	Retain	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
20.002.04	Publications - minor publications	Guides, books and other council publications	Date published	3 years	Sample for archival value	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
20.002.05	Publications - preparatory records		Conclusion of campaign	1 year	Destroy	Business Requirement	
20.002.06	Staff communications	Staff memos, newsletters	Administrative use ends	3 years	Destroy	Business Requirement	

COMMUNICATIONS and MARKETING – Corporate Communication

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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
20.003.002	Campaigns - preparatory records		Conclusion of campaign	1 year	Destroy	Business Requirement	
20.003.003	Corporate identity and branding - artwork	Final artwork for corporate identity marks	N/A	Permanent	Retain	Business Requirement	

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20.003.004	Corporate identity and branding - preparatory records	Records documenting the development of corporate style guides for the official use of corporate identity marks	Current	1 year	Destroy	Business Requirement	
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
20.003.006	Marketing materials - preparatory records		Approval of final outputs	1 year	Destroy	Business Requirement	
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
20.003.008	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	see above
20.003.009	Consultations - council consultation of external	Reports, presentations, anonymised statistics	Publication date	5 years	Review for ongoing value	Business Requirement	see above

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	organisations - Final outputs						
20.003.010	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	
20.003.011		Records documenting the administration of a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business Requirement	
20.003.012		Records documenting a response from another organisation to a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business Requirement	
20.003.013		Records documenting the analysis of responses to a consultation/survey.	Completion of survey/consultation	3 years	Destroy	Business Requirement	
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	
20.003.015	Media relations records - preparatory records	organisational records, drafts, correspondence	Last action	5 years	Review for archival and re- use value	Business Requirement	
20.003.016	Media relations records - Media liaison		Date of last action	5 years	Review for archival and re- use value	Business Requirement	

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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	
20.003.018	Customer satisfaction surveys - survey design	Records documenting the design of the survey.	Completion of survey	3 years	Review of ongoing value / Review for Archives	Business Requirement	
20.003.019	Customer satisfaction surveys - individual responses	Records documenting identifiable individual responses to the survey.	Completion of analysis of responses	None	Destroy	Statutory Requirement	Data Protection Act 1998 c. 29 Destroy immediately anonymised summaries have been created
20.003.020	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	
20.003.021	Public relations - Statistics, trends and customer satisfaction data	Anonymised summaries and reports	Current	5 years	Review for archival value	Business Requirement	

INFORMATION MANAGEMENT – Access to Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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 Requirement	Data Protection Act 1998 c.29, s.7

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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 Requirement	Data Protection Act 1998 c.29, s.7
17.001.003	Data protection - general compliance records	Files re. DP audit, general compliance, data breaches, security, training, and so on	Current year	3 years	Destroy	Business Requirement	
17.001.004	Data protection - Notification and changes		Current year	1 year	Destroy	Statutory Requirement	Data Protection Act 1998 c.29, s.20.
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
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 Requirement	Freedom of Information (Scotland) Act 2002 asp 13
17.001.007	Council Publication Scheme		Superseded	3 years	Review for historical value	Business Requirement	Freedom of Information (Scotland) Act 2002 asp 13
17.001.008	Environment Information	initial request, response, related	Completion of request	3 years	Destroy	Business Requirement	The Environmental

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	Regulations - processing of requests for information	correspondence and other supporting documentation					Information (Scotland) Regulations 2004 SSI 2004/520
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
17.001.010	Re-use of Public sector Information Regulations- processing of requests for information	Initial request, response, - related correspondence and other supporting documentation	Completion of request	3 years	Destroy	Business requirement	
17.001.011	Participation Requests - processing of requests for information	Initial request, response, related correspondence and other supporting documentation	Completion of request	5 years	Destroy	Business Requirement	Community Empowerment (Scotland) Act 2015, which introduced provision for groups to make Participation Requests to the Council - does not specify time period for retention. Therefore on the recommendation of the Scottish Government and

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							GCC Legal Services, we are proposing this arrangement
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INFORMATION MANAGEMENT – Knowledge Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
17.003.001	Contacts lists		Superseded	None	Destroy	Business Requirement	
17.003.002	Information asset lists		Superseded	2 years	Destroy	Business Requirement	
17.003.003	Geographic Information System (GIS)		Date of survey completion	5 years	Destroy	Business Requirement	landR Source data for SVDLS for loading to GIS

INFORMATION MANAGEMENT – Records Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
17.004.001	Records surveys	Information relating to record audits	Current	2 years	Destroy	Business Requirement	
17.004.002	Classification schemes	Classification schemes	Current	Until superseded	Review for historical value	Business Requirement	Consider historical value.
17.004.003	Forms development	Standard templates	Superseded	1 year	Sample for historical value	Business Requirement	
17.004.004	Image capture		Current	2 years	Destroy	Business Requirement	To establish scanning quality control
17.004.005	Retention schedules		Superseded	Permanent	Retain	Business Requirement	
17.004.006	Lists of Records	records	N/A	Permanent	Retain	Business	Freedom of

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	destroyed	destruction register				Requirement	Information (Scotland) Act 2002 asp 13, S61 RM code
17.004.007	Records disposal certificated	Disposal certificates	N/A	Permanent	Destroy	Business Requirement	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
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.

INFORMATION SYSTEMS – ICT Systems Development

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
16.001.001	Initial development of and post-implementation changes to an ICT system		Decommissioning of system	5 years	Review for business and historical value	Business Requirement	Typically held in project files until implementation and relevant records subsequently transferred to system files
16.001.002	Initial development of an ICT system which is not		Last action on development	5 years	Destroy	Business Requirement	May be of use for related future projects

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	implemented						
	Test Data	Sets of data used to test new or upgraded system implementations.	Completion of Testing	Completion of Testing	Delete	Business requirement. In some instances may involve real personal data in which case the authority is legislative.	Data Protection Act 2018

INFORMATION SYSTEMS – ICT Systems Security Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
16.002.001	Security protocols for an ICT system		Decommissioning of system	5 years	Destroy	Statutory Requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984
16.002.002	Opening, maintenance and closure of a user account for an ICT system		Closure of account	1 year	Destroy	Business Requirement	
16.002.003	Routine monitoring of access to, and use of, an ICT system		End of current year	1 year	Destroy	Business Requirement	
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	

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INFORMATION MANAGEMENT – ICT Systems Operations Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
16.003.001	Routine monitoring and testing of an ICT system, and action taken to rectify problems and optimise performance		End of current year	1 year	Destroy	Business Requirement	
16.003.002	Investigation of faults reported by users of an ICT system, and action taken to rectify problems		Close of investigation	3 years	Destroy	Business Requirement	
16.003.003	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	
16.003.004	Maintenance of the software licence(s) for an ICT system		Expiry/ Termination of licence	5 years	Destroy	Statutory Requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984
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	
16.003.006	Removal / return	register or log	Return of	5 years	Destroy	Business	

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	of mobile ICT systems hardware and software from / to the council's premises		equipment			Requirement	
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
16.003.008	Management of call recording data in an ICT system, including the operation of routine data backup, archiving and deletion routines.		End of call	6 months – exception to this will be any call related to an Incident e.g. Stockline	Destroy – in the case of exception related to an Incident, see Community Safety Operations 01	Business Requirement	

INFORMATION MANAGEMENT – ICT Systems User Training and Support

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
16.004.001	Development of technical and application training and guidance for IT system users		superseded	1 year	Destroy	Business Requirement	for administration of training and individual staff training records see HR Retention Schedule
16.004.002	Logging, investigation and resolution of user		Close of call	1 year	Review for business value	Business Requirement	May be of use for future development

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	requests for technical and application support						plans and support knowledgebase
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LAW AND REGULATION

LEGAL SERVICES – Corporate Law

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Advice (AV)		File Closure	3 years following File Closure	Destroy Main File	Business Requirement	Substantive advice notes should go for permanent retention in the Knowledge Bank
	Advice on Draft Legislation (ADL)		File Closure	3 years following File Closure	Destroy Main File	Business Requirement	Substantive advice notes should go for permanent retention in the Knowledge Bank
	Advice on Tendering Process (ATP)		File Closure	3 years following File Closure	Destroy Main File	Business Requirement	Substantive advice notes should go for permanent retention in the Knowledge Bank
	Best Value (BV)		File Closure	Not to be retained	Destroy Main File	Business Requirement	Formal output document to be permanently retained in

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							Archive
	Claims (CLA)		File Closure	5 years following File Closure	Destroy	Business Requirement	Applies to arbitration files
	Company Secretary (CMS)		Duration of contract or agreement or lifespan of company or trust	Duration or lifespan plus 20 years	Destroy	Business Requirement	Applies to minutes and so on, for general correspondence retention is 3 years from file closure.
	Charging Order (CO)		Pre-discharge		Main File to Admin for local storage, Charging Order to Deed Safe	Business Requirement	
	Charging Order (CO)		After discharge	3 years following file closure	Destroy	Business Requirement	Destroy Correspondence File, Charging Order and discharge permanently retained in Deed Safe.
	Contracts (CON)		File Closure	5 years following file closure	Destroy	Business Requirement	Signed agreement should be retained in Deed Safe for 5 years following duration or lifespan.
	Drafting Legislation (DL)		File Closure	3 years following file closure	Destroy	Business Requirement	Elements of file may be of archival interest
	Freedom of Information (FOI)		File Closure	3 years following file closure	Destroy	Business Requirement	
	Freedom of Information (FOI) – OSIC Appeals		File Closure	5 years following file closure	Destroy	Business Requirement	

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	Information (INF)		File Closure	3 years following File Closure	Destroy Main File	Business Requirement	Substantive information should go for permanent retention in the Knowledge Bank
	Management File (MF)		File Closure	Not be retained	Destroy	Business Requirement	
	Private Finance Initiative (PFI)		File Closure	3 years following file closure	Destroy	Business Requirement	Signed agreement should be retained in Deed Safe for 5 years following duration or lifespan.
	Planning Appeal (PIQ)		File Closure	3 years following file closure	Destroy	Business Requirement	Consider extracting re-usable documentation prior to closing
	Research (RES)		File Closure	3 years following File Closure	Destroy Main File	Business Requirement	Substantive research should go for permanent retention in the Knowledge Bank
	Resource Transfer – Health Board (RTH)		Duration of contract or agreement or lifespan of company or trust	Duration or lifespan plus 5 years	Destroy	Business Requirement	
	Setting Up Companies (SCM)		Duration of contract or agreement or lifespan of company or trust	Duration or lifespan plus 10 years	Destroy	Business Requirement	Period applies to Trusts. If substantive advice on whether to set up a company notes should go for permanent

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							retention in the Knowledge Bank. If company is actually set up follow retention for Company Secretary above.
	Small Business Support (SBS)		File Closure	3 years following file closure	Destroy	Business Requirement	Signed agreement should be retained in Deed Safe for 5 years following duration or lifespan.
	Superannuation property (SUP)		File Closure	3 years following file closure	Destroy	Business Requirement	Signed agreement should be retained in Deed Safe permanently while a member and then for a further 5 years following closure

LEGAL SERVICES – Property Law

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Acquisition		Closure of Main File	10 years	Destroy Main File	Business Requirement	Signed Agreement should be retained in the Deed Safe for a further 5 years
	Compensation Payment		Closure of Main File	10 years	Destroy Main File	Business Requirement	Executed Receipts and

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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

[OFFICIAL]

							Undertakings/ Discharges should be kept in the Deed Safe for a further 5 years
	Consent to Assignment		Closure of Main File	3 years	Destroy Main File	Business Requirement	Signed consent should be kept in the Deed Safe for a further 5 years. A Copy of the completed missives document must be stored with other lease documents in the Deed Safe
	Consent to grant a Sub-lease		Closure of Main File	3 years	Destroy Main File	Business Requirement	Signed consent should be kept in the Deed Safe for a further 5 years. A Copy of the completed missives document must be stored with other lease documents in the Deed Safe
	Compulsory Purchase Orders (Agency or Otherwise)		Closure of Main File	20 years	Destroy Main File	Business Requirement	Formal documentation should be permanently stored in the Deed Safe
	Deed of Servitude/ Wayleave		Closure of Main File	10 years	Destroy Main File	Business Requirement	Formal documentation should be kept in

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							the Deed Safe for a further 5 years
	Development Agreement		Closure of Main File	10 years	Destroy Main File	Business Requirement	Signed agreement should be kept in the Deed Safe for a further 5 years
	Discharge of Standard Security		Closure of Main File	10 years	Destroy Main File	Business Requirement	Signed discharge should be kept in the Deed Safe for a further 3 years. Ensure that at the point of discharge the Standard Security file and any interim files for Deed of Variation and/or restriction should be scheduled for destruction at the same time
	Disposals		Closure of Main File	5 years	Destroy Main File	Business Requirement	Signed Agreement should be kept in the Deed Safe for a further 5 years.
	Irritancy Protection Agreement		Closure of Main File	5 years	Destroy Main File	Business Requirement	Signed Agreement should be kept in the Deed Safe for a further 5 years. Ensure

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							that completed document is stored with other lease documents in deed safe.
	Leases		Closure of Main File	5 years	Destroy Main File	Business Requirement	Signed Lease should be kept for a further 3 years. Please note that i) no lease file will be destroyed until it is verified that the lease is not continuing beyond the expiry date envisaged at the date of entry and ii) that if you have a file for the extension of the period of lease than the original lease file ought to be extended accordingly; and (iii) if you have terminated sooner than the expiry date envisaged at the date of entry, both files ought to have the same destruction date.
	Legal Advice		Closure of Main	3 years	Destroy Main File	Business	Substantive

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			File			Requirement	advice notes should be retained in the Knowledge Bank permanently.
	Minute of Variation of Lease		Closure of Main File	3 years	Destroy Main File	Business Requirement	Signed Agreement should be kept in the Deed Safe for a further 5 years. Ensure that completed document is stored with other lease documents in deed safe.
	Minute of Waiver		Closure of Main File	5 years	Destroy Main File	Business Requirement	Signed Agreement should be kept in the Deed Safe for a further 5 years.
	Monitoring Outsourced Work		Closure of Main File	5 years	Destroy Main File	Business Requirement	
	Notice of Title		Closure of Main File	5 years	Destroy Main File	Business Requirement	Signed Agreement should be kept in the Deed Safe for a further 5 years.
	Rent Review		Closure of Main File	3 years	Destroy Main File	Business Requirement	Completed documents should be kept in the Deed Safe for a further 5 years. Ensure that completed

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							document is stored with other lease documents in deed safe.
	Research		Closure of Main File	3 years	Destroy Main File	Business Requirement	Substantive advice notes should be retained in the Knowledge Bank permanently.
	S75 Agreement		Closure of Main File	5 years	Destroy Main File	Business Requirement	Signed Agreement should be kept in the Deed Safe for a further 5 years.
	Termination/ Renunciation of Lease		Closure of Main File	3 years	Destroy Main File	Business Requirement	Signed Agreement should be kept in the Deed Safe for a further 5 years.
	Title Query		Closure of Main File	3 years	Destroy Main File	Business Requirement	Substantive advice notes should be retained in the Knowledge Bank permanently.
	Title Reports		Closure of Main File	3 years	Destroy Main File	Business Requirement	Principal title report should be scanned and retained in the Knowledge Bank

LEGAL SERVICES – Litigation

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Anti-Social Behaviour Cases - Anti Social Anti- Social General	All papers relating to court case including all file papers and any productions.	Date of expiration of court order/conclusion of any court action.	10 years	Destroy	Law Society Guidelines	
	Adoption Cases - Freeing for Adoption Emergency Child Action Permanence Order Custody of Children Family Actions (All papers relating to court case including all file papers and any productions.)	All papers relating to court case including all file papers and any productions.	Date of order/decision or close of file	100 years	Destroy	Statutory Adoption Agencies (Scotland) Regulations 1996 See also RRDS Children and Families section	
	Employment Cases - Employment Tribunal Employment Appeal Tribunal	All papers	Date file closed.	10 years	Destroy	Business requirement	
	Mental Health - Adult Support and Protection Adults with Incapacity Mental Health Act	All papers	Date file closed (or death if indefinite guardianship).	10 years	Destroy	Business requirement	
	Any other Civil Action - Trading Standard Summary Applications Action of Implement Fatal Accident Enquiry Goods Vehicle Operator License Interdict GCC License Licensing	All papers relating to court action	Date of expiration of court order/conclusion of any court action.	10 years	Destroy	Law Society Guidelines (10 years after completion)	

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	Committee Opinion Licensing Board						
	Commercial - Sequestration Liquidation		Date file closed.	10 years	Destroy	Business requirement	
	Debt Recovery - General Defended Liquidation Opinion Sequestration Undefended Council Tax Appeal		Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan).	10 years	Destroy	Business requirement	
	Education Cases Placing Requests Additional Support for Learning Additional Support Needs Tribunal Education Appeal Committee		Date file closed.	10 years	Destroy	Business requirement	
	Sheriff Court Cases - Debt Recovery Actions against GCC Employee Liability Motor Insurance Public Liability		Date file closed.	10 years	Destroy	Business requirement	
	Court of Session Cases - Debt Recovery Employee Liability Motor Insurance Public Liability		Date file closed.	10 years	Destroy	Business requirement	
	Equal Pay		Date file closed.	20 years	Destroy	Business requirement	

LICENSING

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Alcohol Licences	Case Files (for example, Application Form, Licence, Layout Plan, Correspondence, Reports, Objections, Complaints and so on)	Date of Expiry of Licence	5 Years	Destroy	Licensing (Scotland) Act 2005, Licensing Register (Scotland) Regulations 2007	City of Glasgow Licensing Board, The public register requirements are so onerous that a copy of the case file must be retained to meet them; therefore files are held for five years after expiry. Please note however that Premises Licences do not expire and, therefore, records will be held indefinitely if the premise continues to operate.
	Alcohol Licences – Public Register	Public Register	Date of Expiry of Licence	5 Years	Destroy	Licensing (Scotland) Act 2005, Licensing Register (Scotland) Regulations 2007	City of Glasgow Licensing Board, The public register requirements are so onerous that a copy of the case file must be retained to meet them; therefore files are held for five years after expiry. Please

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							note however that Premises Licences do not expire and, therefore, records will be held indefinitely if the premises continue to operate.
	Civic Government Licences	Case Files (for example, Application Form, Licence, Layout Plan, Correspondence, Reports, Objections, Complaints and so on)	Date Application Received	5 Years	Destroy	Business Rule	This rule is currently being migrated to a new rule where cases will be retained until 2 years after the expiry of the Licence
	Civic Government Licences – Public Register	Public Register	N/A	N/A	N/A	Statutory - Schedule 1, Civic Government (Scotland) Act 1982	The Civic Government Act requires that a public register is maintained of ALL applications received under the legislation since implementation in 1984; the Act does not provide that Authorities should delete records from the statutory register after a period of time.
	Miscellaneous	Case Files (for	Date Application	5 Years	Destroy	Business Rule	This rule is

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	Licences	example, Application Form, Licence, Layout Plan, Correspondence, Reports, Objections, Complaints and so on)	Received				currently being migrated to a new rule where cases will be retained until 2 years after the expiry of the Licence.
	Miscellaneous Licences – Public Register	Public Register	Date of Expiry of Licence	5 Years	Destroy	Statutory / Business Rule	

REGISTRARS – MARRIAGE SERVICES

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
23.001.001	Records documenting the registration of marriages.	Approved wedding premises	End of current year.	1 year	Destroy	Business requirement	
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	
23.001.003	Register of Corrections to Register of Marriages		Date of completion of examination by General Register Office for Scotland	Permanent	Retain Duplicate register	Business requirement	RCE pages generated at NRS - we retain the duplicate register - We do not transfer RCE binder to NRS
23.001.004	Register of Marriages		Date of completion of	Permanent	Transfer to General Register	Business requirement	

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			examination by General Register Office for Scotland		Office for Scotland		
23.001.005	Marriage Notice (Form M10)		End of current year.	3 years	Destroy	Business requirement	Records provided by an informant registering a marriage.
23.001.006	List of intended marriages		End of current year.	3 months	Destroy	Business requirement	
23.001.007	Records documenting the development of general information about civil marriage ceremonies		Until superseded.		Destroy	Business requirement	
23.001.008	Records documenting the handling of a general enquiry about civil marriage ceremonies		End of current year.	1 year	Destroy	Business requirement	

REGISTRARS – REGISTRATION OF BIRTHS, MARRIAGES AND DEATHS

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
23.002.001	Communications from the General Register Office for Scotland setting out policy and guidance to		Date superseded.	Nil	Destroy	Business requirement	

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	Registrars						
23.002.002	Communications with the General Register Office for Scotland about registration issues		End of current year.	3 years	Destroy	Business requirement	
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.	5 years	Destroy	Business requirement	
23.002.005	Certificate copy applications		End of current year	1 year	Destroy	Business requirement.	
23.002.006	Marriage and civil partnership notices		Date of last action.	3 years	Destroy	Business requirement.	

REGISTRARS – TREASURE TROVE

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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.

REGISTRARS – CITIZENSHIP CEREMONIES

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
23.004.001	Records documenting the development of general information about citizenship ceremonies		Until superseded.	Nil	Destroy	Business requirement.	
23.004.002	Records documenting the handling of a general enquiry about citizenship ceremonies		End of current year.	1 year	Destroy	Business requirement.	
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.	5 years	Review for ongoing value	Business requirement.	
23.004.004	Records documenting arrangements for, and the conduct of, a citizenship ceremony		End of current year.	3 years	Destroy	Business requirement.	

BEREAVEMENT SERVICES

SCA/Council	Records	Examples/	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

Reference	Series	Purpose					
06.001.001 - 002	Cremation Registers	Epilog database	Cremation Number	Permanent	Retain	Cremation (Scotland) Amendment Regulations No:301 2003	
06.001.001 - 002	Cremation Records	Paper records used to populate electronic Cremation Register	Date of cremation	15 years	Review for historic value	Cremation (Scotland) Amendment Regulations No:301 2003	
06.001.001 - 002	Burial Registers	Epilog database	Date of Burial	Permanent	Retain	Burial Grounds (Scotland) Act 1855	
06.001.001 - 002	Burial Records	Paper records used to populate electronic Burial Register	Date of entry into Epilog Burial Register	5 years	Review for historic value	Burial Grounds (Scotland) Act 1855	
06.001.004	Exhumations	Exhumation orders and other documentation regulating the process of exhumation. Kept on Epilog database	Date of exhumation	Permanent	Retain	Business requirement	
06.001.003	Cremation and interment Bookings	Applications for interment or cremation.	Date of booking	Permanent	Retain	Business requirement	
06.001.005	Interment Service	Registration of burials and cremations	Date of service	Permanent	Retain	Burial Grounds (Scotland) Act 1855 and Cremation Act 1902	
06.001.006	Interment Service	Records documenting the organisation of a burial or cremation of a	Date of service	Permanent	Retain	National Assistance Act 1948	

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		deceased person, where the council has a statutory duty to do so. Recorded on Epilog.					
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ENVIRONMENTAL HEALTH – FOOD SAFETY

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Food Safety Registers			Permanent	Retain		
	Export Certificates			Permanent	Retain		
	Food Alerts	Food Standards Agency		Permanent	Retain		
	Food Alerts For Action	Actions taken, premises visited, and so on		Permanent	Retain		
	Food Alerts Records of Actions			Permanent	Retain		
	Food Allergy Alerts	Food Standards Agency		Permanent	Retain		
	Food Incident Investigation Records			Permanent	Retain		
	Food Poisoning Allegation Investigation Records			Permanent	Retain		
	FSA Recall Info Notice- Withdrawal Info Notice			Permanent	Retain		

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Notifications						
	Minutes of Staff Meeting			Permanent	Retain		
	KPI Spreadsheets			Permanent	Retain		
	New Food Premises Register			Permanent	Retain		
	Food Safety Training Records			Permanent	Retain		
	Food Safety Unit Validations			Permanent	Retain		
	Internal Audit Programme			Permanent	Retain		

TRADING STANDARDS

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Trading Standards Productions Database		Closure of related case	Permanent	Retain	Business requirement	
	Tobacco Test Purchase register		Date of test purchase	6 years	Delete	Business requirement	
	Tobacco Fixed Penalty Notice register		Date of issue	6 years	Delete	Business requirement	
	List of Registered Feed Business Establishments		Deletion of individual premises	6 years	Delete	Business requirement	
	List of Approved Feed Business Establishments		Deletion of individual premises	6 years	Delete	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Intel Sources		Point of contact	6 years	Review	Business requirement	
04.001.001	Campaigns	Information relating to campaigns within consumer affairs	Date campaign completed	7 years	Delete	Business requirement	
04.002.002	Care Notices		Date of notice	6 years	Delete	Animal Health and Welfare (Scotland) Act 2006	
04.002.003	Enforcement policy		Date superseded	retain immediate past copy	Delete	Business requirement	
04.002.005	Fixed Penalty Notices		Date notice charged	6 years	Delete	Business requirement	
04.002.006	Food alerts (FAFA and FAFI)		Date of alert	2 years	Delete	Business requirement	
04.002.011	Inspections		Date investigation complete	7 years	Delete	Business requirement	
04.002.012	Prosecution reports to procurator fiscal		End of current year	7 years	Delete	Business requirement	
04.002.013	Prosecution Registers		End of current year	Permanent	Retain for historical value.	Business requirement	
04.002.015	Safety notices (under the Consumer protection Act)		Date notice issued	7 years	Delete	Consumer Protection Act	
04.002.016	Trading standards - improvement notices		Date notice issued	5 years	Delete	Business requirement	
04.002.017	Trading standards - notification books		Date notice issued	7 years	Delete	Business requirement	Changed from 5 years to avoid conflict with 7 year retention of associated Weights & Measures –

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							notification books (04.004.018)
	Trading Standards - officers notebooks		Date book issued	Permanent	Retain for reference	Business requirement	
04.002.018	Weights and measures - notification books		Date investigation complete	7 years	Delete	business requirement	
04.004.001	Equipment inspection records		Date of equipment disposal	5 years	Delete	Business requirement	
04.004.002	Food standards inspection forms		Date of inspection	5 years	Delete	Business requirement	
	RIPSA Covert Surveillance authorisation forms		Date investigation complete	7 years	Delete	Regulation of Investigatory Powers (Scotland) Act 2000	
04.004.008	Consumer Complaints		Date of last action	3 years	Delete	Business requirement	
04.005.016	Explosives licences		Date license lapses	5 years	Delete	Manufacture and Storage of Explosives Regulations 2005.	
04.005.033	Petroleum licences		Date license lapses	Permanent	Retain for safety and contaminated land.	Petroleum (Regulation) Acts 1928 and 1936	
	Animal Movement		Date order expires	5 years	Delete	Animal Health and Welfare (Scotland) 2006	
	Advice to Consumers		file closed	5 years	Delete	Business requirement	
18.002.001	Enactment	Byelaws		Permanent.	Retain for historical value.	Business requirement	
18.002.002	Enforcement	Papers relating to byelaw	Date matter concluded	2 years / 5 years	Delete	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		enforcement matters generally					
18.005.006	Any other civil action. (All papers relating to court action.)		Date of expiration of court order/conclusion of any court action.	10 years	Delete	Law Society Guidelines [LGCS alternative retention: Destroy - 7 years after last action, major litigation offer to archivist for review]	
18.005.008	Criminal litigation		Date of last action	Permanent	Retain	Business requirement	
13.004.001	Risk assessments		Date of last assessment / last action.	3 years	Delete	Management of Health and Safety at Work Regulations 1992.	
20.003.018	Customer satisfaction surveys - survey design	Records documenting the design of the survey.	Completion of survey	3 years	Review of ongoing value / Review for Archives	Business requirement	
20.003.019	Customer satisfaction surveys - individual responses	Records documenting identifiable individual responses to the survey.	Completion of analysis of responses	None	Delete	Data Protection Act 1998 c. 29 Destroy immediately once anonymised summaries have been created	
20.003.020	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	
20.008.001	Assessments for accreditation, for		Assessment completed	5 years	Delete	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	example, Chartermark, IIP						
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	Delete	Business requirement	
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	Delete	Business requirement	
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	Delete	Business requirement	
20.008.005	Process maps		When superseded or obsolete	3 years	Delete	Business requirement	
20.009.001	Reports to government - Outputs	Final version of statutory performance data submitted	Date of return	5 years	Delete	Business requirement	
20.009.002	Reports to government - preparatory	Records documenting the collection,	Current	2 years	Delete	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	records	collation and submission of statutory performance data as required by a statutory authority.					
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SCIENTIFIC INVESTIGATION

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Scientific Investigation - Consumer	Laboratory documents	Creation or modified date	5 years	Review/Delete	Business requirement	
	Scientific Investigation - Consumer	Laboratory documents	Creation date	Permanent	Retain	Business requirement	
	Scientific Investigation - Environment	Laboratory documents	Creation or modified date	5 years	Review/Delete	Business requirement	
	Scientific Investigation - Environment	Laboratory documents	Creation date	Permanent	Retain	Business requirement	
	Scientific Investigation - Calibration	Laboratory documents	Creation or modified date	5 years	Review/Delete	Business requirement	
	Scientific Investigation - Calibration	Laboratory documents	Creation date	Permanent	Retain	Business requirement	
	Scientific Investigation - Microbiology	Laboratory documents	Creation or modified date	5 years	Review/Delete	Business requirement	
	Scientific Investigation - Microbiology	Laboratory documents	Creation date	Permanent	Retain	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Scientific Investigation - UKAS	Laboratory documents	Creation or modified date	5 years	Review/Delete	Business requirement	
	Scientific Investigation - UKAS	Laboratory documents	Creation date	Permanent	Retain	Business requirement	
	Scientific Investigation - Scientific Policy and Guidance	Laboratory documents	Creation or modified date	6 years	Review/Delete	Business requirement	
	Scientific Investigation - Scientific Policy and Guidance	Laboratory documents	Creation date	Permanent	Retain	Business requirement	
	Scientific Investigation - Scientific Business Support Procedures	Laboratory documents	Creation or modified date	6 years	Review/Delete	Business requirement	
	Scientific Investigation - Scientific Business Support Procedures	Laboratory documents	Creation date	Permanent	Retain	Business requirement	
	Scientific Investigation - Scientific Team Leaders	Laboratory documents	Creation or modified date	5 years	Review/Delete	Business requirement	
	Scientific Investigation - Scientific Team Leaders	Laboratory documents	Creation date	Permanent	Retain	Business requirement	
	Scientific Investigation - Restricted Lab Documentation	Laboratory documents	Creation or modified date	5 years	Review/Delete	Business requirement	
	Scientific	Laboratory	Creation date	Permanent	Retain	Business	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Investigation - Restricted Lab Documentation	documents				requirement	
	Scientific Investigation - Emergency Services	Laboratory documents	Creation or modified date	5 years	Review/Delete	Business requirement	
	Scientific Investigation - Emergency Services	Laboratory documents	Creation date	Permanent	Retain	Business requirement	

EDUCATION and LEARNING

ACCESS and INCLUSION

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Strategies and policies documenting the conditions of access to education services	Accessibility strategy	Date superseded	Current	Retain permanently	Business requirement	
	Strategies and policies documenting the conditions of access to education services	Inclusion policies for travellers - access to education	Date superseded	7 years	Destroy	Business requirement	
	Records documenting the development and	Project plans, project target and milestone	Date closed	7 years	Destroy	Business requirement	May include "accessibility plans - schools"

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	project management of access and inclusion related projects	reports.					(as required by the Disability Discrimination Act)
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ADMISSIONS and EXCLUSIONS

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Admission and enrolment registers		Date of last entry	Retain permanently	Retain	Business requirement	Consider historical value and address the permanent preservation of digital registers. Councils typically use SEEMIS or Phoenix and these collect and collate much more information than the paper registers. They may download onto CD only such information as was found in the paper registers and transfer these to the archives. These records are currently closed for 30 years.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Admission appeals		Date of decision	7 years	Destroy	Business requirement	
	Admissions forms		Current school year	1 year	Destroy	Business requirement	May be in the form of registers.
	Admissions policies		Current school year	1 year	Destroy	Business requirement	
	Alternative provision forms		Current school year	1 year	Destroy	Business requirement	
	Assisted Support for Learning - LAAC (Looked After and Accommodated Children)		Date of birth	Date of Birth plus 100 years.	Destroy	Statutory	Looked After Children (Scotland) Regulations 1996 - regulation 12
	Attendance records		Current school year	4 years	Destroy	Statutory	Education and Inspections Act 2006 c.40 s.109-110. The Act extends to England and Wales only, with the exception of section 162 and certain general provisions contained in Part 10 which extend to the whole of the UK. Explanatory Notes to the Act, Para 16
	Exclusion records		Date of last entry (decision date)	7 years	Destroy	Statutory	Education and Inspections Act 2006 c40 s.100-108. Covers temporary and permanent exclusions. The

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							Act extends to England and Wales only, with the exception of section 162 and certain general provisions contained in Part 10 which extend to the whole of the UK. Explanatory Notes to the Act, Para 16
	Individual Education Plan (IEP) - formerly known as Record of Needs		Termination or leaving date. ALTERNATIVE Date of Birth	5 years. ALTERNATIVE Date of Birth plus 25 years	Destroy	Business requirement	May also be known as "Special Educational Needs files, reviews and IEPs".
	Integrated Children Services - Pupil Records		Date of birth	25 years	Destroy	Statutory	Part of "Get it right for every child" (GIRFEC) process.
	Leavers survey		Date of last entry	4 years	Destroy	Business requirement	
	Placing request appeals / applications		Review and update as required	3 years	Destroy	Business requirement	
	Placing request guidelines		Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value.
	Pupil Progress Report (PPR) - personal pupil record		Termination or leaving date	5 years	Destroy	Statutory	Schools General (Scotland) Regulations 1975 SI 1135/176 regulation 10(2) -

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							pupil progress record; retention of pupil records is governed by the Pupils' Educational Records (Scotland) Regulations 2003 SSI 2003/581, regulation 4
	Referrals - new referrals for admission		Date of last entry	4 years	Destroy	Business requirement	
	School directory		Date superseded	Until superseded	Destroy	Business requirement	Maintain current only, and update as required
	School Rolls		Review and update as required	6 years	Destroy	Business requirement	
	Waiting lists for places		Date of last action	3 years	Destroy	Business requirement	

ADVICE

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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	Generic information about Education and Skills provision in SLAs

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

ARTS SERVICES

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Records documenting the operation of field centres to deliver arts education	Programme information, calendars, bookings	Date of last action	7 years	Destroy	Business requirement	
	Records documenting music services - tuition provided within schools or music centres		Date of last action	7 years	Destroy	Business requirement	
	Records of performances - arts services	Orders and bookings - arts performances	Date of last action	2 years	Destroy	Business requirement	May be held by the school or venue rather than LA.
	Records of performances - arts services	Performance licences	Date of last action or when student reaches 25 years (whichever is later)	2 years	Destroy	Business requirement	

CURRICULUM DEVELOPMENT

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Records documenting curriculum development or effect of changes	5-14 Attainment Results	Current school year	5 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Records documenting curriculum development or effect of changes	5-14 Summary Results	Current		Destroy	Business requirement	
	Records documenting curriculum development or effect of changes	Curriculum Monitoring and Assessment Reports	Current school year	6 years	Destroy	Business requirement	
	Records documenting curriculum development or effect of changes	Curriculum Support Guidelines	Current school year	5 years	Destroy	Business requirements	
	Records documenting curriculum development or effect of changes	Course Materials	Current	Current	Destroy	Business requirement	
	Records documenting curriculum development or effect of changes	International projects	Date of last action	7 years	Destroy	Business requirement	
	Records documenting curriculum development or effect of changes	Out of schools projects	Date of last action	7 years	Destroy	Business requirement	
	Records documenting curriculum development or effect of changes	Outdoor education	Date of last action	7 years	Destroy	Business requirement	
	Records documenting curriculum development or	Schools curriculum	Date of last action	7 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	effect of changes						
	Records documenting curriculum development or effect of changes	SQA School - Level Summary Results	Current school year	Retain permanently	Permanent	Business requirement	SQA retains results permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland.

EDUCATION WELFARE

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
10.006.001	Individual records of pupil welfare needs	Absence Reporting covering Attendance and Truancy incidents)	Date of last action ALTERNATIVE Current school year	2 years ALTERNATIVE Current year + 6 years	Destroy		
10.006.002		ASL (Additional Support for Learning) Transport Requests	Date of last action.	5 years	Destroy		
10.006.003		Class lists	Date superseded	1 year	Destroy		
10.006.004		Education Psychology Files	Date of last action or when student reaches 25 years (whichever is later)	Last action or on attaining 25th birthday.	Destroy		
10.006.005		Exam Results	Date of last	5 years	Destroy		

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

			action				
10.006.006		Guidance Records	Date of leaving school education	5 years	Destroy		
10.006.007		Pupil Records	Date of leaving school education	5 years	Destroy		
10.006.008		Report Cards	Date of leaving school education	5 years	Destroy		
10.006.009		Additional Support Needs records - including Support Service (Psych / Hearing etc)	Date of leaving school education	5 years	Destroy		
10.006.010		Student welfare service	Date of leaving school education	5 years	Destroy		

EMPLOYMENT SKILLS

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Information about job skills or work experience opportunities	Careers advice	Date superseded	Until superseded	Destroy	Business requirement	Information about job skills or work experience opportunities.
	Information about job skills or work experience opportunities	Work experience placements	Date of last action	6 years	Destroy	Business requirement	
	Information about job skills or work experience opportunities	Workplace training	Date superseded	Until superseded	Destroy	Business requirement	

LIFELONG LEARNING

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Records indicating participation in lifelong learning initiatives	Basic skills development targets and coursework	Date superseded	Until superseded	Destroy	Business requirement	Records indicating participation in lifelong learning initiatives
	Records indicating participation in lifelong learning initiatives	Course directory - Basic skills development	Date superseded	Until superseded	Destroy	Business requirement	

MANAGEMENT OF SCHOOLS

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Records for school management in a given school	Accident reports - visitors and so on	Current school year.	Current school year plus 3 years	Destroy	Business requirement	
	Records for school management in a given school	Accident reports - staff	Current school year.	Current school year plus 6 years	Destroy	Business requirement	
	Records for school management in a given school	Accident reports - children	Current school year.	Date of Birth plus 25 years	Destroy	Business requirement	
	Records for school management in a given school	Appointment files- Statutory appointments	Leaving or retirement date	Permanent / Date of retirement plus 25 years	Retain	Business requirement	
	Records for	Disclosure	Receipt of the	90 days	Destroy	Statutory	Code of Practice,

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	school management in a given school	Scotland records	statement from Disclosure Scotland				issued by Scottish Ministers, Part V of the Police Act 1997.
	Records for school management in a given school	Education Committee minutes	Date closed	3 years	Destroy	Business requirement	Master copy set to be kept by LA Education Department
	Records for school management in a given school	Emergency contacts	Date superseded	Until superseded	Destroy	Business requirement	
	Records for school management in a given school	Emergency regulations	Date superseded	Until superseded	Destroy	Business requirement	
	Records for school management in a given school	Handbook	Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value.
	Records for school management in a given school	Health and nursing - pupil files					Covered by NHS patient record retention and Access to Health Records Act 1990 c23
	Records for school management in a given school	Identification and School Badges	Until superseded	1 year	Destroy	Business requirement	
	Records for school management in a given school	Inspections - HMI Reports		Retain permanently	Retain	Business requirement	Consider historical value.
	Records for school management in a given school	Interview notes	Date of filling the post	6 months	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Records for school management in a given school	Log Books of school events (school diary)	Date of last action	Retain permanently	Retain	Business requirement	Consider historical value
	Records for school management in a given school	Parental consent forms	Date superseded	Until superseded	Destroy	Business requirement	
	Records for school management in a given school	Performance - School files	Date of last action	7 years	Review	Business requirement	Consider historical value.
	Records for school management in a given school	Photographs (by class and year)	After photograph is taken	18 months ALTERNATIVE 5 years.	Destroy	Business requirement	Consider historical value.
	Records for school management in a given school	Plans and policies - School files	Date superseded	3 years	Destroy	Business requirement	Consider historical value.
	Records for school management in a given school	Prize giving	10 years after last action or 10 years after last action when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy	Business requirement	
	Records for school management in a given school	Public Private Partnership (PPP)	Date of last action	30 years	Destroy	Business requirement	PPP is a partnership / contract which lasts 30 years
	Records for school management in a given school	Pupil Transport Request Forms	Current school year	1 year	Destroy	Business requirement	
	Records for school management in a	Risk assessments	Date assessment superseded or risk ceases	3 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	given school						
	Records for school management in a given school	Sacramental Records	10 years after last action or 10 years after last action when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy	Business requirement	Created for RC pupils. Consider retaining as per pupil record.
	Records for school management in a given school	School Catering - Dinner registers	Date of last action	7 years ALTERNATIVE 3 years	Destroy	Business requirement	
	Records for school management in a given school	School Crests	Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value.
	Records for school management in a given school	School Transport Contracts	End of contract	7 years	Destroy	Business requirement	
	Records for school management in a given school	School Transport Eligibility	Date superseded	3 years	Destroy	Business requirement	
	Records for school management in a given school	School Transport Policy	Date superseded	Retain permanently	Retain	Business requirement	
	Records for school management in a given school	Vehicle Hire Request Forms		5 years	Destroy	Business requirement	
	Records of individual members of staff	Personnel files (staff not working with children)	Leaving date.	6 years	Destroy	Business requirement	
	Records of individual members of staff	Personnel files (staff working with children)	Leaving date.	25 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Records of individual members of staff	Recruitment forms	Date of filling the post	6 months	Destroy	Statutory	Employment Act 2002 c22 Schedule 2
	Records of individual members of staff	Statutory appointments - Vacancy files (job role and so on)	Appointment date	2 years	Destroy	Statutory	Employment Act 2002 c22 Schedule 2
	Records of individual members of staff	Staff development, appraisal and review	Once superseded.	3 years	Destroy	Business requirement	

TEACHING

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	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 plus 6 years	Destroy	Business requirement	Also known as: "Professional development plans" or "Annual appraisal records - school personnel"
	General documentation relating to teaching staff and their development	Mentoring - provision of learning mentors	Date of last action	2 years	Destroy	Business requirement	
	General documentation relating to teaching staff and their	Staff meeting minutes	Date of last action	4 years	Destroy	Business requirement	Consider historical value.

	development						
	General documentation relating to teaching staff and their development	SQH Meetings	Date of last action	4 years	Destroy	Business requirement	
	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

