

Falkirk Council

Business Classification and Retention Schedule

SPECIAL NOTE

As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This decision affects a large number of Social Care and Education records. If you are in any doubt, please contact the Corporate Records Team for advice.

Version 1.6

Introduction

The following records retention schedules have been based on the Scottish Council for Archives Records Retention Schedule (SCARRS) with modifications made as required in consultation with service areas. The retention schedules use the functional approach to classification as opposed to an organisational design in order that they may be more resilient to changes to the structure of the organisation and ensure consistency for classes of records that are held throughout the organisation.

Use of the Retention Schedules

The retention schedules contain the following headings:

Ref	Unique reference for each entry.
Activity / Records	The business function that creates the records listed or records series.
Description / Example types	Further details of the entry on the 'Activity / Records' column as well as specific examples.
Trigger	The event that starts the retention period such as date created or closure of file.
Retention Period	How long the record should be retained.
Disposal Action	This is the action that is to happen at the end of the retention. It does not always mean destroy and records could be reviewed or transferred to the archives for permanent preservation.
Authority / Citation	If there is any legislation that dictates the retention it will be noted here or if it is a requirement of the business.

Future Amendments

Further modifications to the retention schedules will occur through the Information Management Working Group in cooperation with service areas.

Due to the functional approach taken, this will ensure consistent retention periods for records series created / captured across service areas. Review is on a rolling basis to ensure there are no gaps caused by lengthy review periods with any amendments recorded on a document control sheet for audit purposes.

Further Information

Document Control Sheet

Review/Approval History

Date	Position	Status
29 August 2019	Information Management Working Group	Approved
01 October 2019	Records Manager	Published

Change Record Table

Date	Author	Version	Status	Reason
04 November 2018	Suzanne O'Reilly	1.0	Draft	Falkirk Council schedules created using SCARRS templates
22 August 2019	Suzanne O'Reilly	1.1	Draft	Review of schedules completed by Service Areas
29 August 2019	Suzanne O'Reilly	1.1	FINAL	Approved
24 July 2020	Suzanne O'Reilly	1.2	FINAL	Updates to HR Schedule.
02 September 2020	Kris Sodden	1.3	FINAL	Updates to Waste Management Schedule.
11 March 2021	Kris Sodden	1.4	FINAL	Updates to Housing Schedule
01 September 2021	Kris Sodden	1.5	FINAL	Updates to Management and Waste Management Schedules
03 May 2022	Kris Sodden	1.6	FINAL	Updates to Adult Care Services and Democracy Schedules
15 Nov 2022	Kris Sodden	1.7	FINAL	Update to Management Schedule

List of Schedules	Scope Notes
1) Adult Care Services	Providing services to support, protect and care for vulnerable adults.
2) Children and Family Services	Providing services to support, protect and care for children and their families both directly and in partnership with private and voluntary organisations.
3) Community Safety	Management emergency services to the council and council property
4) Consumer Affairs	Documentation created as part of the trading standards or environmental health function.
5) Council Property	The function of managing the council's property - land, buildings etc.
6) Cemeteries and Crematoria	Information dealing with cemeteries, redundant churchyards and crematoria.
7) Criminal Justice	Providing social work support to courts and individual offenders.
8) Democracy	Managing democratic activities including elections and committee meetings
9) Economic Development	Providing support for regeneration and development of the council area.
10) Education and Skills	Activities relating to the provision and support for education and learning.
11) Environmental Protection	Ensuring the ongoing protection of the natural environment of Falkirk.
12) Finance	The management of financial resources by the council.
13) Health and Safety	Management of measures to ensure a healthy and safe workplace.
14) Housing	The council's statutory responsibility for Housing.
15) Human Resources	The management of staff by the council.
16) ICT	Planning, delivering supporting and maintaining IT and communication systems and service requirements across the council.
17) Information Management	Information resources and access to information regimes by the council. Includes FOI, client access to records, EIRs and Data Protection requests.
18) Legal Services	Legal activities on behalf of the council as a corporate body.
19) Leisure and Culture	Providing cultural, leisure and sports facilities and activities for people in the council area
20) Management	Management of corporate activities, including policies and procedures.
21) Planning and Buildings Standards	Planning and controlling the development of the built environment of the council including assessing the impact of developments, consulting with relevant council
22) Procurement	The processes involved in arranging, tendering, managing contracts and other purchasing of the organisation.
23) Registrars	Registration of births, deaths and marriages.
24) Resillience	Activities involved in anticipating incidents or events that would disrupt council operations or services and developing incident response and recovery plans.
25) Transport and Infrastructure	Managing transport and the infrastructure to support it. Transportation policy and programmes to ensuer the safe movement of goods and people.
26) Waste Management	Management of waste in the local area. Includes collection, recycling and waste sites.