SOCIAL CARE

ADDICTION SERVICES - Supporting

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
01.006.018	Social Work Case file - adults or young people supported by Addiction services, where statutory measures were taken for example, ASP	Referral / Request for service. Assessment and referral reports, care plan, contact info of client (and carer where relevant).	1. End of year in which last action carried out 2. Death of adult	1. 10 years (<i>5 years on site, 5 years archive</i>). 2. 5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.018a	NHS Case file - adults or young people supported	Referral / Request for service.	1. Last action 2. Death of adult	1. 2 years on site, then 4 years archive (6 years)	Destroy	Business Requirement	**Retention and disposal arrangements

	by Addiction services, where statutory measures were taken for example, ASP	Assessment and referral reports, Care plan, contact info of client (and carer where relevant), medical notes		in total) 2. 3 years			detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.019	Social Work Case file - adults or young people supported by Addiction services, where statutory measures were not taken	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant) Records documenting the preparation, review and revision of a 'personal / care plan' for a service user, financial transactions undertaken for a service user; liaison with social workers and other partners regarding the type of care	1. End of year in which last action carried out 2. Death of adult	1. 5 years 2. 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		being provided for a service user or problems with providing care.					
01.006.019a	NHS Case file - adults or young people supported by Addiction services, where statutory measures were not taken	Referral / Request for service. Assessment and referral reports, care plan, contact info of client. Records documenting the preparation and review of a 'personal/care plan' for a service user, financial transactions undertaken for a service user; administration of medicines to a service user; liaison with social workers and other partners regarding the type of care being provided for a service user or problems with providing care.	1. Last action 2. Death of adult	1. 2 years on site, then 4 years in archive (6 years in total) 2. 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

ADDICTION SERVICES - Tendering

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.003.001	Initial proposal	Business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	5 years	Destroy	Statutory	<p>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</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.</p>
22.003.004		Issue of Invitations to Tender and handling of incoming tenders records	Award of contract	1 year	Destroy	Business requirement	<p>Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Records required by S.I 1991/2680; S.I</p>

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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

[OFFICIAL]

							1993/3228; S.I 1995/201; SI 2003/46 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
		Evaluations of applications for approval from prospective suppliers and notification of the outcome: successful suppliers	End of approval	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
		Evaluations of applications for approval from prospective suppliers and notification of the outcome: unsuccessful supplier	Date unsuccessful notice issued	1 year	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.001.004		Including; 1 copy of full tender submission and full case record of evaluation of the tender submitted and the tender response itself; related records of the conduct of negotiations with the unsuccessful tenderer and the notification of the results of the tender evaluation process. unsuccessful supplier	Date unsuccessful notice issued	1 year	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.001.006	Contract management files - ordinary contracts	Including; 1 copy of full tender submission and full case record of evaluation of the tender submitted and the tender response itself; related records of the conduct of negotiations with the successful tenderer and the notification of the results of the tender evaluation process i.e. Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions). Tender Documents (Successful)	End of contract	5 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

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							<p>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</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.</p>
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ADDICTION SERVICES – Supporting Employees

SCA/Council	Records	Examples/	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

Reference	Series	Purpose					
	HR/Personnel Information	1. A/L / Flexi/ Request slip/ Attendance records/ Auth absence 2. Absence data for example, AMARS 3. Self Certification / Medical Certification/Fit notes/RTW/Formal Interviews 4. Any info on past employees inc Personal Assistants Advisors data (PAAs) 5. Disciplinary and Grievances	Current	1. Current year 2. Current absence 3. 2 years 4. Destroy 5. Current	1. Destroy 2. Destroy (unless complicated absence that may need to be reviewed) 3. Destroy 4. Destroy 5. Destroy	Business and Statutory Requirement	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
15.004	Monitoring employees	Performance appraisal /Supervision	Date completed	5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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ADDICTION SERVICES - Communications

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
04.002.002	Communications	Internal Communication Group - Agenda (electronic)	12 months	N/A	N/A	Destroy	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
04.002.003	Communications	Internal Communication Group - Minutes (electronic)	3 years	N/A	N/A	Destroy	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
04.002.004	Communications	Internal Communication Group - Papers (Hard Copy)	12 months	N/A	N/A	Destroy	**Retention and disposal arrangements detailed here have been

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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

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							suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
04.002.006	Communications	Staff memos, Newsletters	3 months	Administrative use ends	3 years	Sample for archival value	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
04.002.007	Communications	Connect Materials (electronic)	3 years	N/A	N/A	Destroy	
04.002.008	Communications	Glasgow Website Materials (Electronic)	3 years	N/A	N/A	Destroy	

ADDICTION SERVICES - Administration

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
03.001.009	Invoices	Invoices for training events, equipment and	6 years	N/A	N/A	Destroy	Business Requirement

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		so on					
03.001.010	Statements/Delivery Notes	Copies of delivery notes, statements and so on	1 month	N/A	N/A	Destroy	Business Requirement

ADDICTION SERVICES - Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
17.001.006	Freedom of Information (FoISA) - processing of requests for information where appeal made to Scottish Information	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 **Retention and disposal

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Commissioner						arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.002.003	Publications - major publications	Guide books and other council publications	N/A	Permanent	Retain	Business Requirement	Retain one set of records only, copies to be destroyed once business use concluded
20.002.004	Publications - minor publications	Guides, books and other council publications	Date Published	3 years	Sample for archival value	Business Requirement	Retain one set of records only, copies to be destroyed once business use concluded
20.003.013		Records documenting the analysis of responses to a consultation/survey	Completion of survey/consultation	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							notice.
20.004.003	Complaints - Case File	Records documenting the handling of a customer complaint	Last action on complaint	5 years	destroy	Statutory, Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.007.001	Projects funding by the council- major records	Business case and proposal, project plan, lessons learnt report, assessments, reviews - final version and key drafts	Project Closure	25 years	Review for archival and re-use value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.007.002	Projects funded by the council- preparatory records	Minor drafts, correspondence, copies of financial and contractual records	Project Closure	6 years	Review for archival and re-use value	Business Requirement	
20.007.003	Projects funded through European and other external	All documentation relating to the project -	Project Closure	Retention and Disposal depends on the	Review for archival and re-use value	Business Requirement	**Retention and disposal arrangements

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	agencies	specifications plans, reports, correspondence, consultations and so on. Feasibility studies, copies of financial documents		source of the funding, the length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention. For projects under the 2007-2013 EU programmes, the earliest retention date estimated at the moment is 31st December 2020. For projects under the 2014-2020 EU programmes, the earliest retention date estimated at the moment is 31st December 2022.			detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.002	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Programme Manuals, Reports, Evaluation and so on (Electronic Copy)	Approval of review report	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							Records should be retained until further notice.
20.010.002	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	Agendas, reports/papers for consideration, minutes	Date of Inspection Report	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.010.004	Strategic Service Plan		N/A	Permanent	Retain	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.010.005	Operational Service Plan		Superseded	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been

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							suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.010.006	Organisational structure		Superseded	1 year	Sample for archival value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.010.010	Service Specific policies and procedures	Various Procedural Documents (Electronic Copy)	Superseded	2 years	Sample for archival value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							notice.
01.001.002	Communications	Strategy Documents, reports, Action Plans	N/A	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.005.001	Addictions Centre Management Groups	Minutes, correspondence, agenda, and so on	N/A	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.007.001	Staffing Review/Issues	All documentation relating to review of staff, structures, and so on in Addictions		Permanent	Retain	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.009.001	Union Matters	Joint meetings, papers, minutes, TU issues	After 12 months	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.012.001	Serious Incident Reports		Date of Incident	10 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.013.001	Violent Incident Forms		Date of Incident	10 years	Destroy	Business Requirement	**Retention and disposal

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							arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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ADULT SERVICES - Services

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
01.004.001	Service file - Purchased care homes and day care/Supported Living and accommodation/ Housing support - major records	Strategy, planning, monitoring, register of admissions and discharges, deficiencies in care actions, investigations, meetings, correspondence, service info and internal reporting (service review), performance management , service closure and finance info (for example, ICPBs)	Current year	6 years	Destroy	Business requirement	The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113(3) stipulate records that should be kept. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		until cross check with Finance Retention Schedule undertaken.					Records should be retained until further notice.
01.004.001	Service File-Contract Documentation	Contracts and Legal Correspondence, contract management files, contract variations and Existing Contracts.	End of Contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Service File-Contract Documentation	Where there is no signed contract in place retention of original service development information, including ICPBs is necessary. This information is held until a contract is actually put in	End of Contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 **Retention and disposal arrangements detailed here have been suspended until further notice

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		place and then the above applies.					due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.004.001	Service Files- Directly provided Learning Disability Day Services - major records	Strategy, planning, monitoring, register of admissions and discharges, deficiencies in care actions, investigations, meetings, correspondence, service info and internal reporting (service review), performance management , service closure and finance info until cross check with Finance Retention Schedule undertaken.	Current year	6 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.004.001	Service file - Purchased Home Care Services - major records	Strategy, planning, monitoring, register of admissions and discharges, deficiencies in care actions, investigations, meetings, correspondence	Current year	6 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

01.004.001	Service file - Cordia Services major records	Strategy, planning, monitoring, register of admissions and discharges, deficiencies in care actions, investigations, meetings, correspondence	Current year	6 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.004.003	Notification records from a purchased service/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	Current year	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 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
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ADULT SERVICES - Supporting

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
01.001.03.001	Service User Case File (Mental Handicap/Guardianship)		Case file closed	75 years	Destroy	Statutory	5 years retained in team, 70 years in archive **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.001.03.002	Service User Case File (Sec. of State Case)		Case file closed	75 years	Destroy	Statutory	5 years retained in team, 70 years in archive **Retention and disposal arrangements detailed here have been suspended until further notice due to the

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.001.03.003	Service User Case File (Mental illness - Health Social Work)		Case file closed	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.001.03.004	Service User Case File (Curator Bonis)		Case file closed	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.002	Register of adults with learning difficulties who received social work services.		Current year	100 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.003	Case file - adult with learning difficulties, where statutory measures were taken for example, AWI, ASP, POA	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult or termination of service provision	1. 10 years 2. 5 years	Destroy	Business and Statutory Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.004	Case file - adult with learning difficulties, where statutory measures were not taken	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant) Records documenting the preparation, review and	1. Last action 2. Death of adult	1. 5 years 2. 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		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 and other partners regarding the type of care being provided for a service user or problems with providing home care					
01.006.010	Register of adults with mental health problems who received social work services.		Current year	100 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.017	Register of adults with physical disabilities who received social work services.		Current year	100 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.018.001	Case file - physical disabilities where statutory measures were taken for example, AWI, ASP, POA	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult and termination of service provision	1. 10 years 2. 5 years	Destroy	Business and Statutory requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.018.002	Case file - physical disabilities where statutory measures were not taken	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant) Records documenting the preparation,	1. Last action 2. Death of adult	1. 5 years 2. 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		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 and other partners regarding the type of care being provided for a service user or problems with providing home care					
01.006.018	Case file - older adults where statutory measures were taken for example, AWI.ASP, POA	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care Plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult or termination of service provision	1. 10 years 2. 5 years	Destroy	Business Requirement and Statutory requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.018	Case file - older adults where statutory measures were not	Referral / Request for service or	1. Last action 2. Death of adult	1. 5 years 2. 3 years	Destroy	Business Requirement	**Retention and disposal arrangements

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	taken	service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant) 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 and other partners regarding the type of care being provided for a service user or problems with providing home care					detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.011	Case file - adult with mental health problems, where statutory measures were taken	Referral / Request for service or service transferred to	1. Last action 2. Death of adult and termination of service	1. 10 years 2. 5 years	Destroy	Business Requirement and Statutory Requirements	**Retention and disposal arrangements detailed here have been

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	provision				suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.011	Case file - adult with mental health problems, where statutory measures were not taken	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant) 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 and other partners	1. Last action 2. Death of adult	1. 5 years 2. 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		regarding the type of care being provided for a service user or problems with providing home care					
01.006.018	LOG of All adults where statutory measure were taken for example, AWI / ASO/ POA	1. Copies of all correspondence/ requests for assessments/ interim guardianships/ guardianship/ POA data/ 2. Log of all individuals who have died	1. Last action 2. Death of adult and termination of service provision	1. 10 years 2. 5 years	Destroy	Administrative requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Supporting People Stored Paperwork	1. SP Contracts 2. Client information	1. End of contract 2. Return to area teams	1. 5 years	1. Destroy	1. Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
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ADULT SERVICES - Business

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.004.003	Complaints - register	Records documenting the handling of a customer complaint	Last action on complaint	1 year	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Occupational therapy	Policies/ Procedures	Until renewal	Not retained	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	PP&P	1. Policies/	1. Until renewal	1. Not retained	1. Destroy	1. Business	**Retention

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Procedures 2. Quality and Performance Framework Information	2. Approval of review report	2. 5 Years	2. Destroy	Requirement 2. Business requirement	and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Community Services Team	Lunch Clubs - Correspondence, Income receipts	Current Year	6 Years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.013	Occupational therapy Case files	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	1. 5 years 2. 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
	EquipU	All Partnership info held electronically see supportive guidance					

ADULT SERVICES - Tendering

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.003.001	Initial proposal	Business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	5 years	Destroy	Statutory	<p>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</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should</p>

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
22.003.004		Issue of Invitations to Tender and handling of incoming tenders records	Award of contract	1 year	Destroy	Business requirement	<p>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</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.</p>
		Evaluations of applications for approval from prospective suppliers and notification of the outcome: successful suppliers	End of approval	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

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							Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.001.004		Including; 1 copy of full tender submission and full case record of evaluation of the tender submitted and the tender response itself; related records of the conduct of negotiations with the unsuccessful tenderer and the notification of the results of the tender evaluation process - unsuccessful supplier	Date unsuccessful notice issued	1 year	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.001.006	Contract management files - ordinary contracts	Including; 1 copy of full tender submission and full case record of evaluation of the tender submitted and the tender response itself; related records of the conduct of negotiations with the successful tenderer and the notification of the results of the tender evaluation process i.e. Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions). Tender Documents (Successful)	End of contract	5 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

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							Supply Contracts Regulations 1995 S.I 2003/46 The Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations 2003 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.003.005	Contract management files - ordinary contracts	Tender Documents (Unsuccessful)	Award of contract	1 year	Destroy	Business requirement	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; records relating to

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							<p>second and third choice contractors may be kept throughout contract to avoid re-tendering if successful contractor withdraws service</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.</p>
22.003.006	Contract Support	1. Policies/ Procedures	1.until renewal	1. not retained	1. Destroy	Business Requirement	<p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should</p>

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
22.001.001	Approved supplier evaluation criteria records	RSL	Change in Law and / or Policy	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Previously named Section 10 information. Integrated Grant Fund Information	Grant Applications / Evaluation reports/ guidance notes/ procedures	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; **Retention and disposal arrangements detailed here have been suspended until

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							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.009	Information on Government Funding (for example - MISG/ Telecare)	Scottish Government (SG) circulars notifying the council of funding allocations; preparation and submission of financial reports to SG;	End of current financial year	6 years	Destroy	Business requirement	
12.003.009	Management of government Grant Funds (for example MISG/ Telecare)	Evaluation reports/ logs	End of Contract	5 Years	Destroy	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Personalisation/SDS	1. Client information	1. Held at	1. See	1. Destroy	Business and	**Retention

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	Team	2. Policies /Reports/ Guidance	Area Team 2. On Connect	Client file guidance 2. Update	2. Edit and Delete as required	Statutory Requirement	and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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ADULT SERVICES – Administering Employees

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	HR/Personnel Information	Current	1. Current year 2. Current absence 3. 2 years 4. Destroy 5. current	1. Destroy 2. Destroy (unless complicated absence that may need to be reviewed) 3. Destroy 4. Destroy 5. Destroy	Business and Statutory Requirement	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention.	Retain Locally **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
15.004	Monitoring employees		Date completed	5 years	Destroy	Business requirement	Retain Locally

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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BUSINESS ADMINISTRATION

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/ Notes
	Accommodation / Building / Staffing Structure	Accommodation Log and Telephone List	Superseded	Current	Destroy		
01.006.003	Adult Services - records AWI/ASO/POA	Log of all adults where statutory measure were taken for example, AWI / ASO/ POA. 1. Copies of all correspondence / requests for assessments/ interim guardianships/ guardianship/ POA data/	1. Last action 2. Death of adult and termination of service provision	1. 10 years 2. 5 years	Destroy	Business and Statutory Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

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		2. Log of all individuals who have died					further notice.
	Finance	Invoice logs	End of Current Financial Year.	Current Year plus 5 years	Destroy	Administrative requirement	
	Finance	Key Safe Inventory and Log	End of Current Financial Year.	Current Year plus 5 years	Destroy		
SWSF 061	Finance	R1 Standard receipt : Standard receipt - Mobile phone	End of Current Financial Year.	Current Year plus 5 years	Destroy		
	Finance - Defalcation	Log and Defalcation Reports (Copies)	End of Current Financial Year.	Current Year plus 5 years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Finance - Financial Transactions Management	Signatory Lists (Copies)	End of Current Financial Year.	Current Year plus 5 years	Destroy	Taxes Management Act 1970 c9: prescription and limitation (Scotland) Act 1973 c.52 and 1984 c.45	
12.004.010	Finance - Internal Recharging	Journal forms (Copies)	End of Current Financial Year.	Current Year plus 1 year	Destroy	Business Requirement	
12.004.005	Finance -	Invoices	End of Current	Current Year plus	Destroy	Taxes	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Processing and Payment of Purchase and Sales Invoices	batches (Copies)	Financial Year.	5 years		Management Act 1970 c9: HMRC 700/21	
	General - Records relating to Agency Staff Requisitions and appointments	Agency Requests Forms/Logs	End of Financial Year	Current Year plus 1 year	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	General - Records relating to Transport	Transport Authorisation Log / Courier Requests / Log / Reports / Caretaker and Driver Requests	End of Current Year.	Current Year plus 5 years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
SWSF 091	General - Transport request form	Taxi request forms	End of Financial Year	Current Year plus 1 year			
SWSF 081	General - TT2 Travel requisitions/warrants	Travel requisitions	End of Financial Year	Current Year plus 5 years			**Retention and disposal arrangements

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
13.004.001	Health and Safety	Risk Assessments (Fire and General)	Date of Last Assessment	3 years	Destroy	Management of Health and Safety at Work Regulations 1992.	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
13.004.001	Health and Safety	DSE Assessments	Date of Last Assessment	3 years	Destroy	Management of Health and Safety at Work Regulations 1992.	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							should be retained until further notice.
	Orders and Supplies	Stationery and Order requests	End of Financial Year	Current	Destroy		
	Orders and Supplies	Delivery notes	Until Pecos Updated	None	Destroy		
15.001.001	Personnel - Discipline - Documentation Relating to Discipline of Employees	Disciplinary Invite Letters/Reports	Termination	6 years	Destroy	Business Requirement	The Employment Act 2002 deals with dispute resolution but does not give time limit for records retention. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
15.001.001	Personnel - Employee Files	Individual Training Records Log and Training Certificates and Personal Development	Termination of Employment	Termination date plus 6 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further

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		Plans					notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
15.001.001	Personnel - Employee Files - Absence Monitoring	AMARS/Formal Interview Checklists/Hospital Appt Letters/Fit Notes/Return to Work Forms/OHS Reports	Termination	Current Year plus 3 years		Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Personnel - Employee Relations	Case Administration correspondence and minutes for Fact-finding/ Grievance/ Disciplinarys	On completion forward to Employee Relations	None			**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
15.001.001	Personnel -	Work Life	Termination of	Termination date	Destroy	Business	

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	Employment Conditions	Balance Requests (copies)	Employment	plus 2 years		Requirement	
	Personnel - Flexible Working	Flexi requests e-mails and exception forms	Zeus Updated	Current	Destroy		
	Personnel - Management Records	Supervision Notes	End of Current Year/Termination or Transfer	5 years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Personnel - Starters and Leavers	ID badge request forms	End of Current Year.	3 years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

CHILDREN, FAMILIES and HOMELESSNESS - Contracting

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.001.005	Contracted supplier lists or databases	RSL	One year old/Superseded by new system	None	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.001.006	Contract management files - ordinary contracts Successful provider only	Including; Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions)includes service review information	End of contract/implied contract	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

CHILDREN, FAMILIES and HOMELESSNESS - Tendering

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

22.003.001	Initial proposal	Business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract/implied contract for successful provider	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.003.003	Contract award reports (OJEU)		End of contract	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.003.004	Issue of Invitations to Tender and handling of incoming tenders records		Award of contract	1 year	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.003.005	Tender evaluation, negotiation and notification records - Unsuccessful tenders	Offer documents back to provider if not wanted they will be destroyed	Award of contract	1 year	Destroy	Business requirement	If there is a potential legal challenge all info will be retained until legal process concluded. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.003.006	Tender evaluation, negotiation and notification records - Successful tenders		End of contract	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

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							be retained until further notice.
22.003.008	Statistical reports to Scottish Government on contracts awarded		Date of creation	3 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

CHILDREN, FAMILIES and HOMELESSNESS – Children and Families

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
SW Commissioning	YPIT RASG Papers, Minutes	papers, minutes	Transfer process to Adults Commissioning	3 years	Destroy	Business requirement	Where Children and Families Commissioning intervention required hold until transferred to Adults team then destroy **Retention and disposal arrangements detailed here have been suspended until further notice

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
SW Commissioning	Contract Monitoring Framework	Minutes, Quarterly monitoring and so on	Transfer case to Adults Commissioning	3 years	Destroy	Business requirement	Share with Adults Commissioning if appropriate then destroy. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.004	Record of child placements	Database held by Placements	Current	5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
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CHILDREN, FAMILIES and HOMELESSNESS – Purchased Services

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
02.002.001 - 004	Child Protection concerns in purchased services	Check held by area team/child protection team pass info on if required	If found	Hold for 5 years	Destroy	Business requirement	Hold records on CP concerns while child placed and retain for 5 years after end of last placement. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.007.001	Residential home/Home Care service management records - major records	Strategy, planning, monitoring, register of admissions and discharges, meetings, correspondence	1. Strategy, planning monitoring 2. Meetings, correspondence 3. Visitors books	1. Until Superseded 2. Current year 3. Current year	Destroy	Business Requirement	Business - Records required by Residential Establishments - Child Care (Scotland) Regulations 1996 S11996/3256 Regulation 5. Records required by The Regulation of Care (Requirements as to Care Services)

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							(Scotland) Regulations 2002 SSI 2002/114. For Child records (Regs 13 and 17) see Case files. The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113 Regulation 1(3). - no retention period specified
02.007.002	Residential home/ Home Care service management records - minor records		Current	2 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.007.003	Notification records from a purchased residential home to the Care Inspectorate 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	Date of event	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		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					
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CHILDREN, FAMILIES and HOMELESSNESS - Homelessness

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
Commissioning Team	Referrals and assessment	Individual paperwork	Termination of service or conclusion of legal challenge	5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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CHILDREN, FAMILIES and HOMELESSNESS – Education

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
Commissioning Team	Purchased education attainment	Minutes, reports	End of placement	Duration of placement plus 3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

CHILDREN, FAMILIES and HOMELESSNESS - Finance

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
Commissioning Team	ICPB, Individual budgets, Finance reporting	ICPBs, placement funding	If found	6 years	Destroy	Business requirement	If finance documents held the retention period would be as noted. **Retention and disposal arrangements detailed here have been suspended until

							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.009	Funding Applications - Activities relating to the process of considering and administering applications to the authority for grant funding	Section 10, grants to voluntary organisations	End of financial year in which the records were created	6 years	Destroy	Statutory	If finance documents held the retention period would be as noted. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
Commissioning Team	Annual Audit Checks will be done on provider organisation and details kept for reference		Annual request	3 years	Destroy	Business requirement	If finance documents held the retention period would be as noted. **Retention and disposal arrangements detailed here have been suspended until

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							<p>further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.</p>
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CHILDREN, FAMILIES and HOMELESSNESS - Personnel

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
Commissioning Team	Papers relating to disciplinary, absence hearings and so on should be checked with Personnel to check that they are kept there			Local record held for 2 years then destroyed.			<p>Personnel centrally hold a file. Details held locally should move with the person when they move jobs. Local info should be held for 2 years then destroyed.</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should</p>

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
Commissioning Team	Documents relating to personnel issues	Absence management, grievance, disciplinary and appeals, interview papers (for example, questions)	End of retention period	2 years	Destroy		Personnel centrally hold a file. Details held locally should move with the person when they move jobs. Local info should be held for 2 years then destroyed. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

CHILDREN, FAMILIES and HOMELESSNESS – Information Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
02.001.008	Case file - Pre-approval carers and adopters - initial enquiry	Records where case progressed to initial inquiry only	Case closure	1 year	Destroy	Business requirement	**Retention and disposal arrangements detailed here

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.009	Case file - Pre-approval carers and adopters - initial interview only -no concerns	Records where case progressed to initial interview only – no other concerns	Case closure	1 year	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.010	Case file - Pre-approval carers and adopters - initial interview only - concerns	Records where case progressed to initial interview only –concerns about enquirer or enquirer advised not to proceed	Case closure	10 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.011	Case file - Pre-	Records where	Case closure	10 years	Destroy	Business	**Retention and

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	approval carers and adopters - background prep only	case progressed to preparation group/home study/reference checks only				requirement	disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.014	Case file - Kinship carers		Termination of last placement or date of death of carer if earlier	25 years	Destroy	Statutory The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 16(1)	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.017	Case file - Private fostering.	Records documenting the monitoring of a private fostering arrangement	Last action on case	5 years	Destroy	Business requirement	Foster Children (Scotland) Act 1984; Foster Children (Private Fostering) (Scotland) Regulations 1985; **Retention and disposal

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.002.001	Case file - Child investigated and placed on Child Protection Register		Case closure	35 years	Destroy	Business requirement	Business -unless child looked after where 100 years from date of birth retention period applies **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.002.002	Case file - Child investigated but not placed on Child Protection Register		Case closure	5 years	Destroy	Business requirement	unless child looked after where 100 yr retention period applies. **Retention and

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.002.003	Child Protection Register		Date of birth of child	100 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.002.004	Register of Schedule 1 offenders	Date of entry on register	Current	100 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							Inquiry. Records should be retained until further notice.
02.004.001	Case file - Looked after children, including children freed for adoption but not adopted, fostered children and children on a Residential Supervision Requirement		1. Date of child's birth 2. Date of death where child dies before 18th birthday	100 years 25 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210. Regulation 43(1). Case file to contain the Childs Plan and information specified under Regulations 12,15,36,42
02.004.002	Case file – Through-care and aftercare	Pathway assessment, Pathway views, Pathway plan, Reviews of the pathway plan, Procedures for making representations.	1. Date of child's birth 2. Date of death where child dies before 18th birthday	1. 75 years 2. 25 years	Destroy	Statutory	The Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. SSI 2003 No 608. Regulations 3, 15
02.010.001	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	2 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice

			the date of recording that the person is no longer missing.				due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.010.002	Case file - Children and families not included in any other case file categories		Case closure or one year from date of death	5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.010.003	Case file - Children's rights office		Date of birth Date of death if child dies before 18	100 years 15 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.013.001	Case file - young offenders	Records of court procedures, action plan orders,	Closure	5 years	Destroy	Business requirement	unless child looked after where 100 year retention period

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		implementation of orders, reparation orders, supervision orders, probation orders and referral orders					applies **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
17.001.005	FOI processing of requests for information	initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

CHILDREN, FAMILIES and HOMELESSNESS - Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.002.03	Publications - major	Guides and council		Permanent	Retain	Business requirement	ONLY KEEP ONE HARD

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	publications	publications					COPY
PADS TEAM	Publications	Information and Advice leaflet/booklet for public - current versions		Permanent	Retain	Business requirement	ONLY KEEP ONE HARD COPY
20.010.011	Policy consultation - major policies		Consultation completed	5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.010.012	Policy consultation - minor policies		Consultation completed	1 year	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

CHILDREN, FAMILIES and HOMELESSNESS – Council Property

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.002.005	Records documenting the acquisition of a property through lease - assets over £50,000	Lease agreement, correspondence, record of works	Expiry of lease	20 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
05.002.006	Records documenting the acquisition of a property through lease - assets under £50,000	Lease agreement, correspondence, record of works	Expiry of lease	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
05.002.007	Records documenting negotiations for the lease of a property by the Council, where the property was not leased	Correspondence, negotiations and surveys	Closure of negotiations	5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

							Scottish Child Abuse Inquiry. Records should be retained until further notice.
05.002.013	Records documenting the termination of a property lease - assets over £50,000	Dilapidation reports	Termination of lease	20 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
05.002.014	Records documenting the termination of a property lease - assets under £50,000	Dilapidation reports	Termination of lease	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
05.003.001	Records documenting the ongoing management of council property and land - assets	Property case files	Date of lease expiry or disposal	20 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	over £50,000						further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
05.003.002	Records documenting the ongoing management of council property and land - assets under £50,000	Property case files /Rent Review Information	Date of lease expiry or disposal	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
05.003.003	Records documenting the lease of council property to a third party	For example, allotments	Termination of lease	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
PADS TEAM	Records documenting the lease of non-	Lease of RSL property by Service Provider	Expiry of lease	5 years	Destroy	Business requirement	**Retention and disposal arrangements

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	council property to an external organisation						detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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CRIMINAL JUSTICE - Supplementation

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
01.001.001	Supplementation Funding	Case Files - Service User	Demission of Service User	5 years	Retain in Section for 12 months, then archive until disposal time of 5 years then destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.001.002	Supplementation Funding	General Filing	NA	12 months	Retain in Section for 12	Business Requirement	**Retention and disposal

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

					months, then destroy		arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.001.003	Supplementation Funding	Spreadsheet	NA	Ongoing	Retain	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

CRIMINAL JUSTICE - Communications

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
04.002.001	Communications	Connect/Internet Data for example, Twitter, stats, and so on (Electronic Copy)	NA	3 years	Retain in Section then Destroy	Business Requirement	
04.002.002	Communications	Criminal Justice	NA	12 months	Retain in Section	Business	

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		Internal Communication Group - Agenda (electronic)			then Destroy	Requirement	
04.002.003	Communications	Criminal Justice Internal Communication Group - Minutes (electronic)	NA	3 years	Retain in Section then Destroy	Business Requirement	
04.002.005	Communications	Criminal Justice Internal Communication Group - Papers (Electronic Copy)	NA	3 years	Retain in Section then Destroy	Business Requirement	
04.002.006	Communications	Staff memos, Newsletters	Administrative use ends	3 months	Sample for Archival value	Business Requirement	
04.002.007	Communications	Connect Materials (electronic)	NA	3 years	Retain in Section then Destroy	Business Requirement	
04.002.008	Communications	Glasgow Website Materials (Electronic)	NA	3 years	Retain in Section then Destroy	Business Requirement	
04.003.002	3 Cubed System	Reports/ Evaluation Reports (Electronic Copy)	NA	3 years	Retain in Section then Destroy	Business Requirement	
04.004.001	Rapid Improvement Events	Documentation associated with Rapid Improvement Events	NA	2 years	Retain in Section then Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

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							be retained until further notice.
04.001.001	Templates / Forms / Guidance	Forms/ Templates/ Standard Letters and so on (Electronic)	NA	3 months	Retain in Section then Destroy	Business Requirement	

CRIMINAL JUSTICE - Administration

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
03.001.003	Supervision Notes	Staff supervision notes and other related materials	NA	Whilst staff in position			**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
03.001.004	Staff Leave Cards	Yellow cards for recording AL and Flexi	NA	Current Year	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
03.001.005	Staff Personnel Files	Files containing staff records, correspondence and so on	See comments	Current Year		Business Requirement	Staff Personnel Files should only be retained if there is any outstanding issue - else destroyed after 1 year **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
03.001.006	Employee Attendance Record	Employee Attendance Record Cards	NA	3 years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
03.001.008	Training / Briefings	Training/ Briefings/ Correspondence/ Booking forms and so on	NA	2 months	Destroy	Business Requirement	
03.001.009	Invoices	Invoices for training events, equipment and so on	NA	6 years	Destroy	Business Requirement	
03.001.010	Statements/ Delivery Notes	copies of delivery notes, statements and so on	NA	1 month	Destroy	Business Requirement	

CRIMINAL JUSTICE - Performance

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.003.018	Customer Satisfaction Surveys - Survey design	Records/ documentation re the design of Survey Forms (Electronic blanks)	Completion of Survey	3 years	Review of Ongoing value/ Review for Archives	Business Requirement	
20.003.020	Customer Satisfaction Surveys - analysis	Records/documentation summaries and analyses of responses to a survey	Completion of Survey	5 years	Destroy	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

20.008.002.001	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Criminal Justice Constructs - Monthly Returns (from areas) (Electronic Copy)	Approval of review report	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.002.002	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Constructs - Scottish Government Returns - Evaluation (Electronic Copy)	Approval of review report	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.002.003	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Constructs - Scottish Government Returns - Psychometric (Electronic Copy)	Approval of review report	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry.

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							Records should be retained until further notice.
20.008.002.004	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Constructs - Scottish Government Returns - Others (Electronic Copy)	Approval of review report	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.002.005	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	CareJust - Manage Order	Approval of review report	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.002.006	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	CareJust - Report Requests	Approval of review report	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.003.001	Performance monitoring and review of quality, efficiency or performance of a local authority service or unit - major records	Supporting and preparatory documents included minor drafts, correspondence, meeting records and so on - Criminal Justice Sampling exercises and completed forms (Electronic Copy)	Approval of Final Report	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.003.002	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Supporting and preparatory documents included minor drafts, correspondence, meeting records and so on - Criminal Justice Sampling exercises and completed forms (Hard Copy)	End of 3 years	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.003.003	Performance monitoring and review of quality, efficiently or performance of a	Spreadsheets/ Data Base of results (Electronic)	End of 3 years	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been

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	local authority service or unit - major records						suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.003.004	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Performance Reports (bi-weekly) - Reports on CPO and other Orders	At end of 5 year period	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.003.005	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Ad hoc requests for information/ data	At end of 5 year period	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.003.006	Performance monitoring and	Reports on unassigned work	At end of 5 year period	5 years	Destroy	Business Requirement	**Retention and disposal

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	review of quality, efficiently or performance of a local authority service or unit - major records						arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.003.007	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Report documents (.rep)	At end of 5 year period	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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	
02.001.001	Trends		NA	Current plus 5 years	Destroy	Business Requirement	**Retention and disposal arrangements

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							detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.002.001	Miscellaneous Business Objects reports for Briefings and so on		NA	Current plus 5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
03.003.001	Monitoring Reports	Fast Track Spreadsheet	NA	2 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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CRIMINAL JUSTICE - Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
07.001.001	Case file - Community Service 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	See - Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.002	Case file - Community Service/Community Payback Order where		Completion of order	10 years	Destroy	Business requirement	Excluding: Schedule 1/Circular 11/Sex Offenders –

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	offender is 16 - 21 years old						<p>Sexual Offences (Scotland) Act, Criminal Procedure (Scotland) Act 1995 as amended by the Sexual Offences (Procedure and Evidence) (Scotland) Act 2002; and Circular SWSG 11/1994 – none of which contain retention periods Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.</p>
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

07.001.003	Case file - Community Supervision Orders/Community Payback Order where offender is over 21 years old	Community Reparation Order (CRO), 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	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.004	Case file - Community Supervision Orders /Community Payback Order where offender is 16 - 21 years old	Including Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence	Completion of order	10 years	Destroy	Business Requirement	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders. **Retention and disposal arrangements detailed here have been suspended until further notice due to the

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.005	Case file - where reports which do not result in a Community Supervision Order 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 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.006	Case file - Schedule 1/Circular 18/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

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							<p>Circular JD 18/2003 (amended 2005 and 2011) Sexual Offences Act 2003 (Remedial) (Scotland) Order 2011 Regulation 1 See also 88C of the Act. Interlocutor to be in writing. Date of discharge is – where the offender aged 18 or over on the relevant date, the date falling 15 years after that date. Where the offender was aged under 18 on the relevant date, the date falling 8 years after that date</p>
07.001.007	Records documenting the provision of support to the family of a prisoner.		Last action on case	3 years	Destroy	Business requirement	<p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child</p>

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							Abuse Inquiry. Records should be retained until further notice.
07.001.008	Case file – Through-care - 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	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.009	Case file – Through-care: Supervised Attendance Order		Termination of order	5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.010	Case file – Through-care: Life Licence, Extended		Prison release date or completion of license	50 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Sentence, Non-Parole Licence, Parole Licence						have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.011	Case file – Through-care: Voluntary		Last action on case	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.012	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	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

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		reports;					**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.002.001	Community Supervision Programme Management				Keep in Case File see 07.001.003 and 07.001.004 above		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

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							Scottish Child Abuse Inquiry. Records should be retained until further notice.
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	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.003.003	Records documenting the provision of a Means Enquiry Report for a court.		Last action on case	1 year	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
17.001.005	Freedom of Information (FoISA) -	Initial request, response, related correspondence,	Completion of Request	3 years	Destroy	Business Requirement	Freedom of Information (Scotland) Act

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	processing of requests for information	and other supporting documentation					2002 asp 13 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.001.004	Records documenting the planning of official council representation at events, ceremonies and so on other than those which the council organises	Attendance at awards ceremonies, dinners and so on	Date of last action	3 years	Destroy	Business Requirement	
20.003.013		Records documenting the analysis of responses to a consultation/survey	Completion of survey/consultation	3 years	Destroy	Business Requirement	
20.003.014	Media Relations - Final Outputs	Media reports, briefings, press releases, published versions of a media interview	Publication/Release date	5 years	Review for archival and re-use value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended

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		and so on					until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.003.015	Media Relations - Preparatory Records	Organisation records, drafts, correspondence	Last Action	1 year	Review for archival and re-use value	Business Requirement	
20.003.016	Media relations - records Media Liaison		Date of last action	5 years	Review for archival and re-use value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.004.001	Comments/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	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

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							be retained until further notice.
20.004.003	Complaints - Case File	Records documenting the handling of a customer complaint	Last action on complaint	5 years	destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.008.002	Performance monitoring and review of quality, efficiently or performance of a local authority service or unit - major records	Programme Manuals, Reports, Evaluation and so on (Electronic Copy)	Approval of review report	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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20.010.004	Strategic Service Plan		NA	Permanent	Retain	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.010.005	Operational Service Plan		Superseded	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.010.006	Organisational structure		Superseded	1 year	Sample for archival value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

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							Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.010.010	Service Specific policies and procedures	Various Procedural Documents for CJ (Electronic Copy)	Superseded	2 years	Sample for archival value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.002.001	Circular 18	Electronic copies	NA	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.003.001	Through-care	ICM Requests (Electronic copy)	NA	6 months	Destroy	Business Requirement	**Retention and disposal arrangements

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							detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.003.002	Through-care	HBR Requests (Electronic copy)	NA	6 months	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.003.003	Through-care	CJSWR Requests (Electronic Copy)	NA	6 months	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

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							be retained until further notice.
	MAPPA	Annual Reports		5 Years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	MAPPA	General - Partner Agencies, minutes		5 Years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	MAPPA	Scottish Government		1 year	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended

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							until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	MAPPA	Implementation group		3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	MAPPA	Information sharing protocols		5 Years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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	MAPPA	Operational Group meetings - documentation		3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	MAPPA	Strategic oversight Group		3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	MAPPA	Spreadsheets	De-registration	5 Years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

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							Scottish Child Abuse Inquiry. Records should be retained until further notice.
	SOLO	General - Paperwork		3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.005.001	CJ Centre Management Groups	Minutes, correspondence, agenda, and so on	NA	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.001	Research Applications	Documentation relating to applications to					

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		carry out research on Criminal Justice data and issues					
01.007.001	Staffing Review/Issues	all documentation relating to review of staff, structures, and so on in Criminal Justice					**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.009.001	Union Matters	Joint meetings, papers, minutes, Trade Union issues	After 12 months	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.013.001	Violent Incident Forms			10 Years			**Retention and disposal arrangements detailed here have been

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							suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.014.001	Commissioning	Tendering process, procedures, general correspondence					**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.015.001	Commissioning	Tender documents, correspondence, reports, inspections and so on - Successful Applicants					**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further

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							notice.
01.016.001	Commissioning	Tender documents, correspondence, reports, inspections and so on - Unsuccessful Applicants					**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.017.001	Service Level Agreements	Agreements, reports, evaluations, minutes, general correspondence					**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.018.001	Self Evaluation Questionnaires	Documentation related to any SEQ exercises	End of 3 years	5 years	Review for archival and re-use value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to

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							the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.019.001	Procurement	Leases, purchase of equipment, plans, fit outs and so on	After 1 year	7 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.021.001	Efficiency Savings	For example, reports, minutes, financial forecasts and so on		3 Years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Grievance/ Disciplinary	All relating documentation to					**Retention and disposal

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		Grievance/ Disciplinary					arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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FAMILIES FOR CHILDREN

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
02.001.001	Fostering and Adoption Panel Records	Records documenting the appointment of a person as a member of Fostering or Adoption Panel	Termination of Appointment	1 year	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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

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							and 33 - no retention period specified **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.03	Council Registration as an Adoption/ Fostering Service	Certificate of Registration		6 years	Destroy	Business Requirement	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Section 9 - no retention period specified **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

02.001.004	Register of Looked After Children	Details of Children LAAC		100 years	Destroy	Business Requirement	further notice. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.005	Carer Recruitment activity Records	Personal Information on prospective carers		5 years	Archival review	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.006	Carer and Adopters Assessment Criteria Records	Personal Information on prospective carers	Superseded	10 years	Review for archival review	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child

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							Abuse Inquiry. Records should be retained until further notice.
02.001.007	Carer Training Programme Records	Details of training undertaken during period of approval	Superseded	5 years	Review for ongoing value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.008	Case File - pre-approval carers and adopters - Initial Enquiry	Records where case progressed to initial interview only					**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.009	Case File - pre-approval carers and adopters - Initial Interview Only - No Concerns	Records where case progressed to initial interview only - No other concerns	Case Closure	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice

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							due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.010	Case File - pre-approval carers and adopters - Initial Interview Only - Concerns	Records where case progressed to initial interview only - Concerns about enquirer advised not to proceed	Case Closure	10 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.011	Case File - pre-approval carers and adopters - background prep only	Records where case progressed to preparation groups/ home study/ reference checks only	Case Closure	10 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.012	Case File - pre-approval carers and adopters – approved/not	Records where case progressed to panel/agency decision maker	Date of Decision or date of prospective carer/adopters	25 years	Destroy	Statutory The Looked After Children (Scotland)	**Retention and disposal arrangements detailed here

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	approved/ withdrawn	not approved/approved but carer withdrawn	death if earlier			Regulations S1/2009 No 210 Part 32 (l)	have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.013	Case File - approved carers		Termination of approval or date of death or carer if earlier	25 years	Destroy	Statutory The Looked After Children (Scotland) Regulations S1/2009 No 210 Part 16 (l)	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.015	Case Files - Prospective Adopters - No Adoption Order	Prospective Adopters, in relation to whom an adoption order is not made	Last action on case	10 years	Destroy	Statutory The Adoption Agencies (Scotland) Regulations 2009 SS1 154 Regulation 28 (3) b	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							further notice.
02.001.016	Case File - Adopters	Personal Information, assessment paperwork and case notes	Date of granting the Adoption Order	100 years	Destroy	Statutory The Adoption Agencies (Scotland) Regulations 2009 SS1 154 Regulation 28 (3) a	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.001.017	Case File - Private Fostering	Records documenting the monitoring of a private fostering arrangement	Last action on case	5 years	Destroy	Business Requirement	Foster Children (Scotland) Act 1984; Foster Children (Private Fostering) (Scotland) Regulations 1985 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

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							further notice.
02.001.018	Case File - Adopted Children	Personal information on child	Date of Adoption Order	100 years	Destroy	Statutory The Adoption Agencies (Scotland) Regulations 2009 SS1 154 Regulation 28 (3) a	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
SWSF 004	AA1 Approved Adoption Allowance - payment authorisation	Memo to SWS Finance authorising payment	Last action on case	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
SWSF 005	AA2 Adoption Allowance record of payments	Log of entries for current financial year	Last action on case	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

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SWSF 006	AA3 Approved Adoption Allowance - Confirmation of Circumstances	Memo to Approved Adopter and Memo to Finance	Last action on case	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
SWSF 007	AA3A Approved Adoption Allowance - Confirmation of Circumstances	Memo to Approved Adopter and Memo to Finance	Last action on case	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
SWSF 007	AA4 Adoption Allowance - request for Payment	Memo to SWS Finance authorising payment	Last action on case	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice.