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
01	ADULT CARE SERVICES										
01.001	Asylum seekers										
01.001.001	Asylum seekers	Case file - asylum seekers		1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	Retention period allows time for audit.	taken from SCARRS, agreed by Service	1.0	
01.002	Carers										
		Carers files - see Retention Schedule 15: Human Resources							taken from SCARRS		
		For carers of children and young people, see schedule 02 : Children and Family Services							taken from SCARRS		
01.002.001	Carers	Adult carers	Adult carer support plan	1. Until superceded 2. Death of cared for person	5 years 3 years	Destroy	Business requirement	Carers (Scotland) Act 2016. Section 6	taken from SCARRS, trigger and retention updated by Service	1.1	
01.002.002	Carers	Young carers	Young carer statement	1. Until superceded 2. Death of cared for person	5 years 3 years	Destroy	Business requirement	Carers (Scotland) Act 2016. Section 12	taken from SCARRS, trigger and retention updated by Service	1.1	
01.003	Community support										
	Community support	Kept in client case file and follow appropriate retention period							taken from SCARRS	1.0	
01.004	Care Services (including, Residential homes Home care and housing support services)										
01.004.001	Care Services	Service file - Care Service management records	Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence	Current year	5 years	Destroy	Business Requirement		taken from SCARRS, retention updated by Service	1.1	
01.004.004	Care Services	Service user file	Records documenting the preparation, review and revision of a 'personal plan' for a service user, liaisons with social workers regarding the type of care being provided to a service user or problems with providing home care, administration of medicines to a service user. Records held must include:	Last action	5 years	Destroy	Business Requirement		taken from SCARRS, trigger and retention updated by Service	1.1	
	Care Services	Service user file	Personal Plans					Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 5		1.1	
	Care Services	Service user file	Records for service users. Name, address, date of birth Details of next of kin or person authorised to act on their behalf. Details of users general practitioner Date service was first provided					Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (1)		1.1	
	Care Services	Service user file	Details of any restraint used; Incidents detrimental to the health or welfare of a service user; Complaints, outcome and action taken; Money and valuables deposited by a service user / when returned/what used for; Date and time of death of any service user who has died including doctor certifying death; Details of medication without consent					Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (3)		1.1	
	Care Services	financial transactions undertaken for a service user	Bank Statements Safe audits Eligibility forms					These records are not considered to be relevant to the Scottish Child Abuse Inquiry and therefore can be destroyed in line with normal council retention policies.	added by service. Added case note in version 1.6	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
01	ADULT CARE SERVICES										
	Care Services	Financial Assessments	Records associated with a yearly financial assessment to determine the chargeable cost of the service to the client both non-residential and residential.	Last action	5 years	Destroy	Business requirement	These records are not considered to be relevant to the Scottish Child Abuse Inquiry and therefore can be destroyed in line with normal council retention policies.	added by service. Added case note in version 1.6	1.1	
01.004.005	Care Services	Care service records	Fire and emergency procedures.; Fire drills and alarm tests. Maintenance of equipment. Daily list of persons employed. Date and time of death of any service user who has died including doctor certifying death. Medicines kept on the premises.	Current year	5 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (3)	taken from SCARRS, agreed by Service	1.0	
	Care Services	Records of persons employed	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 as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (2)	taken from SCARRS, agreed by Service	1.0	
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	taken from SCARRS	1.0	
01.004.007	Care Services	Notification of absence sent to the Care Inspectorate	Proposed absence of manager for a continuous period of more than 28 days.	End of period of absence	3 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 22	taken from SCARRS	1.0	
01.004.008	Care Services	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 partners	Current year	3 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 23 (1)	taken from SCARRS	1.0	
01.004.009	Care Services	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	taken from SCARRS, agreed by Service	1.0	
01.004.010	Care Services	Notification from a care service to the Care Inspectorate	Notification of unfitness	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 8	taken from SCARRS, trigger and retention updated by Service	1.1	
01.004.011	Care Services	Notification from a care service to the Care Inspectorate	Appointment of a manager	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 17	taken from SCARRS, trigger and retention updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
01	ADULT CARE SERVICES										
01.004.012	Care Services	Application by Local Authority to register a care service under s33(1)c Regulation of Care (Scotland) Act 2001	A statement that the local authority have determined that they must provide the service in order to fulfil a statutory duty; and A statement of the reasons for that determination (including identification of the statutory provisions which in the opinion of the local authority give rise to that duty).	Until superseded	5 years	Destroy	Business Requirement	The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SSI 2002/113(3)	taken from SCARRS, agreed by Service	1.0	
01.004.013	Care Services	Statement of aims and objectives		Until superseded	5 years	Destroy	Business Requirement	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 3	taken from SCARRS, agreed by Service	1.0	
01.004.014	Care Services	Certificate of registration		Until superseded	5 years	Destroy	Business requirement	Regulation of Care (Scotland) Act 2001. 2001 asp 8 Section 9 To be displayed on premises concerned.	taken from SCARRS, agreed by Service	1.0	
01.004.015	Care Services	Dismissal of social worker - notification to Scottish Social Services Council	see Retention Schedule 15: Human Resources						Taken from SCARRS, agreed by Service	1.0	
01.004.FC.001	Care Services	Medication Forms		Current		Destroy	Business Requirement		added by service	1.1	
1.005	Social issues										
	Social issues	Kept in client case file and follow appropriate retention period							taken from SCARRS	1.0	
1.006	Supporting adults										
01.006.002	Supporting adults	Register of adults with learning disabilities who received social work services.		1. Current year 2. Looked after by Council	5 years 100 years	Destroy	Business Requirement		taken from SCARRS, Activity, Trigger and Retention updated by Service	1.1	
01.006.003	Supporting adults	Case file - adult with learning disabilities, 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)	Last action/death of adult	5 years	Destroy	Business Requirement		taken from SCARRS, Activity, Trigger and Retention updated by Service	1.1	
01.006.004	Supporting adults	Case file - adult with learning 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)	Last action/death of adult	5 years	Destroy	Business Requirement		Taken from SCARRS, Activity, Trigger and Retention updated by Service	1.1	
01.006.011	Supporting adults	Case file - adult with mental ill health 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/death of adult	20 years	Destroy	Business Requirement		taken from SCARRS, Activity, trigger and retention updated by Service	1.1	
01.006.011a	Supporting adults	Case file - adult with mental ill health 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		taken from SCARRS, Activity updated by Service	1.1	
01.006.013	Supporting adults	Case file - Occupational therapy	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	Last action/death of adult	5 years	Destroy	Business Requirement		taken from SCARRS, trigger and retention updated by Service	1.1	
01.006.018	Supporting adults	Case file - physical disabilities	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	Last action/death of adult	5 years	Destroy	Business Requirement		taken from SCARRS, trigger and retention updated by Service	1.1	
01.006.019	Supporting adults	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)	Last action/death of adult	5 years	Destroy	Business Requirement		taken from SCARRS, trigger and retention updated by Service	1.1	
01.006.020	Supporting adults	Plan of use of the service (Personal Plans)		Last action/death of adult	5 years	Destroy	Business Requirement		taken from SCARRS, trigger and retention updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
01	ADULT CARE SERVICES										
01.006.021	Supporting adults	NHS/LA agreement	IJB Scheme		Permanent	Archives	Business Requirement	The Community Care (Joint Working etc) (Scotland) Regulations 2002. SSI 2002 No 533 Regulations 2 (b), 3 (b) To be in writing Reg. 9	taken from SCARRS, description updated by Service	1.1	
01.006.022	Supporting adults	Part 9 Care Plan (under the Mental Health (Care and Treatment) (Scotland) Act 2003, Part 9 - Compulsion Orders)	Retain on case file	Last action/death of adult	20 years	Review	Business Requirement	Mental Health (Content and amendment of care plans) (Scotland) Regulations 2005. SSI 2005 No 309	taken from SCARRS, Trigger, Retention and Disposal Action updated by Service	1.1	
01.006.023	Supporting adults	Social Circumstances report - under the Mental Health (Care and Treatment) (Scotland) Act 2003	Retain on case file	Last action/death of adult	20 years	Review	Business Requirement	Mental Health (Social Circumstances Reports) (Scotland) regulations 2005. SSI 2005 No 310 Regulation 2	taken from SCARRS, Trigger, Retention and Disposal Action updated by Service	1.1	
01.006.024	Supporting adults	Content of Part 9 Care Plan	Retain on case file	Last action/death of adult	20 years	Review	Business Requirement	Mental Health (content and amendment of Part 9 care plans) (Scotland) Regulations 2005. SSI2005 No 312 Regulation 2	taken from SCARRS, Trigger, Retention and Disposal Action updated by Service	1.1	
01.006.025	Supporting adults	Interviews	Retain on case file	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 8	taken from SCARRS, retention updated by Service	1.1	
01.006.026	Supporting adults	Medical examinations	Retain on case file	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 9	taken from SCARRS, retention updated by Service	1.1	
01.006.027	Supporting adults	Request for records	Retain on case file	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 10. When not made during a visit then the request must be in writing This includes electronic means	taken from SCARRS, retention updated by Service	1.1	
01.006.028	Supporting adults	Assessment orders (Issued by Sheriff. Expires 7 days from issue.)	Retain on case file	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 11	taken from SCARRS, retention updated by Service	1.1	
01.006.029	Supporting adults	Removal orders(Issued by Sheriff. Expires 7 days from issue.)	Retain on case file	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 14	taken from SCARRS, retention updated by Service	1.1	
01.006.030	Supporting adults	Banning order	Retain on case file	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 19. Expires (a) On a specified date; (b) The date recalled; or (c) 6 months after it is granted	taken from SCARRS, retention updated by Service	1.1	
01.006.031	Supporting adults	Report of a visit (It is assumed a report of a visit under Section 36 will be required)	Retain on case file	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10. Section 36	taken from SCARRS, retention updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
01	ADULT CARE SERVICES										
01.006.032	Supporting adults	Adult Protection Committee	Procedures, practices, arrangements	Until superseded	5 years	Destroy or Transfer to Archive	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 42. Consider for permanent preservation in an archive. See Democracy schedule.	taken from SCARRS	1.0	
01.006.034	Supporting adults	Adult Protection Committee	Biennial report	1. Last action 2. Death of adult	10 years 5 years	Destroy or Transfer to Archive	Business Requirement	Adult Support and Protection (Scotland) Act 2007. 2007 asp10. Section 46. Consider for permanent preservation in an archive. See Democracy schedule.	taken from SCARRS, trigger and retention updated by Service	1.1	
01.006.FC.001	Supporting adults	Register - Blind		Death of person	1 year	Destroy	Business Requirement		added by service	1.1	
01.006.FC.002	Supporting adults	Joint Loan Equipment Scheme paperwork		submission of grant claim	10 years	Destroy	Business Requirement		added by service	1.1	
01.007	Supporting disabilities										
	Supporting disabilities	Kept in client case file and follow appropriate retention period							taken from SCARRS	1.0	
01.008	Adults with Incapacity										
01.008.001	Adults with Incapacity	Complaints relating to Guardianship		Current year	10 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. asp 4 Section 10	taken from SCARRS, retention updated by Service	1.1	
01.008.002	Adults with Incapacity	Power of Attorney		Power of Attorney ceases	10 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Section 15 The Adults with Incapacity (Certificate in Relation to Powers of Attorney) (Scotland) Regulations 2001. SSI 2001 No 80. To be in writing	taken from SCARRS, retention updated by Service	1.1	
01.008.003	Adults with Incapacity	Records – Attorneys A continuing or welfare attorney shall keep records of the exercise of his powers		Guardianship ceases	10 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Sections 21, 30 To be in writing	taken from SCARRS, retention updated by Service	1.1	
01.008.004	Adults with Incapacity	Statement of resident's affairs		Guardianship ceases	10 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Section 43. To be in writing	taken from SCARRS, retention updated by Service	1.1	
01.008.005	Adults with Incapacity	Intervention orders A person authorised under an intervention order shall keep records of the exercise of his powers.		Guardianship ceases	10 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Section 53 (3), 54. To be in writing	taken from SCARRS, retention updated by Service	1.1	
01.008.006	Adults with Incapacity	Guardianship Order A guardian shall keep records of the exercise of his powers		Guardianship ceases	10 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Sections 57, 65. To be in writing	taken from SCARRS, retention updated by Service	1.1	
01.008.007	Adults with Incapacity	Management Plan		Guardianship ceases	10 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2-1. To be in writing	taken from SCARRS, retention updated by Service	1.1	
01.008.008	Adults with Incapacity	Inventory of estate		Guardianship ceases	10 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000. 2000 asp 4. Schedule 2 - 3. To be in writing	taken from SCARRS, retention updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
01	ADULT CARE SERVICES										
01.008.009	Adults with Incapacity	Accounts		Current financial year	10 years	Destroy	Business Requirement	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2 - 7 As prescribed by the Public Guardian	taken from SCARRS, retention updated by Service	1.1	
01.008.010	Adults with Incapacity	Medical treatment certificates		Death or Guardianship ceases	10 years	Destroy	Business Requirement	The Adults with Incapacity (Medical Treatment Certificates) (Scotland) Regulations 2002 SI 2002 No 208. Regulation 2. As per schedule	taken from SCARRS, retention updated by Service	1.1	
01.008.011	Adults with Incapacity	Certificate of Incapacity		Certificate lapses	10 years	Destroy	Business Requirement	The Adults with Incapacity (Management of Residents' Finances) (Scotland) Regulations 2003. SSI 2003 No 155. Regulation 2. To be in writing Schedule 1 & 2	taken from SCARRS, retention updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
02	CHILDREN AND FAMILIES										
SPECIAL NOTE	As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.							Added June 2016. To be removed on conclusion of Inquiry.			
2.001	Adoption and fostering										
02.001.001	Adoption and fostering	Fostering and adoption panel records	Records documenting the appointment of a person as a member of a fostering or adoption panel.	Termination of appointment	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.002	Adoption and fostering	Council registration as an adoption/fostering service	Application	Date of acceptance	1 year	Destroy	Business requirement	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Sections 7 & 33 - no retention period specified	taken from SCARRS, agreed by Service	1.0	
02.001.003	Adoption and fostering		Certificate of registration	Until superseded or obsolete	6 years	Destroy	Business requirement	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Section 9 - no retention period specified	taken from SCARRS, agreed by Service	1.0	
02.001.004	Adoption and fostering	Register of "looked after" children		Date of birth	100 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.005	Adoption and fostering	Carer recruitment activity records		End of current calendar year	5 years	Archival Review	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.006	Adoption and fostering	Carer and adopters assessment criteria records		Superseded	10 years	Review for archival value	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.007	Adoption and fostering	Carer training programme records		Superseded	5 years	Review for ongoing value	Business requirement	Record of individual training to be entered on personnel file	taken from SCARRS, agreed by Service	1.0	
02.001.008	Adoption and fostering	Case file - Pre-approval carers and adopters - initial enquiry	Records where case progressed to initial inquiry only	Case closure	5 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
02.001.009	Adoption and fostering	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		taken from SCARRS, retention updated by Service	1.1	
02.001.010	Adoption and fostering	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		taken from SCARRS, agreed by Service	1.0	
02.001.011	Adoption and fostering	Case file - Pre-approval carers and adopters - background preparation only	Records where case progressed to preparation group/home study/reference checks only	Case closure	10 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.012	Adoption and fostering	Case file - Pre-approval carers and adopters - not approved/withdrawn	Records where case progressed to panel/agency decision – not approved/ approved but carer withdraws	Date of decision or date of prospective carer/adopter's death if earlier	25 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	taken from SCARRS, agreed by Service	1.0	
02.001.013	Adoption and fostering	Case file - Approved carers		Termination of approval or date of death of carer if earlier	25 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	taken from SCARRS, agreed by Service	1.0	
02.001.014	Adoption and fostering	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)	taken from SCARRS, agreed by Service	1.0	
02.001.015	Adoption and fostering	Case file - 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 SSI 154 Regulation 28(3)b	taken from SCARRS, agreed by Service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
02	CHILDREN AND FAMILIES										
SPECIAL NOTE	As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.							Added June 2016. To be removed on conclusion of Inquiry.			
02.001.016	Adoption and fostering	Case file – Adopters		Date of granting the adoption order	100 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	taken from SCARRS, agreed by Service	1.0	
02.001.017	Adoption and fostering	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;	taken from SCARRS, agreed by Service	1.0	
02.001.018	Adoption and fostering	Case file - adopted children		Date of adoption order	100 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	taken from SCARRS, agreed by Service	1.0	
02.001.019	Adoption and fostering	Indexes to adoption case files		Last entry on index	100 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	taken from SCARRS, agreed by Service	1.0	
02.001.020	Adoption and fostering	Case file - Approved befrienders		Termination of approval or date of death	25 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
02.001.021	Adoption and fostering	Case file - Pre-approval of Befrienders - not approved/withdrawn		Date of decision	25 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
2.002	Child protection										
02.002.001	Child protection	Case file - Child investigated and placed on Child Protection Register		Case closure	75 years	Destroy	Business requirement	Unless child looked after where 100 years from date of birth retention period applies	taken from SCARRS, retention updated by Service	1.1	
02.002.002	Child protection	Case file - Child investigated but not placed on Child Protection Register		Case closure	5 years	Destroy	Business requirement	Unless child looked after where 100 years from date of birth retention period applies	taken from SCARRS, agreed by Service	1.0	
02.002.003	Child protection	Child Protection Register records		Date of birth of child	100 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.002.004	Child protection	Register of Schedule 1 offenders		Date of entry on register	100 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
2.003	Child minding										
02.003.001	Child minding	Register - list of registered childminders		Superseded	100 years	Destroy	Business requirement		taken from SCARRS	1.0	
2.004	Children looked after in care										
SPECIAL NOTE	As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This applies to records under 2.004 and 2.007 but also affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.							Added June 2016. To be removed on conclusion of Inquiry.			