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							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Origins Counselling	Personal Information relating to Adoption	Last action on case	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	SAAS Referrals	Personal Information relating to Adoption	Last action on case	10 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
SWcandf 002	Adoption and Fostering Panel Minutes	Formal Minutes for each individual case	Termination of approval or date of death or carer	100 years	Destroy	The Looked After Children (Scotland)	**Retention and disposal arrangements

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		presented at panel and recommendations	if earlier			Regulations	detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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SOCIAL CARE - PERSONNEL

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Any duplicate documents		Duplicate received	Immediately	Destroy duplicate		
	Change of Address		Address is updated in file	Immediately	Destroy		
	Memo to manager confirming appointment		File is updated	Immediately	Destroy		
	Excess Travel		New Claim is received	Immediately	Destroy previous claim		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

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							further notice.
	Mortgage / financial Requests		Once information has been reviewed	Immediately	Destroy		
	Jury Duty		Date	Keep for the current year plus 5 previous years	Destroy		
	Overtime Claims		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Maternity leave documentation		Date	Current year plus 5 previous years	Destroy		
	References sent to prospective employers		Date	Previous 6 months	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Dept Restructure and Acceptance		Keep until a New form is received	Immediately	Destroy		

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	Pro-forma (profile and acceptance)						
	Contracts		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Previous Service Documentation (reckonable service confirmation)		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Application Forms		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

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							Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Responsibility Allowance (old)		Once data is processed	Indefinitely	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Staff Transfer Notification (for example, memo from Anne Stewart)		There is a contract that covers the transfer	Immediately	Destroy otherwise retain until review of case		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Payroll log / PYOL01 (1 copy only)		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until

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							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Bank Details / change to bank details		Once data is processed	Immediately	Destroy		
	Interview Assessment Forms		The post changes	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Extension of Temp appointments		New temp extension is received	Immediately	Retain initial contract until Review of case Destroy previous extension form		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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	Qualifications		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Birth Certificates / change of gender certificate		Retain subject to review of case	Indefinitely	Review		
	SSSC Registration		New certificate is received	Immediately	Destroy previous certificate		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Resignation Letter		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the

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							ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Name Change		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Car loan documentation		Once data is processed	Immediately	Destroy		
	Claims for Loss/Damage Personal Property		Date	Keep for current year plus 3 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Emails		Depending on content	Immediately review and DESTROY if	Review		**Retention and disposal arrangements

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				appropriate			detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Disclosure / PVG		New checklist received	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Annual and Flexi leave requests		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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	CV'S		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Training attended		Retain subject to review of case	Indefinitely	REVIEW		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Time Off for Trade Union Duties		Date	Current year plus 5 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry.

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							Records should be retained until further notice.
	Pension (superannuation) forms		Retain subject to review of case	Indefinitely	Review		
	Unpaid leave/Special Leave request		Date	Current year plus 5 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Adoption leave		Date	Current year plus 5 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	APP1's (old hand written ones)(list of applicants who applied for the post)		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been

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							suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	ID badges		Once data is processed	Immediately	Destroy		
	Rec-checks (old)		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Job descriptions		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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	Person Specifications		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Advert forms		Retain subject to review of case	Indefinitely	Review		
	Ex SRC additional leave approval		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Ex GDC additional leave approval		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

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	Resettlement Allowance documents		Date	Current year plus 6 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Car mileage claim form	P192, P196	End of financial year	6 years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Interview expense claims		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until

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							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Termination letter (week notice)		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Termination letter (lack of capabilities)		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Resignation letter		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements

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							detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Training certificates including First Aid		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Training course requests		Evidence that Course has been attended	Immediately	Destroy		
	Parental leave requests and approval / reject		Date	Current year plus 5 previous years	Destroy		
	Paternity Leave requests and approval / reject		Date	Current year plus 5 previous years	Destroy		
	Next of kin details		Once data is processed	Immediately	Destroy		
	Request for fostering leave and approval /		Date	Current year plus 5 previous years	Review		**Retention and disposal arrangements

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	reject						detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Criminal Conviction Form		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Overpayment letter to employee		Once data is processed	Immediately	Review		
	Overpayment payment plan		Once data is processed	Immediately	Destroy		
	Overpayment letter to employee confirming overpayment		Once data is processed	Immediately	Destroy		
	Secondment paperwork		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here

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							have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Re-grading letter		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Accident / incident report		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Disciplinary		Retain subject to	Indefinitely	Review		**Retention and

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	paperwork (absence and non-absence)		review of case				disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Bullying and Harassment paperwork		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Grievance paperwork		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

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							be retained until further notice.
	Insurance company request for information and response		Relates to Third party claims	Indefinitely	Retain subject of review of case otherwise immediately Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Access to work paperwork		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Armed forces documents (Territorial Army)		Date	Current year plus 5 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

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	Death in service paperwork		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Status enquiries from banks (for an account to be opened)		Once data is processed	Immediately	Destroy		
	Modern Apprentice paperwork		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	YTS paperwork		Retain subject to review of case	Indefinitely	Review		**Retention and disposal

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							arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Copy driving licence (for ID purposes)		It relates to post of Driver	Indefinitely	Retain until review of case otherwise immediately destroy		
	Copy passport (for ID purposes)		Retain subject to review of case	Indefinitely	Review		
	Copy utility bill (for ID purposes)		Once data is processed	Immediately	Destroy		
	Proof of eligibility to work in the UK		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Copy NI card		Once data is processed	Immediately	Destroy		
	Public Duties (Children's Panel		Date	Current year plus 5 previous years	Destroy		**Retention and disposal

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	/ Justice of the Peace)						arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Violence at work reports		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Work Life Balance Requests		Date	Current year plus 5 previous years	Destroy		
	Pre-employment reports		Date	Current year plus 5 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child

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							Abuse Inquiry. Records should be retained until further notice.
	BUPA reports		Date	Current year plus 5 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Return to work interview (Self certs)		Last date of interview	interview date plus 3 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	BUPA appointment letter		BUPA Report is received	Immediately	Destroy		
	BUPA Non-attendance at appointment		Once data is processed	Immediately	Destroy		
	BUPA		Once data is	Immediately	Destroy		

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	cancellation of appointment		processed				
	Formal Interview Checklist		Last date of interview	interview date plus 3 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Medical Certificates		Date	current date plus 3 previous years	Destroy		
	Half pay / no pay letters		Once data is processed	Immediately	Destroy		
	Absence history		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	VDU / Eye test reports		Retain subject to review of case	Indefinitely	Review		
	Reduced annual leave due to absence letters		Once data is processed	Immediately	Destroy		

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	AMARS		Date	current date plus 3 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Advisory warning letter		Date	current date plus 3 previous years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Absence disciplinary papers		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry.

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							Records should be retained until further notice.
	Liability claim paperwork (third party claims)		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Career break request		Retain subject to review of case	Indefinitely	Review		
	Buying annual leave		Retain subject to review of case	Indefinitely	Review		
	Mileage claim forms		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Additional voluntary contribution documentation		Retain subject to review of case	Indefinitely	Review		

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	(pension form)						
	Verbal warning		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Written warning		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Suspension (paid / unpaid)		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child

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							Abuse Inquiry. Records should be retained until further notice.
	Final written warning		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Dismissal letter		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Removal from self cert		Retain subject to review of case	Indefinitely	Review		
	Training course expenses		Date	current date plus 3 previous years	Destroy		
	DSE Assessment		New Assessment received	Immediately	Destroy		**Retention and disposal arrangements

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	Counselling / Alcohol recovery documents		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	References throughout employment with council		Retain subject to review of case	Indefinitely	Review		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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	P197 Transcard Allowance		End of financial years	6 years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Letter to applicant calling them in for Disclosure / PVG		Once data is processed	Immediately	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Marriage Certificate		Retain subject to review of case	Indefinitely	Review		

SOCIAL CARE - SERVICE MODERNISATION - Communications

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Records of Honours/awards	Include records of award	Date of last action	5 years	Destroy	Business requirement	**Retention and disposal

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	submissions	submissions					arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Records documenting budget planning processes.	Draft budgets, departmental budgets, record of invoices paid	End of current financial year	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Internal recharging	Internal claims/payments between business units for goods and services provided/received; units.	End of current financial year	1 year	Destroy	Business requirement	
	Processing and payment of purchase and sales invoices	Retention of paper/electronic copies of invoices and supporting communication	Confirmation of payment via CBS and/or budget monitoring	No retention	Destroy	Taxes Management Act 1970 c9; HMRC 700/21	
	Reporting (terms	Includes	Current tax year	Current tax year	Destroy	Business	

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	and conditions, working hours) - SLA for ½ post with Glasgow Life	timesheets		plus 3 years		requirement	
	Training courses	Includes CMS Training Forms requesting users permission to be set up / amended	Current	1 year	Destroy	Business requirement	Records of training on personal files concerning children or health and safety training for example, manual handling, violence and aggression.
	Completed training	Details of people trained in CMS/user permissions and so on	Completion of training	Permanent	N/A	Business requirement	
	Records documenting social work offices; staff numbers and so on	Includes spreadsheets documenting changes and action(s) to undertake		Permanent	Retain for business and historical value	Business requirement	Only retain updated copy **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Records	Spreadsheets	Distribution	1 year	Destroy	Business	**Retention

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	documenting social work offices; staff numbers and so on	dependent on this (for example insider distribution lists; staff with limited access)	complete			Requirement	and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Information asset lists	Stock lists for social work materials stored off-site	Superseded	2 years	Destroy	Business requirement	
	Information asset lists	Files documenting architecture for Connect / Glasgow website; staff access and so on	Superseded	3 years	Destroy	Business requirement	
	Records documenting the planning of an event and/or official visit to the council	Photographs, video and audio recordings, programme, text of speeches delivered, press cuttings, venue / catering booking information, feedback materials	Date of last action	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Staff Communications	Staff Memo's; Newsletters;		Permanent	Retain	Business Requirement	Retain one set only. Copies to

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		Directors Briefings					be destroyed once business use concluded **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Staff Communications	Posters	Conclusion of event	1 year	Destroy	Business Requirement	Retain one copy only
	Staff Communications	Information for Targeted Briefings (for example Grade 8 Briefings; ASP briefings)	Publication of material	1 year	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Publications - major	Leaflets, Guides, Posters, Factsheets and so on	Publication of material	1 year	Destroy / Review for archival and re-use value	Business Requirement	Destroy all early proofs and retain final proof in event re-print required. This

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							will not affect one-off items
	Publications - minor	One off event materials	Publication of material	1 year	Destroy	Business Requirement	
	Publications - Preparatory	Original Files	Publication of material	3 years	Review for archival and re-use value	Business Requirement	Retain copy in event re-print required. This will not affect one-off items (for example, Plans)
		Proofs (numerous)	Distribution complete	3 years	Destroy	Business Requirement	Copies of distribution materials should be destroyed as per relevant category for this material
	Publications - Preparatory	Graphics Request Form	Distribution complete	3 years	Destroy	Business Requirement	
	Corporate identity and branding - preparatory records	Records documenting the development of social work house style and guides for official use of corporate identity marks.	Date of last action	5 years	Review for archival and re-use value	Business Requirement	
	Corporate identity and branding - artwork	Final artwork for corporate identity marks, including templates (Powerpoint etc.)	Completion of survey	3 years	Review of ongoing value / Review for Archives	Business Requirement	
	Campaigns - Preparatory records		Completion of analysis of responses	None	Destroy	Statutory	Data Protection Act 1998 c. 29 Destroy immediately once anonymised summaries have

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							been created
	Campaigns - Final Outputs	Leaflets, event materials	Completion of survey	5 years	Review for archival and re-use value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Records documenting the council's membership of a local government organisation.	Includes subscriptions	Termination of membership	3 years	Destroy	Business Requirement	

SOCIAL CARE - SERVICE MODERNISATION – Planning Policy and Equality

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Strategic monitoring and review of quality, efficiency, or performance of a local authority service or unit - major records	Final reports - Strategic Plans; Strategic Reviews; Service Reform plans; Contribution to Corporate Plans; Policy reviews; Options appraisal reports; Equality Impact	Approval of review report	5 years	Destroy	Business Requirement	Approval of review report **Retention and disposal arrangements detailed here have been suspended until further notice due to the

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Assessments					ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Strategic 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	Approval of review report
	Grant Payments to Voluntary Organisations	Final reports, assessment forms, letters of award, correspondence with elected members	Approval of recommendations (Executive Committee)	5 years	Destroy	Business Requirement	Approval of recommendations (Executive Committee) **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Inspections - external and internal inspections carried out in	Inspection report; Improvement Action Plans	Date of inspection report	5 years	Destroy	Business Requirement	Date of inspection report **Retention and disposal arrangements

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	relation to corporate or service specific performance management indicators (PFI)						detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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SOCIAL CARE - SERVICE MODERNISATION – Information Systems

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Request for Carefirst account	Hard Copy Form	Creation of Carefirst account	1 year from receipt of request	Scan then delete after 1 year	Business Requirement	
	Request for CareFirst Data Tidy up	Hard Copy Form	Completion of data tidy up	1 year from receipt of request	Scan then delete after 1 year	Business Requirement	
	Request for Carefirst Access Restriction	Hard Copy Form	Completion of Access Restriction	For the life of the restriction request	Scan then delete after restriction has been removed	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Business Process Maps	Electronic Files - Visio, Word,	New or change to existing	1 year beyond Life cycle of	Archive	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Excel, PowerPoint	Business Process	process			
	Report Specifications	Electronic Files - word, Excel	New or change to existing reports	1 year beyond Life cycle of report	Archive	Business Requirement	
	Options Papers	Electronic Files - word, Excel, Visio	Identification of requirement for new or change to existing functionality.	1 Year beyond completion of final draft	Archive	Business Requirement	
	Configuration Documents, for example, cF6 Security Model, change control and so on.	Electronic Files - word, Excel, Visio	Business agreement on system configuration	1 year beyond Systems Life cycles	Archive	Business Requirement	
	Date of inspection report	5 years	Strategic Reviews / Strategic Planning activities	5 years beyond final draft	Archive	Business Requirement	
	Approval of review report	5 years	System Implementation	Systems Life cycles	Delete	Business Requirement	
	Approval of review report	1 year	Instructions from Internal Audit or local management decisions to conduct an audit.	Up to 5 years beyond completion, depending on the audit concerned.		Business Requirement	

SOCIAL CARE - SERVICE MODERNISATION – Research and Practice Audit

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Communications with other public sector	requests for information and other general	Completion of survey/ consultation	3 years	Review for ongoing value	Business requirement	**Retention and disposal arrangements

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	organisations	correspondence					detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Consultations - council consultation of external organisations - preparatory records	Records documenting the design of a consultation/ survey.	Completion of survey/ consultation	1 year	Destroy	Business requirement	
	Consultations - council consultation of external organisations - preparatory records	Records documenting the administration of a consultation/ survey.	Completion of survey/ consultation	3 years	Destroy	Business requirement	
	Consultations - council consultation of external organisations - preparatory records	Records documenting a response from another organisation to a consultation/ survey.	Completion of survey	3 years	Review of ongoing value / Review for Archives	Business requirement	
	Consultations - council consultation of external organisations - preparatory records	Records documenting the analysis of responses to a consultation/ survey.	Completion of analysis of responses	None	Destroy	Statutory	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Consultations - council consultation with staff - final outputs	Reports, presentations, anonymised statistics	Completion of survey	5 years	Review for archival and re-use value	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Consultations - council consultation with staff - preparatory records	Records documenting the design of a consultation/ survey.	Completion of survey/ consultation	3 years	Review for ongoing value	Business requirement	
	Consultations - council consultation with staff - preparatory records	Records documenting the administration of a consultation/ survey.	Completion of survey/ consultation	1 year	Destroy	Business requirement	
	Consultations - council consultation with staff - preparatory records	Records documenting a response from another organisation to a consultation/ survey.	Completion of survey/ consultation	1 year	Destroy	Business requirement	
	Consultations - council consultation with staff - preparatory records	Records documenting the analysis of responses to a consultation/ survey.	Completion of survey/ consultation	3 years	Destroy	Business requirement	
	Consultations - council	Reports, presentations,	Publication date	5 years	Review for ongoing value	Business requirement	**Retention and disposal

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	consultation with service users - Final outputs	anonymised statistics					arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Consultations - council consultation with service users - preparatory records	Records documenting the design of a consultation/ survey.	Completion of survey/ consultation	3 years	Review for ongoing value	Business requirement	
	Consultations - council consultation with service users - preparatory records	Records documenting the administration of a consultation/ survey.	Completion of survey/ consultation	1 year	Destroy	Business requirement	
	Consultations - council consultation with service users - preparatory records	Records documenting a response from another organisation to a consultation/ survey.	Completion of survey/ consultation	1 year	Destroy	Business requirement	
	Consultations - council consultation with service users - preparatory records	Records documenting the analysis of responses to a consultation/ survey.	Completion of survey/ consultation	3 years	Destroy	Business requirement	
	Customer satisfaction	Records documenting the	Completion of survey	3 years	Review of ongoing value /	Business requirement	

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	surveys - survey design	design of the survey.			Review for Archives		
	Customer satisfaction surveys - individual responses	Records documenting identifiable individual responses to the survey.	Completion of analysis of responses	None	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	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; quarterly and annual performance reports	Approval of review report	5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	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	

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	Practice audit reports- outputs	Final reports to Governance board	Governance group sign off/publication date	1 year	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Practice audit reports- preparatory records	Documentation relating to audit briefs/proposals	Governance group sign off/publication date	None	Destroy	Business requirement	
	Practice audit reports- preparatory records	Data collection tools- draft/final templates (electronic)	Governance group sign off/ publication date	1 year	Destroy	Business requirement	
	Practice audit reports - preparatory records	Data stored in electronic databases	Governance group sign off/ publication date	5 years	Destroy	Business requirement	
	Research reports - outputs	Final reports	Completion of final report/ publication	3 years	Review for ongoing value		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							further notice.
	Research reports -preparatory records	Draft reports	Completion of final report/ publication	3 years	Review for ongoing value		
	Research reports -preparatory records	Documentation relating to research briefs/ proposals	Completion of final report/ publication	1 year	Destroy		
	Research reports -preparatory records	Correspondence relating to research activity- preparatory and findings	Completion of final report/ publication	1 year	Destroy		
	Research reports -preparatory records	Data collection tool- draft templates (blank)	Completion of final report/ publication	3 years	Destroy		
	Research reports -preparatory records	Data collection tools-completed, with data (paper)	Completion of final report/ publication	1 year	Destroy		
	Research reports -preparatory records	Data collection tools-completed, with data (electronic)	Completion of final report/ publication	None	Destroy		
	Research reports -preparatory records	Data stored in electronic databases	Completion of final report/ publication	3 years	Review for ongoing value		
	Research reports -preparatory records	Data stored via electronic devices (i.e. dictaphone)	Completion of final report/ publication	3 years	Review for ongoing value		
	Research reports -preparatory records	Data stored via external provider (for example Survey Monkey server)	Completion of final report/ publication	3 years	Review for ongoing value		
	Research reports -preparatory records	Data analysed	Completion of final report/ publication	1 year	Destroy		
	Proforma from	SW Ethics	Last action	1 year	Destroy		

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	external organisations/ individuals	application form					
	Proforma from external organisations/ individuals	Correspondence relating to completed ethics form (for example, via email)	Last action	1 year	Destroy		
	Completed external research reports	Final report	Last action	5 years	Review for ongoing value		
	Proforma from internal sources	Form relating to access to Survey Monkey	Last action	1 year	Destroy		
	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	

SOCIAL CARE - SERVICE MODERNISATION – Risk Management and Insurance

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Business continuity planning	Business continuity plans - final approved versions	Date superseded	5 years	Retain for historical value	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
		Business continuity - training programme development and delivery	Date superseded	5 years	Review for historical value	Business requirement	
	Emergency response records.		Date of last action.	5 years	Review for historical value	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Risk register - assessment of the risk of an emergency occurring which would affect the Council's ability to carry out its functions		Date superseded	5 years	Review for historical value	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
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SOCIAL CARE - SERVICE MODERNISATION – Contract Management and Project Support

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Provider Quarterly Return data		Completion of quarterly survey electronically	Until contract termination	Destroy once obsolete	Business	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Purchased services contract administration data		Contract award/services purchased	Until contract termination	Destroy once obsolete	Business	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Record of service closures		Notification of service closure	Until contract termination	Destroy once obsolete	Business	**Retention and disposal

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Record of service closures	Contracting and Commissioning guidance	Publication	Until superseded	Destroy once obsolete	Business	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Record of service closures	Contracting and Commissioning procedures	Publication	Until superseded	Destroy once obsolete	Business	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							further notice.
	Record of service closures	Connect and Internet data relating to contracting and commissioning	Publication	Until superseded	Destroy once obsolete	Business	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

SOCIAL CARE - SERVICE MODERNISATION – Rights and Enquiries

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Routine Complaint File	Records documenting the handling of all complaints associated with an identified complainant - includes copies of complaints made and responses given	Last action on last complaint	1 Year	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Complaint file involving personal injury or	Records documenting the handling of a	Last action on complaint	5 Years	Destroy	Statutory	Prescription and Limitation (Scotland) Act

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	death	complaint in which a death or personal injury is referred to as part of the subject of complaint					1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Complaint file for vexatious complainants	Records documenting the handling of all complaints associated with an identified complainant - includes copies of complaints made and responses given	Last action on last complaint	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	General enquiries / comments / compliments	Records documenting the handling of all general enquiries that are not complaints / FOI / EIR / DPA	Last action on enquiry	Zero retention	Business Requirement	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Log/Register of Complaints	The electronic database of complaints (Currently held on the corporate C4 system)	Last action on last complaint / enquiry	10 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Complaints Quarterly / Annual Reports	Spreadsheets and Documents containing figures and analysis of complaint and enquiry activity	Completion of annual report	5 Years	Review for archival and re-use value	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Freedom of Information (FOI) / Environmental Information Regulation (EIR)	Copies of FOI Requests, Responses and supporting information as to	Date Response provided	2 Years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Requests	source of information supplied					suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	DPA Requests	Copies of subject access requests, related correspondence and copies of information supplied	Date Information supplied	1 year	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Log/Register of FOI/EIR/DPA Requests	The electronic database of FOI/EIR/DPA requests (Currently held on the corporate Remedy system)	Date Response Provided	10 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	FOI/EIR/DPA Quarterly /	Spreadsheets and Documents	Completion of annual report	5 Years	Review for archival and re-	Business Requirement	**Retention and disposal

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Annual Reports	containing figures and analysis of FOI/EIR/DPA activity			use value		arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Children's Rights Case Files	Records of enquiries from young people and support and advice offered	Last recorded action on the file	1 year	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 210 43(1) **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Log/Register CRS contacts	The electronic database of case work undertaken with young people (Currently held on a local	Last recorded action on the file	10 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		spreadsheet)					further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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SOCIAL CARE - SERVICE MODERNISATION – Supported Employment Service

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Publications - major	leaflets, Guides, Posters, factsheets and so on		Dependent on European Funding Regulations and project specific conditions. For projects under the 2007-2013 EU programmes, the earliest retention date estimated at the moment is 31st December 2019. For projects under the 2014-2020 EU programmes, the earliest retention date estimated at the moment is 31st December 2021.	Destroy		
	Consultations -	Reports,		Dependent on	Destroy		

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	council consultation with service users - Final outputs	presentations, anonymised statistics		European Funding Regulations and project specific conditions. For projects under the 2007-2013 EU programmes, the earliest retention date estimated at the moment is 31st December 2019. For projects under the 2014-2020 EU programmes, the earliest retention date estimated at the moment is 31st December 2021.			
	Client case files	Includes vocational profile and meeting notes of all contacts		Dependent on European Funding Regulations and project specific conditions. For projects under the 2007-2013 EU programmes, the earliest retention date estimated at the moment is 31st December 2019. For projects under the 2014-2020 EU	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

				programmes, the earliest retention date estimated at the moment is 31st December 2021.			
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SOCIAL CARE - SERVICE MODERNISATION – Welfare Rights

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Reference Material/ Guidance	DAS Case Files	Approval of DAS for client	Variable	Destroy	Scottish Government (AiB) and DAS Regulations	Electronic record held on AiB's case recording system and Paylink system
	Reference Material/ Guidance	Appeals Case Files	Last Action following conclusion of appeal process	6 Months	Destroy	Business	
	Reference Material/ Guidance	Income Maximisation Case Files for recipients of a non-residential care service	Last Action following assessment of maximised client contribution	2 years	Destroy	Business	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

SOCIAL CARE - CHILDREN'S UNITS

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
02.007	Residential Homes for Children's Case Files, See 02.004, Children Looked After in Care						**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
02.007.003	Notification records from a residential home to the Care Inspectorate	Death of a 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 for a continuous period of 28 days or more, proposed	Date of event	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. Details of medication administered should be added to case file.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		changes to the management of a home care service.					
	Violent Incident	Originals					<p>Originals sent back to Unit once signed off by Service Manager</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.</p>
	Complaints and Allegations	Copy by email					<p>Email saved to shared drive no hard copy filed</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry.</p>

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							Records should be retained until further notice.
	Occupancy Information	Copy by email					Email saved to shared drive no hard copy filed **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Referral Information	Copy by email					Email saved to shared drive no hard copy filed **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Care Plans	Copy by email					Email saved to shared drive no hard copy filed **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Staff Personnel Records - Absence, Training and PDP's	Originals	When employee leaves the service the file passed to Centre Personnel	5 years	Disposal		Retained until employee leaves the Service. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Audits - Programme	Electronic copy					Created and saved to shared drive no hard

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							copy filed **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Care Inspection Reports	Download from Care Inspectorate Website					Saved to shared drive no hard copy filed **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

SOCIAL CARE - FINANCE

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.013	AR Refunds	Refunds given to Sales Customers where they have died or overpaid and service has become free of charge	End of Financial Year in which records were created	6 years	Destroy	Business Requirement	
12.004.013	AP Refunds	Refunds received from Vendors where a unit has overpaid on an invoice, paid an invoice twice or paid the wrong vendor	Financial Year	6 years	Destroy		
	Sales Cheque Allocation	Sales cheques sent to department in error. Cheque sent to CBS to allocate against appropriate Sales Invoice/s	Financial Year	Current	Destroy		
	New Vendors	Any new vendors which are not on SAP and will be utilised 5 times or more within a FY need to be added to SAP. Bank and Contact back up paperwork also retained	Financial Year	1 plus current	Destroy		
	Vendor Changes	Any contact or bank account changes to vendors on SAP	Financial Year	1 plus current	Destroy		

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12.004.010	Cash In Transit Journals	Keep track of all cash ordered and spent through the Group 4 Securicor Contract	Current financial year	1 year	Destroy	Business requirement	
12.004.010	Journals Allocating Cash to Sales Invoices	At times Community Care can be sent a payment which is partly for the payment of outstanding SAP sales invoices. A journal is done to AR unidentified to allocate and clear invoices from SAP	End of Current Financial Year	1 year	Destroy	Business Requirement	
12.004.012	Cash In Transit Reconciliation	Reconciliation of Group 4 Securicor spend v cash ordered	Administrative use ends	2 years	Destroy	Business requirement	
	SAP Licence Transfers and Authorisations	Record of all Licence Transfers and authorisations given	Financial Year	1 plus current	Destroy		
	Independent Chair Invoices	Retention of copies of independent chair invoices (original to CBS for scanning)	Financial Year	current	Destroy		
12.004.012	Christmas and Other Miscellaneous Payments	Audit and return or any generic unspent money paid to units general bank	Administrative use ends	2 years	Destroy	Business requirement	

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		accounts					
	Payment of G4S Invoices	Retention of copy invoices and back up reconciliation paperwork (original invoice held by CBS)	Financial Year	1 plus current	Destroy		
	Dunning Block Requests	All request made to put a hold on the automatic issue of chase up letters to recoup departmental income for SAP Sales Invoices	Financial Year	current	Destroy		
12.004.001	General Online Banking Transactions	Giving users access to view online banking, deleting users, creating / deleting roles, live transactional role	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
	General Online Banking Transactions	Transactional viewing access only	Financial Year	1 plus current	Destroy		
12.004.002	Opening / Closing bank accounts		Closure of account	6 years	Destroy	Business requirement	
12.004.004	Online transfer of Cash Between council bank accounts	Closure of Imprest and funds transferred back to Financial Services	Current financial year	6 years	Destroy	Business requirement	
12.004.012	Imprest Reconciliations	Yearly Audit of all departmental Imprest Accounts	Administrative use ends	2 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here

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							have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.006	Imprest Increase / Decrease		Current financial year	6 years	Destroy	Statutory	HMRC 700/21
12.004.012	Independent Reconciliations	Yearly reconciliation of all units who operate and independent account	Administrative Use Ends	2 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.012	Budgetary Reconciliations	Yearly reconciliation of all units who operate a budgetary account	Administrative use ends	2 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

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							be retained until further notice.
	Foreign currency / CHAP Payment requests	Copy invoice held within team with back up paperwork. Original request to CBS	End of Current Financial Year	1 plus current	Destroy		
	Financial Procedure Manuals (approx 30 Manuals)			Must be retained indefinitely. These are constant source of reference.			**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.001.011	Requisitions /Requests/Copy legacy and PECOS orders requesting purchasing of good or services for SWS locations	Requisitions/ Requests/Copy legacy and PECOS orders requesting purchasing of good or services for SWS locations	End of current financial year	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 HM Customs and Excise Notice 70 0/21: Keeping [V AT] records and accounts (December 2007) **Retention and disposal arrangements detailed here have been

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							suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Taxi request forms	Authorised forms	Financial Year	Current plus 1	Destroy	Business Requirement	
12.004.007	Processing and payment of expenses claims	Car Mileage Claims, e.g. P235	End of current financial year	6 years	Destroy	Taxes Management Act 1970 c.9;	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.012	Income Bank Account Reconciliation and retention of FIN11 paperwork	Ensure Income Banked balances to SAP Records	Administrative use ends	2 years	Destroy	Business requirement	
12.004.006	FIN01 - Changeover Cash Count Form	Petty cash forms	Current financial year	6 years	Destroy	Statutory	HMRC 700/21
12.004.006	FIN01A - Cash Count Form	Petty cash forms	Current financial year	6 years	Destroy	Statutory	HMRC 700/21
12.004.004	FIN03 - Bank Reconciliation	Petty cash forms	Current financial year	6 years	Destroy	Business requirement	

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	Form						
12.004.006	W298 Reimbursement of petty Expenses Claim Form/Cashbook		Current financial year	6 years	Destroy	Statutory	HMRC 700/21
12.004.006	W616 Payment Instruction Book		Current financial year	6 years	Destroy	Statutory	HMRC 700/21
12.004.004	Bank Statements	including year-end certificated, bank reconciliation sheets	Current financial year	6 years	Destroy	Business requirement	HMRC 700/21 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.004	Cheque Books	Including bank pay in receipts	Current financial year	6 years	Destroy	Business requirement	
12.004.002	Remittance Advice		Closure of account	6 years	Destroy	Business requirement	
12.004.003	R1 Receipt Books	Receipts issued when money received in Unit	Termination of instruction	6 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry.

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							Records should be retained until further notice.
	Copies of Petty cash Claims for Units	Petty Cash Claims are processed via Central Processing Unit are required for year-end reconciliation	Financial Year	Current + 1	Destroy		
12.004.005	Back up paperwork for One Time Vendor Invoices	Only invoices sent to CBS	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; HMRC 700/21
	Controlled Stationery	Held to be issued when required		No Retention Period, stock is always maintained			
12.004.010	Journals	Journals for income into Bankline	Current financial year	1 year	Destroy	Business requirement	
22.003.007	Evaluation of Tender - Purchased Care at Home	Evaluation criteria. Successful tender documentation, tender quotations.	After the terms of the contract have expired	6 Years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
20.004.005	Enquiries and Complaints	Printed material. Form letters.	Current	1 year	Destroy	Business Requirement	
	Absence	Formal Interview	After action	Rolling Year or	Destroy	Local HR advice	**Retention and

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	Records	paperwork	completed	relating to ongoing absence, discipline or underlying health problem			disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.004	Budget monitoring files and reports	Record / back up of adjustments	Current financial year	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.003	Budget monitoring files and reports	Year End Files	Current financial year	6 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

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12.003.004	Budget monitoring files and reports	Capital monitoring files	Current financial year	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.004	Budget monitoring files and reports	Probable Out-turn	Current financial year	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.001	Budget monitoring files and reports	Financial Returns LFR, POBE, CIPFA	6 years	Destroy	Business requirement	Review for historical value	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing

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							Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.002	Revenue Estimates		3 years	Destroy	Business requirement		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.001	Revenue Estimates	Budget and Service Plan	6 years	Destroy	Business requirement	Review for historical value	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.010	Revenue Estimates	Non-Government Grant Claims	Termination of funding agreement	6 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until

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							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.009	Funding Applications	Vouchers required to authenticate grant claims	End of Financial Year in which records were created	6 years	Destroy	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
12.004.001	Funding Applications	Audited Accounts	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
N/A	Client files OPPD	Client files OPPD	Client's death	Until client has died or casework complete. Length of time unknown	Review annually to ascertain files that can be destroyed	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Client files	Escort/staff		Current year plus	Confidential	Statutory	**Retention and

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	OPPD	personal files		10 years	Waste		disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.005	Client files OPPD	Capital Invoices		Current year plus 5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.007.002	Client files OPPD	Staff overtime and timesheets		Current year plus 3 years	Confidential Waste	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

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	Client files OPPD	Driving License check		Current year	Confidential Waste	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Client files OPPD	General Filing – for example, Bus requests		Current year	Destroy	Statutory	
	Midas/ training Certificates	3 year theory - 2 year assessment - rolling programme		Current year plus 5 years	Destroy	Statutory	
12.008.006	Property Survey	Including CHCP Plans and Documentations		Retain in Section		Industry and Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Risk assessments	Service User Assessments for		Retain in Section		Statutory	**Retention and disposal

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		Transport					arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.001.004	Internal Audits - no investigation	Audits carried out by IA with Action Plan	Current financial year	5 years	Review annually to ascertain files that can be destroyed	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.001.006	Defalcations	Loss, theft, misappropriate or embezzlement of Councils monies, materials or time by staff and/or clients, or clients' property either within council establishments or within their own homes including misuse of work of	End of financial year	5 years	Review for historical value	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

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		working-time					further notice.
12.001.006	Audits	Audits carried out by department to look at compliance of financial procedures and regulations	End of financial year	5 years	Review for historical value	Business requirement	
	Service Reviews	Reviews of purchased homelessness services	Current	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	ICPBs	Integrated Care Proposal Budgets for purchased homelessness services.	Current	5 years	Destroy	Business Requirement	
	Client Contributions	Paperwork relating to client contributions on Carefirst	Current	2 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

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							be retained until further notice.
	Submission Slip	Confirmation of client's stay in a B and B authorised by a Senior Officer for Housing Benefit use	Current	1 year	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.002	Records documenting budget planning processes.	Draft budgets, departmental budgets. Budgetary control prints.	Current financial year	3 years	Destroy	Business requirement	
12.003.009	Management of government funding	Scottish Government (SG) circulars notifying the council of funding allocations; preparation and submission of financial reports to SG;	Current financial year	6 years	Destroy	Business requirement	
	Invoices	Backup for invoices paid	Current	Current year plus 1 year	Destroy	Business Requirement	
12.004.001	Authorisation activities involved in delegating authority for carrying out	Foster Carers Files (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act

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	financial activities on behalf of the council.						1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Adoption Carers Files (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

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							further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Supported Carers Files (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Link Carers Files (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until

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							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Custody Carers Files (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on	MTF Carers Files (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;

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	behalf of the council.						**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Foster Carers Continuation Sheets (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation	Adoption Carers	Current financial	6 years	Destroy	Statutory	Taxes

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	activities involved in delegating authority for carrying out financial activities on behalf of the council.	Continuation Sheets (in relation to payments)	year				Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Supported Carers Continuation Sheets (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the

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							ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Link Carers Continuation Sheets (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Custody Carers Continuation Sheets (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and

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							disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Kinship Carers Continuation Sheets (in relation to payments)	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in	MTF Carers Continuation Sheets (in	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9;

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	delegating authority for carrying out financial activities on behalf of the council.	relation to payments)					Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Special Payments to Foster Carers	Current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child

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							Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Ex Section 10 Provider Files (Grant payment)	Current FY	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Voluntary Organisation Provider Files (Grant payments)	Current FY	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements

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							detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.012	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	GR1 Receipts	Admin Use ends	2 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.010	Journals/Recharges		Current FY	1 year	Destroy	Business Requirement	
12.004.005	Journals/Recharges	Sales Invoices	Current FY	6 years	Destroy	Statutory	Taxes Management Act 1970 C9; HMRC 700/21
12.001.003	Accruals	Accrual Invoice Logs	Date superseded	None	Destroy	Business requirement	
12.003.004	Arrest Referral	Criminal Justice funded projects	End of current financial year	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until

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							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.011	AWI - Financial Guardianship Client Files	Mental Health	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.018	Care Management Pathway (11 folders by provider)	Outcome Based Support Plans	1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.009	Criminal Justice funding notifications	Addiction	End of current financial year	6 years	Destroy	Business requirement	**Retention and disposal arrangements

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							detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.004.004	Case File Mental Health and Learning Disability	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.	1. Termination of service provision 2. Death of client	1. 5 years 2. 3 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.002	Committee Reports	Addiction	3 years	Destroy	Business requirement		**Retention and disposal arrangements detailed here have been

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							suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.009	Direct Payment Information	Finance Information / Procedures	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;
12.004.009	Direct Payment Traditional / Personalisation	Client Files	1. Termination of service provision 2. Death of client	6 years	Destroy	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							further notice.
12.003.004	Direct Services	Area Files / CHCP Files	End of current financial year	3 years	Destroy	Business requirement	
12.003.004	Ex Change Fund (Addiction)	Funded services	End of current financial year	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.004	Fairer Scotland Files	Project Files	End of current financial year	3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.005	Health Board - Other Income	Finance Schedules and Files	End of current financial year	6 years	Destroy	Taxes Management Act 1970 c9; HMRC 700/21	
12.004.005	Health Board Resource Transfer	Finance Schedules and Files	End of current financial year	6 years	Destroy	Business Requirement	
12.004.009	MDT	Project Files	End of financial	6 years	Destroy	Statutory	Taxes

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

			year in which the records were created				Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.003.004	Probable Outturn	Various	End of current financial year	3 years	Destroy	Business requirement	
22.001.006	Provider Files	Addiction	End of contract	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.001.006	Provider Files	Physical	End of contract	5 years	Destroy	Statutory	**Retention and

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		Disability					disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.001.006	Provider Files (including Supporting People Reviews)	Mental Health and LD	End of contract	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
22.001.006	Provider Pathway (30 folders by provider)	Outcome Based Support Plans	1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
12.003.004	RTF's	Finance Schedules and Files	End of current financial year	3 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.009	Section 10 Grant Information	Grant Applications	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; **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

12.004.005	Shortfall Claims	Addiction	End of current financial year	6 years	Destroy	Taxes Management Act 1970 c9; HMRC 700/21	
22.003.006	Tender Documents (Successful)	Mental Health	End of contract	5 years	Destroy	Statutory	<p>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</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.</p>
22.003.005	Tender Documents (Unsuccessful)	Mental Health	Award of contract	1 year	Destroy	Business requirement	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

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							successful contractor withdraws service **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.005	Transitional Payments / Waiver Requests	Adult Services	End of current financial year	6 years	Destroy	Taxes Management Act 1970 c9; HMRC 700/21	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

SOCIAL CARE – HOMELESSNESS – Housing Provision

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
14.004.002	Case file -	Assessment,	Date of Decision	Current + 5 years		Business	Move to

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Homeless person where individual does become permanently housed	Decisions, Temporary Accommodation, etc.				requirement	individual tenant's case file **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
14.004.003	Case file - Homeless person where individual does not become permanently housed	Assessment, Decisions, Temporary Accommodation, etc.	Date of last action	Current + 5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
14.004.012	Temporary accommodation - lease agreement	Lease agreement and associated documents	Termination of lease agreement	Current + 5 years	Destroy	Business requirement	
14.004.013	Records documenting the decoration and furnishing of a		End of work	5 years		Business requirement	See Records Retention Schedules for: Procurement;