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02	CHILDREN AND FAMILIES										
SPECIAL NOTE	As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.							Added June 2016. To be removed on conclusion of Inquiry.			
02.004.001	Children looked after in care	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 or 2. Date of death where child dies before 18th birthday	1. 100 years 2. 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 Regulationss 12,15,36,42 See special note above	taken from SCARRS, agreed by Service	1.0	
02.004.002	Children looked after in care	Case file - Throughcare and aftercare	Pathway assessment Pathway views Pathway plan Reviews of the pathway plan Procedures for making representations.	1. Date of child's birth or 2. Date of death where child dies before 18th birthday	1. 100 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 See special note above	taken from SCARRS, retention updated by Service	1.1	
2.005	Communications										
	see Retention Schedule 20: Management										
2.006	Programme management and development										
	see Retention Schedule 20: Management										
2.007	Residential homes	for Children's Case Files, See 02.004, Children Looked After in Care									
SPECIAL NOTE	As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This applies to records under 2.004 and 2.007 but also affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.							Added June 2016. To be removed on conclusion of Inquiry.			

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
03	COMMUNITY SAFETY										
03.002	Community safety										
03.002.001	Community safety	CCTV surveillance	Procedures	Date of last action.	3 years	Destroy	Business requirement	Not to be confused with RIPSAs authorisation forms or the actual cctv recordings min. 7 days if not needed for crime prevention	taken from SCARRS	1.0	
03.002.002	Community safety	Community Safety Officers	incident logs	Date of last action.	3 years	Destroy	Business requirement		taken from SCARRS, name updated by Service	1.1	
03.002.012	Community safety	Controlled waste and litter fixed penalty notices		Current financial year	6 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 55. To be in writing	taken from SCARRS, agreed by service	1.0	
03.002.020	Community safety	CCTV footage		Day of recording	up to 3 months	Destroy	Business requirement	Information Commissioner's Office Code of Practice on CCTV, s 8.3 Retention periods can vary dependant on individual service requirements	taken from SCARRS	1.0	
03.002.FC	Conflict Resolution										
03.002.FC.001	Conflict Resolution	Antisocial behaviour order Interim orders (Copies) (Original held by the court)		Expiry, revoked or recalled.	2 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Sections 8 (2) (b), 14 (1), 15, 119. To be in writing Criminal Procedure Act (Scotland) Act 1995. Section 234AB (1)(b) Data Protection Act – Principle 5	taken from SCARRS, agreed by service, was previously 03.002.007	1.1	
03.002.FC.002	Conflict Resolution	Notice containing a statement to recover expenditure		Payment - Current financial year	6 years	Destroy	Statutory	Antisocial Behaviour Notice (Landlord Liability) (Scotland) Regulations 2005. SSI 2005 No 562. Regulation 2. To be in writing	taken from SCARRS, agreed by service, was previously 03.002.008	1.1	
03.002.FC.003	Conflict Resolution	Noise Control Notice		Expiry, revoked or recalled.	2 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. To be in writing. Section 41	taken from SCARRS, agreed by service, was previously 03.002.009	1.1	
03.002.FC.004	Conflict Resolution	Noise complaint		Date of last complaint for the offending property	2 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 43	taken from SCARRS, agreed by service, was previously 03.002.010	1.1	
03.002.FC.005	Conflict Resolution	Noise Warning Notices		Date of last complaint for the offending property	2 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 44. To be in writing	taken from SCARRS, agreed by service, was previously 03.02.011	1.1	
03.002.FC.006	Conflict Resolution	Graffiti Removal Notice		Date of last complaint for the offending property	2 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 58. To be in writing	taken from SCARRS, agreed by service, was previously 03.002.013	1.1	
03.002.FC.007	Conflict Resolution	Antisocial Behaviour Notices		Date of last complaint for the offending property	2 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 68. To be in writing	taken from SCARRS, agreed by service, was previously 03.002.014	1.1	

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03	COMMUNITY SAFETY										
03.002.FC.008	Conflict Resolution	Management Control Order		Date expired or revoked	2 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 74. To be in writing	taken from SCARRS, agreed by service, was previously 03.002.015	1.1	
03.002.FC.009	Conflict Resolution	Management Control Orders – finance		Current financial year	6 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 Schedule 3-3	taken from SCARRS, agreed by service, was previously 03.002.016	1.1	
03.002.FC.010	Conflict Resolution	Registers (Of certain landlords)	To be kept up to date	To be kept up to date			Statutory	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 Section 82 To be available for public inspection	taken from SCARRS, agreed by service, was previously 03.002.017	1.1	
03.002.FC.011	Conflict Resolution	Application for registration		Date of acceptance or refusal	1 year	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Sections 83, 84	taken from SCARRS, agreed by service, was previously 03.002.018	1.1	
03.002.FC.012	Conflict Resolution	Notice of notification or refusal to register		Date of issue	6 years	Destroy	Business requirement	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 86 To be in writing Section 88(6) 90(2)	taken from SCARRS, agreed by service, was previously 03.002.018	1.1	
03.002.FC.013	Conflict Resolution	Advice and assistance to landlords or tenants		Recommend 6 years after date advice given			Statutory	Private Landlord Registration (Advice and Assistance) (Scotland) Regulations 2005. SSI 2005 No 557 Regulations 2, 4 Antisocial Behaviour Notice (Advice and Assistance) (Scotland) Regulations 2005 SSI 2005 No 563 Regulation 2 Issued under part 8 of the Anti social behaviour etc Act (Scotland) Act 2004	taken from SCARRS, agreed by service, was previously 03.002.019	1.1	
03.007	Measures against vandalism										
03.007.001	Measures against vandalism	Flyposting		Date of last action.	3 years	Destroy	Business requirement.		taken from SCARRS	1.0	
03.007.002	Measures against vandalism	Removal of graffiti		Date of last action.	3 years	Destroy	Business requirement.		taken from SCARRS	1.0	
03.008	Training										
03.008.001	Training	Training exercises		Date of last action.	5 years	Destroy	Business requirement.		taken from SCARRS	1.0	

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04	CONSUMER AFFAIRS										
04.001.FC	Environmental Health and Trading Standards								added by service	1.1	
04.001.FC.001	Environmental Health and Trading Standards	Service Requests		Current year	6 years	Destroy	Business Requirement		added by service	1.1	
04.001	Advice										
04.001.001	Advice	Campaigns	Information relating to campaigns within	Date campaign completed	7 years	Destroy	Business		taken from SCARRS	1.0	
04.002	Enforcement / Prosecution of offences										
04.002.001	Enforcement / Prosecution of offences	Prosecution of offences case files	Criminal Reports to Procurator Fiscal	Concluded in Court	6 years	Destroy	Business requirement		taken from SCARRS, description, trigger and retention updated by service	1.1	
04.002.003	Enforcement / Prosecution of offences	Enforcement policy		Date superseded	Until superseded	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
04.002.005	Enforcement / Prosecution of offences	Fixed Penalty Notices	Tobacco and NVP	Date notice charged	6 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
04.002.007	Enforcement / Prosecution of offences	Food poisoning notifications		Date of notification	6 years	Destroy	Business requirement		taken from SCARRS, retention updated by service	1.1	
04.002.008	Enforcement / Prosecution of offences	Notices	Food Safety, Trading Standards and Environmental Protection	Date notice issued	6 years	Destroy	Business requirement		taken from SCARRS, name, description and retention updated by service	1.1	
04.002.011	Enforcement / Prosecution of offences	Inspection Report Forms, Samples and Letters		Date investigation complete	6 years	Destroy			taken from SCARRS, name and retention updated by service	1.1	
04.002.012	Enforcement / Prosecution of offences	Prosecution reports to procurator fiscal		Concluded in Court	6 years	Destroy	Business requirement		taken from SCARRS, trigger and retention updated by service	1.1	
04.002.017	Enforcement / Prosecution of offences	Trading standards - notebooks		Date notice issued	6 years	Destroy	Business requirement		taken from SCARRS, name and retention updated by service	1.1	
04.002.023	Enforcement / Prosecution of offences	Animal feed notices		End of approval or registration	6 years	Destroy	Business requirement	Feed (Hygiene and Enforcement) (Scotland) Regs 2005. SSI 2005 No 608 To be in writing; Regulation 26	taken from SCARRS, name and retention updated by service, description removed	1.1	
04.002.FC.001	Enforcement / Prosecution of offences	Approved Premises Files		Current year	6 years	Destroy	Business Requirement		added by service	1.1	
04.002.FC.002	Enforcement / Prosecution of offences	Fatal Accident Investigations			Permanent	Review	Business Requirement		added by service	1.1	
04.003	Environmental health										
04.003.002	Environmental health	Building Standards and planning consultations		Date administrative use ceases	6 years	Destroy	Business requirement	Building (Forms) (Scotland) Regulations 2005. SSI 2005 No 172	taken from SCARRS, retention updated by service	1.1	
04.003.003	Environmental health	Closed Landfill sites			Retain permanently	Retain for historical value.	Business requirement		taken from SCARRS	1.0	
04.003.004	Environmental health	Contaminated Land Register Strategy		Date superseded	Until superseded	Destroy	Business requirement	Maintain and update current only. The Contaminated Land (Scotland) Regulations 2000. SSI 2000 No 178 Regulation 14. To be in writing	taken from SCARRS, agreed by service	1.0	
04.003.005	Environmental health	Environmental health - property files		Date case closed	6 years	Destroy	Business requirement		taken from SCARRS, name and retention updated by service	1.1	

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04	CONSUMER AFFAIRS										
04.003.006	Environmental health	Housing conditions survey			Retain permanently	Retain for historical value.	Business requirement		taken from SCARRS	1.0	
04.003.007	Environmental health	Policies and Procedures		Date superseded	Until superseded	Destroy	Business requirement		taken from SCARRS, name and retention updated by service	1.1	
04.003.008	Environmental health	Contaminated land - Remediation Notice		Date of compliance	10 years	Destroy	Business requirement	The Contaminated Land (Scotland) Regulations 2000. SSI 2000 No 178 Regulation 5 To be in writing as per Schedule 2	taken from SCARRS, retention updated by service	1.1	
04.004	Investigation, inspections and monitoring										
04.004.001	Investigation, inspections and monitoring	Equipment inspection records		Date of equipment disposal	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
04.004.004	Investigation, inspections and monitoring	CCTV records from covert surveillance in cases that lead to prosecution		Date investigation complete	5 years	Check with Legal Services	Business requirement	Regulatory & Investigatory Powers (Scotland) Act 2000	taken from SCARRS, name updated by service	1.1	
04.004.005	Investigation, inspections and monitoring	CCTV records from covert surveillance routine recordings not needed for prosecution		Date of recording	7 days	Destroy/ Overwrite	Business requirement	Data Protection Act 2018	taken from SCARRS, citation updated by service	1.1	
04.004.012	Investigation, inspections and monitoring	Private water supplies	Notices of determination of relevant person, Statements, Schemes and summaries regarding a temporary departure of a Type A supply that is not wholesome; Risk assessment Type A and Type B; Investigations; Check monitoring Type A and Type B; Audit monitoring	Date of entry in register	15 years	Destroy	Statutory	Private Water Supplies (Scotland) Regulations 2006. SSI 2006 No 209 Regulation 4, 8, 19, 20 Reg 34(6)	taken from SCARRS, agreed by service	1.0	
04.005	Registration, certification and licensing	Governance Licensing Team elements are under review and have been removed from this schedule									
04.005.002	Registration, certification and licensing	Food premises	Registration	Date registration lapses	6 years	Destroy	Business requirement		taken from SCARRS, description and retention updated by service	1.1	
04.005.004	Registration, certification and licensing	Animal boarding licences		Date registration lapses	6 years	Destroy	Business requirement	Animal Boarding Establishments Act 1963.	taken from SCARRS, retention updated by service	1.1	
04.005.005	Registration, certification and licensing	Animal breeding licences		Date registration lapses	6 years	Destroy	Business requirement	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. Licensing of Animal Dealers (Young Cats and Young dogs) (Scotland) Regulations 2009. SSI 2009 No 141. Regulation 3, 12, Schedule	taken from SCARRS, retention updated by service	1.1	
04.005.009	Registration, certification and licensing	Caravan and camp site licences		Date registration lapses or is revoked	6 years	Destroy	Business requirement	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. As amended by Housing (Scotland) Act 2014 ss 63 and 65. As amended by Licensing of Relevant Permanent Sites (Scotland) Regulations 2016 SSI 2016 No 433	taken from SCARRS, retention updated by service	1.1	