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	leased property to be used as temporary accommodation.						Finance – Financial Accounting ; Equipment & Consumables Management
14.004.014	Case file - temporary accommodation allocated to homeless person		End of tenancy	Current + 5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
14.004.015	Records documenting arrangements with a hostel/bed and breakfast establishment used to provide temporary accommodation.	Records documenting the booking of accommodation and monitoring payments	Current year	Current + 5 years	Destroy	Business requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
14.004.016	Homeless Housing support services assessment		Superseded	Current + 5 years	Destroy	Business requirement	The Homeless Persons Interim Accommodation (Scotland) Regulations

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							<p>2002. SSI 2002 No 412 Regulation 4 (b) (v) To be in writing</p> <p>**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.</p>
14.004.017	Homeless Interview record		Date of interview	Current plus 5 years	Destroy	Business requirement	<p>The Homeless Persons Advice and Assistance (Scotland) Regulations 2002. SSI 2002 No 414. Regulation 6 (c). To be in writing including Braille, translation or large print</p> <p>**Retention and disposal arrangements detailed here have been suspended until</p>

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
14.004.018	Homeless Strategy		Until superseded	Ongoing	Retain	Business requirement	Housing (Scotland) Act 2001. 2001 asp 10. Section 1. Copy to be provided on request **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

SOCIAL CARE – HOMELESSNESS - Finance

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.002	FIN02B - Change of Bank Account	For updating signatories Lists	Termination of Instruction	Current year plus 6 years	NA	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Signatories						
12.004.002	FIN02C - Bank Signatory Continuation Sheet	For updating signatories Lists	Termination of Instruction	Current year plus 6 years	NA	Business Requirement	
12.004.002	FIN02E - Royal Bank of Scotland Open Credit Agreement	Bank Signatures	Termination of Instruction	Current year plus 6 years	NA	Business Requirement	
12.004.002	FIN03 - Bank Reconciliation Form	Monthly Bank Statements	Closure of Account	Current year plus 2 years	Destroy	Business Requirement	
12.004.004	FIN08 - Client Account Cash Book	Weekly Client Account Income and Expenditure	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.004	FIN09 - Client Account Individual Record Sheet	Clients Record	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.004	FIN26 - G4S Jobline Request	To order Imprest Cash	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.004	FIN26A - G4S Jobline Breakdown request	To order Imprest Cash	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.004	Royal Bank of Scotland - Pay In Books Imprest	Cheque Books	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
12.004.004	Royal Bank of Scotland - Imprest Withdrawals	Cheque Books	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
12.004.004	Royal Bank of Scotland - Pay in Books - Clients Account	Cheque Books	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
12.004.004	Royal Bank of Scotland - Clients Account	Cheque Books	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	

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	Withdrawals						
12.004.004	Royal Bank of Scotland - Income Received	Cheque Books	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
12.004.005	FIN07 - SAP Standard Batch Header	Batch Header Invoices	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.005	FIN07A - SAP Urgent Batch Header	Reclaims (Urgent Batch Header)	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.006	R1 - Standard Receipt Book	Receipts Book for all cash received	End of financial year	Current year plus 6 years	Destroy	HMRC 700/21	
12.004.006	R2 - Receipt for Sums passed to Service Users	Receipts for money passed directly to a Service user	End of financial year	Current year plus 6 years	Destroy	HMRC 700/21	
12.004.006	CA6 - Client Account - Expenditure Voucher	For issuing cash from Service Users account	End of financial year	Current year plus 6 years	Destroy	HMRC 700/21	
12.004.006	W616 - Blue Imprest Books	Payment Instructions for Imprest	End of financial year	Current year plus 6 years		HMRC 700/21	
12.004.006	FIN01A - Cash Count Form	Form for daily cash count records	End of financial year	Current year plus 6 years		Business Requirement	
12.004.006	FIN04 - CIT Imprest Cash Book	Imprest Cash Recording Journal	End of Financial year	Current year plus 6 years	Destroy	HMRC 700 / 21	
12.004.006	FIN04C - Sub-Imprest Cash Book	Sub-Imprest Cash Recording Journal	End of Financial year	Current year plus 6 years	Destroy	HMRC 700 / 22	
12.004.006	FIN11 Analysis of Income Received/Banked	All income returned for Imprest	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.006	FIN27A - CIT Journal Upload	To reclaim Imprest Cash	End of Financial year	Current year plus 6 years	Destroy	HMRC 700/21	
12.004.009	Section 22	Forms for Section	End of Financial	Current year plus	Destroy	Taxes	**Retention

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	Completed Forms	22 payments	Year	6 years		Management Act 1970	and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
12.004.009	Lord Provost Awards	Logs/issues/record of awards in and out	End of Financial Year	Current year plus 6 years	Destroy	Taxes Management Act 1970	
12.004.012	FIN10 - Client Account Weekly Reconciliation	Weekly Client Account Summary - Signed off	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.012	FIN28 - CIT Quarterly Reconciliation	Quarterly Submissions to Finance	End of Financial year	Current year plus 2 years	Destroy	Business Requirement	
12.004.012	FIN28A - Year End CIT Reconciliation	Annual submissions to Finance	End of Financial year	Current year plus 2 years	Destroy	Business Requirement	
12.004.012	FIN29 - Imprest Year End reconciliation	Annual submissions to Finance	End of Financial year	Current year plus 2 years	Destroy	Business Requirement	
12.004.012	FIN30A- CIT Sub Imprest Year End Reconciliation	Annual submissions to Finance	End of Financial year	Current year plus 2 years	Destroy	Business Requirement	
12.004.012	FIN39 - Budgetary (Clients Account) Bank Reconciliation	Annual submissions to Finance	End of Financial year	Current year plus 2 years	Destroy	Business Requirement	
	FIN16 -	List of authorised	End of Financial	Current Financial	Destroy	Business	**Retention

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	Authorised Signatories List	signatories	year	year		Requirement	and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	CS1 - Controlled Stationary Recording Sheets	Record of Controlled Stationery	End of Financial Year	Current year plus 5 years	Destroy	Business Requirement	
	Cash for Kids	Various documentation (applications, awards, receipts)	End of Financial Year	Current year plus 5 years	Destroy	Business Requirement	
	Imprest Reclaims and Invoices (HAT Team)	HAT Reclaims through SAP	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
	Imprest Reclaims - HPT	CIT Journal for Reclaims	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
	Invoices (HAC and HPT)	Invoices	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
	First Group Bus Tokens Log (HAC/HPT/CJ/Ca sework)	Recording of usage and service users	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
	Underground Tickets Log (HAC and HPT)	Recording of usage and service users	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
	Completed Taxi Requests	Controlled Stationery - Record of	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	

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		journeys and service user details					
	Safe Contents Record Card	Updated when required	When updated/ superseded	Current year plus 2 years	Destroy	Business Requirement	
	Debtors Control Forms	for Invoicing other Local Authorities	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	

SOCIAL CARE – HOMELESSNESS - General

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
13.003.001	Accident reports	Copies of Accident Forms/reports	Accident case closed	6 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
13.003.001	Accident Books	Completed Accident Books for Premises	Book full	6 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child

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							Abuse Inquiry. Records should be retained until further notice.
13.003.001	Violent Incident Reports	Copies of Violent Incidents Reports	End of Investigation	6 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
15.001 - 15.008	Personnel Files	Records of absence, fit notes, referrals, correspondence	NA	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
15.001 - 15.008	Disciplinary Case Files	Various correspondence and records pertaining to Disciplinary Action/ Investigation	Closure of Investigation	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice

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							due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Premise Register	Copies of contacts, jobs, and so on associated with maintenance of premise	NA	NA	NA	Business Requirement	
	Visitors Books	Copies of visitors to premises	NA	1 year	Destroy	Business Requirement	
	Room Bookings	Notes of room bookings	NA	3 months	Destroy	Business Requirement	

SOCIAL CARE – HOMELESSNESS – Children and Families

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
2.003	Service User Case Files	Record of SW involvement in a child's welfare (CP)	Closure of File	100 years	Destroy		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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SOCIAL CARE – HOMELESSNESS – Criminal Justice

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
07.001.006	Service User Case File (Circular 11/Schedule 1/Sex Offenders)	Includes court reports, orders of court, assessment, risk assessments, MAPPA materials and so on	Case file closed	70 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.010	Service User Case Files (Life Parole)	Includes court reports, orders of court, assessment, risk assessments and so on	Case file closed	70 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.010	Service User Case File (Non Parole Licence)	Includes court reports, orders of court, assessment, risk assessments and	Case file closed	70 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been

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		so on					suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.010	Service User Case File (Parole Licence)	Includes court reports, orders of court, assessment, risk assessments and so on	Case file closed	70 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.003.001	Service User Case Files	Includes court reports, orders of court, assessment, risk assessments and so on	Case file closed	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.003.001	Court Reports	Court report completed by	Case file closed	3 years	Destroy	Statutory	**Retention and disposal

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		Social Worker					arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.003.001	Community Service Orders/ Community Payback Orders	Copy of Order	Case file closed	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Case Files (After Care)	Various documentation	Case file closed	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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							further notice.
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SOCIAL CARE – HOMELESSNESS – Community Care

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
01.006.018	Service User Case Files	Includes Plans, Reviews, Correspondence	Current Year	Case file closed	5 years	Destroy	Statutory **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.018	Deceased Service User Case Files	Includes Plans, Reviews, Correspondence	Current Year	Case file closed	3 years	Destroy	Statutory **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							be retained until further notice.
01.006.010	Service User Case File (Mental Handicap/Guardianship)		5 years	Case file closed	10 years	Destroy	Statutory **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.010	Service User Case File (Sec. of State Case)		5 years	Case file closed	10 years	Destroy	Statutory **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.010	Service User Case File (Curator Bonis)		5 years	Case file closed	10 years	Destroy	Statutory **Retention and disposal arrangements

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.010	Service User Case File (Learning Disabilities)		5 years	Case file closed	10 years	Destroy	Statutory **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

SOCIAL CARE – Older People, Physical Disability (OPPD) and Day Care

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
01.004.001	01.004.001	Service file - Residential home/Home Care Service	Strategy, planning, monitoring, register of admissions and	Current year	6 years	Destroy	Business requirement

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		management records - major records	discharges, visitors books, meetings, correspondence				
01.004.002	Service file - Residential home/Home Care Service management records - minor records		Current	2 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.004.004	Case file - client	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	1. Termination of service provision 2. Death of client	1. 5 years 2. 3 years	Destroy	Statutory	The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002, SSI 2002/114 Regulation 19(1) (3) and (5); stipulate records that should be kept **Retention and disposal arrangements detailed here have been suspended until

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		providing home care.					further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.004.006	Notification of death, illness and other events sent to the Care Inspectorate		Current year	3 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 21
01.004.007	Notification of absence sent to the Care Inspectorate	Proposed absence of manager for a continuous period of more than 28 days.	Current year	3 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 22
01.004.008	Notification of changes sent to the Care Inspectorate	Change of provider. Change of manager. Change of premises. Change of name of an individual. Change of ownership of a body corporate or identity of its officers. Change of identity of	Current year	3 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 23 (1)

		partners					
01.004.009	Notification of complaints procedure sent to the Care Inspectorate	Copy of complaints procedure	Until superseded	Nil	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 25.
01.004.010	Notification from a care service to the Care Inspectorate	Notification of unfitness	Date of notification	5 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 8
01.004.011	Notification from a care service to the Care Inspectorate	Appointment of a manager	Date of notification	5 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 17
01.006.003	Case file - adult with learning difficulties, where statutory measures were taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							Records should be retained until further notice.
01.006.004	Case file - adult with learning difficulties, where statutory measures were not taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.010	Register of adults with mental health problems who received social work services.		Current year	100 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.011	Case file - adult with mental health problems, where statutory measures were taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan,	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		contact info of client (and carer where relevant)					ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.011	Case file - adult with mental health problems, where statutory measures were not taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.017	Register of adults with physical disabilities who received social work services.		Current year	100 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.018	Case file - physical disabilities	Referral / Request for service or service transferred to another provider,	1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been

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		Assessment and referral reports, Care plan, contact info of client (and carer where relevant)					suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
01.006.018	Case file - all other adults which do not fit into categories above	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Violent Incident	Copies	Once Service Manager has signed off this is returned to the Unit.	N/A			**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Health and Safety	Copies	Once Service Manager has	N/A			**Retention and disposal

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			signed off this is returned to the Unit.				arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Significant Incident	Originals	Once Service Manager has signed off this is returned to the Unit.	N/A			**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Staff Personnel Records - Absence, training and PDP's	Originals	Retained until employee leaves the Service.	5 years	Disposal		**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until

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							further notice.
	Audits - Programme	Electronic copy	created and saved to shared drive no hard copy filed	N/A			**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Care Inspection Reports	Download from Care Inspectorate Website	saved to shared drive no hard copy filed	N/A			

SOCIAL CARE – STANDBY - Finance

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.002	FIN02B - Change of Bank Account Signatories	For updating signatories Lists	Termination of Instruction	Current year plus 6 years	NA	Business Requirement	
12.004.002	FIN02C - Bank Signatory Continuation Sheet	For updating signatories Lists	Termination of Instruction	Current year plus 6 years	NA	Business Requirement	
12.004.002	FIN02E - Royal Bank of Scotland Open Credit Agreement	Bank Signatures	Termination of Instruction	Current year plus 6 years	NA	Business Requirement	
12.004.004	Royal Bank of Scotland - Pay In	Cheque Books	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	

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	Books Imprest						
12.004.004	Royal Bank of Scotland - Withdrawal cheque book	Cheque Books	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
12.004.005	FIN07 - SAP Standard Batch Header	Batch Header Invoices	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.005	FIN07A - SAP Urgent Batch Header	Reclaims (Urgent Batch Header)	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.006	FIN18B for Sums passed to Service Users	Receipts for money passed directly to a Service user	End of financial year	Current year plus 6 years	Destroy	HMRC 700/21	
12.004.006	FIN01A - Cash Count Form	Form for daily cash count records	End of financial year	Current year plus 6 years		Business Requirement	
12.004.006	FIN04 - CIT Imprest Cash Book	Imprest Cash Recording Journal	End of Financial year	Current year plus 6 years	Destroy	HMRC 700 / 21	
12.004.006	FIN11 Analysis of Income Received/Banked	All income returned for Imprest	End of Financial year	Current year plus 6 years	Destroy	Business Requirement	
12.004.012	FIN28A - Year End CIT Reconciliation	Annual submissions to Finance	Date Superseded	Date Superseded	Destroy	Business Requirement	
12.004.012	FIN29 - Imprest Year End reconciliation	Annual submissions to Finance	Date Superseded	Date Superseded	Destroy	Business Requirement	
	Monthly Bank Statements	Monthly Bank Statements	Closure of Account	Current year plus 2 years	Destroy	Business Requirement	
	FIN16 - Authorised Signatories List	List of authorised signatories	End of Financial year	Current Financial year	Destroy	Business Requirement	
	Invoices (Standby)	Invoices	End of Financial Year	Current year plus 6 years	Destroy	Business Requirement	
	TAXI Booking Requests	Taxi Booking Requests	End of financial year	Current year plus 6 years	Destroy	Business Requirement	

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	(Standby)						
	Appropriate Adult Timesheets	Monthly Timesheets - Details of Jobs attended, hours worked	End of financial year	Current	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	P263 Appropriate Adult Travel and Subsistence Claims Including Fuel Receipts	Monthly Travel and Subsistence details	End of financial year	6 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	All Staff Overtime	Monthly Overtime submissions	End of financial year	Current	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child

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							Abuse Inquiry. Records should be retained until further notice.
	P264 All Staff Travel and Subsistence Claims	Monthly Travel and Subsistence Claims	End of financial year	6 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

SOCIAL CARE – STANDBY - HR

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
13.003.001	Accident reports	Copies of Accident Forms/reports	Accident case closed	6 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further

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13.003.001	Accident Books	Completed Accident Books for Premises	Book full	6 years	Destroy	Statutory	notice. **Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
13.003.001	Violent Incident Reports	Copies of Violent Incidents Reports	End of Investigation	6 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
15.001 - 15.008	Personnel Files	Records of absence, Fit Notes, referrals, training/correspondence	Termination of Employment	NA	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the

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							ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
15.001 - 15.008	Disciplinary Case Files	Various correspondence and records pertaining to Disciplinary Action/Investigation	Termination of Employment	NA	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Procedures/ Guidance	Guidance notes - Procedures for generic office duties	NA	NA	Destroy/ Update	Business Requirement	

SOCIAL CARE – STANDBY – Child Protection Register

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
2.003	Child Protection Registration Files	Record of SW involvement in a child's welfare	1 year plus Current	End of Year	2 Years	Destroy	**Retention and disposal arrangements detailed here have been suspended until

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							further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
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SOCIAL CARE – STANDBY – Criminal Justice

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
07.001.006	Service User File (Circular 18/Schedule 1/Sex Offenders)	Includes court reports, orders of court, assessment, risk assessments, MAPPA materials and so on	Deceased	70 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
07.001.006	Service User File (Circular 18/Schedule 1/Sex Offenders)	Includes court reports, orders of court, assessment, risk assessments, MAPPA materials and so on	Deceased	70 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child

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							Abuse Inquiry. Records should be retained until further notice.
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SOCIAL CARE – STANDBY – Appropriate Adult

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	AAF1- Appropriate Adult Booking Requests	Includes Service User Names and so on details of Police Charge or Enquiry	End of Year	5 years	Destroy	Business Requirement	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	AAF2-Appropriate Adult Police Interview Details	Details of Interview including Statement	End of Year	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.

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	AAF3- Appropriate Adult Precognition and Court Report	Details of Precognition Statement and Court Reports	End of Year	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Appropriate Adult User Satisfaction Surveys	Details of Appropriate Adult attendance and performance	End of Year	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry. Records should be retained until further notice.
	Copy Citations	Citations for Court	End of Year	5 years	Destroy	Statutory	**Retention and disposal arrangements detailed here have been suspended until further notice due to the ongoing Scottish Child Abuse Inquiry.

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							Records should be retained until further notice.
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CITY DEVELOPMENT and REGENERATION

PLANNING and BUILDING CONTROL – Building Control and Public Safety

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
21.001.001	Building Standards forms	Statutory Requirement and model forms for example, BW Application, Amendment Application, Completion Certificate submission etc.	Superseded	6 years	Destroy	Statutory Requirement	Building (Forms) (Scotland) Regulations 2005, SSI 2005 No 172
21.001.002	Building Warrant Records (1959 Act)	Copies of Building Warrant plans, specifications and documents, Completion Certificates, Design Certificates	NA	Permanent	Retain	Business Requirement	Previous requirement of The Building (Procedure)(Scotland) Regulations 1981, Amended 1987, 1991, 1995. Building (Scotland) Act 1959 now fallen but BSD advised to consult lawyers if retention to be changed. Data is used for business purposes (public searches/copies of documents and so on.) therefore will

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							continue to retain.
21.001.003	Building Standards Register Part One (2003 Act)	Electronic applications list, details of certificates from approved certifiers, Compliance and Enforcement Notices	NA	Permanent	Retain	Statutory Requirement	Building (Scotland) Act 2003, Section 24 and The Building (Procedure) (Scotland) Regulations 2004, Section 57(2)(a) and Section 57(3)
21.001.004	Building Standards Register Part 2 (2003 Act)	Copies of approved Building Warrant plans, specifications and documents, Completion Certificates, Certificates of design and construction and Energy Performance Certificates, notices served under Building (Scotland) Act 2003. Alternative compliance Views (requests, plans, reports and decisions - SCA 21.001.006 rec. 5 years for Views).	Date Building Warrant granted	Minor applications - 25 years; major applications - 50 years	Transfer to archives. What and when to be agreed with Archivist. (complex Blogs, drainage layouts, contaminated land, sites requiring special funds to be retained for 50 yrs/building demolished or longer)	Statutory Requirement	The Building (Procedure) (Scotland) Regulations 2004, Section 57(2)(b) and Section 57(4). (and Procedural Handbook 2010)
	Site copies of Approved Building Warrant plans	Paper Plans	date BW granted	3yrs (plus any approved extension period)	Destroy	Business Requirement	N/A

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21.001.005	Building Warrant pre -application discussion	Correspondence, plans and documents	End of pre-application discussion	2 years	Destroy	Business Requirement	N/A
21.001.007	Building Warrant applications - no plans submitted	Building Warrant application form and documents (retained until plans submitted).	Date received	42 days	Return to applicant	Statutory Requirement	The Building (Procedure) (Scotland) Regulations 2004, Section 8(b)
21.001.008	Building Warrant Application processing - no response	Building Warrant Applications, plans, correspondence, specifications and documents	1st response date	9 months (or agreed period)	Reject application/agree further period	Statutory Requirement	Building (Scotland) Act 2003, Section 47(2).The Building (Procedure) (Scotland) Regulations 2004, Section 60(3)
21.001.009	Building Warrant Application processing: - application rejected	Building Warrant application form and documents	Last action on case	1 year	Destroy	Statutory Requirement	The Building (Procedure) (Scotland) Regulations 2004, Section 56(5)
		Plans	N/A	N/A	Return to applicant	Statutory Requirement	
21.001.010	Letters of Comfort	Applications, response letters	N/A	Permanent	Retain	Business Requirement	All on Uniform/DMS
21.001.011	Dangerous/ Defective Buildings and Enforcement Notices	Evidence of incidents - Letters, reports, inspection records.	N/A	Permanent	Retain	Business Requirement	The Building (Scotland) Act 2003, S25-S30
		Particulars of Notices and details of decisions to be included in Part 1 of Building Standards' Register	N/A	Permanent	Retain	Statutory Requirement	The Building (Procedure) (Scotland) Regulations 2004, Section 57(2)(a) and Section 57(3)
21.001.013	Building Standards	Invoices, receipts	last action on case	6 years	Destroy	Business Requirement	(Building (Scotland) Act 2003, Section 44.

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	Compliance and Enforcement - recovery of costs of works						SCA "Debt management records - debts owed to the Council" retention applied
21.001.015	Street Naming and Numbering	Street Naming and Numbering consultations and decisions	N/A	Permanent	Retain	Business Requirement	Civic Government (Scotland) Act 1982: S97 (no requirement to retain records)
21.001.016	Search Requests	Records of transactions - requests and responses	Date of decision	5 years	Destroy	Business Requirement	N/A

PLANNING and BUILDING CONTROL – Building Control Licensing Functions

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
NA	Safety at Sports Grounds	Building Control Inspection records, BC correspondence detailing decisions.	Date issued	Life of stadia	Retain	Business Requirement	Safety at Sports Grounds Act 1975
NA	Safety at Sports Grounds	Stadium data required to determine ongoing compliance - reports: egress calculations, stair width calculations	Date received	Life of stadia	Retain	Business Requirement	
NA	Safety at Sports Grounds	Stadium SASG plans, minutes, Deviation	Date issued	Life of stadia	Retain	Business Requirement	Safety at Sports Grounds Act 1975

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		records, Safety Certificates, correspondence detailing decisions, consultants' reports.					
03.006.004	Safety at Sports Grounds	Fire safety inspections (Enforcement notice)	Date of last action.	7 years	Destroy	Business Requirement	Fire (Scotland) Act 2005 (Draft Retention Schedule - Scottish Fire Authorities copyright CFOA)
NA	HMO Licensing	Applications and plans	Confirmation that Legal Licensing have copy	Until Confirmed	Destroy	Business Requirement	Civic Government (Scotland) Act 1982 has mandatory requirement for Local Authorities to have licensing scheme. Agreement between Legal Licensing and BCPS to enable LL to have complete archive
NA	HMO Licensing	Tenancy agreements, inspection reports, certificates.	Date of last action	7 years	Destroy	Business Requirement	
NA	HMO Licensing	Help and Advice to Private Landlords - BC Communication letters, e-mails. Leaflets.	Date of last action	Current year plus 5 years	Destroy	Business Requirement	
NA	HMO Licensing	Landlord accreditation	Date of last action	Current year plus 2 years	Destroy	Business Requirement	
N/A	Raised	Applications,	Date granted	5 years	Destroy	Statutory	Civic Government

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	Structures	plans and permission certificates				Requirement	(Scotland) Act 1982 c.
04.005.025	Liquor Licensing	BC Reports (Legal Services own applications and plans)	Date granted	Period of licence plus 2 years	Destroy	Statutory Requirement	Criminal Justice and Licensing (Scotland) Act 2010 asp13
04.005.015	Public Entertainment Licensing	BC Reports (Legal Services own applications and plans)	Date registration lapses	2 years	Destroy	Statutory Requirement	Civic Government (Scotland) Act 1982 c.45
04.005.015	Temporary Public Entertainment Licensing	BC Reports (Legal Services own applications and plans)	Date registration lapses	2 years	Destroy	Statutory Requirement (to maintain register)	Civic Government (Scotland) Act 1982 c.45
04.005.034	Indoor Sports Licensing	BC Reports (Legal Services own applications and plans)	Date registration lapses	2 years	Destroy		
04.005.034	Theatre Licensing	BC Reports (Legal Services own applications and plans)	Date registration lapses	2 years	Destroy	Statutory Requirement	Theatres Act 1968
04.005.034	Cinema Licensing	BC Reports (Legal Services own applications and plans)	Date registration lapses	2 years	Destroy	Statutory Requirement	Cinemas Act 1985
04.005.034	Marriage Premises licensing	BC Reports (Legal Services own applications and plans)	Date granted	3 years	Destroy	Statutory Requirement	Marriage (approval)(Scotland) Regulations 2002
N/A	Geotechnical Consultations	City Geotechnical Records - Plans, mining reports, geotechnical surveys	Submission date	For all time	Transfer to Archives	Business Requirement	Section 8.1.5 of Procedural Handbook 2010 recommends retention for longer than 25 or 50 years.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

PLANNING and BUILDING CONTROL – Planning Services

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
04.005.009	Caravan Site Licences	An application for the issue of a site licence in respect of any land may be made by the occupier thereof to the local authority in whose area the land is situated	NA	Permanent	Transfer to Archives	Statutory Requirement	Caravan Site and Control of Development Act 1960
18.003.002	Stopping Up Notice	Order authorising the stopping up or diversion of certain roads	NA	Permanent	Transfer to Archives	Statutory Requirement	Town and Country Planning (Scotland) Act 1997 (s.) 203
20.003.007	Adjoining Authorities	Consultations - Development Plans, Development Management General (East Dunbartonshire, West Dunbartonshire, Inverclyde, East Renfrewshire, Renfrewshire, North Lanarkshire, South Lanarkshire)	Consultation Completed	10 Years	Destroy	Business Requirement	
21.002.001	Pre-application enquiries documentation where no submission results	Enquiry as to suitability of proposal	Last action	2 years	Destroy	Business Requirement	Where submission results - transfer records to application file

21.002.001	Proposal of Application Notice and Screening	Application to inform applicant as to the need to submit a Proposal of Application Notice. Application files containing site plans and details of proposed public consultation exercise. Processing Agreements.	Determination of application	10 years	Destroy	Statutory Requirement	Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008
21.002.002	Application Case Files	Working File - application form, Statutory Requirement certificates, checklists, acknowledgement letters, correspondence, objections, officer reports, decision notices	Determination of application	10 years	See 21.002.017 - Register of planning applications Part I	Business Requirement	Other than requiring the provision of Registers planning legislation does not prescribe a retention policy. However in relation to appeals, access to information legislation, enforcement activity and general openness and transparency on complex procedures it is important that the authority can guarantee that this information exists and is accessible easily and quickly.
21.002.003	Withdrawn applications	Application withdrawn by applicant/ Planning Authority	Withdrawn by applicant/ planning authority	1 year	Destroy	Business Requirement	It is possible to resubmit a valid application within 12 months of the original application with no fee
21.002.004	Dormant	Applications not	date of planning	Retain until	Hold	Business	Town and Country

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	applications	progressing	application	actioned		Requirement	Planning Act (Scotland) Act 1997
21.002.005	Planning appeal files	Appeals against Planning Authority decisions, Local Review Body and Appeals to Scottish Ministers	NA	Permanent	Transfer to Archives	Business Requirement	The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008
21.002.006	Enforcement case files	Case files for contravention of Planning controls and non-compliance with conditions/ consents, advertising Control, entry warrant and so on.	NA	Permanent	Retain	Business Requirement	Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992. Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984
21.002.007	Enforcement register	Served Enforcement Notices, Breach of Condition Notices, Contravention Notices, Non-Compliance Notices, Stop Notices, Temporary Stop Notices, Notice Requiring Submission of Application (Section 33A),	NA	Permanent	Transfer to Archives	Statutory Requirement	Town and Country Planning (Scotland) Act 1997. Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Listed Building Notices, Orders Requiring Discontinuance of Use or Alteration or Removal of Buildings or Works. Enforcement of Duties as to Replacement Trees, Power to Remove or Obliterate Placards and Posters					
21.002.007	Enforcement policy documentation	Enforcement Charter	Completion of Charter	As Superseded	Retain	Business Requirement	Provide a robust agreed enforcement service
21.002.008	Ordnance Survey Maps/ Plans - Annotated	Spatial record of stopping up orders, Hazardous substances sites and so on	NA	Permanent	Transfer to Archives	Statutory Requirement	Spatial record.
21.002.009	Planning prosecution reports	Case file for fixed penalty notices, reports to Procurator Fiscal. Fixed Penalty Notices.	NA	Permanent	Transfer to Archives	Statutory Requirement	Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(Scotland) Regulations 1992.
21.002.010	Applications for Conservation Area Consent	Application files containing validation plans, decision notices, consents, refusals location plans, and so on	NA	Permanent	Transfer to Archives	Statutory Requirement	Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997
21.002.011	Tree Works	Files and		5 years	Review/Destroy	Business	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Documentation relating to tree matters for example, enforcement, legislation, unauthorised works and so on.				Requirement	
21.002.012	Tree Preservation Orders (TPO)	Legal Documentation confirming designation of Tree Preservation Orders	NA	Permanent	Retain	Statutory Requirement	Town and Country Planning (Scotland) Act 1997 as Amended. Intention that survey information should scanned and uploaded to Uniform - previous correspondence on paper file (Legal Signed Copies kept)
21.002.014, 21.002.002	Register of planning applications Part I	Application files containing validation plans, decision notices, consents, refusals location plans, Processing Agreements, Notice of Initiation, Notice of Completion and so on	Determination of application	10 years	Destroy	Statutory Requirement	Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008
21.002.015, 21.002.002	Register of applications for planning permission Part II	Application files containing validation plans, decision notices, consents, refusals location plans, and so on	NA	Permanent	Transfer to Archives	Statutory Requirement	Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and The Town and Country Planning (Development

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

							Management Procedure) (Scotland) Regulations 2008
	Environmental Impact Assessments	EIA, Screening and Scoping,	NA	Permanent	Transfer to Archives	Statutory Requirement	The Environmental Impact Assessment (Scotland) Regulations 1999
21.002.016	Applications for advertisement consent	Application files containing validation plans, decision notices, consents, refusals location plans, and so on	NA	Permanent	Transfer to Archives	Statutory Requirement	The Town and Country Planning (Control of Advertisement Regulations) (Scotland) Regulations 1984 Regulation 31
21.002.017	Hazardous Substances	Application/ Enforcement files containing validation plans, decision notices, consents, refusals, location plans, Consent/revocation, Hazardous Substances Contravention Notice, registers and so on	NA	Permanent	Transfer to Archives	Statutory Requirement	Planning (Hazardous Substances) (Scotland) Act 1997 ;Section 56N(1)(a) The Planning (Control of Major-Accident Hazards) (Scotland) Regulations 2000, the Planning (Control of Major-Accident Hazards) (Scotland) Regulations 2009) and The Town and Country Planning (Hazardous Substances) Scotland) Amendment Regulations 2010.
21.002.019	Trees - Notifications of proposals to fell or prune trees in Conservation Areas	Summary enquiry sheet for tree works, General response letter, Final decision letter, Incoming Correspondence,	Date of enquiry	2 years	Destroy	Statutory Requirement	Town and Country Planning (Scotland) Act 1997 Section 172 and 175. Intention that survey information should scanned and uploaded

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Survey Information, Tree works, and database records. Statutory Requirement to administer tree protection in Conservation Areas					to Uniform - previous correspondence on paper file
21.002.020	Register of listed buildings	Description of listed building	NA	Permanent	Retain	Statutory Requirement	
21.002.020	Applications for Listed Building and Conservation Area Consent	Application files containing validation plans, decision notices, consents, refusals location plans, and so on	NA	Permanent	Transfer to Archives	Statutory Requirement	Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997
21.002.021	Register of applications for section 51 determinations	Application that use/proposed use/development/ proposed development require planning permission	NA	Permanent	Transfer to Archives	Statutory Requirement	Town and Country Planning (Scotland) Act 1972 (repealed 27.5.1997)
21.002.022	Certificates of lawful use or development	Application to Planning Authority requesting view as to the lawfulness of existing/proposed use	NA	Permanent	Transfer to Archives	Statutory Requirement	The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008
21.002.024	Wasteland/Amenity notices served	Notice served to Planning Authority on owner of land	NA	Permanent	Transfer to Archives	Statutory Requirement	Town and Country Planning (Scotland) Act 1997 Section 179.

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PLANNING and BUILDING CONTROL – Forward Planning

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
N/A	Annual monitoring	Development Activity and Commercial Leisure	Committee date or date published on web	2 years	Archive	Business Requirement	
N/A	Annual monitoring	Hotel activity	When applications are validated	10 years	Archive	Statutory Requirement	Town and Country Planning (Scotland) Act 1997
N/A	Awards and Grants	Europe, Flourish, RTP1	Date of award	5 years	Archive	Business Requirement	
21.003.012	Biodiversity	Project Areas, Monitoring, Legislation, Consultations, Policy and Forward Planning (record Protected and Key Habitats/Species, Ecosystems, Networks and Catchments, Design and Enhancement, Scottish Badgers, Commonwealth Games)	NA	Permanent	Retain	Business Requirement	electronic file word various folders under this one
NA	Boundary Commission	Parliamentary Constituencies, Local Government, Wards	NA	Permanent	Retain	Statutory Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Budgets	Pecos, Year-end, Development Plan	Date Issued	5 years	Archive	Business Requirement	
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PLANNING and BUILDING CONTROL – Census and Statistics

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Censuses	Past and current Census, Alternative Census - data sharing	NA	Permanent	Retain	Business Requirement	
	Institutions	Record of Review of NRS Data	NA	Until Superseded	Destroy	Business Requirement	
	Working Groups	Working Group records	NA	Until Superseded	Destroy	Business Requirement	
	NRS Estimates	NRS Estimates and Projections	NA	Until Superseded	Destroy	Business Requirement	
		NRS estimates population and households	NA	Permanent	Retain	Business Requirement	
	COUNCIL Estimates	Key documents - Households, Population (Students, ethnicity, disability), Housing Stock Database, CPP projections.	NA	Permanent	Retain	Business Requirement	
		Working files - Households, Population (Students, ethnicity,	NA	Until Superseded	Destroy	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		disability), Housing Stock Database, CPP projections.					
	Research - general	Key documents	NA	Permanent	Retain	Business Requirement	
	Demographics	Statistical Information	NA	Permanent	Retain	Business Requirement	
	Photo library	Photo Record	NA	Permanent	Retain	Business Requirement	
	Diagrams	Diagrammatic Record	Date produced	2 years	Destroy	Business Requirement	
	Group communications	Record of Group Communications	Date produced	1 year	Destroy	Business Requirement	
	Presentations	LDP Presentation	Date produced	1 year	Destroy	Business Requirement	
25.012.002	Local Transport Plans	Regional and Local Consultations	NA	Until Superseded	Destroy	Business Requirement	

PLANNING and BUILDING CONTROL – Development Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
21.002.005	Local Review Committee	Site location documents. Minutes of Local Review Committee	Date created	2 years	Destroy	Business Requirement	
21.003.015	Planning Application Consultations	Policy advice	NA	Permanent	Retain	Statutory Requirement	Town and Country Planning (Scotland) Act 1997 - dependent on online BC/DM system
21.002.001	Pre Planning	Policy advice	Date of response	5 years	Archive	Statutory	Town and

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Application Enquiries		to enquiry			Requirement	Country Planning (Scotland) Act 1997 - dependent on online BC/DM system
	DM Forum	Policy advice	Date created	3 years	Destroy	Business Requirement	
25.012.002	Travel Plans	Consultations	Date of Response	5 years	Destroy	Business Requirement	
18.006.002	Travel Plans	Legal Agreements	Termination Date reached and conditions satisfied in legal agreement	5 Years	Destroy	Business Requirement	
18.006.002		PADHI+ - Record of HSE Consultation Response	NA	Permanent	Retain	Statutory Requirement	Health and Safety at Work Act
18.006.002	Planning Obligations	Legal Agreement Implementation	Termination Date reached and requirements satisfied	10 years	Archive	Business Requirement	
15.003	Equalities	Equality Impact Assessment, Healthy Weight Action Plan, EQIA, Briefing Notes, Steering Group	Date policy / plan approved	5 years	Archive	Business Requirement	
20.003.007	SEPA	Policy advice, Consultation response	Date Issued	5 years	Archive	Business Requirement	
20.003.007	Scottish Water	Quality and Standards Programme, Business Plan, Delivery Plan	Commencement of programme	Until Superseded (2014)	Archive	Business Requirement	
20.003.007	Scottish Water	Annual Report	Date published	3 years	Destroy	Business	

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						Requirement	
20.003.007	Scottish Water	Scottish Water/ Latis	New Version	3 years	Archive	Business Requirement	
20.003.007	SNH	Policy advice, Consultation Response to SNH	Date Issued	5 years	Archive	Business Requirement	
20.003.007	SPT	Consultations and Development Work	Date Issued	5 years	Archive	Business Requirement	

PLANNING and BUILDING CONTROL – Information Requests

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Information Requests	Factsheets and Census Profiles. Record of Area Based Demographics	updated factsheet/profile	until superseded	Archive	Business Requirement	
20.003.007	Local Authorities Forum	Minutes. for HOPS, SG Development Plan Forum	Date of meeting	1 year	Destroy	Business Requirement	

PLANNING and BUILDING CONTROL – Local Development Plan

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
21.003.010	Strategic Environmental Assessment	Scope, Environmental Report, General docs, Technicians	After plan superseded	10 years	Destroy	Business Requirement	
09.003.001	Development Plan Scheme		Date Published	Annual	Archive	Statutory Requirement	
09.003.001	Consultation		After superseded	5 years	Archive	Business	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Strategy				electronically and destroy hard copy	Requirement	
09.003.001	Consultee database	Retains contact details for all consultees for every LDP, majority of details do not change	After superseded	5 years	Archive electronically and destroy hard copy	Business Requirement	
09.003.001	Early Key Agencies Consultation		After move to LDP Uniform	10 years	Move to LDP Uniform in time for version 2 of plan	Business Requirement	
09.003.001	Online	Record of Online Material	After superseded	5 years	Archive electronically and destroy hard copy	Business Requirement	
09.003.001	Main Issues Report	Technicians, draft MIR, MIR presentations, MIR responses, MIR representations, proposed plan, proposed plan representations, examination	After superseded	5 years	Archive electronically and destroy hard copy	Business Requirement	
09.003.001	Monitoring Statement	Technicians	After superseded	5 years	Archive electronically and destroy hard copy	Business Requirement	
09.003.001	Site Assessments	Overall and Site	After superseded	5 years	Archive electronically and destroy hard copy	Business Requirement	
09.003.001	Development Plan Background - supporting evidence,	Subject	After superseded	5 years	Archive electronically and destroy hard copy	Business Requirement	

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	technical information, data and so on						
09.003.001	Open Space/Land Use (PAN 65) Audit	Technicians, general, monitoring	After superseded	5 years	Archive electronically and destroy hard copy	Business Requirement	
09.003.001	Flood Risk Management	Record of Flood Risk Management Documentation	After superseded	5 years	archive electronically and destroy hard copy	Business Requirement	
09.003.001	Environmental Protection-Sites, Landscapes, Geology and Trees	SSSIs and SSSI Register, LNR's, TPO's, Historic Scotland – G and DL, SNH – ALE and SW, SINC's, Green Corridors, Sites Special Landscape Importance, RIGS. Record of Environmental Protection-Sites, Landscapes, Geology and Trees	After superseded	5 years	archive electronically and destroy hard copy	Business Requirement	
09.003.001	Supplementary Guidance Development Work	Subject	After plan superseded	10 years	Destroy	Business Requirement	
09.003.001	Land Use/Transport Modelling	Level	After superseded	5 years	archive electronically and destroy hard copy	Business Requirement	
	Transport Proposals/Schemes		After superseded	5 years	archive electronically and destroy hard copy	Business Requirement	
09.003.001	Industry/	General, Policy,	See new entry at				

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Business/ Offices	Monitoring, Committee, Strategic Sites, Ind/Bus Areas, Ind/Bus Land Supply, Offices, Employment, Research Documents, Letters	line 431 - suggest delete this entry				
09.003.001	Committee Reports		Date Completed	10 Years	Destroy	Business Requirement	Committee Reports kept online for a set number of years.
09.003.001	Community Growth Areas	CGA Development Work	When implementation complete	15 Years	Archive	Business Requirement	
	Clyde Fastlink	Contribution Consultations	Date of Response	5 years	Destroy	Business Requirement	
	Clyde Fastlink	Contributions Recording	Contribution Date	15 years	Archive	Business Requirement	
	Clyde Fastlink	Legal Agreements	Contribution Date	15 years	Archive	Business Requirement	
	Clyde Fastlink	Business Plan Inputs	Input Date	5 Years	Destroy	Business Requirement	
	Clyde Fastlink	Development Work	Date Completed	10 Years	Destroy	Business Requirement	
	Clyde Fastlink	Admin	Date Completed	10 Years	Destroy	Business Requirement	
21.003.009	Local Development Plan - Examination	written submissions, hearings and enquiry	Date of Commencement	10 years	Destroy	Business Requirement	
21.003.008	Past and Current City Plans	City Plan 1, City Plan 2	After plan superseded	10 years	Destroy	Business Requirement	
	Supplementary Planning Guidance	Topic Name/SPG Title	NA	Permanent	Retain	Statutory Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