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04	CONSUMER AFFAIRS										
04.005.011	Registration, certification and licensing	Cooling towers	Notifications to local authority	Date of cessation of operation	2 years	Destroy / Review for Archival retention	Business requirement	Notification of Cooling Towers and Evaporative Condensers Regulations 1992 SI 1992 No 2225 Regulation 3	taken from SCARRS, agreed by service	1.0	
04.005.014	Registration, certification and licensing	Dangerous wild animals licences		Date registration lapses	2 years	Destroy	Business requirement	Dangerous Wild Animals Act 1976.	taken from SCARRS	1.0	
04.005.016	Registration, certification and licensing	Explosives licences - Sale or Storage		Date registration lapses	6 years	Destroy	Business requirement	Manufacture and Storage of Explosives Regulations 2005. SI 2005 No 1082	taken from SCARRS, retention updated by service	1.1	
04.005.022	Registration, certification and licensing	Houses - Register of unfit premises		Date superseded.	Retain permanently	Retain for historical value.	Business requirement		taken from SCARRS	1.0	
04.005.032	Registration, certification and licensing	Pet shop licences		Date registration lapses	6 years	Destroy	Business requirement	Pet Animals Act 1951 (as amended by the 1983 Act).	taken from SCARRS, retention updated by service	1.1	
04.005.033	Registration, certification and licensing	Petroleum licences		Date registration lapses	Permanent	Retain for historical value.	Business requirement	Petroleum (Regulation) Acts 1928 and 1936	taken from SCARRS, agreed by service	1.0	
04.005.041	Registration, certification and licensing	Riding establishment licences		Date registration lapses	6 years	Destroy	Business requirement	Riding Establishments Act 1964 and 1970.	taken from SCARRS, retention updated by service	1.1	
04.005.049	Registration, certification and licensing	Zoo licences	Licence, notice of compliance, closure notice	Date registration lapses	2 years	Destroy	Business requirement	The Zoo Licensing Act 1981 Amendment (Scotland) Regulations 2003. SSI 2003 No 174. Regulation 3	taken from SCARRS, agreed by service	1.0	
04.005.052	Registration, certification and licensing	Animal health and welfare - animal dealers	Register of animal dealing licences	To be kept up to date		Consider for Archival preservation	Business requirement	Licensing of Animal Dealers (Young Cats and Young dogs) (Scotland) regulations 2009. SSI 2009 No 141. Regulation 12 To be available for public inspection In an appropriate form	taken from SCARRS, agreed by service	1.0	
04.005.061	Registration, certification and licensing	Animal health and welfare - Trade	Health certificate	Date of certificate	6 years	Destroy	Business requirement	Trade in Animals and Related Products (Scotland) Regulations 2012. SSI 2012 No 177. Regulation 5 Implements Council Directive: 89/662/EEC; 90/425/EEC; 91/425/EEC; 97/78/EC Which effect to a greater or lesser degree Animal and Animal Products (Import and Export (Scotland); Fresh Meat (Import Conditions); Miscellaneous Products of Animal Origin (Import Conditions); Products of Animal Origin (Third Country Imports) (Scotland)	taken from SCARRS, retention and authority updated by service	1.1	

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04	CONSUMER AFFAIRS										
04.005.072	Registration, certification and licensing	Port Health Files		Date of issue	6 years	Destroy	Business requirement	Public Health (Ships)(Scotland) Amendment Regulations 2007 SSI 2007 No 515. Regulation 16 Inserts Reg 19D in to SI 1971 No 132 To be in writing	taken from SCARRS, name, retention and auhtority updated by Service	1.1	
FC.004		Self Verification Notifications (copy)		Current	6 years	Destroy	Business requirement		added by service	1.1	

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05	COUNCIL PROPERTY										
05.001	Maintenance of council property - Maintenance records - typically organised by property										
05.001.001	Maintenance of Council Property	Records documenting routine inspections of property.	Property Condition Surveys	Until Superseded		Destroy	Business requirement	Retaining inspection records provides evidence of effective property management.	taken from SCARRS, trigger updated by service	1.1	
05.001.002	Maintenance of Council Property	Records documenting major maintenance works on property.		Disposal of property	Nil	Transfer	Business requirement	Transfer records to new owners when land/property is sold.	taken from SCARRS, agreed by service	1.1	
05.001.003	Maintenance of Council Property	Records documenting minor maintenance works on property - assets over £50K			Lifetime of Asset	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8 These records are required for forecast and budget analysis and asset performance monitoring	taken from SCARRS, activity name, trigger retention and citation updated by Service	1.1	
05.001.004	Maintenance of Council Property	Records documenting minor maintenance works on property - assets under £50K		Completion of works	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	taken from SCARRS, activity name updated by Service	1.1	
05.001.005	Maintenance of Council Property	Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises			Lifetime of Asset	Transfer to new owner	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 4 (7)	taken from SCARRS, trigger, retention and Disposal Action updated by Service	1.1	
05.001.006	Maintenance of Council Property	Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.			Lifetime of Asset	Transfer to new owner	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 4 (7)	taken from SCARRS, trigger, retention and Disposal Action updated by Service	1.1	
05.001.008	Maintenance of Council Property	Records documenting the maintenance of equipment: major items.		Decommissioning/disposal of item	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.1	
05.001.009	Maintenance of Council Property	Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations.		Decommissioning / Disposal of item	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.1	
05.001.011	Maintenance of Council Property	Records documenting the inspection and testing of equipment.		Disposal of item	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.1	
05.001.012	Maintenance of Council Property	Records documenting the inspection and testing of equipment: items which are safety critical or are associated with hazardous operations.		Disposal of item	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.1	
05.001.013	Maintenance of Council Property	Plan identifying parts of premises affected by asbestos		Lifetime of the property		Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 4 (8). Measures taken to implement plan to be recorded. To be in writing	taken from SCARRS, trigger updated by service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
05	COUNCIL PROPERTY										
05.001.014	Maintenance of Council Property	Asbestos Risk Assessment		Lifetime of the property		Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 6. Copy of the significant findings of the risk assessment to be kept at the premises at which, and for such time as the work is being carried out.	taken from SCARRS, trigger updated by service	1.1	
05.001.016	Maintenance of Council Property	Licence to work with asbestos		While current	Nil	Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 8. Existing licences issued under previous legislation continue to have effect. Must return licence to Executive if revoked. To be in writing Framework of subcontractors in place for asbestos removal. Licenses will be validated throughout the contract.	taken from SCARRS	1.0	
05.001.018	Maintenance of Council Property	Site clearance certifications		Recommend add to the premise health and safety file and retain for the life of the building			Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 20	taken from SCARRS, agreed by service	1.1	
5.002	Property acquisition and disposal										
05.002.001	Property acquisition and disposal	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	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8	taken from SCARRS, agreed by service	1.1	
05.002.002	Property acquisition and disposal	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	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8	taken from SCARRS, agreed by service	1.1	
05.002.003	Property acquisition and disposal	Title Deeds		Disposal of property		Transfer to new owner	Business requirement		taken from SCARRS, agreed by service	1.1	
05.002.004	Property acquisition and disposal	Records documenting negotiations for the acquisition of a property by the Council, where the property was not acquired.		Closure of negotiations	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	taken from SCARRS, agreed by service	1.1	
05.002.005	Property acquisition and disposal	Records documenting the acquisition of a property through lease - assets over £50,000	lease agreement, correspondence	Expiry of lease	20 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	taken from SCARRS, agreed by service	1.1	
05.002.006	Property acquisition and disposal	Records documenting the acquisition of a property through lease - assets under £50,000	lease agreement, correspondence	Expiry of lease	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	taken from SCARRS, agreed by service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
05	COUNCIL PROPERTY										
05.002.007	Property acquisition and disposal	Records documenting negotiations for the lease of a property by the Council, where the property was not leased.		Closure of negotiations	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	taken from SCARRS, agreed by service	1.1	
05.002.008	Property acquisition and disposal	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 documentation	Completion of project (end of defects liability period and completion of all outstanding payments)	20 years	Review for business and historical value	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	taken from SCARRS	1.0	
05.002.009	Property acquisition and disposal	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	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	taken from SCARRS	1.0	
05.002.010	Property acquisition and disposal	Records documenting the development of specifications for consumables		Superseded	3 years	Destroy	Business requirement		taken from SCARRS	1.0	
05.002.011	Property acquisition and disposal	Records documenting the development of specifications for equipment: major items.		Disposal of item	3 years	Destroy	Business requirement		taken from SCARRS	1.0	
05.002.014	Property acquisition and disposal	Records documenting the termination of a property lease - assets under £50,000		Termination of lease	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6, 7 and 8	taken from SCARRS, agreed by service	1.1	
05.002.015	Property acquisition and disposal	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		taken from SCARRS	1.0	
5.003	Property and land management		see also Schedule 21: Planning and Building Standards								
05.003.001	Property and land management	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	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	taken from SCARRS, agreed by service	1.1	
05.003.002	Property and land management	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	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	taken from SCARRS, agreed by service	1.1	
05.003.003	Property and land management	Records documenting the lease of Council property to a third party.	e.g. allotments	Termination of lease	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6	taken from SCARRS, agreed by service	1.1	
05.003.004	Property and land management	Property compliance - inspection and enforcement	Records documenting the conduct and outcomes of an inspection of a property by an enforcing authority, and action taken to deal with matters raised.	Completion of subsequent inspection	Nil	Destroy	Business requirement	Or as specified by the requirements of specific enforcing authorities	taken from SCARRS	1.0	
05.003.005	Property and land management	Property compliance	Gas safety certificates	Date of check	2 years	Destroy	Business requirement	Gas Safety (Installation and Use) (Amendment) Regulations 1998 SI 1998 No 2451 Part F 36 (3)(c). Refers to landlords' responsibilities	taken from SCARRS, agreed by service	1.1	

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05	COUNCIL PROPERTY										
05.003.006	Property and land management	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	Completion of subsequent inspection	3 years	Business requirement		taken from SCARRS, retention updated by service	1.1	
05.003.007	Property and land management	Property security - Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Access registers, key registers	Date superseded	Date superseded	1 year	Business requirement		taken from SCARRS, retention updated by service	1.1	
05.003.008	Property and land management	Property security - Register of security passes issued to staff		Expiry of pass	Expiry of pass	1 year	Business requirement	Data Protection Act 2018	taken from SCARRS, agreed by service	1.0	
05.003.009	Property and land management	Property security - Register of security passes issued to visitors		Expiry of pass	Expiry of pass		Business requirement	Data Protection Act 2018	taken from SCARRS, retention updated by service	1.1	
05.003.010	Property and land management	Property security - Records documenting the investigation of a security incident in a property, and action taken.		Last action on incident	Last action on incident	1 year	Business requirement		taken from SCARRS, agreed by service	1.0	
05.003.012	Property and land management	Fleet management - Allocation and maintenance		Disposal of the vehicle	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.1	
05.003.013	Property and land management	Fleet management - Recording drivers usage		Date closed/returned to employer	1 year	Destroy	Statutory	Transport Act 1968 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421 Regulation 11 Preservation of driver's record books.	taken from SCARRS, agreed by service	1.1	
05.003.014	Property and land management	Fleet management - Recording vehicle usage		Disposal of the vehicle	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.1	
05.003.015	Property and land management	Fleet management - Vehicle records, lease or purchase		Disposal of the vehicle	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.1	
05.003.FC.001	Property and land management	Tachograph data	Driver activity records including driver hours	Information being downloaded and analysed	1 year	Destroy	Statutory	Transport Act 1968 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421 Regulation 11 Preservation of driver's record books.	added by service	1.1	
05.003.FC.002	Property and land management	Vehicle Checks	First use checks	Date of check	18 months	Destroy	Business requirement		added by service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
06	CEMETERIES AND CREMATORIA										
6.001	Burial identity and location										
06.001.001	Burial identity and location	Registration	Cemetery and crematoria plans, burial plot layout/ownership, headstone layout plans.	Date superseded.	Retain copy of each superseded layout in the Archives	Transfer to archive	Business requirement	See 06.001.009 for post-2016 records	taken from SCARRS, description updated by service	1.1	
06.001.003	Burial identity and location	Bookings	Applications (for a cremation, burials and interment)	End of current year.	50 years	Destroy	Business requirement	Previous statutory retention repealed by Burial and Cremation (Scotland) Act 2016. See 06.001.09	taken from SCARRS, description and retention updated by service	1.1	
06.001.004	Burial identity and location	Exhumations	Exhumation orders (documentation regarding the process of regulation of exhumation).	Date superseded.	Permanent	Retain	Business requirement	See 006.001.012 for post-2016 records	taken from SCARRS, agreed by service	1.0	
06.001.005	Burial identity and location	Regulatory	Regulation of burials and cremations	End of current year.	15 years	Destroy	Business requirement	Previous statutory retention repealed by Burial and Cremation (Scotland) Act 2016. See 06.001.09	taken from SCARRS, name updated by service	1.1	
06.001.FC.001	Burial identity and location	Memorials	All Applications for memorials BOR/Memorial cards, benches, trees, memorial wall etc	End of current year	15 years	Destroy	Business Requirement		added by service	1.1	
06.001.007	Burial identity and location	Deeds and Permits	Permits (for headstones, lair purchases, cemeteries and crematoria) & application forms and transfers	End of current year.	20 years	Destroy	Business requirement		taken from SCARRS, name and description updated by service	1.1	
06.001.009	Burial identity and location	Register of Burials	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s10(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.010	Burial identity and location	Register of rights of burial	Lair ownership register. To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s17(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.011	Burial identity and location	Private burial register	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s23(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.012	Burial identity and location	Exhumation register	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s30(7) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.013	Burial identity and location	Register of restored lairs	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s42(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.014	Burial identity and location	Cremation register	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s47(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.015	Burial identity and location	Pregnancy losses register	Arrangement on pregnancy loss on or before 24 weeks – the appropriate health authority must record the persons decision To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s85(3) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
6.002	Maintenance of burial grounds										
06.002.001	Maintenance of burial grounds	Planned Maintenance	Program of maintenance to cemeteries and crematoria over the next maintenance period.	End of current year.	5 years	Destroy	Business requirement	Covered by Land Management RRS.	taken from SCARRS	1	
06.002.002	Maintenance of burial grounds	Redundant Churchyards	Documentation relating to disused churchyards, specifically their upkeep.	End of current year.	5 years	Destroy/ Review for Archival preservation	Business requirement	Covered by Land Management RRS.	taken from SCARRS	1	

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06	CEMETERIES AND CREMATORIA										
06.002.003	Maintenance of burial grounds	Responsive Maintenance	Emergency or unplanned maintenance to cemeteries and crematoria	End of current year	5 years	Destroy	Business requirement	Covered by Land Management RRS. Prescription and Limitation Act (Scotland) Act 1973	taken from SCARRS, description updated by service	1.1	