09.003.001	Local Development Strategies	Consultations	Once document is superseded	2 years	Destroy	Business Requirement	
21.003.013	Open Space and Public Realm Provision	Record of Open Space and Public Realm Provision DM Consultation Responses	Date shown on assessment	5 years	Archive	Business Requirement	
	Open Space and Public Realm Provision	Development Application Site Layouts. DM Consultation Responses	Receipt of application	5 years	Archive	Business Requirement	
	Open Space and Public Realm Provision	PAG Proposals for Funding	Project approval date	5 years	Archive	Business Requirement	
	Housing	Plan, Policy, Review/Research, Monitoring	Adoption of Plan	10 years	Archive	Statutory Requirement	
	Industry and Business	Plan, Policy, Review/Research, Monitoring	Adoption of Plan	10 years	Archive	Statutory Requirement	
	Retail	Plan, Policy, Review/Research, Monitoring	Adoption of Plan	10 years	Archive	Statutory Requirement	
	Deprivation projects	Key Documents	N/A	Permanent	Retain	Business Requirement	
	Deprivation projects	Working Files	Approval City Plan 4	Until Superseded (5 years)	Destroy	Business Requirement	
	Deprivation projects	Record of Deprivation Projects - Glasgow, Out with Glasgow	Once document is superseded	5 years	Archive	Business Requirement	
21.003.017	Minerals and landfills	Monitoring and Consultations	N/A	Permanent	Retain	Business Requirement Statutory Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	LDP Forum Meetings		Date of meeting	2 years	Destroy	Business Requirement	
	National Planning and Framework	M74	28th June 2011	10 Years	Archive	Business Requirement	
21.003.013	GOSS	Consultation, SEA, Strategic Greenspace Partnership, Stalled Spaces, Habitat networks/City Woodland, Public Realm	Approval of GOSS	5 years	Archive	Statutory Requirement	
	GCVGN	Seven Lochs Wetland + Otters, Forth and Clyde Canal	Approval of GOSS	5 years	Archive	Statutory Requirement	
	CSGN	Clyde Walkway, Kelvin Corridor	Approval of GOSS	5 years	Archive	Statutory Requirement	

PLANNING and BUILDING CONTROL – Outdoor Access

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
21.003.013	Core Paths Plan	Guidance and Procedures. Record of Core Paths Plan	When Superseded	5 Years	Destroy	Statutory Requirement	
21.003.013	Core Paths Plan	Consultation, Core Paths data and maps, Reports and Assessments. Record of Working Files for Core Paths Plan	At conclusion of subsequent CPP cycle	2 years	Archive	Statutory Requirement	
21.003.013	Core Paths	Implementation.	Completion of	3 years	Destroy	Business	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Plan	Record of Implementation Files for Core Paths Plan	project			Requirement	
21.003.013	Upholding Access Rights	Formal Advice. Record of Public Access Correspondence	Date of last correspondence	10 years	Archive	Statutory Requirement	
21.003.013	Upholding Access Rights	Enforcement and legal orders. Record of Public Access Enforcement and Legal Orders	Expiration of order/notice	3 Years	Destroy	Statutory Requirement	
21.003.013	Upholding Access Rights	Guidance and procedures. Record of Public Access Guidance and Procedures	When Superseded	5 Years	Destroy	Business Requirement	
21.003.013	Access Projects	Promotion, Path improvements, Signage, Events. Record of Public Access Projects	Completion of project	2 years	Destroy	Business Requirement	
21.003.013	Access Forums/Groups /Meetings	Glasgow Outdoor Access Forum, Strategic Outdoor Access Group, West of Scotland Access Officers' Group, Other groups	End of financial year	2 years	Destroy	Business Requirement	
21.003.013	Public Access Advice	Record of Public Access Advice, Searches, Consultation responses, Enquiries	Response date	2 years	Destroy	Business Requirement	
21.003.013	Public Access	Planning	Response date	5 years	Archive	Business	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Advice	Applications - records of Public Access DM consultation responses				Requirement	
21.003.013	Access Strategy	Development, Consultation	Approval of strategy	5 years	Archive	Business Requirement	
21.003.013	Cycling Forum	Meetings, Development Work, Correspondence	Date Issued	2 years	Destroy	Business Requirement	
20.007.001	Project Management	MS Project - Record of Quarterly work programme	Start of quarter	5 years	Destroy	Business Requirement	COUNCIL funded projects - SCA rec. 25 years for major records and 6 years preparatory records. Externally funded projects - depends on length of funding programme.
	Project Management	Templates - Record of Project Management Templates	NA	Permanent	Retain	Business Requirement	
	Project Management	PIDS	Completion of project	2 years	Archive	Business Requirement	
	Project Management	Project management governance group meeting records	Meeting date	1 year	Archive	Business Requirement	
20.003.008	Scottish Government	Consultations	Date of Submission	5 years	Destroy	Business Requirement	
20.003.008	Scottish Government - Housing	Record of NB2 Return	Date of return	2 years	destroy	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

20.003.008	Scottish Government - National Planning Framework	Record of NPF	NA	Permanent	Retain	Statutory Requirement	
08.007	Statutory Requirement Process	Record of Election Documentation	New polling scheme	Until superseded	Destroy	Business Requirement	

PLANNING and BUILDING CONTROL – Strategic Development Plan

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
21.003.002	Industry/ Business/ Offices, Retail, Housing, Environment/ Sustainability	Topic Group correspondence	Date of meeting	5 years	Destroy	Business Requirement	
	Industry/ Business/ Offices, Retail, Housing, Environment/ Sustainability	Plan Correspondence	Date of Plan approval	Until Superseded	Archive	Statutory Requirement	
	Industry/ Business/ Offices, Retail, Housing, Environment/ Sustainability	Policy/ Monitoring Correspondence	Date of Plan approval	Until Superseded	Archive	Business Requirement	
	Industry/ Business/ Offices, Retail, Housing, Environment/ Sustainability	Joint Committee / Steering Group correspondence	Date of meeting	1 year	Destroy	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	Industry/ Business/ Offices, Retail, Housing, Environment/ Sustainability	Main Issues Report, Proposed Plan, Finalised Plan correspondence, Action Programme	Date published	Until Superseded (5 years)	Archive	Statutory Requirement	
	Industry/ Business/ Offices, Retail, Housing, Environment/ Sustainability	Council Responses	Committee date	5 years	Archive	Statutory Requirement	
21.003.003	Housing Land Audit report	Urban Capacity Study	Completion of subsequent Urban Capacity Study	10 years	Archive	Business Requirement	
21.003.004	Housing Land Audit supporting data	Land Audit records	Audit date	3 years	destroy	Business Requirement	
	Housing Need and Demand Assessment	Key Documents	NA	Permanent	Retain	Business Requirement	
	Housing Need and Demand Assessment	Working Files	Approval SDP 2	Until Superseded (5 years)	Destroy	Business Requirement	
	Retail	Record of Retail Capacity Assessment	Date Issued	5 years	Archive	Business Requirement	
	Retail	Record of Town Centre Monitoring and Health checks	Date Issued	10 years	Archive	Business Requirement	
	Retail	Record of Retail Topic Group Documentation - Duplicate of entry above at line 464, suggest delete	Date of meeting	2 years	Destroy	Business Requirement	
	Population and Households	Population Estimates by CHP.	Completion of subsequent cycle	5 years	Archive	Business Requirement	

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		Record of Population and Households Data	for individual reports/analysis.				
	Housing choice surveys	Record of HCS Key Documents	NA	Permanent	Retain	Business Requirement	
	Housing choice surveys	Record of HCS Working Files	Until superseded by new housing choice survey	Until superseded (5 years)	Destroy	Business Requirement	
	Playing Pitch Strategy	Sports Pitch Data. Record of Playing Pitch Strategy	NA	Permanent	Retain	Business Requirement	
21.002.013	Local Housing Strategy	Social Rented Demand Studies - Key Documents, Social Rented Demand Studies - Working Files, Tenure Model for Glasgow City - Key Documents, Tenure Model for Glasgow City - Working Files	Approval of LHS	5 years	Archive	Statutory Requirement	Local
	Other Councils	Record of Other council strategies	Publication date	Until superseded	Archive	Business Requirement	
	Government	Record of Government Strategies	Publication date	Until superseded	Archive	Business Requirement	
	International	Record of International Strategies	Publication date	Until Superseded	Archive	Business Requirement	
	Sustainability	Climate Change, Environment - Record of Legislation, strategies, policy	Publication date	10 years	Archive	Business Requirement	
	Templates		Date of issue	5 years	Archive	Business Requirement	
	Tenders	Tender	Appointment of	5 years	Archive	Business	

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		Documentation	preferred bidder			Requirement	
	Training	Documentation – Opportunities, Improvement Service, RTPI, Internal	Date of training event	3 years	Destroy	Business Requirement	Individual training records for example, CPD
	Urban Design	The Urban Model	NA	Permanent	Retain	Business Requirement	

PLANNING and BUILDING CONTROL – City Design

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
08.001.005	Academy of Urbanism	Protocols/ agendas/ reports	Date created	5 years	Destroy	Business Requirement	Ensure there is an authority copy appropriately retained elsewhere prior to disposal.
08.001.005	Architecture Design Scotland	Minutes, reports, correspondence document council involvement in the organisation	Date created	5 years	Destroy	Business Requirement	Ensure there is an authority copy appropriately retained elsewhere prior to disposal.
08.001.005	Archdiocese Conservation Working Party	Minutes for reference and to support the work of the team	Date created	5 years	Destroy	Business Requirement	Ensure there is an authority copy appropriately retained elsewhere prior to disposal.
	Awards	Civic Trust Award correspondence, council membership and sponsorship of	Date created	5 years	Destroy	Business Requirement	We have put a folder for Awards under CDandR /Built Environment - all

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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

[OFFICIAL]

		Special Award for Scotland					architectural, UD, Planning and environmental award schemes should go there. Other teams will have records that could go here?
	Awards	Records of Glasgow projects entered for Civic Trust Awards, Academy of Urbanism Awards, and other awards	Opening of the annual awards	1 year	Retain record of winning Glasgow projects, destroy working file	Business Requirement	
21.003.014	Buildings at Risk	Series of files relating to BAR Strategy and surveys, individual case files including reports, correspondence and Statutory Requirement repairs notices	Completion of project	Retain for duration of project plus 5 years	Review and retain, destroy or archive as appropriate	Business Requirement	Intention that survey information should be uploaded to Uniform - previous correspondence on paper file
08.001.004	Church Buildings Renewal Trust	Minutes of meetings and historical records of churches Reference material to support the work of the trust and council	Superseded	Minutes for life of trust, records permanent	Minutes - destroy, records - retain/archive	Business Requirement	Record owned by the Council
20.002.04	City Design - Promotion and Events	Series of files relating to production of publicity and promotion material,	Date	3 years	Review and retain, destroy or archive as appropriate	Business Requirement	

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		PowerPoint presentations, participation in events such as Doors Open Day and Historic Glasgow Day, and City Design web pages and updates					
15.001	City Design - Admin	Series of files and documents relating to the administration of the team including team meeting minutes, holiday spreadsheet and other records	Date	2 years	Review and destroy / retain as appropriate	Business Requirement	
12.001	City Design - Budgets	Series of files relating to monitoring budgets held by the Group	End of financial year	1 year	Retain summary information for each year as record. Destroy working file for previous year.	Business Requirement	
	City Design - General correspondence	Letters / e-mails / faxes not related to any application or project and where no decision/ agreement/ transaction confirmed.	Last action	1 year	Destroy	Business Requirement	
	City Design - General correspondence	Letters / e-mails / faxes not related to any application or project and where decision/ agreement/ transaction	Last action	3 years	Destroy	Business Requirement	

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		confirmed.					
	City Design - work Programme	Spreadsheets containing team work programme and updates, together with team input to ASPIR reports	End of financial year	2 years	Destroy	Business Requirement	
	Conference information	Leaflets, presentations, other documents received by staff attending conferences - professional development	Date of conference	2 years	Review and retain as appropriate	Business Requirement	
	Conservation Areas	Master files completed following Committee Approval	NA	Permanent	Transfer to Archives	Statutory Requirement	Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 – council has duty to identify and designate conservation areas. Article 4 directions, file for each of 23 conservation areas (including correspondence, draft Conservation Area Appraisal reports, consultations, final appraisal report, committee

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							report, photographs and maps), area appraisal programme, procurement/appointment of consultants. Publicity material including postcards packs and leaflets. Master files for each conservation area. Master Files must be available for public inspection. Working files as per project programme - for example, consultations received in hard copy for public record. Audit trail for appointment of consultants. Article 4 and so on - legal files/records.
	Conservation Areas	Consultation start/close dates	NA	Permanent	Transfer to Archives	Statutory Requirement	
	Conservation Areas	Appointment of consultant	NA	Permanent	Transfer to Archives	Statutory Requirement	
	Conservation Areas	Other relevant files	Completion of task/ project	6 months	Retain or transfer to archives as appropriate	Statutory Requirement	

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PLANNING and BUILDING CONTROL – Merchant City Action Plan

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	01 Contact plus Developments	Contact made with the MCI (including database of contacts), creative industries looking to locate in area, developments in the Merchant City from 2001-10 (inc database of developments). Contact details with MCI and monitoring of developments see 08 THI monitoring	End of Action Plan 2012	5 years to 2017	Destroy	Business Requirement	
	02 Partners Organisations	General council correspondence, AHF and APT. General background correspondence with associated organisations	End of Action Plan 2012	5 years to 2017	Transfer to Archives	Business Requirement	
	03 Policy and Strategy	Relevant government legislation including TCRF, Planning and City Plan, sustainability, BAR MC CAMP and SE's studies	End of Action Plan 2012	5 years to 2017	Transfer to Archives	Business Requirement	

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		on Merchant City. CAMP document for Merchant City including drafts and background. Relevant legislation and studies on Merchant City					
	04 MCI Five Year Strategy	Action Plans 00-05 and 07-11, Co-ordination group, PR, legal and spend/ ledger reports pertaining to Capital ledger. Adopted Action Plans and spend against a Capital ledger	End of Action Plan 2012	10 years to 2022	Transfer to Archives	Business Requirement	
	05 Community Business and Transport	Community council correspondence, business association correspondence, civic society, CCTV, CrossRail proposals and general LES, Merchant City market, student correspondence and Merchant City Festival. General background correspondence with local stakeholders, such as transportation	End of Action Plan 2012	5 years to 2017	Transfer to Archives	Business Requirement	

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		and other initiatives					
	06 Merchant City Tourism and Marketing Co-op	Merchant City Marketing Group (non-constituted) and Merchant City Tourism + Marketing Co-op (constituted), Funding programmes (part ERDF) and meetings with local businesses. Tourism Group set up through THI. Includes programme of actions funded by SE and Visit Scotland (in turn funded by ERDF) ended in 2010	2010	20 years to 2020	Transfer to Archives	Business Requirement	
	07 Lectures and PR	Press releases, leaflets by Initiative, PowerPoint presentations. Press releases and presentations to be used publicising work of Initiative	End of Action Plan/ THI 2012	5 years to 2017	Destroy	Business Requirement	
	08 History	Background info on Merchant City. General information to be merged with main City Design files	End of Action Plan/ THI 2012	1 year to 2013	Merge with City Design folder	Business Requirement	
	09 Art	Public art	End of Action	10 years to 2022	Transfer to	Business	

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		programmes run by MCI/ partnered with MCI, Radiance. Public Art projects funded by Action Plan	Plan 2012		Archives	Requirement	
	10 Shops	Database of all shops in Merchant City, correspondence re lettings with council and City Property/ Ryden, refurbishment programme by MCI 03-07, Security shutter grant scheme see Action Plan and design guide. Shop unit improvement works (to exterior and interior) and correspondence re council owned shop letting	End of Action Plan 2012	10 years to 2022	Transfer to Archives	Business Requirement	
	11 Map, templates and webpage	Merchant City maps including info, Webpage (www.glasgowmerchantcity.net). Maps showing area policies and webpage	End of Action Plan/ THI 2012	5 years to 2017	Transfer to Archives	Business Requirement	
	To File	Documents to be filed under THI or Action Plan series. Working documents	End of Action Plan/ THI 2012	Immediate	NA	Business Requirement	

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PLANNING and BUILDING CONTROL – City Centre Initiatives

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
09.003.001	Multiple projects managed by City Centre team	Word docs, spreadsheets, presentations, pdfs, jpg image files. project documentation, record of activities, reports, strategic and operational plans		3 years	Retain	Business Requirement	
09.003.001	Multiple projects managed by City Centre team	Word docs, spreadsheets, presentations, pdfs, jpg image files. project documentation, record of activities, reports, strategic and operational plans		3 years	Retain	Business Requirement	
09.003.001	City vision	project management Minutes, correspondence, briefings	End of Visioning process	1 year	destroy	Business Requirement	

PLANNING and BUILDING CONTROL – GIS

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

21.002.008	All Information regarding Ordnance Survey / Current One Scotland Mapping Agreement /Mapping in General	Documentation, reports, legal documentation. To manage OS and OSMA Business	Receipt	within OSMA contract period	Archive	Business Requirement	OS
21.002.008	All Licence Information (Contractor, End User), Data Details and Signed Licences	User Licence information. To comply with legal requirements of OSMA	Receipt	within OSMA contract period	Archive	Legal Requirement	OS
21.002.008	OS Product Feedback	Reports to monitor errors in data and pass to OS: errors sorted within standard KPIs	Receipt	Information updated	Destroy	Business Requirement	

PLANNING and BUILDING CONTROL – Other Spatial Data

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Air Photos, LIDAR, Historic Data and so on plus All General Information relating to same	Correspondence, reports, documentation. To manage Spatial Business	NA	Permanent	Archive	Business Requirement	
	Air Photos, Historic Data	User Licence information. To	NA	Permanent	Archive	Legal Requirement	Photos stored in Image Library

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	and so on - Contractual Information	comply with legal requirements of data held					
	Scottish SDI, INSPIRE, UK Location Strategy	Correspondence, documentation reports for reference purposes	NA	Permanent	Archive	Business or Legal Requirement	
17.003.003	GIS Data	Structured data, Documents and Scripts					

PLANNING and BUILDING CONTROL – Regeneration

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
09.003.001	Local Planning initiatives managed by Area Planning	Project documentation, record of activities, reports, strategic and operational plans	Completion of Activity	Until Superseded	Review and archive as appropriate	Business Requirement	Town and Country Planning Act (Scotland) Act 1997 (s.) 22.(9)(b) and funders' requirements

HOUSING – Decision-making and Reporting

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Unit Team Meetings	Documents establishing the agenda, minutes, business papers and reports.	End of financial year in which the records were created	2 years	Destroy	Business Requirements	
	Service Management	Documents establishing the	End of financial year in which the	5 years	Destroy	Business Requirements	

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	Team Meeting Records	agenda, minutes, business papers and reports.	records were created				
08.001.004	External committee, partnerships and agencies meeting records where Housing own the record	Documents establishing the committee, agenda, minutes, business papers and reports	End of financial year in which the records were created	Retain		Business Requirements	
08.001.005	External committee, partnerships and agencies meeting records where Housing does not own the record	Documents establishing the committee, agenda, minutes, business papers and reports; recommendations and discussion papers	End of financial year in which the records were created	5 years	Destroy	Business Requirements	
	Documents relating to the preparation and implementation of housing events and conferences	Invitations, presentations, workshop outcomes and so on	End of event	2 years	Destroy	Business Requirements	
14.001.001	Help and advice	Help and advice given to private landlords, tenants, owner occupiers, mortgage providers, RSL's and other members of the public and so on	Date of last action	Current year plus 5 years	Destroy	Business Requirements	
	Best practice records	Best practice guidelines detailing	Superseded	1 year	Destroy	Business Requirements	

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		various grant appraisal stages and so on					
	Guidance Notes	Government guidance notes relating to the function of Grant Funding, ARTL guidance relating to user access records and so on, Assisted Living Process notes and so on	Superseded			Destroy	Business Requirements
	Reports to Government - preparatory records	Records documenting the collection, collation and submission of Statutory Requirement performance data as required by a Statutory Requirement authority	Date of return	2 years		Destroy	Business Requirement
	Reports to Government - Outputs	Performance data	Date of return	5 years		Destroy	Statutory Requirement
	Documents relating to the issuing of Statutory Requirement Notices	First stage letters and so on and saved Notice with alterations from original Uniform records	Notice expired	2 years		Destroy	Business Requirement
08.005.004	Records documenting communications between officers and		Last action	5 years		Destroy	Business Requirement

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	individual councillors/ MSPs						
	Records documenting support information provided to councillors/ MSP	Speeches, briefing notes and so on	Last action	5 years	Destroy	Business Requirement	
	Committee Papers	Committee Reports and associated attachments	Last action		Retain	Business Requirement	
	Development Funding Submissions	HAG Funding processes - Project Proposals, Tender submissions, HAG PC submissions, Stage 3 Adaptations, Furniture Grants and GPSE and so on	Project Completed	5 years	Destroy	Statutory Requirement	
	Development Funding Records	HAG Funding processes - technical - Copies of plans, specifications and bills of quantities and so on	Project Completed	5 years	Destroy	Statutory Requirement	
	Development Funding - Approvals	HAG Funding Processes -Cost Plan, Tender Offers of Grant and so on and associated schedules	Project Completed	5 years	Destroy	Statutory Requirement	

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	New Supply Shared Equity (NSSE) Approval Conditions	Record of golden share retention and so on	NA	Permanent	Retain	Statutory Requirement	
	NSSE and GRO Sales Records	Collected information from NSSE Sales Log Forms and GRORE returns	Project Completed	5 years	Destroy	Statutory Requirement	
	Technical Records	Building Standards info, HFVN, Eco Homes information, Carbon emissions and so on	Superseded	1 year	Destroy	Business Requirement	
14.006.002	Property file - Adaptation grants to owner occupied properties		Date of last action	5 years	Destroy	Statutory Requirement	
	Property file - Adaptation grants to owner occupied properties - cancelled applications		Date of last action	1 year	Destroy	Statutory Requirement	
14.005.003	Private Sector - Housing Improvement Grants over £50,000	Grant forms, means testing, data protection forms and so on	From date of last payment	12 years	Destroy	Statutory Requirement	Prescription and Limitations Act
14.005.004	Private Sector - Housing Improvement Grants under	Grant forms, means testing, data protection forms and so on	From date of last payment	6 years	Destroy	Statutory Requirement	Prescription and Limitations Act

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	£50,000						
	Private Sector - Housing Improvement Grant where application is rejected	Grant forms, means testing and so on	Last action	1 year	Destroy	Business Requirement	
	Documents related to the programming of Grant Funding and Statutory Requirement Work Notices	Grant funding bids, project spend information, government target information, monitoring information and so on	End of financial year in which the records were created	2 years	Destroy	Business Requirement	
	Policy consultation	The process of consulting the public, external agencies and staff in the development of policies and documents of the Housing Department	Consultation completed	5 years	Destroy	Business Requirement	
	Policy research	The process of conducting studies and research to inform policy	Publication date	Permanent	Retain	Business Requirement	
	Policy Documents (external)	Relevant reports/research/guidance from other bodies	Superseded	1 year	Review for archival value	Business Requirement	
	Policy Documents	Records related to the research and creation of various Policy Documents such as SHIP, Section 72 Statement and so	NA	Permanent	Retain	Statutory Requirement	

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		on					
	External Policy Consultations	Consultation responses sent to external agencies/government bodies	Consultation completed	5 years	Destroy	Business Requirement	
20.010.001	Corporate Housing Initiatives	Local Authority Mortgage Scheme, Maintenance Orders, National Housing Trust Initiative, Volume Procurement initiative and so on	End of initiative	5 years	Review for re-use and archival value	Business Requirement	
	Fuel Poverty Strategy	Records related to the Fuel Poverty Strategy	End of Strategy	5 years	Review for re-use and archival value	Statutory Requirement	
	Local Housing Strategy Document	Records and research related to the creation of the Local Housing Strategy Document	Publication date	5 years	Review for re-use and archival value	Statutory Requirement	
	Extracted/formatted numerical data	Extracted Census information and so on	Date Created	2 years	Move to Research and Intelligence	Business Requirement	
	Land and Property Development (LAPD) - Projects	Records related to the work of the LAPD team	Project Completed	5 years	Review for re-use and archival value	Business Requirement	retention period to be reviewed when further advice received
	Social Planning	Records related to the strategy and delivery of social planning functions including Homelessness, Housing Support and Accessibility	N/A	Permanent	Retain - review for reuse and archival value	Business Requirement	

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		and so on					
	Post Completion Reviews	PCR and preparatory documents	publication date	5 years	review for reuse and archival value	Business Requirement	
	Financial Controls and Reconciliation	Daily/Weekly/Period End/Month End/Year End	End of current financial year	6 years	Destroy	Business Requirement	
12.003.009	Management of Government Funding	Scottish Government circulars notifying the council of funding allocations, preparation and submissions of financial reports to SG	End of current financial year	6 years	Destroy	Business Requirement	
12.003.002	Documents outlining the preparation of the housing budgets	Draft budgets and so on	End of current financial year	3 years	Destroy	Business Requirement	
12.003.003	Budget monitoring and action to deal with variances		End of current financial year	3 years	Destroy	Business Requirement	
	Records relating to the payment of HAG and any other Grant funding managed through TRS	Draw-downs, Payment forms, invoices, flysheets, certification forms and so on	Only if Closed off in TRS.	6 years	Destroy	Statutory Requirement	Records in TRS linked to Scottish Government system
12.004.001 (but different)	Delegating authority records	Records detailing internal and external delegated authority limits	Superseded	1 year	Destroy	Statutory Requirement	Taxes Management Act 1970, Prescription and Limitation

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							(Scotland) Act 1973 and 1984
12.004.004	Records documenting the deposit/ withdrawals/ transfer of funds		End of current financial year	6 years	Destroy	Business Requirement	
12.004.005	Processing and payment of purchase and sales invoices	Title search charges, internal expenses, ARTL charges and so on	End of current financial year	6 years	Destroy	Statutory Requirement	Taxes Management Act 1970, HMRC 700/21
12.004.010	Internal Recharging	Internal claims/payments between business units for goods and services provided/received	End of current financial year	1 year	Destroy	Business Requirement	
	Cheque Request and Refunds		End of current financial year	6 years	Destroy	Business Requirement	
12.004.008	Fraud Investigation records		Completion of court proceedings	5 years	Destroy	Statutory Requirement	Taxes Management Act 1970, Prescription and Limitation (Scotland) Act 1973 and 1984
12.001.004	Audit records - no investigations		Date audit closed	5 years	Review for historical value	Business Requirement	
12.001.005	Audit records - investigations required	Investigations involving litigation and so on	Completion of court proceedings	5 years	Review for historical value	Business Requirement	
	Bank Statements	Daily for Statutory Requirement Account Payment Receipts	End of current financial year	5 years	Destroy	Business Requirement	

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	Property Enquiry Responses- Notice/Account Debt Related	Assist with response to Solicitors and Private Search Companies	End of current financial year	5 years	Destroy	Business Requirement	
	Charging Order/Repayment Charges	Redemption Calculations	Date of Discharge	1 year	Destroy	Business Requirement	
	Statutory Requirement Contract - Correspondence and Controls	Contract Correspondence Files, Contract Payments- Including Sundry Costs by SAP NON PO and Blanket Order	Contract Final Accounting Date to Owners-Only if all Accounts In Job Paid in Full	5 years	Review for historical value	Business Requirement	
	Exchequer Section Till Receipts	M.I Documents	End of current financial year	Current year plus 3 years	Destroy	Business Requirement	
	Records relating to the payment of PSHG and GHA Investment Programme Grant Funding	Offers, draw-downs and related e-mails	End of current financial year	3 years	Destroy	Statutory Requirement	
	Debt management records/procedures	Agreements and schedules between debtor and council, reminder copies, Statutory Requirement Notices and Executions of Service	Date debt discharged	6 years	Destroy	Business Requirement	
	Debt recovery procedures	Debt collection actions	Date of court action if	1 year or 5 years	Destroy	Business Requirement	

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			dismissed or payment in full of any decree				
	Sundry Payments-Non Programme	Title search charges, internal expenses, ARTL charges and so on	End of current financial year	6 years	Destroy	Statutory Requirement	Taxes Management Act 1970, HMRC 700/21
	S108 VAT Refunds	Correspondence/ Discharges/ States for Settlement.	File Closed off Date	1 year and 6 years if VAT Registered	Destroy	Business Requirement	
	Debt W/off	List and Authority	End of current financial year	5 years	Destroy	Business Requirement	
	Loan correspond-ence	General correspondence	Date of Discharge of Standard Security	5 years	Destroy	Business Requirement	
	Borrowers Statements	Annual Statements	Date of Discharge of Standard Security	5 years	Destroy	Business Requirement	
	Decree Held	Decree of Ejection	Date of Discharge of Standard Security	5 years	Destroy	Business Requirement	
	Interest Rates and Insurance	Interest Rate Change and Insurance Premium/Renewal	Date of Discharge of Standard Security	5 years	Destroy	Business Requirement	
	Repossessed Property	Files			Retain	Business Requirement	
14.004.010	Records related to the registration of landlords - no litigation	Application forms, registration payments, general correspondence and so on	Date of last action	5 years	Destroy	Business Requirement	Increased after discussion with BC about business practice
	Records related to the registration of landlords -	Application forms, registration payments, general correspondence	Date of last action	10 years	Destroy	Business Requirement	Increased after discussion with BC about business practice

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	litigation required	and so on					
	Register of Landlords				Retain	Statutory Requirement	
	Records related to the creation of a Common Housing Register (CHR)		Completion of CHR	5 years	Review for reuse and archival value	Business Requirement	
14.004.007	Common Housing Register				Retain	Statutory Requirement	
	Documents relating to the provision of decant accommodation	Council Tax records, lease agreements and so on	Disposal of decant accommodation	2 years	Destroy	Business Requirement	
	Regeneration activities and housing developments	Records related to Transitional Regeneration Areas, procurement information, framework agreements and so on	Date of last action	10 years	Review for re-use and archival value		
	Housing Network Information	Delegates lists, contact information, mail merge templates, agents info (emails and addresses) and so on	Superseded	1 year	Destroy	Business Requirement	
	Anti-social behaviour records	Records of activity to address anti-social behaviour in	End of project	2 years		Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		the Govanhill area					
	Landlord registration records	Records of activity related to landlord registration in the Govanhill area	End of project	2 years		Business Requirement	
	Translation records	Translated material used to assist and enforce the work of the Govanhill Task Force	End of project	2 years		Business Requirement	
	Environmental health records	Records related to the enforcement of environmental health issues within the Govanhill area.	End of project	2 years		Business Requirement	
	Performance Indicators and reports	Records used to monitor and assess the impact of the Govanhill Task Force	End of project	2 years		Business Requirement	

PROJECT MANAGEMENT and DESIGN – Management/General

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.001.006	Contractual Arrangements	Fee Agreements, Payment Records	End of project	6 years from end of project		Business Requirement.	
22.001.006	Contract Certification	Change Control Forms; Draft Architect's Instructions; Architect's Instructions; Extension of Time; Revision to Completion Date;	Contract completion date	6 years from end of contract	Review	Business Requirement.	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Practical Completion; Making Good Defects.					
22.001.006	Correspondence	Contractor Correspondence - Letters, Emails, Faxes, and so on.	End of project	6 years from end of project		Business Requirement.	Note ERDF specific retention requirements
	Correspondence	Project Correspondence - Site Progress meetings minutes; Technical meeting minutes; Correspondence	Meeting held.	5 years after issue	Review	Business Requirement.	

PROJECT MANAGEMENT and DESIGN – Projects

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.007.001	Project Preparation	Feasibility Studies and Design Brief	End of contract	10 years after issue	Destroy	Business Requirement.	Note ERDF specific retention requirements
	Project Preparation	Budget Costs.	End of contract	10 years from end of contract	Review	Business Requirement.	
20.007.001	Project Documents	Project Brief, Cost Plans, specifications, Life Cycle Cost Analyses	End of contract	10 years from end of contract	Review	Business Requirement.	Note ERDF specific retention requirements
20.007.002	Project Documents	Design Team minutes.	Meeting held.	10 years after issue	Destroy	Business Requirement.	
20.007.002	Project Documents	Client minutes	Meeting held.	10 years after issue	Destroy	Business Requirement.	
20.007.001	Project Documents	Calculations, risk assessments, Interim	Document issue date	10 years after issue	Review	Business Requirement.	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Valuations; Financial Statements; Cost Reports; Final Accounts					
20.007.002	Project Documents	Structural Calculations; Specifications	Date produced	Building life	Retain	Business Requirement.	
20.007.002	Drawings	Planning Application and Building Warrant Application drawings	Document issue date	5 years after issue		Statutory Requirement	
20.007.002	Drawings	Licensing drawings	Document issue date	10 years after expiry	Destroy	Statutory Requirement	
20.007.002	Drawings	Structural and M and E Technical Design drawings, Concept Design Drawings, Design Development Drawings, Contract Drawings, Production Information drawings and specifications; Bills of Quantities; Preliminaries / Conditions of Contract; Descriptions of Work.	Document issue date	Building life, If ERDF-funded, retain until EU funding requirements met if longer than life of the building. For projects under the 2007-2013 EU programmes, the earliest retention date estimated at the moment is 31st December 2019. For projects under the 2014- 2020 EU programmes, the earliest retention date estimated at the moment is 31st December	Review	Business Requirement.	Note European Regional Development Fund (ERDF) specific retention requirements

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

				2021.			
20.007.002	Contractor designed items	Boilers, Heating systems, alarms, sprinklers, and so on.	NA	Building life	Retain	Business Requirement.	
NA	Photographic records	Project photographs	NA	Building life	Retain	Business Requirement.	

PROJECT MANAGEMENT and DESIGN – Programmes

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.001.003	Records Documenting minor maintenance works on property - assets over £50,000	Structural surveys, reports and calculations; Structural and M and E Technical design drawings and specifications. M and E surveys, reports and calculations. Documentation and correspondence	Completion of works	Building Life	Retain	Business Requirement.	
05.001.004	Records Documenting minor maintenance works on property - assets under £50,000	Structural surveys, reports and calculations; Structural and M and E Technical design drawings and specifications. M and E surveys, reports and calculations.	Completion of works	Building Life	Retain	Business Requirement.	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Documentation and correspondence					
	Stair Lighting Records	Electrical test certificates; Unpaid enforcement orders; Unpaid lawyers requests; Section 87 and 90 file. Business Letters, Account Spreadsheets, stair lighting audit sheets	End of Financial Year	10 years	Destroy	Business Requirement.	
	Inspection Records	Site Diaries - scan/pdf; Site Diary Sheets; Building Survey Record Sheets; CoW Site Memos; CoW Fortnightly Reports	Date produced	10 years	Destroy	Business Requirement.	
	Water course maintenance	Files / correspondence; Reports - general; Drawings, CCTV Reports	NA	Permanent		Business Requirement.	
		Accounts / invoices	End of Financial Year	10 years	Review	Business Requirement.	

SOCIAL and ECONOMIC INITIATIVES – Decision Making

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

08.001.001	Council and committee meeting records including Scrutiny and Members Panels - major records	Agendas and meetings notes of - Children's Services Exec Group, Executive Committee, Glasgow 2014 Group, Programme Co-ordination Group, Regeneration and the Economy committee, Operational Delivery Scrutiny Committee, Glasgow-Edinburgh Collaboration	NA	Permanent	Retain for historical and business value	Business Requirement	Retain master record; copies should be destroyed
08.001.004	External committees, partnerships and agencies meeting records where the council does own the record	Agendas and meetings notes Child Poverty, Children's Services CP Group, Child Poverty GW , Early Years and Extended Services, Employability Sub Group, MCMC, Learning for Life and Partnership group, GECl Steering group, Partnership Board,	NA	Permanent	Retain for historical and business value	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Prosperous Legacy group, DRS Equalities Steering group,					
08.001.004	External committees, partnerships and agencies meeting records where the council does own the record	Committee Reports, Minutes, Agendas, budgets, Research, Stats, Correspondence WOSEC, WOSEF	Project close date	1 year	Review	Business Requirement	
08.001.005	External committees, partnerships and agencies meeting records where the council does not own the record	The Lighthouse Steering Group papers, SLIMS analysis, SLAED, Creative Clyde Creative group, Glasgow Task Force, National Delivery group, Employer Coalition, Glasgow Employer Diversity Network, Democratic Services Equality Group, Roma	End of current year	5 years	Destroy	Business Requirement	Ensure that there is an authority copy appropriately retained elsewhere prior to disposal.
08.001.005	External committees, partnerships and agencies meeting records where the council does not own the record	Economic Impact Assessments, DWP data sharing, GRA, CEIS, Democratic Services, Glasgow Works,	NA	Permanent	Archive	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Various employability partnerships					
08.005.004	Records documenting routine communications between council officers and individual councillors (not service-related matters)	Enquiries (Type 1) Election Material Parliamentary Constituencies; MSP Areas; council Wards	Last action	5 years	Review for archival value	Business Requirement	
09.001.001	Business directory	Company and Hotel information and template forms and docs for issue to incoming film productions		Until superseded	Destroy	Business Requirement	Maintain current only and update as required
09.002.003	Establishment and operation of business forum or networking group.	Documents relating to CWG. Programme Board, Portal Governance meeting, Programme Co-ordination group, Glasgow Policy papers, Scottish Govt., London Policy papers, Other Cities legacy info, Partnership meeting notes, Management meetings, GFP, Networks, City	End of group life	5 years	Review for ongoing value / Review for Archives	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Strategy learning network 2007 /2009, Innovation Fund, Organisational Development Board, Equality and Diversity partnership,					
09.002.003	Establishment and operation of business forum or networking group.	CB delivery group - Agendas, Minutes and Papers	End of group life	6 years	Review for ongoing value / Review for Archives	Business Requirement	
09.002.004	Business development advice and assistance to a specific business.	Business support, Employer feedback and Employer reports, Job Pro-formas, Business Development advice, Incentives, Partnerships, Planning applications, Communications, CAI information contacts	Last contact with business	5 years	Review for ongoing value	Business Requirement	
09.003.001	Implementation of area and priority regeneration strategies	Research Papers, Policy Doc's and strategic documents, A Step change for Glasgow, Metropolitan Vision, Glasgow Economic	NA	Permanent	Retain for historical value	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Commission, Glasgow Works Strategic Docs, Specific Project research Type 1,2, and 3, Databases					
09.003.002	Implementation of Area and priority regeneration strategies	A Step Change for Glasgow, Glasgow Tourism Action Plan to 2016, IFSD, Creative Clyde	Completion of Implementation	10 years	Review for historical value	Business Requirement	
09.003.003	Records Documenting the development, progress and outcomes of a regeneration project	Reporting, Policy reports, for Christie Commission, Glasgow Economic Commission	Completion of project	10 years	Review for historical value	Business Requirement	
09.003.004	Direct support given to social enterprise/economic regeneration organisations.	BME Events and Toolkits, New Connections Projects (Ability Fest, Acute services, Early years, GHA, Glasgow's Helping Heroes, Health Works, LRA training, Mental Health, MPN, Offenders, Passport Glasgow, School Gates, Youth Justice, BLF, ESF), Bridges	Last contact with organisation	5 years	Review for business value	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Programme, Community Asset Development Projects, Community Benefits, Credit Union Development, Fareshare, Lambhill Stables, Market Gardens, Post Offices, Princes Trust, Shopmobility and Total Homes					
09.005.001	Tourism Development Strategy	Tourism Strategy to 2016 and Tourism Sub group	Superseded	10 years	Review for historical value	Business Requirement	
09.005.02	Council Initiatives to promote and develop tourism	Mackintosh Heritage Group, Glasgow's Tourism Action Plan and Visitrac, West End Festival, Glasgow Tourism Service Initiative, Historic Glasgow	Completion of Implementation	5 years	Review	Business Requirement	
12.002.001	Records documenting the value of the Council's tangible assets (excluding Common Good assets)	Premises and Equipment Asset register, details of office moves	End of financial year (on completion of audit)	6 years	Review for historical value	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; VAT	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

						Act 1994; Audit Commission Act 1998	
17.001.007	Financial Provisions Management - Council Publication Scheme	Economic Review Various Stats/ newsgrids; historic files (for example, SLIMS)	3 years	Review for historical value	Business Requirement	Freedom of Information (Scotland) Act 2002 asp 13	

SOCIAL and ECONOMIC INITIATIVES – Knowledge Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
17.003.001	Contacts lists	Lists of designated film liaison contacts within different services. Information on fees and charges levied by various services and ALEOs. Employer contact information, Client referral information and vacancy stencils	Superseded	None	Destroy	Business Requirement	
17.003.002	Information asset lists	File Plan Master		FAT	NA	Reference	
17.003.003	Geographic Information System (GIS)	Electronic versions of area coverage	End of current year	10 years	Destroy	Business Requirement	LandR Source data for SVDLS for loading to GIS

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SOCIAL and ECONOMIC INITIATIVES – Records Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
17.004.003	Forms Development	Templates	Superseded	1 year	Sample for historical value	Business Requirement	

SOCIAL and ECONOMIC INITIATIVES – Communication

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.002.003	Publications - major publications	Website development - Information relating to filming in Glasgow	N/A	Permanent	Retain	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
20.002.004	Publications - minor publications	Promote Glasgow for Film and TV - adverts, newsletters, events, festival accreditations, press, promo material, website info	Date published	3 years	Sample for archival value	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
20.002.006	Staff Communication	Business and Service plans, newsletters, Tasks, Team Meeting Notes, Union rep correspondence	Administrative use ends	3 years	Destroy	Business Requirement	

SOCIAL and ECONOMIC INITIATIVES – Corporate Communication

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.003.003	Corporate identity and branding - artwork	G2014 / Legacy Logos	NA	Permanent	Retain	Business Requirement	
20.003.005	Marketing materials - final outputs	Generic Portal Communications, Presentations and Images, Leaflets, Brochures, posters, www.glasgoweconomicfacts.com image bank, www.glasgowforbusiness.com image bank, Library of images, Glasgow Biography images, photographs and documents relating to online database, Press and Media events, Public relations, GW Website information	Superseded	3 years	Sample for archival value	Business Requirement	Retain one set of records only - copies to be destroyed
20.003.007	Communications with other public sector organisations	Portal Communication plans, Glasgow Economic Facts website, Glasgow for Business website, Glasgow Economic commission Website content, Glasgow	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

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Economic Facts, IFSD Brochure, Glasgow for Business, Glasgow-Edinburgh Govt. re-location brochures + Creative Clyde marketing materials, Equality and Diversity National and Local Strategies, Ethnic Minority Employment Policy Group, JCP and Research, Enquiries (type 2) from Business and general public, Policy and Research					organisations
20.003.007	Communications with other public sector organisations	Confidential reports, finance and HR information, Responses to Elected members, Policy and Consultation documents	Ongoing	Permanent		Business Requirement	
20.003.008	Consultations - council responses to external consultations	Policy reports, Addressing inequalities - Age, barriers to employment, Disability, Health, Poverty, Race,	Last action	3 years	Review for ongoing value	Business Requirement	See above

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		LGBT, Gender, Religion and Belief, Council responses to External consultations					
20.003.008	Consultations - council responses to external consultations	Policy Documents/ consultations	N/A	Permanent		Business Requirement	
20.003.009	Consultations - council consultation of external organisations - Final outputs	Stakeholder consultations - Partner Presentations	Publication date	5 years	Review for ongoing value	Business Requirement	
20.003.016	Media relations records - Media liaison	Media enquiries / briefing	Date of last action	5 years	Review for archival and re-use value	Business Requirement	

SOCIAL and ECONOMIC INITIATIVES – Enquiries and Complaints

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.004.003	Complaints - case file	Correspondence between letters	Last action on complaint	5 years	Destroy	Statutory Requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;

SOCIAL and ECONOMIC INITIATIVES – Project Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

20.007. 001	Projects funded by the council-major records	Programme Plan, Risk Management, Delivery, Community benefit, Inward Investment, Glasgow-Edinburgh Collaboration Framework for action	Project close	25 years	Review for archival and re-use value	Business Requirement	
20.007.002	Projects funded by the council-preparatory records	Tactical Business Solutions, International Trade, Digital Enterprise Glasgow, Supplier Development programme, Glasgow for business week website, Business Gateway budgets, Claims, Grant applications etc, CAI team records (Correspondence, School communication, Award applications, Employer information packs, Access database, events, Industry tests, 1:1 interviews, Website validation, Welcome pack), Glasgow/Edinburgh economic linkages studies and report,	Project close	6 years	Review for archival and re-use value	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		General Tourism stats, Hotel occupancy briefing papers and reports, Tax Increment Finance Briefing papers and reports, Economic Audits, CGF Funding agreements and so on., Better Glasgow Fund, Sector Care, LES/Wise group, Internship programme					
20.007.002		CAI Team Stats, All Reports. Service Level Agreements, School Calendar (young people information), Testimonials,	N/A	Permanent	Retain	Business Requirement	
20.007.003	Projects - funded through European and other external funds	West of Scotland Loan Fund, ERDF Enterprise in Disadvantaged Communities and Growth in Glasgow, ESF Metro West BTG, New Enterprise Allowance, ESF Business and Employee Development, ESF Glasgow Business Training grant. ESF Glasgow	Project close	Retention and Disposal depends on the source of the funding, the length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention. For projects under the 2007-2013	Review for archival and re-use value	Business Requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		<p>Management training programme, ESF Metro West Business Skills Subsidy, ESF Skills and Business Growth, ESF Skills for Employed Workers, ESF, ERDF and EQUAL and Objective 3 2000-2006, LUPS ERDF/ESF 2007-2013 Funding Programmes, Big lottery funding, Non Structural funding, CAI documents and records, Urbact, N+2, LUPS Round 1, 2, 3 and 4 commissioning and post contract information, MCMC partnership information, Future jobs Fund, Childcare strategy and evaluation, Early Years and Extended Services, Canal Project, Child Poverty Strategy and Evaluation, City Strategy Learning Network, Commonwealth</p>		<p>EU programmes, the earliest retention date estimated at the moment is 31st December 2020. For projects under the 2014-2020 EU programmes, the earliest retention date estimated at the moment is 31st December 2022.</p>			
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		Jobs fund, Glasgow Task Force, Hillwood Development, Keep Glasgow Working, School Gates Initiative, Equal Access to employment, Youth Jobs Fund and New Connections projects					
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SOCIAL and ECONOMIC INITIATIVES – Quality and Performance

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.008.002	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - major records	Economic Development Strategy Equality Impact Assessment	Approval of review report	5 years	Destroy	Business Requirement	
20.008.002		Enquiry and Local Spend Stats - Reports regarding annual economic activity and Evaluation reports	NA	Permanent	Retain	Business Requirement	
20.008.002		DWP Monitoring returns	April 2011	7 years	Review	Funding body	DWP

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

SOCIAL and ECONOMIC INITIATIVES – Strategic Planning

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.010.002	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.	Scotland's Cities Shared Vision key papers, Glasgow Economic Commission Final Report, Policy report for Children's Services Exec. Group, Enabling measures, National Delivery Group, DWP policy reports and research documents, Articles and Research	NA	Permanent	Retain	Business Requirement	
20.010.004	Strategic Service Plan	DRS Strategic Plan reports and updates	NA	Permanent	Retain	Business Requirement	
22.001. 001	Contracting - Approved supplier evaluation criteria records	Procurement Documents and Submissions and Tender documents	Superseded	5 years	Destroy	Statutory Requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45

SOCIAL and ECONOMIC INITIATIVES – Tendering

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.003.001	Initial Proposal	DWP	End of contract	5 years	Review	Statutory	Prescription and

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

		commissioning - Procurement information				Requirement	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
22.003.004	Issue of Invitations to Tender and handling of incoming tenders records	Procurement of PR/Marketing Contract for IFSD/Creative Clyde Projects	01/04/2011	5 years	Delete	Business Requirement	

SOCIAL and ECONOMIC INITIATIVES – Strategic Initiatives

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
No SAC ref	Service Level Agreements	Annual agreement with GCMB	Date of agreement	2 years	Destroy	Business Requirement	

SOCIAL and ECONOMIC INITIATIVES – Consultations and Responses

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
No SAC ref	Briefing papers and reports	Skills Gap	01/01/2011	2 years	Delete	Business Requirement	

SOCIAL and ECONOMIC INITIATIVES – Reference Publications

SCA/Council	Records	Examples/	Trigger	Period	Action	Authority	Citation/Notes
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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

Reference	Series	Purpose					
No SAC ref	Reference publications	Urban Renaissance Glasgow: lessons for innovation and implementation, Organising Local Eco Dev., Local benefits from staging Global event	Date of publication	Lifetime of document	Archivist	Business Requirement	

SOCIAL and ECONOMIC INITIATIVES – Market Research

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
No SAC ref	Market Research	Marketing plan	Document creation	3 years	Review for intelligence purposes and archive/delete as appropriate,	Business Requirement	

SOCIAL and ECONOMIC INITIATIVES – Management Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
No SAC ref	Reports and Partner information	Beneficiary reports, JCP, SDS, Scottish Government publication	NA	Permanent	Retain	Business Requirement	
No SAC ref	ICT Business Continuity Group	Development of ICT provision	NA	Permanent	Retain	Business Requirement	
No SAC ref	Labour Market	SLIMS, JA stats,	NA	Permanent	Retain	Business	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

	statistics	Workforce Plus and LMS				Requirement	
No SAC ref	Targets, Statistics and Vacancies	Programme targets	NA	Permanent	Retain	Business Requirement	
No SAC ref	General documents		NA	Permanent	Retain	Business Requirement	

ENVIRONMENT

Geotechnical Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
21.003.018	Flood Risk Management Files	Watercourse enquiries dealing with public/planning/consultant	NA	Permanent	Retain	Business Requirement	
	Flood Risk Management Files	Project Files	NA	Permanent	Retain	Business Requirement	
	Flood Risk Management Files	CCTV - Maintenance of Culverts / Watercourses	NA	Permanent	Retain	Business Requirement	
	Flood Risk Management Files	Project CD's	NA	Permanent	Retain	Business Requirement	
	Flood Risk Library	Technical Literature - For reference and professional information		Reviewed Annually	Retain	Business Requirement	
	Flood Risk Library	Plan Chest - Storing Plans	NA	Permanent	Retain	Business Requirement	

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	Flood Risk Photographs	Watercourse Maintenance - Maintenance of Culverts / Watercourses	NA	Permanent	Retain	Business Requirement	
	Geo-databank Files - Correspondence	GDB, GEU, SRC, LR, GDA, Current Geological Records		Prior to Archiving	Delete	Business Requirement	Correspondence can be deleted prior to archiving.
	Geo-databank Files - Factual Information	GDB, GEU, SRC, LR, GDA, Current. Geological Records	NA	Permanent	Retain	Business Requirement	24 hr access needed for factual information
	Geotechnical Group Minutes	Meeting Minutes	Actions complete	12 months	Delete	Business Requirement	
	Geotechnical Project Initiation Documents	Project initiation records. Performance Management	completion	12 months	delete	Business Requirement	
	Air Photographs		NA	Permanent	Retain	Business Requirement	
	Geotechnical Abandonment plans		NA	Permanent	Retain	Business Requirement	
	Geotechnical Library	Reference	NA	Permanent	Retain	Business Requirement	
	LES Geotechnical Design Files	Project specific geotechnical files/4R6501/G Clydeside Development Route 1	Date of Creation	Permanent	Retain	Business Requirement	
	LES Geotechnical Library	Factual Ground Investigation reports and Geotechnical Interpretative Reports	Date of Creation	Permanent	Retain	Business Requirement	

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	Mine Abandonment Plans	Plans showing extent of mine workings and location of mine shafts	Date of Creation	Permanent	Retain	Business Requirement	
	Geological Memoirs	Economic Geology of Coalfields (Published works)	Date of Acquisition	Permanent	Retain	Business Requirement	
	Geological Maps	Geological information from different epochs (not all information transferred to later publications) (Published works)	Date of Acquisition	Permanent	Retain	Business Requirement	

Geology and Soils

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
21.003.012	Forward Planning	Geology Partnership Working Promotion Awareness Requirements	NA	Permanent	Retain	Business Requirement Statutory Requirement	
	Monitoring	Geology Auditing and site information	NA	Permanent	Retain	Business Requirement Statutory Requirement	
	Project Areas	Protected Geological Sites, Building Stone Trail, Overnewton Square	NA	Permanent	Retain	Business Requirement Statutory Requirement	

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	Scottish Government / Legislation	Geology Strategic Context, Consultations and Requirements	NA	Permanent	Retain	Business Requirement Statutory Requirement	
	Policy	Geology Policy work- new City Development Plan and so on	NA	Permanent	Retain	Business Requirement Statutory Requirement	

Cleansing Operations

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	CBS Weekly Input Records - see Notes	Weekly Timesheets, AMM and Overtime Returns	End of Financial Year	6 years	Delete	Taxes Management Act 1970	
	Roll Call	Daily Attendance Records	Date of Roll Call	12 months	Delete	Business requirement	
	Annual leave records - see Notes	Record of holiday requests, and so on	Current Year	5 years	Delete	Business requirement	
	Bulk Uplift Pilot Records	Record of number of bulk uplifts and type of material collected	1 month after date of uplift	6 months	Delete	Business requirement	
	Quality Assurance Inspection Monitoring Sheets	Monthly QA inspection monitoring records	Date of next inspection	1 year	Delete	Business requirement	
	Key Performance Indicator Records		End of Year	1 year	Delete	Business requirement	
	Mail - Comments and	Records documenting the	Date of Last Action	6 years	Delete	Business requirement	

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	Enquiries - General Public and Members - see Notes	processing of customer comments and enquiries about the council including responses					
	Mail - Complaints - see Notes	Records documenting the handling of a customer complaint.	Date of Last Action	5 years	Delete	Prescriptions and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	
	Minutes - assuming the H and S minutes do not contain info required to be kept longer? Refer to council /SCA Retention Schedule	Minutes of Managers' Weekly Meetings, Local Operating Groups and H and S Meetings (Quarterly)	End of Year	1 year	Delete	Business requirement	
	Managed Weekly Collection Routes and ASH	Operational cleansing routes	Completion of Collection	1 year	Delete	Business requirement	
	Street Cleansing Patrol Beat Records	Operational routes. Manual and mechanical sweeping route, Street King routes, and so on.	Date of Patrol	1 year	Delete	Business requirement	
	Rapid Response Team Records	Key Performance Indicator records. Records of Rapid Response Teams clearing needles, dead animals, blood spillages, and so on.	Date Response Completed	1 year	Delete	Business requirement	

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12.004.010	Internal Recharging Records - see notes	Financial records of enforcement charges/payments for fly-tipping, refuse collection and back court cleaning.	End of Current Financial Year	1 year	Delete	Business requirement	
	Transport - Drivers' Licence Checks and Certificates of Professional Competence Records - see notes	Operational records	Termination of Employment	Permanent	Retain	Council Policy	
	Transport/Stores Requisition Records (sent and received)	Operational and quality record	Date of Last External Quality Audit	1 year	Delete	Business requirement	
	Neighbourhood Services Cleansing Forms and Templates	Operational forms and templates including letter/standard response templates	Superseded	0	Delete	Business requirement	
13.002.001	Cleansing Policy and Guidance Documentation including Health and Safety - see notes	Guidance and advice on cleansing operations and completion of site-specific, lane access and reversing risk assessments	Superseded	1 year	Delete	Business requirement	
13.002.001	Risk Assessment Guidance Documentation - see notes	Advice and guidance for completion of risk assessment forms?	Superseded	1 year	Delete	Business requirement	

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13.002.016	Risk Assessment Records - Lane Access and Reversing - see notes		End of Current Year	7 years	Delete	Business requirement	
13.004.001	Risk Assessment Records - Routes and Site-Specific - see notes		Date of Last Assessment	6 years	Delete	Business requirement	

Carbon Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
09.004.001	Sustainable Development Projects	Images, Strategies, Projects, correspondence, reports	Date of last action	10 Years	Review for historical requirement review before deleting	Business Requirement	
	Carbon Management Data	Financial Statements, Annual Reports	End of current financial year	7 Years	Review for historical requirement review before deleting	Statutory - Dept of Energy and Climate Change and business requirement	
12.004.001	Energy Billing	Financial Statements, Annual Reports	End of current financial year	6 Years	Review for historical requirement review before deleting	Business Requirement	
12.005.007/ ENV-004-001	Water Charges, Billing and Reconciliation Records	Financial statements, invoices and annual reports	End of current financial year	6 Years	Review for historical requirement review before deleting	Statutory	Water Services Charges (Billing and Collection) (Scotland) Order 2010. SSI 2010 No 10. Reg 11

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							Accounts and records shall not be disposed of until at least 6 years have passed since the end of the financial year in which the transaction occurred
	Energy Audits	Images, reports	Date of last action	7 Years	Review for historical requirement review before deleting	Business Requirement	
09.004.001	Carbon Management Projects	Reports, strategies	Date of last action	10 Years	Review for historical requirement review before deleting	Business Requirement	
	Carbon Management Administration	Templates	Superseded	1 year	Delete	Business Requirement	
20.003.001	Energy Awareness Campaigns	Artwork, surveys, awareness raising records, events, web information, research, energy awareness training, plan, communications plan, reports and updates	Conclusion of campaign	3 years	Sample for archival value	Business Requirement	
05.003.014	Electric Vehicles Fleet management – recording vehicle usage	Templates, master spreadsheet including mileage and charge out/in	Disposal of the vehicle	6 years	Destroy	Business requirement	

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		records, log sheets including mileage and driver details, vehicle sign out/in sheets including driver details					
12.003.009/ ENV-004-001	Management of government funding	Carbon project funding applications and grant documents	End of current financial year	6 years	Review historical requirement before deleting	for Business requirement	

Waste Strategy

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
26.001.001	Waste Management/ Partnership Plans and Area Waste Plans	Area Waste Plans	Until superseded	Permanent	Retain	Business Requirement	
26.001.001	Waste Management/ Partnership Plans and Area Waste Plans	Council Waste Strategy	Until superseded	Permanent	Retain	Business Requirement	
26.006.001	Waste Reduction/ Quarterly Composting/ Recycling Returns	Data documents	Quarterly	10 years	Review	Data returns to SEPA	
26.005.005	Waste Disposal/ Licensed / Permitted Waste	PPC permit/ Waste Management Licenses	Closure of site	Closure of site	Review	Business Requirement	

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	Management Site Returns						
26.005.016	Waste Disposal/ Site Conditioning Plans	Records documenting the monitoring of groundwater, surface water, leachate and gas, including sampling results	End of current year	10 years	Review	Business Requirement	

TRAFFIC and TRANSPORT

Transport Policy and Projects

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.003.001	2014 Games	Tenders, correspondence, drawings. record progress and decisions	Completion of projects/ superseded/ tenders approved	1 year after games finish (July 2015)	Destroy	Business Requirement	
12.003.011	Administration	Team meeting minutes	file created	1 year - minutes	Destroy	Business Requirement	
	Finance	SPT funding, capital programme monitoring	file created	6 years - finance	Destroy	Business Requirement	
	City Plan Matters	Correspondence, Fastlink contributions. For reference and professional information	N/A	Permanent	Retain	Retain for business and historical value	
20.007.003	CIVITAS	Funding framework, correspondence.	File date	Retention and Disposal depends on the	Destroy		

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		prepare and monitor funding applications		source of the funding, the length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention. For projects under the 2007-2013 EU programmes, the earliest retention date estimated at the moment is 31st December 2020. For projects under the 2014-2020 EU programmes, the earliest retention date estimated at the moment is 31st December 2022.			
	Consultations	2008 to 2011 responses to projects	Once decision made	6 months	Retain	Retain for business and historical value	
25.012.004	Cycling Matters	Core path routes, CAPS, presentations	End of current year	10 years	Review for ongoing and historical value before destroying	Business Requirement	
25.012.004	Development Matters	Accessibility studies	File date	10 years	Destroy	Business Requirement	
	Economic Commission	Report	File date	5 year	Destroy	Business Requirement	

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	FOI	FOI requests and responses	File date	1 year	Destroy	Business Requirement	
	General information	Bus routes, timetables rail network information, and so on	Once document superseded	1 year	Destroy	Business Requirement	
	Initiatives	Correspondence and info on transport initiatives	Once initiative abandoned or complete	1 year	Destroy	Business Requirement	
	IT	Presentations	Once software upgraded and training complete (if required)	5 years	Retain	Business Requirement	
	Master planning	Projects drawings, spreadsheets	Once project dropped or completed	10 years	Retain	Retain for business and historical value	
25.012.001	Modelling	GIS projects, spread sheets	N/A	Permanent	Retain	Business Requirement	
25.012.001	Policy	Documents, traffic count data, individual team working folders, public transport proposals	Once project abandoned or complete	10 years/ permanent	Review for ongoing and historical value before destroying	Retain for business and historical value / Business Requirement	
25.012.001	Projects	Drawings, pdfs, word documents	Completion of project	10 years / permanent	Review for ongoing and historical value before destroying	Retain for business and historical value / Business Requirement	
25.012.001	Public Transport Policy Proposals	Correspondence, drawings, consultations. create policy documents	Once policy document approved by the council	10 years / permanent	Review for ongoing and historical value before destroying	Retain for business and historical value / Business Requirement	
	Reference documents	Reference material	NA	Permanent	Retain once obsolete material removed	Retain for business and historical value	

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	Conferences and Seminars	Papers re: organising conference	Once conference delivered	5 years	Destroy	Business Requirement	
	Strategic Development Plan	consultation presentations, reports		10 years	Destroy	Business Requirement	
	Strategic Road Signing	road classifications listings, correspondence		5 years	Destroy	Destroy	
	TH	TH working folder - briefing notes, forms, minutes, presentations and so on		5 years	Destroy	Destroy	
	Traffic surveys, Censuses and so on	projects - random manual traffic counts, TRANSYTS	NA	Permanent	Retain	Retain for business and historical value	
25.011.001	TRO Consultations	Consultations Correspondence	Once TRO implemented	5 years	Destroy	Business Requirement	
	Archived List	Historical records/reference - records of archived files	NA	Permanent	Retain	Retain for business and historical value	Heading - development management
	Pre-planning enquiries	Applicant correspondence and replies	Last action	2 years	Destroy	Business Requirement	
	Observation returns	Planning application consultation responses and correspondence, photos	Once planning application decided	6 months after determination of application	Remove duplicate material and add to planning file	Business Requirement	
	Discharge of conditions	Responses and communications	Once planning application decided	6 months after determination of application	Remove duplicate material and add to planning file	Business Requirement	
	Adjoining	Planning	Once planning	6 months after	Remove	Business	

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	councils	application consultation responses and correspondence, photos	application decided	determination of application	duplicate material and add to planning file	Requirement	
	Travel Plans	Monitoring travel plans - status tables and lists	NA	Permanent	Retain	Retain for business and historical value	
	Transport Assessments	Monitoring travel plans - Travel Assessments, travel plans	NA	Permanent	Retain	Retain for business and historical value	
	Clyde Fastlink contributions	Records of Fastlink contributions recommended in planning applications	NA	Permanent	Retain	Retain for business and historical value	
25.011.004	Manual traffic surveys	Historical records - Data base of traffic surveys counts	NA	Permanent	Retain	Retain for business and historical value	
25.011.007	Parking study	Project - tenders, correspondence, drawings, reports	NA	Permanent	Review for ongoing and historical value before destroying	Retain for business and historical value	
	Policy	Modelling, info, proposals	Once policy document approved by the council	10 years	Review for ongoing and historical value before destroying	Retain for business and historical value / Business Requirement	
	Climate Change	Action plans, consultation responses	Once objective completed / reached / abandoned	1 year	Remove duplicate material and add to Sustainable Development files	Business Requirement	
	Westrans	Correspondence, SPT funding	Once project dropped or	1 year	Destroy	Business Requirement	

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Roadbuilding

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
25.001.006	Road Construction Consent	Correspondence, letters, memos, drawings, roads bonds	NA	Permanent	Retain for business and historical value	Statutory Requirement	Roads (Scotland) Act 1984, Section 21
25.001.001	Section 56	Section 56 correspondence, letters, memos, drawings	Date when issued/granted	5 years	Review for ongoing, if ongoing retain for further 3 years, if complete permanently retain certificates, destroy remaining correspondence	Statutory Requirement	Roads (Scotland) Act 1984, Section 56
25.001.001	SUDS	Correspondence	File date	5 years	Destroy or add to Road Construction Consent file/planning file	Statutory Requirement	Roads (Scotland) Act 1984, Section 21, (Sewage Scotland) Act 1968
25.001.001	Pre-construction consent	Pre-construction consents correspondence, drawings	File date	10 years	Destroy or add to Road Construction Consent file	Statutory Requirement	Roads (Scotland) Act 1984, Section 21
25.001.001	Registers - (observation returns, preplanning, roads	planning application registers	NA	Permanent	Retain	Business requirement	

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	construction consent)						
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Traffic Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/ Notes
25.001.005	Provision of road markings	Design documents including plans, work requests and orders, contract documents, approval and remedial actions	Completion of development/ works or refurbishment/ adjustment works/ DLO completion note/ Authorisation of payment	3 years	Review	Traffic Signs and General Directions Act/Business requirement/ Historic or re-use value	
05.002.008/25.003.001-003	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments - not traffic		Issue of decision	5 years	Delete	Business need	
25.005.002	National coring - No local coring carried out	SWSR extract, location List, Notification, Plans, Report, Inspections, Follow On Action, Inspection List, Symology Website	End of guarantee period of failed reinstatements	5 years	Delete	New Roads and Street Works Act (NRSWA)	
25.006.005	Liaison with public transport	Traffic liaise with bus services	Current	5 years (Agreed)	Delete	Business need	

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	users through a representative group	through SPT. Records of meetings with SPT - Partners/Working Groups/SPT folder or Correspondence/ External Partners folder in LES file plan					
25.008.011	Road closure - application processing where the application is rejected	Application Form, Assessment, Approval, Inspections, Enforcement Split record series Depends on client - council DLO or utility. Permanent or temporary road closures, for example, stopping-up	Last Action on application (Annual cycle)	6 months	Delete	Road Traffic Regulation Act 1984, Road Traffic (Temporary Restrictions) Act 1991	
25.008.012	Road closure - application processing where the application is approved	Application Forms, Assessments, Approvals, Inspections, Enforcement - split record series?	End of closure period Some events annual and very special events, for example, Papal Visit, should be tagged so they can be kept much longer, for example, 30 years	3 years	Review - historic/ re-use value	Road Traffic Regulation Act 1984, Road Traffic (Temporary Restrictions) Act 1991- To be retained for regular events - 3 years Are there two record series here? Closures and Closures/	

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						Events - Transfer to Events folder	
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	End of restrictions	1 year	Review - re-use value	Business need	
25.009.001	Promotion of road safety - KPI SCA Management schedule	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	Delete	Business need	
25.009.002	Road safety training programme	Key records - training materials, evaluation	Programme completed	5 years	Delete	Business need	
25.009.003	Road safety training programme	Administration and working documents	Programme completed	5 years	Delete	Re-use value Business need	
25.009.004	Analysis of road accident data to identify and		End of current year	10 years	Delete	Business need	

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	prioritise improvements to locations or routes						
25.009.005	Investigation into a reported road safety hazard, and action taken	Case file	Last action on case	5 years	Delete	Business need	
25.009.006	Road safety audit	External contractor. Traffic - keep reports	Completion of next audit	5 years	Delete	Business requirement	
25.010.002	Planning and scheduling of school transport service routes		From date of assessment	3 years	Review	Ongoing value	
25.010.002	Planning and scheduling of walking routes to school		Date report sent to Education	3 years	Review - re-use value	Ongoing value	
25.011.001	TRO Objections		Once TRO is implemented	5 years	Destroy	Business requirement	
25.011.003	Temporary/ Permanent Traffic management schemes to manage continued flow, diversion or reduction of traffic	For example, alter traffic flow in a residential area to prevent rat running	End of life of scheme	5 years (Agreed)	Delete	Business need	
25.011.004	Measurement, monitoring and analysis of traffic volume and flow	Split record series into two: A. Measurement and Monitoring B. Analysis of Traffic Volume and Flow	End of current year	A. 5 years B. years	A. Destroy B. Permanent	Series B has re-use value	
25.011.007	Public parking area	Inspection and assessment,	Life of asset	1 year	Delete	Business need	

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	management - On-road meters	maintenance work					
25.011.008	Processing complaint about a public parking area		Last action on complaint	3 years	Delete	Business need	
25.011.009	Resident/ disabled parking permit application processing - rejected application		Last action on application How long does applicant have to appeal	1 year	Delete	Business need	
25.011.010	Resident/ disabled parking permit application processing - approved application		A .Expiry/ withdrawal of permit B. Termination of entitlement - 3yr renewal/death.	A. 1 year B. 5years	Delete	Business need	
25.011.011	Traffic lights and pedestrian crossings - needs assessment		Superseded	5 years	Delete		
25.011.012	Traffic lights and pedestrian crossings - design and installation		Life of installation /End of life of asset	5 years	Delete		
25.011.013	Traffic lights and pedestrian crossings - maintenance		End of current year	5 years	Delete		
25.008.005	Public Liability Enquiries		Close of enquiry	5 years	Delete	Business need	
04.005.046	Skip licences (Permits)		Date registration lapses	3 years	Delete	Roads (Scotland) Act 1984 sec 85/86	
04.005.048	Street trading licences		Date registration lapses	2 years	Delete	Civic Government Scotland Act	

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						1982 c.45, s.40 and/or SCA Civic Government (Scotland) Act 1982 c.45, s.39	
04.005.042	Scaffold licences (permits)	Statutory	Date registration lapses	3 years	Delete	Roads (Scotland) Act 1984	
25.004.003	Footway Crossings (Dropped kerbs) applications		Completion of works	Permanent	Retain	Roads (Scotland) Act 1984	
25.001.001	Specific Structure Contracts Design and construction:- Roads and highways; Traffic management schemes; Traffic Calming Schemes Coast Protection Structures; Flood Schemes; Harbours, Quarries, and so on.	Project Management Design of Works Procurement of Works Construction Environmental assessments, Public Enquiries	Completion of project or removal of asset, for example, speed cushions	5 years - or review after 1 year - transfer to maintenance folder	Review	Business need	
25.001.002	Design and construction - As Built and supporting information. Not Traffic	Drawings, photographs, design calculations, ground investigations, inspection reports		Permanent	Retain for business and historical value	Business need	
25.001.003	Lighting scheme design Traffic	Bill of quantities, Payment	End of life of asset	5 years	Delete	Business need	

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	signs	certificate and invoices; Design Drawings, calculations, correspondence					
25.001.005	Provision of permanent road markings	Design documents including plans, work requests and orders, contract documents approval and remedial actions. Plan for markings has re-use value for on-going maintenance. (Transfer to Asset Management)	Once development completed - Several ways of marking completion - When you refurbish/adjust what is already there, post-adoption, DLO completion note that triggers payment.	5 years	Review - re-use value	Traffic Signs Regulations and Directions Act and related legislation	
25.001.005	Provision of permanent road markings	Design documents including plans, work requests and orders, contract documents, approval and remedial actions	Completion of works/ Authorisation of Payment?	6 years	Delete	Financial Regulations	
05.002.008/25.003.001-003	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments -		Issue of decision	5 years	Delete	Business need	

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	not Traffic						
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MANAGING ASSETS

Address Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/ Notes
21.001.015	General	Street Plan, Address Management Queries. Updating Gazetteer, record of queries	NA	Permanent	Retain	Business Requirement	
	OSG Exports	All exports of CAG. Uploading Gazetteer to National Gazetteer	Monthly requirement	6 months	Destroy	Business Requirement	
	CAG Queries	ER CAG Queries, Gazetteer Queries from OSG, Nat Gazetteer Queries on GAZ. Updating Gazetteer	Email	6 months	Destroy	Business Requirement	
	Street Naming and Numbering	Street Naming and Numbering for last 12 Years. Updating Gazetteer	NA	Permanent	Retain	Business Requirement	GIS and Property have complete lists of all SN and N's letters issued for the last 10 years,

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	Site Plans	New Development Sites. Updating Gazetteer	Letter from BC	1 year	Destroy	Business Requirement	These site plans are geo-referenced and stored in GIS so that they can be pulled into Uniform and used to store any news addresses onto the correct grid reference on the map at the time of Street numbering, they are retained for a year when it is a phased development and there are still other phases to Street Number.
	Street Directory	FPE, Ownership Enquiries or Gazetteer Enquiries	NA	Permanent	Retain	Business Requirement	
21.001.014	Property Enquiry Certificate Requests	PEC Requests	Letter/ Email received	2 Years	Destroy	Business Requirement	
	Property Enquiry Certificate Requests	Customer Accounts (Large Customers) PEC Request Received)	NA	Permanent	Retain	Legal/ Business Requirement	
	Property Enquiry Certificate Requests	PECs (Amended)	Need to amend PEC	5 years	Retain	Business Requirement	

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21.001.014	Ownership Enquiries	List of property owners. To issue Statutory Requirement notices	Date received	10 years	Destroy	Business Requirement /Statutory Requirement	Various Statutory Requirement notice legislation
	Miscellaneous Procedures/ Standards	Procedures Notes/Instruction Manuals/Reference manuals for reference	NA	Permanent	Retain	Business Requirement	

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SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.003	Property / Ownership Enquiries	Research, correspondence and so on relating to enquiries. Includes documents in following formats - Word, Excel, HTML, Archived e-mails (.oft). Record of enquiry and reference material to aid answering future enquiries	Response to Enquiry	10 years	Retain	Business Requirement	
	Access Glasgow	Word docs, spreadsheets and e-mails archives. Project documentation for several	Project Completion	2 years	Retain	Business Requirement	

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		Access Glasgow Projects					
	City Property	Word docs, spreadsheets. Documentation relating to Title Reports for Surplus property	Date of Report	2 years	Retain	Business Requirement	
05.002	Commonwealth Games	CPO Schedule Spreadsheet	NA	Permanent	Retain	Business Requirement	
	Councillors Letters	Responses to councillors' enquiries Word docs	Date of Response	2 years	Retain	Business Requirement	Now answered by e-mail since 2010
05.003.003	Glasgow Life (property leases)	Documentation relating to property leases to CSG (now Glasgow Life) Spreadsheet and PDFs)	NA	Permanent	Retain	Business Requirement	
05.002.012	Glasgow Housing Association Housing stock transfer	Dispositions and Land Certificates pertaining to the Housing Stock Transfer Word docs and PDFs	NA	Permanent	Retain	Business Requirement	
05.002.003	Land Ownership Information System (LOIS)	Title, research and ancillary information pertaining to council ownership. MS Office docs and images.	NA	Permanent	Retain	Business Requirement	
	LIDAR Data	Contractors Licences - Word docs	Date of Licence	2 years	Retain	Business Requirement	
05.002	M74	M74 CPO	NA	Permanent	Retain	Business	

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		research information, maps and plans. MS Office docs and images in various formats.				Requirement	
	Property Information	Asset Register reports, misc property info and general management docs, including Team Meeting Minutes. Word docs, spreadsheets.	NA	Permanent	Retain	Business Requirement	
21.001.014	Ownership Enquiry Plans	Conveyancing plans prepared for CE Legal and Plans prepared in response to ownership enquiries. PDFs	NA	Permanent	Retain	Business Requirement	
	Council Ownership (NORS)	Record of City Council ownership. A1 Maps (paper and film)	NA	Permanent	Retain	Statutory Requirement	
	Council Ownership (NORS)	Textual information relating to the A1 ownership maps. Each map has at least 1 corresponding file. A4 Paper files (also contain folded A3 maps)	NA	Permanent	Retain	Statutory Requirement	
	Council	Record of	NA	Permanent	Retain	Statutory	

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	Ownership	Glasgow Corporation Ownership, pre SRC. A1 Paper maps.				Requirement	
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Technical Services

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.002.008	Quality Assurance (Quality Plan)	Quality Documentation	End of financial year following financial completion	20 years	Review	Council Policy	
05.002.008	Quality Assurance (Quality Plan)	QA Design Briefs	End of financial year following financial completion	20 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Quality Assurance (Quality Plan) Store on Q-Pulse? To note: storage issue, does not affect retention	QA Project Registration Forms	End of financial year following financial completion	3 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Project Correspondence	Project-specific Emails	End of financial year following financial completion	20 years	Delete	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Project Correspondence	Project-specific Letters	End of financial year following financial completion	20 years	Delete	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	

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05.002.008	Project Correspondence	Project-specific Memos	End of financial year following financial completion	20 years	Delete	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Project Correspondence	General correspondence (non-project specific)	Date of Last Action	3 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Finance	Project- specific Invoices	End of financial year following financial completion	20 years	Delete	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Finance	Budget Monitoring - Projects	End of financial year following financial completion	20 years	Delete	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Finance - Variations	Variations	End of financial year following financial completion	20 years	Delete	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Progress and Programmes	Programme of works	End of financial year following financial completion	20 years	Delete	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Progress and Programmes	Meeting Agendas	End of financial year following financial completion	20 years	Delete	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Progress and Programmes	Meeting Minutes	End of financial year following financial completion	20 years	Delete	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7	

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						and 8	
05.002.008	Reports	Report documents	End of financial year following financial completion	20 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Reports	Feasibility documents	Feasibility Completion	20 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Reports	Presentations	Feasibility Completion	20 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.008	Reports	Spreadsheets with options and potential costs Project-specific	End of financial year following financial completion	20 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
	Drawings	Preliminary (Feasibility) Drawings	Date of Drawing Creation	5 years	Review/re-use value	Council Policy	
	Drawings	Design	Date of Drawing Creation	10 years	Review	Council Policy	
05.002.008	Drawings	Contract	Date of Drawing Creation	20 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7 and 8	
	Drawings	As built	End of Life of Asset	5 years	Review	Construction (Design and Management) Regulations 2007	
05.002.008	Consultation	Consultation documentation during design,	End of financial year following financial	20 years	Delete	Prescriptions and Limitations (Scotland) Act	

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		TRO Working Documents, construction	completion			1973 c. 52 s6, 7	
25.011.001	Design and Contract Preparation	Traffic Regulation Made Orders (TRO)	Creation of Order	Permanent	Retain	Traffic Regulations Order (Procedures) (Scotland) Regulation 1999	
	Design and Contract Preparation	Traffic Regulation Orders Working Documents (TRO)	Date Order becomes effective	3 years	Delete	Road Traffic Act 1984	
25.001.001	Design and Contract Preparation	Health and Safety Plans	Until decommissioned/ End of life of asset	5 years	Review	Health and Safety Act Year	
25.001.001	Design and Contract Preparation	Design calculations	End of life of asset	5 years	Review	Design Manual for Roads and Bridges	
25.012.007	Design and Contract Preparation	Traffic counts	Confirmation of transfer to DRS	5 years	Delete	Business need - Council Policy	
25.001.001	Design and Contract Preparation	Traffic modelling	End of financial year following financial completion	5 years	Review for re-use/historic value	Business need - Council Policy	
05.002.008	Design and Contract Preparation	Surveys	End of financial year following financial completion	20 years	Review - Re-use value	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7	
05.002.008	Delivery	Site records	End of financial year following financial completion	20 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7	
05.002.008	Delivery	Site Instruction	End of financial year following financial	20 years	Review	Prescriptions and Limitations (Scotland) Act	

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			completion			1973 c. 52 s6, 7	
05.002.008	Delivery	Variation Order	End of financial year following financial completion	20 years	Review	Prescriptions and Limitations (Scotland) Act 1973 c. 52 s6, 7	
	Health and Safety File - CDM	CDM Regulations	End of Life of Asset	5 years	Review	Construction (Design and Management) Regulations 2007	
	Health and Safety File	Health and Safety	End of Life of Asset	5 years	Review	Construction (Design and Management) Regulations 2007	
	Operation and Maintenance - Inspection Records		Date of Last Action	5 years	Delete	Business requirement	
	Operation and Maintenance - Maintenance Instructions		Date of Last Action/Disposal of Asset	20 years	Review	Business requirement	

Roads Operations

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.003.014	Vehicle Documentation	Vehicle Log; Vehicle Defects	End of Financial Year	3 years	Delete		
05.003.013	Driver Documentation	Drivers Log;	End of Financial Year	7 years	Delete		
22.001.011	Procurement Documentation	Material Requisitions; Hire Requisitions; Stock	End of Financial Year	5 years	Review	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	

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		Requisitions; Goods Received Notes for these				HM Customs and Excise Notice 700/21: Keeping [VAT] records and accounts (December 2007)	
25.008.003	Cyclic/Non Cyclic Activity Notification Sheets (ANCs) - Completed	Completed Pothole/Gully Cleaning/Emergency work instructions	End of Financial Year of Date of Rectification	5 years	Review		
26.005.005	Environmental Management	Site Licence; Waste Transfer Info; SEPA correspondence ; Details of work carried out by contractors	Closure of Site	Permanent	Retain		
	Quality Plans	Lifebelt Maintenance; Winter Maintenance; High Speed Roads Traffic Management - Parks and Grass cutting; High Speed Roads Traffic Management - Additional Work; Gully Cleaning	Until superseded	Variable	Delete		
	Symology Noticing	List of all Noticed Road Works Planned by Depot	End of Financial Year following completion of works	1 year	Review	Street Works Road Register	
	RALF(Roads and Lighting Faults)	Emergency Instructions	End of Financial Year	3 years	Review	Health and Safety	

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	Follow Up Notices	Requiring Follow Up Work				legislation	
	Incident and Accident Report Records	Incident and Accident Log	Date Record Created	3 years	Review	Health and Safety legislation	
13.003.005	Health and Safety Management System COSHH Assessments	COSHH Assessments	Date of Last Action	40 years	Delete	Control of Substances Hazardous to Health Regulations 2002	
	Health and Safety Bulletins	Council and HSE, and so on	Until superseded	Variable	Delete	Health and Safety legislation	
13.003.001	Safety Register	Database	Date of Last Action	6 years	Delete	Health and Safety legislation	
	Safety Performance Statistics		End of Financial Year	5 years	Review	Health and Safety legislation	
05.003.010	Premises Register	Record of Health and Safety, security, and so on, incidents occurring on council premises.	Date of Last Action	1 year	Delete	Health and Safety legislation	
13.004.001	Risk Assessment Records		Date of Last Assessment	3 years	Delete	Management of Health and Safety at Work Regulations 1992	
	Monthly Site Safety Inspection Reports		End of Financial Year in which inspection occurred	Current financial year	Delete	Health and Safety legislation	
13.003.004	Swing and Harness	Safety reports	Date Equipment is	6 years	Delete	Health and Safety	

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	Inspection Reports		decommissioned			legislation	
	Toolbox Talks		Until superseded	Variable	Delete	Health and Safety legislation	
	LES Managers' Team Briefing and Corporate Team Briefings	Monthly Team Briefings for both LES and council	Date of Briefing	3 years	Delete		
	Pothole Reports	All Potholes Reported to RALF Centre - Recorded as requiring repaired in 1 day or 5 days	End of Financial Year	3 years	Delete		
	Vehicle Movement Log (At Depot Gate)	Log of private vehicles entering and leaving depot	Record Created	1 year	Delete		
	Winter Gritting Records	Gritting Quality Procedures; Gritting Routes; Grit Bin Locations; Vehicles and Drivers Assigned to Routes; Tonnages of Salt Used; Log of Any Situations arising during Gritting	End of Financial Year	3 years	Review		
	Gully Records	Gully Routes Master file ; Gully Working File; Gully	End of two year programme	3 years	Delete		

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		Quality Procedures; Gully Defect Records					
	Stock Control Records	Stock Requisition Sheets; Stock Items Received Sheets	End of Financial Year	3 years	Delete		

Council Property

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.002.001	Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets over £50,000	Surveys, valuations, correspondence	Disposal of property	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8	
05.002.002	Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets under £50,000	Surveys, valuations, correspondence	Disposal of property	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8	
05.002.003	Title Deeds		Disposal of property	Nil	Transfer to new owner	Business Requirement	
05.002.004	Records documenting negotiations for		Closure of negotiations	5 years	Destroy	Prescription and Limitation (Scotland) Act	

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	the acquisition of a property by the council, where the property was not acquired.					1973 c. 52 s 6	
05.002.005	Records documenting the acquisition of a property through lease - assets over £50,000	Lease agreement, correspondence	Expiry of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.006	Records documenting the acquisition of a property through lease - assets under £50,000	Lease agreement, correspondence	Expiry of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.007	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	
05.002.008	Council property design and construction project files - assets over £50,000	Project Files – includes feasibility studies, brief, correspondence , minutes of site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract	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	

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		documentation					
05.002.009	Council property design and construction project files - assets under £50,000	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)	5 years	Review for business and historical value	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.010	Records documenting the development of specifications for consumables		Superseded	3 years	Destroy	Business Requirement	
05.002.011	Records documenting the development of specifications for equipment: major items.		Disposal of item	3 years	Destroy	Business Requirement	
05.002.012	Records documenting the disposal of properties by sale, transfer or donation		Disposal of property	20 years for assets over £50,000; 5 years for assets under £50,000	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	
05.002.013	Records documenting the termination of a property lease - assets over £50,000		Termination of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	

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05.002.014	Records documenting the termination of a property lease - assets under £50,000		Termination of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.015	Records documenting cleansing, sanitisation and authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.		Disposal of item	5 years	Destroy	Business Requirement	
05.003.001	Records documenting the on going management of council property and land - assets over £50,000	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	
05.003.002	Records documenting the on going management of council property and land - assets under £50,000	Property case files	Date of lease expiry or disposal	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	
05.003.003	Records documenting the lease of council property to a third party.	For example, allotments	Termination of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6	
05.003.004	Property compliance -	Records documenting	Completion of subsequent	Nil	Destroy	Business Requirement	Or as specified by the requirements

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	inspection and enforcement	the conduct and outcomes of an inspection of a property by an enforcing authority, and action taken to deal with matters raised	inspection				of specific enforcing authorities
05.003.005	Property compliance - safety certificates	Fire and gas safety certificates	Issue of new certificate	5 years	Destroy	Business Requirement	
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	
05.003.007	Property security - Records documenting property access controls to secure areas (for example, access registers, key registers, security data logs).	Access registers, key registers	Date superseded	2 years	Destroy	Business Requirement	
05.003.008	Property security - Register of security passes issued to staff		Expiry of pass	1 year	Destroy	Data Protection Act 1998 c.29	
05.003.009	Property security - Register of security passes		Expiry of pass	1 month	Destroy	Data Protection Act 1998 c.29	

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	issued to visitors						
05.003.010	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	
05.003.011	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
05.003.012	Fleet management - Allocation and maintenance		Disposal of the vehicle	7 years	Destroy	Business Requirement	
05.003.013	Fleet management - Recording drivers usage		Date closed	7 years	Destroy	Business Requirement	

Parks Operations

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.007	Claims for Incidental Expenses	In QPulse but no retention details	End of current financial year	6 years	Delete		
12.004.006	Miscellaneous Cash Expenditure Records	In QPulse but no retention details	End of current financial year	7 years	Delete		
	Operators Hourly Usage Log(s)	Retention specified in	Date of Last Action	10 years	Delete		

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		QPulse					
	Chainsaw and Safety Equipment Daily Check Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Monthly Progress Meeting Minutes	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Daily Pesticide Use Records	Retention specified in QPulse	Date of Last Action	3 years	Delete		
	Daily Machinery Issue Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Depot Minor Repair Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Machinery Repair Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Hire Plant Condition Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Authorised Drivers: Licence Checklists	Retention specified in QPulse	Date of Last Action	3 years	Delete		
	Weekly Dayworks Job Tickets	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Machinery Assessment Reports	Retention specified in QPulse	Life of asset/machine	Variable	Delete		
05.003.011	Event Store: Equipment in Use Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Event Store: Receipt Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Depot Item Stock Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Towed Equipment	Retention	Date of Last Action	1 year	Delete		

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	Usage Records	specified in QPulse					
	Vehicle Log Book/Condition Reports	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Vehicle Log Book/Condition Reports (A)	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Vehicle Weekly Check Schedules	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Personal Protective Equipment Issue Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Protective Clothing Trial Records: Boots/Shoes	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Protective Clothing Trial Records: Jackets/Trousers/O ver-trousers	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Loan of Vehicle/Machinery Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Hire Machinery Inventory	Retention specified in QPulse	Date of Last Action/Upload into Computer Inventory List	1 year	Delete		
	Ladder Record Sheets	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Variable Hours Recording Sheets	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Fuel Keys Signing In/Out Sheets	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	LAMS Assessment Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	LAMS Calculator	Retention specified in QPulse	Date of Last Action	1 year	Delete		

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05.003.011	Plant Key Issue Records (Fuel Into Cans)	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Plant Fuel Returns Records (Fuel from Cans into Plant)	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Issue of Fuel by Visitor Key Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Issue of Vehicle Fuel by Manual Override Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Dip Check Sheets	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Driver/Ancillary Job Tickets	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Site Specific Assessment Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Odometer Record Sheets	Retention specified in QPulse	Date of Last Action	1 year	Delete		
05.003.011	Depot Fuel Spreadsheet Analysis Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Play Equipment and Surface Inspection : Defect Sheets	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Excavation Works Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Chemical Stock Records	Retention specified in QPulse	Date of Last Action	3 years	Delete		
	George Street Christmas Tree Records	Retention specified in QPulse	Date of Last Action	2 years	Delete		
	Ladder Inspection Report Sheets	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Stores Requisition	Retention	Date of Last Action	1 year	Delete		

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	Records	specified in QPulse					
	Plant and Trailer Assessment Reports	Retention specified in QPulse	Life of asset	Variable	Delete		
05.003.011	Inspection Monitoring Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Cemetery Memorial Inspection Records	Retention specified in QPulse	Date of Last Action	1 year	Delete		
	Means of Escape Records	In QPulse but no retention details	Superseded	1 year	Delete		
	Weekly Environmental Depot Inspection Sheets	Retention specified in QPulse	Date of Last Action	1 year	Delete		

Landscape and Parks Development

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.008.002	Parks and Open Spaces Development - Performance Monitoring	Service reviews including Service Level Agreements, minutes of meetings, reports, management briefings	End of financial year / Approval of report (whichever comes soonest)	5 years	Delete		
12.003.004	Parks and Open Spaces Development - Budget monitoring and actions	Financial Tracking - departmental budget reports (For example PDP and ENV2); budget virement	End of current financial year	3 years	Delete		

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		transfers, minutes of meetings, reports					
20.01.002-004	Parks and Open Spaces Development - Ceremonial/ Event Activities	Records documenting the planning of a civic event/official visit to the council and/or council representation at events, ceremonies and so on. other than those which the council organises (for example invites, briefings, photographs, video/audio recordings, programmes, text of speeches delivered, press cuttings)	Date of last action	3 years	Review for Re-use / Archival value or Delete		
20.01.002-004	Parks and Open Spaces Development - Public and Schools Events and Volunteering Activities (Non-Personal Data)	Records documenting the planning and delivery of events on council and or in partnership with other organisation that include	Date of last action	3 years	Review for Re-use / Archival value or Delete		

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		working with members of the public including children (for example, invites, programmes)					
17.003.001	Parks and Open Spaces Development - Public and Schools Events and Volunteering Activities (Personal Data)	Personal data collected for events/activities such as contacts lists and includes personal contact and references for volunteers	Superseded	Variable	Delete		
17.001.005-006	Parks and Open Spaces Development - Freedom of Information Requests (FoISA)	Compiling information for response where requested - for example, reports, maps and spreadsheets	Sending information to council FoI SA Officer	3 years or 6 years where appeal made	Delete	Freedom of Information Act	
11.001.002-007	Parks and Open Spaces Development - Management Plans: Development of plan's) including surveys and reports	Led by Parks and Open Spaces management plans - the development of management plans includes investigations and report development including site condition surveys,	Date closed / Date plan is finalised or published	5 years	Review for Re-use / Archival value or Delete		

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		historical records analysis and mapping					
20.002.004	Parks and Open Spaces Development - Management Plans: Finalised after consultation	Parks and Open Spaces management plans - detailed management plans for parks and other green spaces ; period of time that plans cover tend to be for a minimum of 5 years and up to 20 years	When period the plan covers finishes (i.e. end of the last year of a 5yr plan)	3 years	Review for Re-use / Archival value or Delete		
20.003.010	Parks and Open Spaces Development - Consultation Events: Development/Preparatory	Records of the development of Public and Internal Stakeholders consultations on council management/projects plans and strategies/policies	Completion of survey / consultation	3 years	Review for Re-use / Archival value or Delete		
20.003.019	Parks and Open Spaces Development - Visitor Surveys	Completed visitor surveys (includes personal details covered under Data Protection Act)	Completion of analysis of responses	Variable	Delete		
20.003.020	Parks and Open Spaces Development - Visitor Survey	Analysis of survey working files and reports	Completion of survey	5 years	Review for Re-use / Archival value or Delete		

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	Analysis						
20.003.009	Parks and Open Spaces Development - Consultation Events: Published Results	Overall Team: Final results of Public and Internal Stakeholders consultations on council management/ project plans; this relates only to stand alone reports , where part of another document (i.e. Appendices to a Management Plan) the retention (period for the overall document will apply)	Date of publishing final report on consultation results	5 Years	Review for Re-use / Archival value or Delete		
20.003.008	Parks and Open Spaces Development - Consultation: 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 Re-use / Archival value or Delete		
22.003.001	Parks and Open Spaces Development - Procurement Records: Development of tenders/quotes for issue by	Initial procurement assessments, business case/requisition; pre-qualification questionnaire (PQQ)	End of contract (including all related contract commitments)	5 years	Delete		

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	Procurement team	development; Quality Submission question development; draft and agreed specifications, bills and contract documents for tenders and quotations					
22.003.005	Parks and Open Spaces Development - Procurement Records: Tender evaluation, negotiation and notification records Unsuccessful tenders	Bills of Quantities; Quality Submissions; tender analysis reporting and approvals forms	Award of contract	1 year	Delete		
22.003.006	Parks and Open Spaces Development - Procurement Records: Tender evaluation, negotiation and notification records successful tenders	Bills of Quantities; Quality Submissions; tender analysis forms reporting (for example CR1, GR17 and GR23) and approvals forms	End of contract (including all related contract commitments)	5 years	Delete		
22.001.011	Parks and Open Spaces Development - Purchase	Purchase orders; goods received notes	End of current financial year	5 years	Delete		

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	ordering records						
25.001.001	Parks and Open Spaces Development - Design and Construction elements of project development	Construction information - tender packs, services drawings, F10 forms, site risk assessments and other documents relating to CDM2007 requirements (where relevant)	Completion of project / contract	5 Years	Review for Re-use / Archival value or Delete		
22.001.006	Parks and Open Spaces Development - Contract Management / Administration (council funded projects; not under seal)	Including; Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions)	End of contract (including all related contract commitments)	5 years	Delete		
22.001.006 and 22.007.003	Parks and Open Spaces Development - Contract Management / Administration (external funded elements to project)	Including; Contract award letters and agreements, post-tender negotiations, service level agreements, compliance	End of contract (including all related contract commitments)	Retention and Disposal depends on the length of funding programme and type of projects. Decision will be taken on a case-by-case basis.	Review for Re-use / Archival value or Delete		

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		reports, performance reports, variations to contracts (revisions, extensions), contract valuations, copies of payment certificates		Grant offer may stipulate length of retention. Minimum 5 years.			
05.002.008	Parks and Open Spaces Development - Drawings: Design drawings created internally	Development of designs and/or works areas in either CAD or GIS software applications including images and linked files (i.e. shape files for GIS drawings) as well as creation of graphics and other related files (for example AutoCAD Lisp routines)	Creation of drawing	20 years	Review for Re-use / Archival value or Delete		
05.002.008	Parks and Open Spaces Development - Drawings: Contract drawings created internally	Produced from development drawings or developed for contract as required (i.e. Architects Instruction) in	End of financial year following financial completion or Last Action (if project does not proceed)	20 years	Review for Re-use / Archival value or Delete		

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		either Cad or GIS applications; linked materials for example, images					
25.001.002	Parks and Open Spaces Development - Drawings: As Built drawings created internally	Where required drawings developed in CAD applications with associated links to images and other files		Permanent	Retain		
05.002.008	Parks and Open Spaces Development - Drawings: Project Development drawings created internally	Project development - drawings developed to show key information in documents such as reports or management briefings and/or where used to help establish a project proposal with associated links to images and other files	Completion or Cancellation of project	20 years	Review for Re-use / Archival value or Delete		
05.002.008	Parks and Open Spaces Development - Drawings: Funding application drawings created internally	CAD or GIS drawings developed to support a funding application to an external body with associated links to images	Project Close / End of Contract	20 years	Review for Re-use / Archival value or Delete		

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		and other files					
05.002.008	Parks and Open Spaces Development Team Drawings - Drawings Received from an external sources	CAD design drawings received via specific design and build contracts, including related correspondence s and instructions	End of financial year following financial completion or Last Action (if project does not proceed)	20 years	Review for Re-use / Archival value or Delete		
05.002.008	Parks and Open Spaces Development - External Surveys (for design development)	External surveys and reports received as part of design process for example, topographic surveys and building surveys	End of financial year following financial completion or Last Action (if project does not proceed)	20 years	Review for Re-use / Archival value or Delete		
20.007.003	Parks and Open Spaces Development - Grant Funding: Applications, Contracts and Claims	Records associated with applications and subsequent claims made by the council to funding bodies, including correspondence s to bodies and between partners in joint bids, grant contracts, budget reporting, claims forms and associated correspondence	Last Action on Rejected Applications or End Of Funding Contract (including all related contract commitments and payments)	Retention and Disposal depends on the source of the funding, the length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention. For projects under the 2007-2013 EU programmes, the earliest retention date	Review for Re-use / Archival value or Delete		

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				estimated at the moment is 31st December 2020. For projects under the 2014-2020 EU programmes, the earliest retention date estimated at the moment is 31st December 2022.			
	Parks and Open Spaces Development - Geographic Information Systems (GIS) data: personal Geodatabase and shape files	Council operated ArcView GIS package utilising links to data held in an individual officers files; personal and file Geo-database, shape files, images and tables (excel)	As file is superseded	None	Delete (some files will be superseded in databases)		
17.004.004	Parks and Open Spaces Development - Project Development Images	Site images for example surveys and condition reports	Current	2 years	Review for Re-use / Archival value or Delete		
17.004.004	Parks and Open Spaces Development - Publicity/Corporate Photographs	Corporate photographs and artwork (i.e. for publications and website articles) includes event	Current	2 years	Review for Re-use / Archival value or Delete		

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		photographs showing children (where due consent was obtained)					
17.004.004	Parks and Open Spaces Development - Heritage Site/Property Photographs	Photographs of historical importance relating to sites/properties management for example events, project work, contract works and condition recording	Current	2 years	Review for Re-use / Archival value or Delete		
	Parks and Open Spaces Development - Corporate Images i.e. logos	Copies of corporate images such as council logos and partner organisation logos/images in multiple file formats	Superseded	Variable	Delete		
	Parks and Open Spaces Development - Project Development: Heritage/Historic structures or sites	Specifications, e-mails, minutes of meetings focusing on key heritage/historic value projects	Completion of Project	10 years	Review for Re-use / Archival value or Delete		
20.001.001	Parks and Open Spaces Development - City of Glasgow International Rose Trials	Event Details, Judges information/Personal details. Rose Garden information and plans. Rose		Permanent	Retain		

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		flower images. Rose Trials Results and Judges marking paperwork. SCA 20 Management - Events management					
20.001.002	Parks and Open Spaces Development Team - Glasgow Show Event	Contact names and addresses, show details and general information SCA 20 Management - Events management	End of annual event	3 Years	Delete		
	Parks and Open Spaces Development - Standard Contract/Project Specifications and Design Details	Covers details and designs for hard and soft landscaping works which can be utilised in varied projects either as a standard design or as a design that can be altered to suit specific project requirements	Superseded	Variable	Delete		
20.010.008	Parks and Open Spaces Development - council strategies and policies	Copies of council strategies, policies, reports and minutes of committee meetings	As superseded or last action	Variable	Delete		
	Parks and Open	Electronic	Superseded	Variable	Delete		

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	Spaces Development - British Standards	versions of British Standards					
	Parks and Open Spaces Development - Design Procedures	Books, photographs, plans, CDs, Published documents	Superseded	Variable	Delete		
	Parks and Open Spaces Development - Maintenance Manuals	Assets/ Machinery - Records, photographs, plans, CDs, Supplier provided information when their equipment is installed	Life of Asset	Variable	Delete		
17.004.003	Parks and Open Spaces Development - Business Forms/Templates Development	Creation and development of forms and templates for business purposes (for example Excel or Word templates and standard forms)	Superseded	1 Year	Review for Re-use / Archival value or Delete		
	Parks and Open Spaces Development - Research Documents; Best Practice Guidelines; Other reference materials	Photographs, plans, CDs	Superseded	1 year	Review for Re-use / Archival value or Delete		
20.002.003	Parks and Open	Books and other		Permanent	Retain		

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	Spaces Development - Published Documents Library	published documents (Internal and External) used as a reference library					
	Parks and Open Spaces Development - Contract Documents Library	Master versions of contract documents for example Scottish Minor Works form of contract and related certificates	Superseded	Variable	Delete		
22.001.006	Parks and Open Spaces Development - Contract Valuation Documents	Interim Valuations; Final Accounts; Certificate of Completion; Certificate of Making Good Defects; Draft versions of certificates	End of contract (including all related contract commitments)	5 years	Delete		
20.010.010	Parks and Open Spaces Development - Business and Council Policy/Strategy Review and Development	Working files relating to policies/strategies reviews within team including briefings on existing policies and recommendations to management and draft versions of	Superseded	2 years	Review for Re-use / Archival value or Delete		

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		documentation					
20.010.010	Parks and Open Spaces Development - Biodiversity Policy/Strategy Review	Working files relating to Natural Environment Strategy, Animal Policies, NNIS policies	Superseded	2 years	Review for Re-use / Archival value or Delete		
05.001.008	Parks and Open Spaces Development - Fixed Assets Management Records	Fixed asset records including surveys/maintenance records (for example play equipment, street furniture, foot bridges)	Date equipment/asset is decommissioned / disposed of	5 years	Delete		
05.003.001	Records documenting the ongoing management of council property and land - assets over £50,000	Property case files for buildings and structures such as heritage buildings, fountains, monuments and statues	Date of lease expiry or disposal	20 years	Delete		
05.003.002	Records documenting the ongoing management of council property and land - assets under £50,000	Property case files for buildings and structures such as heritage buildings, fountains, monuments and statues	Date of lease expiry or disposal	5 years	Delete		
11.002.005	Parks and Open Spaces Development - Biodiversity Asset	Documents relating to habitat management	Date of record closed	5 years	Review for Re-use / Archival value or Delete		

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	Management	including site and species surveys and monitoring files including confidential records of protected species.					
11.001.001	Parks and Open Spaces Development - Natural Environment/ Biodiversity Awareness	Advice given internally and externally including members of the public; Event information and resources; newsletters; leaflets; guidance material including interpretation panel designs/text; environmental education materials; seminar presentations; contact details of mailing lists (confidential), website text; campaign information	Date document superseded or project/campaign ended	1 year	Review for Re-use / Archival value or Delete		
20.010.010	Parks and Open Spaces Development -	Working files relating to Management of	End of financial Year	2 Years	Review for Re-use / Archival value or Delete		

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	Management Working Group	the Parks and Open Spaces Development Team from a Service level including Minutes of meetings; Management Briefings, Team level steering reports					
19.009.003	Parks and Open Spaces Development - Bedding Plants and Hardy Nursery Stock Information/ Flowering Planters	Internal proforma - ordering files and stock records	End of current year	5 Years	Delete		
11.002.006	Parks and Open Spaces Development - Invasive Species Records/ Information	Records on city wide locations of set invasive species and their management (i.e. chemical control); record series kept separately from other parks and open spaces management activities; records/correspondence regarding council actions	Date closed	5 years	Review for Re-use / Archival value or Delete		

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		adjacent to private property					
	Parks and Open Spaces Development - WHICH Gardening Plant Trials	Trial information and plans; Images; Results and reporting; Correspondence	End of financial Year	2 years	Review for Re-use / Archival value or Delete		
19.001.001	Parks and Open Spaces Development - Establishment, development and closure of an allotment site		Closure of site	5 years	Delete		
19.001.002	Parks and Open Spaces Development - Maintenance of infrastructure and facilities at an allotment site		End of current year	5 years	Delete		
19.001.003	Parks and Open Spaces Development - 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	Delete		
19.001.004	Parks and Open Spaces Development - Processing of an application for rental of an		Termination of rental	1 year	Delete		

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	allotment plot or to erect a structure, where the application is approved.						
05.003.003	Parks and Open Spaces Development - Records documenting the lease of council property to a third party.	General lease/rental arrangements both council and rented out and land i.e. allotments; council's Permission To Use lets; woodlands	Termination of lease	5 years	Delete		
20.004.001	Parks and Open Spaces Development - 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	Delete		
20.004.003	Parks and Open Spaces Development - Complaints: case file	Records documenting the handling of a customer complaint.	Last action on complaint	5 years	Delete		
20.002.002	Parks and Open Spaces Development - Internal communication (elected members)	Records documenting enquiries received from council elected members and the development of a response	Current	3 years	Delete		

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		including actual response to enquiry					
13.004.001	Parks and Open Spaces Development - Risk assessments	Designer Risk Assessments; Specific staff activity risk assessments; Generic site/activity risk assessments	Date of last assessment / last action.	3 years	Delete		
13.003.005	Parks and Open Spaces Development - Hazardous substances reports and product information	COSHH, BASIS information Structures database; General herbicide information including product sheets and site records	Date of last action.	40 years	Delete		
19.009.002	Parks and Open Spaces Development - Site or Property development and management records	Case files including initial concept work, site level survey and management planning records, historical site/estate records, correspondence	Date of lease expiry or disposal	5 years	Delete		
19.009.002	Parks and Open Spaces Development - External Approvals and Licenses Sought	Approvals obtained from relevant external sources to allow progress of	Closure of site / amenity	5 years	Delete		

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		projects/contracts (for example, Felling License from Forestry Commission Scotland) including draft versions					
12.004	Parks and Open Spaces Development - Financial Records	50+/ nature club bank account details, cheque book and bank statements and float	End of financial year	6 years	Delete		
	Parks and Open Spaces Development - Wildlife reporting	Wildlife crime information, guides and incident documents; Wildlife injuries and fatalities recording	End of financial year	5 years	Review for Re-use / Archival value or Delete		
	Parks and Open Spaces Development - Urban tree cover management (non-personal data)	Ezytree stand-alone database application stores tree related information such as condition surveys, management prescriptions both for tree health and the council's Duty of Care, works ordering and enquiries. Data		Permanent	Retain		

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		is stored against a specific tree record.					
	Parks and Open Spaces Development - Urban tree cover management (personal data)	Ezytree stand-alone database application stores tree related enquiries that include personal details (name, address, contact number); these are held within the database and are stored for as long as the tree(s) to which the enquiry relates is still in existence (either living or dead) in order to track ongoing customer/resident service commitments	As tree(s), including stump where relevant, is removed or when personal data is updated	Variable	Delete		
	Parks and Open Spaces Development - Incidental emails	These are emails which facilitate council business (such as arranging meetings) but do not need to be retained for any business purposes once	When subject of e-mail is completed	Variable	Delete		

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		subject of the email is completed; Deemed that other emails are either Personal and outwith Retention Schedule or are of a Corporate nature and are thereby covered by other record series in the Retention Schedule					
	Parks and Open Spaces Development - Urban Forest Duty Of Care Reports	Reports generated and exported from the Ezytree database programme	Date report created	2 years	Delete		
05.003.011	Parks and Open Spaces Development - Equipment records	Includes stock inventory, condition, monitoring, assignment and storage records for all movable equipment (for example ICT, surveying equipment, cameras and mobile phones)	End of current year	1 Year	Delete		

GIS

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SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
25.005.001	Public List of Roads	Name of street, narrative and any associated unique records	Closure of list	Permanent	Retain	Roads (Scotland) Act 1984	

Estimating

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Estimating - Estimate Register	Excel Spreadsheet	Permanent	Permanent	Retain	Business Requirement	
	Estimating - Estimate Request	Email, letter or fax	Date of Request	3 years	Delete (after 1 month)	Business Requirement	
	Estimating - Estimate Backup	Drawings, photos, specifications, Bills of Quantities	Date of Request	3 years	Delete (after 1 month)	Business Requirement	
	Estimating - Estimate Workings	OVERTURE Estimating System (on a Virtual PC using Windows 98)	Date of Request	3 years	Delete (after 1 month)	Business Requirement	
	Estimating - Tender Analysis Records	Excel Spreadsheet	Date of Request	3 years	Delete	Business Requirement	
	Estimating - Estimate Letter	Word doc	Date of Request	3 years	Delete	Business Requirement	
22.001.006	Estimate Acceptances	Email, letter or Fax	End of contract period	5 years	Delete	Statutory - Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 S.I. 1993 No. 3228	

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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

[OFFICIAL]

						The Public Services Contracts Regulations 1993. S.I. 1991 No. 2680 The Public Works Contracts Regulations 1991. 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	
	LAMIS Input Form	Excel Spreadsheet	Date of Acceptance	1 year	Delete	Business Requirement	
	On-time Orders - Order Request	Email, letter or Fax	Date of Request	2 years	Delete	Business Requirement	
22.001.006	Valuations - Pre-contract Award Documentation	Bill of Quantities, Specifications, Drawings, Pre Start Minutes , Architect's Instruction's, Day Works, Photos	Date of Practical Completion	5 years	Delete	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	

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						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	
22.001.006	Valuations - Post-contract Award Documentation	Valuations, Final Accounts, Certificate of Completion, Certificate of Making Good Defects	Date defects liability expires	5 years	Delete	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	

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						Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations 2003	
	RMS / ROSDA (Roads Operations Service Delivery Agreement) Contract Information	Excel Spreadsheets, Word docs	Date of enquiry	2 years	Delete	Business Requirement	

Project Management and Design

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.002	Quality Assurance (Quality Plan) Store on Q-Pulse	Council QA procedure/ Record	Certificate of financial completion	10 years	Review	COUNCIL QA Policy	
05.002	Quality Assurance (Quality Plan) Store on Q-Pulse	Design Briefs provided by Project teams	Certificate of financial completion	10years	Review	COUNCIL QA Policy	
05.002.009	Quality Assurance (Quality Plan) Store on Q-Pulse	Project Registration Forms	Certificate of financial completion	10 years	Review	COUNCIL QA Policy	
20.002.01	Project Correspondence	Project-specific Emails	Certificate of financial completion	5 years	Review	COUNCIL QA Policy	
20.002.01	Project Correspondence	Project-specific Letter	Certificate of financial completion	5 years	Review	COUNCIL QA Policy	
20.002.01	General	Memo	Certificate of	3 years	Review	COUNCIL QA	

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	Correspondence	(correspondence - non-job specific, HR, training, and so on)	financial completion			Policy	
12.004.005	Finance	Invoices received - project-specific	Certificate of financial completion/End of current financial year	6 years	Delete	COUNCIL QA Policy/ Finance Regulations	
12.004.006	Finance (GR20 Form)	Finance Forms/Payment Certificates (hand written forms for payments)	Certificate of financial completion/End of current financial year. Projects/Financial Regulations conflict	5 years	Delete	COUNCIL QA Policy/Finance	
05.002.008/05.002.009	Finance/Projects	Variations to Contracts - project-specific (Costs)	Certificate of financial completion	5 years	Delete	COUNCIL QA Policy/ Finance/ CDM Regulations 2007	
12.003.001-004	Finance/Projects	Programme of Works	Certificate of financial completion	5 years	Delete	CDM Regulations 2007	
25.001.001-006	Finance/Projects	Measured Bills of Quantities	Certificate of financial completion	5 years	Delete	CDM Regulations 2007	
25.001.001-002	Finance/Projects	Certificate of Construction completion	Certificate of financial completion	5 years	Delete	CDM Regulations 2007	
05.002.009	Progress and Programmes	Meeting Agendas Project-specific	Certificate of financial completion	5 years	Delete	COUNCIL QA	
20.003/20.004/20.007	Progress and Programmes	Meeting Agendas Non-project-specific	Completion	3 years	Delete	Business need - COUNCIL Policy	
05.002.008	Progress and	Meeting	Certificate of	5 years	Delete	COUNCIL QA	

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	Programmes	Minutes Project-specific	financial completion				
20.003/20.004/20.007	Progress and Programmes	Meeting Minutes Non-project specific	Completion	3 years	Delete	Business need - COUNCIL Policy	
05.002.008/20.007.002	Reports	Report Documents (Design and Feasibility)	Completion	5 years	Delete	COUNCIL QA	
05.002.008/20.007.002	Reports	Spreadsheets with options and potential costs - project-specific	Certificate of financial completion	5 years	Delete	COUNCIL QA	
05.002.008/20.007.002	Reports	Preliminary (Feasibility) Reports	Certificate of financial completion	5 years	Delete	COUNCIL QA	
05.002.008/20.007.002	Drawings	Preliminary Design Drawings	Certificate of financial completion	5 years	Delete	Business need - COUNCIL Policy	
05.002.008/20.007.002	Drawings	Tender Drawings	Last Action/Certificate of financial completion or closed on Officebase	5 years	Review - re-use value and keep As-built drawings for life of asset	Business need/COUNCIL Policy/QA	
05.002.008/20.007.002	Drawings	Contract/ Construction Drawings	Certificate of Financial Completion	5 years	Review	Statutory/ Financial Regulations or CDM Regulations	
05.002.008/20.007.002/25.001.002	Drawings	As-built Drawings	Certificate of Financial Completion	Permanent	Retain for business and historical value	Health and safety act year/ CDM Regulations	
05.002.008/25.008.013/25.011.001-002	TRO Consultation (Elected Members and Public)	Consultation documentation during design, TRO Working Documents,	Until Made Order is superseded or End of financial year following financial	5 years	Delete	COUNCIL QA	

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		construction	completion				
05.002.008/25.00 8.013/25.011.001 -002	Design and Contract Preparation	Traffic Regulation orders (TRO)	Date TRO becomes active	5 years	Review	Traffic (Scotland) Act	
25.001.001-004	Design and Contract Preparation	Health and Safety Plan	Life of Asset/Certificate of construction completion	3 years	Review	Health and Safety Act/ CDM Regulations/ Record	
25.001.001-004	Design and Contract Preparation	Health and Safety Plans Pre-construction	Certificate of construction completion	5 years	Review	Health and Safety Act/ CDM Regulations/ Record	
25.001.001-004	Design and Contract Preparation	Design calculations for loading on structures	Until decommissioned/ End of life of asset	Permanent	Review/Archive	Design Manual for Roads and Bridges - Co- ordinate with Structures.	
25.001.001- 004/25.012.001- 008	Design and Contract Preparation	Traffic modelling	End of financial year following financial completion	5 years	Review	Business need – council policy Co-ordinate with Projects	
25.001.002	Design and Contract Preparation	Geotechnical Reports	none	Permanent	Retain for business and historical value	SCA Guidelines	
25.001.002	Design and Contract Preparation	Slope Stability Analysis (slope)	none	Permanent	Retain for business and historical value	SCA Guidelines	
25.001.002	Design and Contract Preparation	Ground Investigation General others	Life of Asset	Permanent	Review - Re-use value	SCA Guidelines	
25.001.001-004	Design and Contract Preparation	Lighting - Lighting Section need to know these records will not be destroyed until they are finished with them. Joint	End of financial year following financial completion	3 years	Review - Re-use value	SCA Guidelines	

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		owners					
25.001.002	Design and Contract Preparation	Bore Hole Logs for Geotechnical	None	Permanent	Retain for business and historical value	SCA Guidelines	
25.001.001-004	Design and Contract Preparation	Contract Documentation - refers to one contractor	Life of Asset/ End of financial year following financial completion	Variable	Review/Archive	Financial Regulations/ CDM Regulations/ council policy - IOB to advise	
25.001.001-004	Design and Contract Preparation	Tender Documentation (Specification/ Form of Tender, and so on) Refers to multiple contractors	End of financial year following financial completion	5 years	Review	Financial Regulations/ CDM Regulations/ council policy	
25.001.001-006	Design	Bill of Quantities	End of financial year following financial completion	5 years	Review	Council Legal - Contract document requirement	
11.003.003/25.001.001-004	Design	Environmental Assessments	Certificate of Construction Completion	5 years	Review	Health and safety / CDM Regulations	
25.001.006	Design	Road Construction Consents	Life of Asset	Permanent	Retain for business and historical value	Road Traffic Act	
25.001.002	Design	Inspection Reports for Structures	Certificate of construction completion	Permanent	Retain for business and historical value	Health and safety / CDM Regulations	
25.001.001-002	Design	Design/ Construction Photographs	Certificate of financial completion	Permanent	Retain for business and historical value	Council policy / Contract documents	
25.001.001-002	Design	3D Modelling	Certificate of financial completion	Permanent	Retain for business and historical value	Business need - council policy	
25.001.001-002	Design	Topographical Surveys/Level	Certificate of financial	Permanent	Retain for business and	Business need - council policy	

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		Surveys	completion		historical value		
25.001.001-002	Design	AIP Safety Unit	Certificate of financial completion	Permanent	Retain for business and historical value	Business need - council policy	
25.001.001-002	Design	Land Acquisition	Date of completed acquisition	Permanent	Retain for business and historical value	Business need - council policy	
21.002/25.001.001-002	Design	Planning Applications	Date of planning approval	Permanent	Retain for business and historical value	Planning Act 1988	
21.002/25.001.001-002	Design	Planning and Construction Consents	Date of planning approval	Permanent	Retain for business and historical value	Planning Act 1988	
25.001.001-002	Design	Risk Assessments and Method Statements - Works with Third Party Bodies (Utilities) subject to legal agreement	End of financial year following financial completion	5 years	Review	New Roads and Street Works Act/Health and Safety / CDM Regulations / Moleseye	
25.001.001-002	Design	Public Notifications (Works starts notices, and so on)	End of financial year following financial completion	5 years	Review	Council QA	
25.001.001-005/25.005.001	Structures	Structure Name	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.002	Structures	Structure Reference Number	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence	Retain for business and historical value	Data required for a record of structures to be managed by council	

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				of legal importance			
25.001.001-005/25.005.003	Structures	Structure Type and Form	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.003	Structures	Location	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.003	Structures	Route carried (and Classification)	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.003	Structures	Obstacle Crossed	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.003	Structures	Key Dimensions	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.003	Structures	Date of Construction	Date structure constructed or	Permanent but separate General	Retain for business and	Data required for a record of	

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			date structure adopted by council	Correspondence and correspondence of legal importance	historical value	structures to be managed by council	
25.001.001-005/25.005.003	Structures	Designer and Design Code	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.003	Structures	Record / Historic Drawings	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.003	Structures	Height and width clearances	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.003	Structures	Historic Listing	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
25.001.001-005/25.005.003	Structures	Construction Materials	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal	Retain for business and historical value	Data required for a record of structures to be managed by council	

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				importance			
25.001.001-005/25.005.003	Structures	Restrictions (Weight (load), height, width and so on)	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
20.002.02	Structures	Correspondence	Date structure constructed or date structure adopted by council	Permanent but separate General Correspondence and correspondence of legal importance	Retain for business and historical value	Data required for a record of structures to be managed by council	
05.002.008-009?	Structures Agreements: Legal folder	Owner	Date agreement expires or is terminated	6 years	Delete	Data required to identify which organisation is responsible for the maintenance of whole or parts of a structure.	
05.002.008-009?	Structures Agreements: Legal folder	Management / maintenance responsibility	Date agreement expires or is terminated	6 years	Delete	Data required to identify which organisation is responsible for the maintenance of whole or parts of a structure.	
05.002.008-009?	Structures Agreements: Legal folder	Legal Agreements	Date agreement expires or is terminated	6 years	Delete	Data required to identify which organisation is responsible for the maintenance of whole or parts of a structure.	
05.002.008-009?	Structures Agreements: move to Legal	Boundary Authority Agreements	Date agreement expires or is terminated	6 years	Delete	Data required to identify which organisation is	

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	folder					responsible for the maintenance of whole or parts of a structure.	
05.002.008-009/22.001	Structures Agreements: Legal folder	Letters defining management / maintenance responsibility - some with Legal implications	Date agreement expires or is terminated	6 years	Delete	Data required to identify which organisation is responsible for the maintenance of whole or parts of a structure.	
25.008.004/25.008.006	Structures Assessments: (Bridge Strengthening)	Date of last and next assessment (see General Information: Bridge Assessment Programme)	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.008.006	Bridge Strengthening Assessments	Original design loading	Date assessment completed	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.008.006	Bridge Strengthening Assessments	Assessment Capacity	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads	Permanent	Retain for business and historical value	Roads Scotland Act 1984	

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			then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review				
25.008.004/25.008.006	Bridge Strengthening Assessments	Assessment Load Rating	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.008.006	Bridge Strengthening Assessments	Assessment Reports	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if	Permanent	Retain for business and historical value	Roads Scotland Act 1984	

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			identified to be necessary following a structural review				
25.008.004/25.00 8.006	Bridge Strengthening Assessments	Date of assessment and reason	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Bridge Strengthening Assessments	Records of assessor and checker	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review	Permanent	Retain for business and historical value	Roads Scotland Act 1984 to safeguard the travelling public and to protect COUNCIL from legal action against sub-standard management.	
25.008.004/25.00	Bridge	Critical	If structure	Permanent	Retain for	Roads Scotland	

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8.006	Strengthening Assessments	assessment component and reserve capacity	constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review		business and historical value	Act 1984	
25.008.004/25.00 8.006	Bridge Strengthening Assessments	Interim Measures required and in place	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Bridge Strengthening Assessments	Structural Review Records (i.e. date of last review, outcome and date of next review)	If structure constructed pre 1975, satisfies minimum dimension requirements and	Permanent	Retain for business and historical value	Roads Scotland Act 1984	

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			is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review				
25.008.004/25.008.006	Bridge Strengthening Assessments	Abnormal Load Capacity	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.008.006	Bridge Strengthening Assessments	Technical Approval Records for Assessment	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an	Permanent	Retain for business and historical value	Roads Scotland Act 1984	

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			assessment is carried out if identified to be necessary following a structural review				
25.008.004/25.00 8.006	Bridge Strengthening Assessments	Scour Protection Assessment	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Structures General Inspections: (2 year cycle)	Date of last and next General inspection (see General Information: Bridge Inspection Programme)	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Structures General Inspections: (2 year cycle)	General Inspection Performa	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Structures General Inspections: (2 year cycle)	Performance Records - Performance measurements,	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	

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		indicators and targets					
25.008.004/25.00 8.006	Structures General Inspections: (2 year cycle)	Damage / Defect Reports	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Structures Principal Inspections: Close-up inspections. 6 year cycle. Photos, material samples, and so on	Date of last and next Principal inspection (see General Information: Bridge Inspection Programme)	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Structures Principal Inspections: Close-up inspections. 6 year cycle. Photos, material samples, and so on	Principal Inspection Reports	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Structures Principal Inspections: Close-up inspections. 6 year cycle. Photos, material samples, and so on	Performance Records - Performance measurements, indicators and targets	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Structures Principal Inspections: Close-up inspections. 6 year cycle.	Damage / Defect Reports	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	

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	Photos, material samples, and so on						
25.008.004/25.00 8.006	Structures Special Inspections: based on outcome of other inspection cycles	Special Inspection Reports	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.004/25.00 8.006	Structures Special Inspections: based on outcome of other inspection cycles	Testing Reports	Life of Structure/Asset	Permanent	Retain for business and historical value	Roads Scotland Act 1984	
25.008.006	Structures Maintenance Records:	Health and Safety File Legal requirement	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004/25.00 8.006	Structures Maintenance Records	Structural File	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004/25.00 8.006	Structures Maintenance Records	Special Access Requirements	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004/25.00 8.006	Structures Maintenance Records	Maintenance Access requirements	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004/25.00 8.006	Structures Maintenance Records	External Considerations and Constraints (for example, Social, geographical, environmental. Conservation	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	

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		and so on)					
25.008.004/25.00 8.006	Structures Maintenance Records	Manufacturer documentation / details / assurances of units (i.e. parapets, bearings, joints and so on)	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
03.002.001- 002/03.003.001- 006	Structures Maintenance Records	Emergency Plans	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
05.003.001-002	Structures Maintenance Records	Operation Procedures	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
05.003.001-002	Structures Maintenance Records	System Procedures	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
22.001.002- 003/22.001.006- 008/22.003.006	Structures Maintenance Records	Maintenance Contracts	Date maintenance works carried out.	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004/25.00 8.006	Structures Maintenance Records	Maintenance Need Requirements	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004/25.00 8.006	Structures Maintenance Records	Maintenance Priority score	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004/25.00 8.006	Structures Maintenance Records	Proposed / Planned maintenance	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004	Structures Maintenance	Maintenance History	Date maintenance	Permanent	Retain for business and	Roads (Scotland) Act	

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	Records		works carried out		historical value	1994. The CDM Regulations	
25.008.004/25.008.006	Structures Maintenance Records	Routine Maintenance needs	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004	Structures Maintenance Records	Service Life	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.008.004	Structures Maintenance Records	Lifecycle Plans	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
05.002.008/20.007.002	Structures Maintenance Records	Construction Costs	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
12.002.001/12.002.003	Structures Maintenance Records	Asset Value	Date maintenance works carried out	Permanent	Retain for business and historical value	Roads (Scotland) Act 1994. The CDM Regulations	
25.001.002	Structures Utilities	Record of Utilities - not sole source but best to keep own record	Date structure constructed or date structure adopted by council	Permanent	Retain for business and historical value	Business need - For health and safety and future financial, asset management and maintenance planning	
05.003.001/05.003.006/05.003.006	Specific Structure Contracts - Monitoring: Result of assessment - identify need to monitor structure	Monitoring Specification	Date of last action - Completion of Works	5 years	Retain for business and historical value	Roads Scotland Act 1984	
05.003.001/05.003.006/05.003.007	Specific Structure Contracts(j)	Monitoring Reports	Date of last action -	5 years	Retain for business and	This information is necessary for	

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	Monitoring: Result of assessment - identify need to monitor structure		Completion of Works		historical value	council to fulfil the statutory obligation under the Roads Scotland Act 1984 to safeguard the travelling public and to protect council from legal action against sub- standard management.	
25.008.010-013	Specific Structure Contracts Restrictions and Closure: Result of assessment - identify need for restrictions and closures	Record of diversion route for vehicles affected by structures with restrictions - Signed weight, height and width restrictions	Date of last action - Completion of Works	5 years	Delete	Roads Scotland Act 1984	
25.008.013	Specific Structure Contracts Emergency Works: Cross- refer to routine maintenance works	Emergency Works Records - as opposed to road works records. Pothole filling is the same if it is routine or emergency. Difference is the record of the reason why it was filled	Date of last action - Completion of Works	5 years	Review for business and historical value	Requirement for future asset management, financial and maintenance planning as well as supporting council's statutory obligation under the Roads Scotland Act 1984 to safeguard the travelling public and to protect	

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						council from legal action against sub-standard management.	
05.002.008-009//25.001.001-002	Specific Structure Contracts Design and Construction: - Structures	Project Management, Design of works, Procurement of Works, Construction Records, Environmental Assessments, Public Enquires	Completion of Project	5 years	Review	Roads Scotland Act 1984	
25.001.002	Specific Structure Contracts Design and Construction: - As-built Information	Drawings, Photographs, design calculations, ground investigations, inspection reports - Selection of historically valuable items required	Completion of Project	Permanent	Retain selection for business and historical value	This information is necessary for council to safeguard the travelling public and to protect council from legal action against sub-standard management.	
05.002.008-009/25.001.001-002	Specific Structure Contracts Design and Construction: - Contract Management Files	Contract Award files and agreements, post-tender negotiations, variations to contract	End of contract	20 years	Delete	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.	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

						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	
05.002.008-009/25.001.001-002	Specific Structure Contracts Design and Construction: - Tender Files	Issue of Invitations to Tender and handling of incoming tender records	Award of Contract	1 year	Delete	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	
22.001.004/22.003.005	Specific Structure Contracts Design and Construction: - Tender Files	Tender evaluation, negotiation and notification records - Unsuccessful Tenders	Award of Contract	1 year	Delete	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	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

						re-tendering if successful contractor withdraws service	
22.001.003/22.003.00006	Specific Structure Contracts Design and Construction: - Tender Files	Tender evaluation, negotiation and notification records - Successful Tenders	Award of Contract	20 years	Delete	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	
20.008.001-005	Structures (a) Quality Assurance	General	Superseded	5 years	Delete	Business need	
20.008.001-005	Structures (a) Quality Assurance	System Procedures	Superseded	5 years	Delete	Business need	
20.008.001-005	Structures (a) Quality Assurance	QA Reps Meetings	Superseded	5 years	Delete	Business need	
20.008.001-005	Structures (a) Quality Assurance	Feedback Correspondence	Superseded	5 years	Delete	Business need	
20.002.02	Structures	Bridges	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Councillors	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Members Liaison Unit	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Clyde Premium Unit	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General	Land / Property Enquires	Last action	10 years	Review - re-use value	Business need	

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	Correspondence						
20.002.02	Structures (c) General Correspondence. :A General Correspondence folder already exists as do partners folders for, for example, British Waterways	Van Servicing Records	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Glasgow Humane Society	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence.	Weight Restrictions on Bridges	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Low Bridge Signing	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Graffiti	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Area Managers Meeting Minutes	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	British Waterways	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Gritting Routes	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Clyde Bridges Heritage Trail	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Clyde Bridges Heritage Trail (2007 update)	Last action	10 years	Review - re-use value	Business need	

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20.002.02	Structures (c) General Correspondence	Fire Strike Mitigation	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Bridge Floodlighting	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Mail Record	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Bridge Parapets	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Parks Bridges/ Structures	Last action	10 years	Review - re-use value	Business need	
20.002.02	Structures (c) General Correspondence	Pigeon Nuisance	Last action	10 years	Review - re-use value	Business need	
25.005 or 25.008	(d) Bridge Inspection Programme		End of current year	6 years	Review - re-use value	Business need	
25.005 or 25.008	(e) Bridge Assessment Programme		End of current year	6 years	Review - re-use value	Business need	
25.005 or 25.008	(f) Bridge Works Programme	General	End of current year	6 years	Review - re-use value	Business need	
25.005 or 25.009	(f) Bridge Works Programme	Revenue Works	End of current year	6 years	Review - re-use value	Business need	
25.005 or 25.010	(f) Bridge Works Programme	Capital Works	End of current year	6 years	Review - re-use value	Business need	
25.005 or 25.011	(f) Bridge Works Programme	Record of Contracts	End of current year	6 years	Review - re-use value	Business need	
25.005 or 25.012	(f) Bridge Works Programme	Parapet Replacement	End of current year	6 years	Review - re-use value	Business need	
25.001-002	Gantry and HML Work Programme	General	End of current year	6 years	Review - re-use value	Roads (Scotland) Act 1984	
25.001-004	Gantry and HML Work Programme	High Mast Lighting	End of current year	6 years	Review - re-use value	Roads (Scotland) Act	

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						1984	
25.001-002	Retaining Walls : Sub-set of Core Information	General	Date structure constructed or date structure adopted by council or date damage or complaint received regarding a wall structure.	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
05.001.001- 004/25.001-002	Retaining Walls : Sub-set of Core Information	Maintenance Records	Date structure constructed or date structure adopted by council or date damage or complaint received regarding a wall structure.	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
25.001-002	Stairs: Sub-set of Core Information	General	Date structure constructed or date structure adopted by council or date damage or complaint received regarding a stair structure.	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
25.004.003?	Abnormal Loads: Approx. 10 per day	General	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a	Delete	Roads (Scotland) Act 1984	

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				minimum 1 year. Exception in case of some High Load Routes.			
25.004.003?	Abnormal Loads : Approx. 10 per day	Roads Traffic Acts	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes. Are these almost acting as templates? There is a Templates folder	Delete	Roads (Scotland) Act 1984	
25.004.003?	Abnormal Loads: Approx. 10 per day	Vehicle Legislation	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes	Delete	Roads (Scotland) Act 1984	
25.004.003?	Abnormal Loads: Approx. 10 per day	C.L.A.C. - Roads	Date of notification	Notification register and bridge clearances and restrictions continually updated.	Delete	Roads (Scotland) Act 1984	

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				Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes			
25.004.003?	Abnormal Loads: Approx. 10 per day	Special Orders	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes	Delete	Roads (Scotland) Act 1984	
25.004.003?	Abnormal Loads: Approx. 10 per day	Abnormal Load Notification Register	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes	Delete	Roads (Scotland) Act 1984	
25.004.003?	Abnormal Loads: Approx. 10 per day	Block Indemnities	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year.	Delete	Roads (Scotland) Act 1984	

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				Exception in case of some High Load Routes. Are these almost acting as templates? There is a templates folder			
25.004.003?	Abnormal Loads: Approx. 10 per day	Influence Line Diagrams and Calculation	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year Exception in case of some High Load Routes. Are these almost acting as templates? There is a templates folder	Delete	Roads (Scotland) Act 1984	
25.004.003?	Abnormal Loads: Approx. 10 per day	Clydeside Expressway ABL Route Calculation	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes	Delete	Roads (Scotland) Act 1984	
25.004.003?	Abnormal Loads: Approx. 10 per	High Load Route Split - 1	Date of notification	Notification register and	Delete	Roads (Scotland) Act	

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	day	year and permanent		bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes		1984	
25.004.003?	Abnormal Loads: Approx. 10 per day	Bridge Clearances - M8 and Clydeside Expressway	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes. Are these almost acting as templates? There is a templates folder	Delete	Roads (Scotland) Act 1984	
25.004.003?	Abnormal Loads: Approx. 10 per day	Bridge Clearances - Correspondence and Legislation	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes	Delete	Roads (Scotland) Act 1984	

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25.004.003?	Abnormal Loads: Approx. 10 per day	Bridge Clearances - Bridge General	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes	Delete	Roads (Scotland) Act 1984	
25.004.003?	Abnormal Loads: Approx. 10 per day	Restricted Height	Date of notification	Notification register and bridge clearances and restrictions continually updated. Notifications kept on file for a minimum 1 year. Exception in case of some High Load Routes	Delete	Roads (Scotland) Act 1984	
05.002.008-009/21.001-001-002?/25.001.001-002	Development Control - Technical Approval of Structure - Structures have authority to issue approval - Owner.	Design Certificates, Approval in Principle (AIP), consent and approval correspondence , copy of AIP specification and drawings	From date of approval	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984 - Clause 21	
05.002.008-009/21.001-001-002?/25.001.001-002	Development Control - Design and Construction	Completion certificates, As-built drawings and specifications,	Completion of project/ End of life of assets	Variable	Delete	Statutory - This information is necessary for council to safeguard the	

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		health and safety file, structure files, photographs, calculations, ground investigations, adoption inspection reports				travelling public and to protect council from legal action against sub-standard management	
05.001, 05.002, 21.002	Development Control - Boundary Authorities : Legal folder -see 'Agreements' above	General	Some structures lie on the boundary between adjacent roads authorities. The maintenance responsibilities were agreed between the councils when Strathclyde Regional council split into smaller council areas	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
05.001, 05.002, 21.002	Development Control - Boundary Authorities : Legal folder -see 'Agreements' above	West Dunbartonshire Council	Some structures lie on the boundary between adjacent roads authorities. The maintenance responsibilities were agreed between the councils when Strathclyde Regional council split into smaller council areas	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
05.001, 05.002,	Development	East	Some structures	Permanent	Retain for	Roads	

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21.002	Control - Boundary Authorities : Legal folder -see 'Agreements' above	Dunbartonshire Council	lie on the boundary between adjacent roads authorities. The maintenance responsibilities were agreed between the councils when Strathclyde Regional council split into smaller council areas		business and historical value	(Scotland) Act 1984	
05.001, 05.002, 21.002	Boundary Authorities : Legal folder -see 'Agreements' above	North Lanarkshire Council	Some structures lie on the boundary between adjacent roads authorities. The maintenance responsibilities were agreed between the councils when Strathclyde Regional council split into smaller council areas	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
05.001, 05.002, 21.002	Boundary Authorities : Legal folder -see 'Agreements' above	South Lanarkshire Council	Some structures lie on the boundary between adjacent roads authorities. The maintenance responsibilities were agreed between the councils when Strathclyde Regional council	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	

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			split into smaller council areas				
05.001, 05.002, 21.002	Development Control - Boundary Authorities : Legal folder -see 'Agreements' above	East Renfrewshire Council	Some structures lie on the boundary between adjacent roads authorities. The maintenance responsibilities were agreed between the councils when Strathclyde Regional council split into smaller council areas	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
05.001, 05.002, 21.002	Development Control - Boundary Authorities : Legal folder -see 'Agreements' above	Renfrewshire Council	Some structures lie on the boundary between adjacent roads authorities. The maintenance responsibilities were agreed between the councils when Strathclyde Regional council split into smaller council areas	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
	Internal Departments Work Instructions and Communications	General	Last action	10 years	Review for business value	Business need	
	Internal Departments Work Instructions and	Briefs	Last action	10 years	Review for business value	Business need	

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	Communications						
08.001.004-005	Network Rail	General	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	Network Rail	Agreements	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	Network Rail	Agreements – Correspond-	If structure constructed pre	Permanent	Retain for business and	Roads (Scotland) Act	

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		ence	1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory		historical value	1984	
08.001.004-005	Network Rail	Bridgeguard 3 (Vol 1)	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	Network Rail	Bridgeguard 3 (Vol 2)	If structure constructed pre 1975, satisfies minimum dimension	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	

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			requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory				
08.001.004-005	Network Rail	Bridgeguard 3 (Vol 3)	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	Network Rail	Bridgeguard 3 (Vol 4) Jan 2002 to Dec 2002	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	

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			then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory				
08.001.004-005	Network Rail	Bridgeguard 3 (Vol 5) Jan 2003 to Dec 2003	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	Network Rail	Bridgeguard 3 (Vol 6) Jan 2004 to Dec 2004	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	

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			assessment is carried out if identified to be necessary following a structural review. Statutory				
08.001.004-005	Network Rail	Containment of Approaches to Railway Bridges	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	Network Rail	Bridgeguard 3 (Vol 7) Jan 2005	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	

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			necessary following a structural review. Statutory				
08.001.004-005	Network Rail	Road - Rail Incursions	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	Network Rail	Bridge Strengthening - Mentioned elsewhere	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review.	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	

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			Statutory				
08.001.004-005	Network Rail	Projects: Crossrail	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	Network Rail	Projects: Pigeons	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	Network Rail	Low Bridge Strikes	If structure constructed pre	Permanent	Retain for business and	Roads (Scotland) Act	

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			1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review. Statutory		historical value	1984	
08.001.004-005	British Rail Board (Residuary) :	General	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review.	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	British Rail Board (Residuary) :	Agreements	If structure constructed pre 1975, satisfies minimum dimension requirements and	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	

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			is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review.				
08.001.004-005	British Rail Board (Residuary) :	Agreements – Correspondence	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an assessment is carried out if identified to be necessary following a structural review.	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	
08.001.004-005	British Rail Board (Residuary) :	Railway Paths Ltd	If structure constructed pre 1975, satisfies minimum dimension requirements and is subjected to vehicle live loads then assessment required. Alternatively, an	Permanent	Retain for business and historical value	Roads (Scotland) Act 1984	

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			assessment is carried out if identified to be necessary following a structural review.				
08.001.004-005	S.C.O.T.S.	General	Last action	10 years	Review for business value	Business need	
08.001.004-005	S.C.O.T.S.	2003 Bridge Assessment Questionnaire Returns	Last action	10 years	Review for business value	Business need	
08.001.004-005	S.C.O.T.S.	2003 Bridge Assessment Questionnaire Returns	Last action	10 years	Review for business value	Business need	
08.001.004-005	S.C.O.T.S.	2003 Bridge Assessment Questionnaire Returns	Last action	10 years	Review for business value	Business need	
08.001.004-005	S.C.O.T.S.	2003 Bridge Assessment Questionnaire Returns	Last action	10 years	Review for business value	Business need	
22.001.001/22.001.005?	Consultants :	General	Last action	10 years	Review for business value	Business need	
22.001.001/22.001.005?	Consultants :	Consultants Brief	Last action	10 years	Review for business value	Business need	
22.003.002-007/25.001.002	Contractors :	General	Last action	10 years	Review for business value	Business need	
221.001.001/22.001.005	Contractors :	Standing Restricted List of Selected Contractors	Last action	10 years	Review for business value	Business need	
22.003.002-007/25.001.002	Contractors :	Performance	Last action	10 years	Review for business value	Business need	
20.002.02	Transport Scotland :	General	Last Action	10 years	Review for business value	Business need	
11.003.001/25.00	River Clyde :	Reports	Last action or	10 years	Review for	Flood	

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1.001-002/25.008.003			superseded		business value	Prevention Act	
11.003.001/25.001.001-002/25.008.003	River Clyde :	Quay Walls and Riverbanks - General (Closed)	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.001.001-002/25.008.003	River Clyde :	Quay Walls and Riverbanks - General	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.001.001-002/25.008.003	River Clyde :	Quay wall Working Group - defunct	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
25.001.001	River Clyde :	Water Safety Working Group (Vol 1)	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
25.001.001	River Clyde :	Water Safety Working Group (Vol 2)	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
25.001.001	River Clyde :	Water Safety Working Group (Vol 3)	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
25.001.001	River Clyde :	Water Safety Working Group (Vol 4)	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
25.001.001	River Clyde :	Water Safety Working Group (Vol 5)	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
05.002.003/05.002.012/18.006.003-012/18.007.001	River Clyde :	Quay Wall and Riverbank Ownership	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
	River Clyde :	Finance and Programming	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/11.003.005/21.003.018/25.001.001-002	River Clyde :	Quay Walls and Riverbanks - Design Liaison Minutes	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
05.001.012?	River Clyde :	Life Belts	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/11.003	River Clyde :	Flooding -	Last action or	10 years	Review for	Flood	

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3.005/21.003.018 /25.001.001-002		Legislation	superseded		business value	Prevention Act	
11.003.001/11.00 3.005/21.003.018 /25.001.001-002	River Clyde :	Flood Prevention Working Group	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001-002	River Clyde :	Works General	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001-002	River Clyde :	Scour Inspection	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001-002	River Clyde :	Bank at Shore Street	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001-002	River Clyde :	River Bus Pontoon	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Auldburn Road	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Waterside Street	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Science Centre Footbridge	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Quay Wall Ladders	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001-002	River Clyde :	North Bank Repairs at Tidal Weir	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
25.003.002-003	River Clyde :	Development Control. - Dalmarnock	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Gorbals Walkway	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
25.001.001-002	River Clyde :	Westthorn Flood Protection Works	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001-	River Clyde :	Clyde Place Quay No 1	Last action or superseded	10 years	Review for business value	Flood Prevention Act	

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002/25.008.003							
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Clyde Place Wharf No 1	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Clyde Place Quay No 2	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Clyde Place Wharf No 2	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Clyde Place Quay No 3	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Carlton Place Quay	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Adelphi Street Revetment	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Florence Street Revetment	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	South Downstream Tidal Weir Wall	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	North Downstream Tidal Weir Wall	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Glasgow Green Quay Wall	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Glasgow Green Revetment	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Albert Bridge North Training Wall	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001-	River Clyde :	Clyde Street Revetment	Last action or superseded	10 years	Review for business value	Flood Prevention Act	

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002/25.008.003							
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Custom House Quay No 1	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Custom House Quay No 2	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Custom House Quay No 3	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Broomielaw Quay No 1	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Broomielaw Quay Wharf	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Broomielaw Quay No 2	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Broomielaw Quay No 3	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Broomielaw Quay No 4	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Carrick Street Quay	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	McAlpine Street Quay	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Anderston Quay No 1	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Anderston Quay No 2	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001-	River Clyde :	Anderston Quay No 3	Last action or superseded	10 years	Review for business value	Flood Prevention Act	

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002/25.008.003							
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Lancefield Quay No 1	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Lancefield Quay No 2	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Lancefield Quay No 3	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Govan Housing Wall	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
25.001.001- 002/25.008.003	River Clyde :	Science Centre Footbridge - Site Work	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
11.003.001/25.00 1.001- 002/25.008.003	River Clyde :	Duck Race	Last action or superseded	10 years	Review for business value	Flood Prevention Act	
08.001.004-005	N.R.S.W.A. :	Register of Notifications and Responses	Completion of works	6 years	Delete	New Roads and Streetworks Act 1991	
25.001.001	White Cart Water	Flood Prevention Scheme	Last action	10 years	Retain for business and historical value	Business need	
12	Finance :	General - Budget Planning Programme	End of financial year	6 years	Retain for business and historical value	Business need	
12	Finance file plan	Capital Programme - Budget Monitoring	End of financial year	6 years	Retain for business and historical value	Business need	
12	Finance file plan	Revenue Programme Budget Monitoring	End of financial year	6 years	Retain for business and historical value	Business need	
12.003?	Finance file plan	Works Orders Budget	End of financial year	6 years	Retain for business and	Business need	

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		Monitoring			historical value		
22.001.010-011	Finance file plan	Purchasing	End of financial year	6 years	Retain for business and historical value	Business need	
20.004.001	Complaints : Structures	Listing	Last action	1 year	Delete	Business need	
03.003	Risk and Emergency Procedures : Structures	General	Superseded	5 years	Review for business value	Business need	
25.001.002/25.008.004/25.008.006	Health and Safety : Structures	General - Clyde Tunnel safety records	Superseded	5 years	Review for business value	Business need	
22.001.001-008	Best Value : Structures	General	Last action	10 years	Review for business value	Business Need	
20.008.002-004	Structures	Key Performance Indicators (KPI) Monitoring Records	Last action	10 years	Review for business value	Business Need	
	Structures - Administration :	General	Superseded	Variable	Delete	Business Need	
	Structures - Administration :	Officebase System	Superseded	Variable	Delete	Business Need	
	Structures - Administration :	Office Equipment - General	Superseded	Variable	Delete	Business Need	
	Structures - Administration :	Office Equipment	Superseded	Variable	Delete	Business Need	
	Structures - Administration :	Personnel Circulars	Superseded	Variable	Delete	Business Need	
	Structures - Reference System :	DMRB	Superseded	Variable	Delete	Business Need	
	Structures - Reference System :	M.C.D.H.W.	Superseded	Variable	Delete	Business need	
	Structures - Reference	Standards - General	Superseded	Variable	Delete	Business need	

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	System :						
	Structures - Reference System :	Standards - British and European	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Standards - Others	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Standards - Library Updates	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Council Model Contract Document Correspondence.	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Model Consultancy Agreements C(x)	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Model Consultancy Agreements D(x)	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Roads Model Contract Document	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Model Painting Contract Document	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Model Testing Contract Document	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Road Works Term Contract, Vol. 1	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Road Works Term Contract, Vol. 2	Superseded	Variable	Delete	Business need	
	Structures -	Road Works	Superseded	Variable	Delete	Business need	

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	Reference System :	Term Contract, Vol. 3					
	Structures - Reference System :	Term Contract, Construction Details	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Term Contract, MMS Manual, No 01	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Term Contract, MMS Manual, No 170	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Term Contract, MMS Manual, No 171	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Roads Development Guide - Main Doc.	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Roads Development Guide - Appendices	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Traffic Signs Manual Chapter 8.	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Glasgow City Council Design Guides	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Conditions of Contract Various	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Standing Orders	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Financial Regulations	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Councillors, List of	Superseded	Variable	Delete	Business need	

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	System :						
20.002.02	Structures - Reference System :	Contracts with other Authorities	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Phone Lists	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Office Catalogue	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Legislation - Roads and Scotland Acts	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Legislation - New Roads and Street Works Act	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Legislation - Traffic Signs Regulations	Superseded	Variable	Delete	Business need	
	Structures - Reference System :	Scottish Road Works Register Associated Data	Superseded	Variable	Delete	Business need	
20.002.02	Basements : Structures	General - Privately owned Basement structures	Date damage or complaint received regarding a basement structure.	Permanent	Retain	This information is necessary for COUNCIL to fulfil the statutory obligation under the Roads Scotland Act 1984 to safeguard the travelling public and to protect COUNCIL from legal action against sub-standard	

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						management.	
25.008.001	Council Works Framework	General - Contractor and Consultant Framework Preparation Records	Superseded	5 years	Review for business value	Business need	
25.001.003-004	Lighting scheme design	Bills of quantities, payment certificates and invoices. Design drawings, calculations, correspondence . Installation documentation, Health and Safety file.	End of life of asset	3 years	Delete	Business need	
25.001.006	Road Construction Consent	URSN, application form, acknowledgement letter, approval plans, supporting information, Committee reports, decision confirmation.	Permanent	Permanent	Retain	Business need	
25.004.003	Scaffolding Permits	Application, location plan, Pre erection checklist for electrical safety, Lighting conditions.	Date payment received	3 years	Review	Roads (Scotland) Act 1984 - Section 58. Note: Roads function with Lighting input	
	Permits to Work	Permit,	Date payment	5 years	Review	Health and	

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	on Electrical Systems	application, location plan, Activity Notice Sheet (ANS)	received			Safety at Work Act 1974, Electricity at Work Regulations 1989 (Regulation 13and14)	
	Wall Bracket Records	Notice, Letter. Photograph, Owner Occupier Address list, Registered mail receipts (Only the notice is a Lighting issue.)	Completion of installation (28 days to refer to Sheriff)	1 year after installation	Review	Roads (Scotland) Act 1984 - Section 35(5)	
20.002.002	Councillor Works Notice	Letter and Plan	Date of Last Action	3 years	Delete	Business need	
20.004.003	Councillor Works Notice	Complaints	Last Action	5 years	Delete	Business need	
	Councillor Works Notice	FOI Requests	Completion of Request/Last Action	3 years	Delete	Business need	
25.008.009	Street Lighting Inspection and Test Certificates	Certificates Stored in RMS.	Uploaded into RMS	1 month	Delete	Health and Safety at Work Act 1974, Electricity at Work Regulations 1989	
	CC10 (Construction Consent Form 10)	Certificates. Stored in RMS.	Uploaded into RMS	1 month	Delete	Health and Safety at Work Act 1974, Electricity at Work Regulations 1990	
	Asset Management O/S	Drawings uploaded into	Uploaded into RMS	1 month	Delete	Health and Safety at Work	

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	Plans	RMS				Act 1974, Electricity at Work Regulations 1989	
	Asset Management As- Fitted. Record Plans	Drawings Eventually captured in Asset Management O/S Plans	Upload into RMS	Until record transfers to RMS	Delete once in RMS	Health and Safety at Work Act 1974, Electricity at Work Regulations 1989	
	Decorative/ Special Lighting	Drawings, installation and cabling plans	Life of asset	Permanent	Retain for historic value	Business need	
	City Wide Decorative Floodlights Council	Plans, maps of schemes	Life of asset	Permanent	Retain for historic value	Business requirement	
	City Wide Decorative Floodlights Private	Plans, maps of schemes, recharging records	End of current financial year after payment received	6 years	Review for historic value	Business requirement	
	City Centre Pedestrian Banner Records (Fixings between buildings)	Location information, safety inspection records etc.	Life of Asset	1 year	Delete	Policy/ Procedure	
12.004.007	City Centre Pedestrian Banner Records	Hire/rental of asset, invoices, etc.	End of current financial year after payment received	6 years	Delete	Policy/ Procedure	
12.004.005	Electrical Supply Requests	Correspond- ence with utilities, bill payment	Request granted/ rejected or Date of payment	Request granted/ rejected- 3 years of Date of payment - 6 years	Delete	Business need	
	Plan Registers	Couple of ACCESS	Last action	Permanent	Retain for re-use/ historic value	Business need	

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		databases - structured information. Amalgamate area-based registers into one structured database. Continually updated					
	Standby (Night) Reports	Records from depots. Night-time call-outs. Fed into RMS	Until uploaded into RMS	1 day	Delete	Reports faxed or e-mailed to Lighting who transfer data to RMS. No need to keep beyond this point.	
	Fault Reports	Records from depots. Night-time call-outs. Fed into RMS	Until uploaded into RMS	1 day	Delete	Reports faxed or e-mailed to Lighting who transfer data to RMS. No need to keep beyond this point.	
	F10 form	Requirement to notify HSE if construction expected to last more than 30 days or will take 500+ man-hours. Not every project requires an F10	Certificate of financial completion or End of Life of Asset	Depends if record is part of life of asset Health and Safety file or is required for the duration of construction only	Review	Health and Safety at Work Act	
	Pre-construction Information Plans	Details of project/construction risk. Informs constructor/dev	Certificate of financial completion or End of Life of Asset	Depends if record is part of life of asset Health and Safety file or is required for the	Review	CDM Regulations	

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		eloper. Re-charge costs		duration of construction only			
	Design Risk Assessment	General assessment of project/construction risks. Informs more detailed Pre-construction Information Plan. Re-charge costs	Certificate of financial completion or End of Life of Asset	Depends if record is part of life of asset Health and Safety file or is required for the duration of construction only	Review	CDM Regulations	
	Equipment Calibration	Register of electrical meter tests etc.	End of Life/Disposal of Asset	Permanent	Retain for historic value	Health and Safety at Work Act. Electricity at Work Regulations	
	Attachment to lighting column records	For example, nameplates, bins, and so on	Upload to RMS	1 day	Delete	Business need	

Fleet Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.001.003	Periodic financial reports	Consolidated monthly and quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor	End of Current Financial Year (on completion of audit)	6 years	Delete	Business requirement	

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		listings and reports					
12.001.004	Internal auditing records - no investigations		Date audit closed	5 years	Review for historical value	Business requirement	
12.001.005	Internal auditing records - investigations	Investigations involving prosecution, disciplinary action and so on. Audit files	Completion of court proceedings/ disciplinary process	5 years	Review for historical value	Business requirement	
12.001.006	Internal auditing records - general papers	General papers re provision and management of internal audit service (not specific to individual audits). Audit Files. Audit reports	End of Current Financial Year	5 years	Review for historical value	Business requirement	
12.003.002	Records documenting budget planning processes.	Draft budgets, departmental budgets. Budgetary control prints	End of Current Financial Year	3 years	Delete	Business requirement	
12.003.003	Budget monitoring and actions to deal with variances: consolidated annual budget reports		End of Current Financial Year	6 years	Delete	Business requirement	
12.003.004	Budget monitoring and actions to deal with variances: departmental budget reports;		End of Current Financial Year	3 years	Delete	Business requirement	

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	budget virement transfers						
12.004.002	Records documenting the opening and closure and routine administration of bank accounts.	Un-presented cheque list. Bank reconciliations. Cheques/remittance advices. Cash books. Cash received sheets (or similar). Cheque payment sheets (or similar). Interest payments list. Paid interest warrants. Unclaimed interest lists, Cancelled bank certificates etc. Notification of change of address. Interest cards. Maturity sheets. Income tax returns and correspondence . Maturity lists	Closure of account	6 years	Delete	Business requirement	
12.004.003	Records documenting regular payment instructions for bank accounts.	Receipts for Cash (for example, security firms)	Termination of instruction	6 years	Delete	Business requirement	
12.004.002	Records documenting the	ERDF / ESF - ALL ERDF/ ESF	End of the project	10 years	Delete	Business requirement	

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	opening and closure and routine administration of bank accounts.	copy invoices/bank statements are held by CBS/Financial Services Treasury. There is a requirement to keep bank statements/ copy of invoices/ payroll for 10 years after the project is completed					
12.004.004	Records documenting the deposits/ withdrawals/ transfer of funds.	Bank Pay-in Counterfoils. Bank statements Cash books. Independent Funds Records. Bank Pass Books. Bank Pay-in counterfoils. Un-presented cheque list. Bank reconciliations. Cheques/ remittance advices. Cash books. Cash received sheets (or similar). Cheque payment sheets	End of current financial year	6 years	Delete	Business requirement	

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		(or similar).					
12.004.005	Processing and payment of purchase and sales invoices	Suppliers' Invoices. Copy Debtors' Accounts. Four weekly income returns. Goods inwards and outwards records. Goods received notes. Royalty payments. Invoices. Paid cheques	End of Current Financial Year	6 years	Delete	Statutory	Taxes Management Act 1970 c9; HMRC 700/21 SCA compliant.
	Processing and payment of purchase and sales invoices - Payment for Leases and Servitudes	Lease records	End of Current Financial Year	20 years	Delete	Business Requirement	
12.004.010	Internal recharging	Internal claims/ payments between business units for goods and services provided/ received - petty cash reconciled and so on, drivers, chauffeurs, fuel, external hires, taxis and any other service provided by Transport	End of Current Financial Year	1 year	Delete	Business requirement	

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		Section					
12.004.101	External recharging	Internal claims/ payments between business units for goods and services provided/received -drivers, chauffeurs, fuel, taxis, external hires, any other service provided by transport section	End of Current Financial Year	6 years	Delete	Business requirement	
12.004.012	Reconciliation	Processes that balance and reconcile financial accounts	Administrative use ends	2 years	Delete	Business requirement	
12.004.013	Refunds		End of Current Financial Year	6 years	Delete	Business requirement	
12.008.001	Vehicle accident damage records- accident forms, assessors reports and so on submitted to insurance section for claim	Liability (OI and PI), Property, Staff Life, PA and T and Other Insurance Policies	Receipt of Docs	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed per FSA Guidelines
12.008.002	Insurance Certification	Employer's Liability Insurance Certificate	Receipt of Docs	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed per FSA Guidelines
12.008.003	Reports of Status of Claims	Claims Status	On 31 March and other dates as appropriate	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed per

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							FSA Guidelines. SCA compliant.
12.008.008	Liability Claims Files	Claims Correspondence and Accident Reports and relevant Correspondence	Following settlement/ Closure of Claim	10 years	Delete	Industry and Business Requirement	Per Legal Services and Law Society.
12.008.009	Minor and Vulnerable Citizen Claims	Claims Correspondence and Accident Reports and relevant Correspondence	Following settlement/ Closure of Claim	3 Years after maturity	Delete	Industry and Business Requirement	Per Legal Services and Law Society.
12.008.010	Motor Claims Files	Claims Correspondence and Accident Reports and relevant Correspondence	Following settlement/ Closure of Claim	10 years	Delete	Industry and Business Requirement	Per Legal Services and Law Society. SCA compliant.
12.008.011	Accident Record Book	Accident book for Finance and Admin Section	End of financial year in which the records were created.	Permanent	Retain	Business Requirement	Clarification required. SCA compliant.
12.004.005 or 05.002.015?	Fuel usage records, sale of fuel to ALEOs and internal departments	Timeplan fuel system and various Microsoft reports, emails - Type of fuel drawn, mileage, fuel usage, registrations,	End of Current Financial Year	10 years or Current Financial Year plus 6 years or Council Property disposal plus 5 years	Delete	Business Requirement	

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		delivery etc.					
	Glasgow City Council Taxi and Private hire invoices/ journeys for council departments	TMS System and Microsoft file - Journey details, costs, names, addresses, journey details - correspondence	End of Current Financial Year	10 years	Delete	Business Requirement	DPA details - clients (vulnerable children/ adults) and drivers, and so on. Not just financial.
	Glasgow City Council Special Need Bus travel, details of clients, passengers, dates, runs, journeys and so on	TMS System and Microsoft file - journey details, costs, names, addresses, journey details - correspondence	End of financial year in which the records were created	10 years	Delete	Business Requirement	DPA details - clients (vulnerable children/adults) and drivers, and so on. Not just financial.
	Accident damage settlement records	Settlement costs issued against claims submitted to MIU	End of Current Financial Year	5 years	Retain	Industry and Business Requirement	Clarification required
	Road traffic offences records	All correspondence received for RTOs	End of Current Financial Year	2 years	Delete	Industry and Business Requirement	Clarification required
	Sub-contractors for vehicle repairs/other workshop repairs	Emails, faxes, spreadsheet, any documentation and details of current repairs in progress, queries etc.	End of Current Financial Year	2 years	Delete	Industry and Business Requirement	
	Sale of Vehicles	V5C/3	Disposal of vehicle		Sent to DVLA	DVLA Regulations	
	DVLA information	Copy of Refund Forms, registered	Kept until correspondence received from		Delete	DVLA Regulations	

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		keeper of vehicle, SORN notices etc. All correspondence from DVLA	DVLA				
	New Vehicles	New Vehicle Spend.xls	Continually being updated	Permanent	Retain	Business Requirement	
	Tax Discs	Signature of collector of disc		2 Years	Delete	Business Requirement	
	Hire Records	Record of all hires	End of Current Financial Year	6 years	Delete	Business requirement	
	Authorised Signature List	Authorisation for spend	End of Current Financial Year	6 years	Delete	Business requirement	
12.004.005	Vehicle Hire - Details of all vehicle hires	All hires and billing details for all departments and ALEOs	End of Current Financial Year	6 years	Delete	Business requirement	
	Quotes	Quotes, emails, faxes, letters	End of Current Financial Year	2 years	Delete	Business requirement	
	Hire documents	Blank forms, procedures and any other relevant information		Permanent	Retain	Business requirement	
	Live contracts	Full details and prices for current live hire contract	Date of last action	6 years	Review	Business requirement	This may already be held by procurement - if so we only need current and previous year.
	Registration Documents V5's	Registration Documents	Disposal of asset	Variable	Transfer (to DVLA/ new owner)		
	MOT Certificates	MOT Certificates	MOT DATE	1 year	Delete		
	Vehicle Plates	Vehicle Plates	Disposal of asset	Variable	Transfer to DVLA		
	Certificates of conformity	Certificates of conformity	Disposal of asset	Variable	Transfer to DVLA		
	New Vehicle	Information on	Disposal of asset	Variable	Delete		

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	Details Records	new vehicles for upload to Servitor					
	DVLA Statement of Account	Details of MOTs carried out and associated costs	MOT Date	2 years	Delete	Statutory Requirement	
	Vehicle Services Sheets	Details of type of service	End of Current Financial Year	2 years	Delete		
	Overage Vehicle List	Details of vehicle overage	Continually being updated	Permanent	Retain		
	Overage Charges	MOT and Maintenance costs for overage vehicles	End of Current Financial Year	6 years	Delete		
	Maintenance Payment Plans	Payments to outside companies for maintenance works	End of Current Financial Year	6 years	Delete		
	Job Cards	Details of work done on vehicles	15 months	6 years	Delete		
	8005 Charges	Details of work done on external vehicles	15 months	6 years	Delete		
	Taxi MOT testing cash handling	Till Rolls. Cash Count Forms.	End of current financial year	6 Years	Delete	Statutory Requirement	

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		Petty cash records (for example, cash book/claim forms and receipts). Copy receipt books. Imprest Statements					
	Taxi MOT certificates	MOT Certificates	MOT DATE	1 Year	Delete	Statutory Requirement	
12.001.003	Periodic financial reports	Consolidated monthly and quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports	End of Current Financial Year (on completion of audit)	6 years	Delete	Business requirement	
12.001.004	Internal auditing records - no investigations		Date audit closed	5 years	Review for historical value	Business requirement	
12.001.005	Internal auditing records - investigations	Investigations involving prosecution, disciplinary action etc. Audit files	Completion of court proceedings/ disciplinary process	5 years	Review for historical value	Business requirement	
12.001.006	Internal auditing records - general papers	General papers re provision and management of internal audit	End of Current Financial Year	5 years	Review for historical value	Business requirement	

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		service (not specific to individual audits). Audit Files. Audit reports					
12.003.002	Records documenting budget planning processes.	Draft budgets, departmental budgets. Budgetary control prints	End of Current Financial Year	3 years	Delete	Business requirement	
12.003.003	Budget monitoring and actions to deal with variances: consolidated annual budget reports		End of Current Financial Year	6 years	Delete	Business requirement	
12.003.004	Budget monitoring and actions to deal with variances: departmental budget reports; budget virement transfers		End of Current Financial Year	3 years	Delete	Business requirement	
12.004.002	Records documenting the opening and closure and routine administration of bank accounts.	Un-presented cheque list. Bank reconciliations. Cheques/ remittance advices. Cash books. Cash received sheets (or similar). Cheque payment sheets (or similar).	Closure of account	6 years	Delete	Business requirement	

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		Interest payments list. Paid interest warrants. Unclaimed interest lists. Cancelled bank certificates and so on. Notification of change of address. Interest cards. Maturity sheets. Income tax returns and correspondence . Maturity lists					
12.004.003	Records documenting regular payment instructions for bank accounts.	Receipts for Cash (for example, security firms)	Termination of instruction	6 years	Delete	Business requirement	
12.004.002	Records documenting the opening and closure and routine administration of bank accounts.	ERDF / ESF - All ERDF/ESF copy invoices/bank statements are held by CBS/ Financial Services Treasury. There is a requirement to keep bank statements/ copy of invoices/payroll for 10 years	End of the project	10 years	Delete	Business requirement	

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		after the project is completed					
12.004.004	Records documenting the deposits/ withdrawals/ transfer of funds.	Bank Pay-in Counterfoils. Bank statements. Cash books. Independent Funds Records. Bank Pass Books. Bank Pay-in counterfoils. Un-presented cheque list. Bank reconciliations. Cheques/remittance advices. Cash books. Cash received sheets (or similar). Cheque payment sheets (or similar)	End of current financial year	6 years	Delete	Business requirement	
12.004.005	Processing and payment of purchase and sales invoices	Suppliers' Invoices. Copy Debtors' Accounts. Four weekly income returns. Goods inwards and outwards records. Goods received notes. Royalty payments. Invoices. Paid	End of Current Financial Year	6 years	Delete	Statutory	Taxes Management Act 1970 c9; HMRC 700/21 SCA compliant.

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		cheques					
	Processing and payment of purchase and sales invoices - Payment for Leases and Servitudes	Lease records,	End of Current Financial Year	20 years	Delete	Business Requirement	
12.004.006	Petty cash records	Till Rolls. Cash Count Forms. Petty cash records (for example, cash book/claim forms and receipts). Copy receipt books. Imprest Statements	End of Current Financial Year	6 years	Delete	Statutory	HMRC 700/21.
12.004.007	Processing and payment of expenses claims	Cancelled Tickets. On-call hospitality sheets. Expense accounts, Children's Panel, School and College Councils and Valuation Panels Income Vouchers with Grants	End of Current Financial Year	6 years	Delete	Statutory	Taxes Management Act 1970 c.9. SCA compliant.

COMMUNITY LIFE and LEISURE

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EVENTS MANAGEMENT - Provisional

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
COM-001-001	Permission to Use (PTU)	Letter granting permission to use Park or Open Space. Conditions of use attached.	End of financial year	3 years	Delete	Business requirement	
	Notification of Events	Form completed by various teams within LES organising their own events. Requires authorisation from the Executive Director	Date Form received by Events	3 years	Delete	Business Need	
	Discount Authorisation Form	Form completed by LES Events following request for discount on charges by Events team - requires authorisation from the Executive Director	Date request received from event organiser	3 years	Delete	Business Need	
	Timesheets	Individual timesheets for each officer for each 4 week	End of 4 week period	2 years	Review	Business Need	

		period					
	Funding Applications	Applications and decisions from area committees and other agencies for funding	Date event request received	2 years	Review	Business Need	
	Site Plans/Event Paperwork	Various documentation relating to individual events organised by LES Events team	Date event approval received and planning begins	6 years	Review	Business Need	
	Licensing Paperwork	Licence applications/paperwork for those events organised by LES Events team which require a licence	Licence application submitted to CED	2 years	Review	Business Need	
	Booking forms for Training	LES Booking of Approved Duties submissions for officers	Date request for training received	2 years	Delete	Business Need	
	Bullying and harassment paperwork	Final reports provided to HR for various investigations carried out	Request for investigation received by HR	2 years	Review	Business Need	
	LES Events Calendar	4 weekly submission to Leadership team highlighting	End of 4 week period	2 years	Review	Business Need	

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		events across the city and request for decision on any controversial requests					
	Recruitment paperwork	Various documentation required for recruitment process	Date of approval for recruitment	3 years	Review	Business Need	
	Staff meeting minutes	Minutes from various staff meetings	Meeting held	3 years	Review	Business Need	
	Electrical installation certificates	The test results for all our electrical circuits tested	Date of last action	2 years	Review	BS 7671	
	Individual event files	The complete all you need to know about a specific event.	Date of last action	5 years	Review	Business Need	
	Premises Register	Complete logging register of work done to maintain properties.	Date of last action	2 years	Review	Health and Safety	
	Various Health and Safety records	Riddor, COSHH, Standards, ACOP	Date of last action	2 years	Review	Health and Safety	
	Store Stock Sheets	Records of use of general store stock which would include spare parts of equipment.	Date of last action	2 years	Review	Health and Safety	
	Vehicle log sheets	A logged record of vehicle	Date of last action	2 Years	Review	Business Need	

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		journeys and fuel used.					
	Account sheets	A complete record of hours/ men involved in a specific event with final costs.	Date of last action	2 years	Review	Business Need	
	General Admin Procedures	A general collection of advised admin procedures.	Date of last action	2 years	Review	Business Need	
	Water records	Information on testing of water storage units.	Date of last action	2 years	Review	Health and Safety	

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