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07	CRIMINAL JUSTICE										
07.001	Supporting offenders										
07.001.001	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 Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	taken from SCARRS, agreed by service	1.0	
07.001.002	Supporting offenders	Case file - Community Service Order/Community Payback Order where offender is 16 - 21 years old		Completion of order	5 years	Destroy	Business requirement	Excluding: Schedule 1/Circular 11/Sex Offenders – 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	taken from SCARRS, retention updated by service	1.1	
07.001.003	Supporting offenders	Case file - Community Supervision Orders/Community Payback Order where offender is over 21 years old	Community Reparation Order (CRO), Community Service (CS), Probation, 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	taken from SCARRS, description updated by service	1.1	
07.001.004	Supporting offenders	Case file - Community Supervision Orders/Community Payback Order where offender is 16 - 21 years old	including Community Reparation Order (CRO), Community Service (CS), Probation, Drug Treatment & Testing Order (DTTO), English Short-licence	Completion of order	5 years	Destroy	Business requirement	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders	taken from SCARRS, description and retention updated by service	1.1	
07.001.006	Supporting offenders	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 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	taken from SCARRS, agreed by service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
07	CRIMINAL JUSTICE										
07.001.008	Supporting offenders	Case file - Throughcare - home background reports and other pre-release work in relation to a prisoner, where no post-release social work involvement is required.		Last action on case	5 years	Destroy	Business requirement		taken from SCARRS, retention updated by service	1.1	
07.001.009	Supporting offenders	Case file - Throughcare		Termination of order	5 years	Destroy	Business requirement		taken from SCARRS, name updated by service	1.1	
07.001.010	Supporting offenders	Case file - Throughcare: Life Licence, Extended Sentence, Non-Parole Licence, Parole Licence		Prison release date or completion of license	70 years	Destroy	Business requirement		taken from SCARRS, retention updated by service	1.1	
07.001.011	Supporting offenders	Case file - Throughcare: Voluntary		Last action on case	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.1	
07.001.012	Supporting offenders	Case file - where service user found not guilty, not proven or who have had their appeal upheld, resulting in a conviction being overturned	Referral forms; Indictment(s) or Complaint(s); Case management system records; Letters of appointment; Correspondence pertaining to the case; SER; Associated reports	Notification of Court Disposal	3 years	Review and destroy	Business requirement	Review contents of service users' files and remove all papers referring to this particular event.	taken from SCARRS, retention and citation updated by service	1.1	
07.002	Community Supervision Programme Management										
	Community Supervision Programme Management	Keep in case file - see 07.001.003 and 07.001.004 above							taken from SCARRS	1.0	
07.003	Court Social Work Service Management										
07.003.001	Court Social Work Service Management	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		taken from SCARRS, agreed by service	1.0	
07.003.002	Court Social Work Service Management	Records documenting the provision of a Criminal Justice Social Work Report on an offender, where there is no further social work involvement.		Last action on case	5 years	Destroy	Business requirement	Updated record series title to CJSWR from reference to Social Enquiry Report (SER). 2017-06	taken from SCARRS, retention updated by service	1.1	

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08	DEMOCRACY										
08.001	Decision making										
08.001.001	Decision making	Council and committee meeting records including Council, Committee and Boards.	Agenda, minutes & reports	Date of meeting	6 years	Retain	Business requirement	Retain signed minutes in Archives; Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985. Agenda, minutes and reports on website and retained permanently	taken from SCARRS, name and citation updated by Service	1.1	
08.001.FC.001	Decision making	Corporate Management Team, Service Management Teams, Service Level Working Groups, Staff / Team Meetings	Agenda, minutes & reports	Date of meeting	5 years	Destroy	Business requirement	Working copies should only be retained for 2 years.	Added by Service	1.1	
08.001.003	Decision making	Calendar of meetings of Council and Council committees		Continually updated	None	Retain	Business requirement	calendar is available online	taken from SCARRS, trigger, disposal action and citation updated by service	1.1	
08.001.004	Decision making	External committees, partnerships and agencies meeting records where the Council does own the record	Documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings		Permanent	Retain	Business requirement	Retain master record; copies should be destroyed	taken from SCARRS, agreed by service	1.0	
08.001.006	Decision making	Records of minute-taking	Shorthand notes, audio tapes, draft minutes	Date of confirmation of the minutes	None	Destroy	Business requirement	Only final draft is retained as part of 08.001.001. Audio tapes are kept, posted online	taken from SCARRS, notes updated by service	1.1	
08.001.FC.002	Decision making	Records of statutory appointments			6 years	Retain	Business requirement		taken from SCARRS, was previously 08.002.001	1.1	
08.001.FC.003	Decision making	Community engagement responses - containing personal data		Collection	5 years	Destroy	Business requirement	Please see 20.003 - Corporate Communication	Added by Service	1.6	
08.001.FC.004	Decision making	Community engagement responses - anonymised / statistical data		Conclusion of previous community engagement strategy	5 years	Destroy	Business requirement	Please see 20.003 - Corporate Communication	Added by Service	1.6	
08.003	Governance										
08.003.001	Governance	Records documenting the Councils Standing Orders, Scheme of Delegation and Financial Regulations			Permanent	Retain	Business requirement		taken from SCARRS, merged with 08.003.002	1.1	
08.004	Honours and awards										
08.004.001	Honours and awards	Records of Honours submissions	Honours nomination form, Covering documentation Letters of support Referral for comment from lord lieutenant.	Date of last action	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
08.005	Member support										
08.005.001	Member support	Records documenting Councillors' declarations of interests.	Member's register of interest	Date member leaves office	10 years	Review for archival value	Business requirement		taken from SCARRS, agreed by service	1.0	

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08	DEMOCRACY											
08.005.002	Member support	Councillors' Code of Conduct		After administrative use is concluded	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0		
08.005.003	Member support	Register of gifts and hospitality		Date member leaves office	10 years	Review for archival value	Business requirement		taken from SCARRS, agreed by service	1.0		
08.005.FC.001	Member support	Councillors expenses, training and civic vehicle logs	Records of members expenses, attendance at conferences/seminars, training and associated costs and log of vehicles used	Date member leaves office	5 years (6 if financial)	Destroy	Business requirement		series added by FC	1.1		
08.005.004	Member support	Records documenting routine communications between Council officers and individual councillors (not service-related matters)		Last action	1 year	Destroy	Business requirement	Some communications may be retained dependant on subject matter	taken from SCARRS, retention updated by service	1.1		
08.005.005	Member support	Standards - Findings of acceptance		Date member leaves office	1 year	Destroy	Business requirement		taken from SCARRS, retention updated by service	1.1		
08.005.006	Member support	Standards - Investigations		Date member leaves office	1 year	Destroy	Business requirement		taken from SCARRS, retention updated by service	1.1		
08.005.007	Member support	Leader of the Council	Correspondence (Internal and external)	Current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0		
08.005.009	Member support	Leader of the Opposition	Correspondence (Internal and external)	Current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0		
08.006	Planning											
08.006.004	Planning	Gaelic Language Plan (Approved)		Superseded	5 years	Consider for archival value	Business requirement	Gaelic Language (Scotland) Act 2005 asp 7 Section 3. Review at intervals of not later than 5 years Section 7 (2)	taken from SCARRS	1.0		
08.007	Representation	Note: Returning Officer is NOT part of the Council and representation is not a local authority function. However the function is normally administered within local authorities and the function is contained here for convenience.										
08.007.001	Representation	Records documenting activities undertaken in preparing for a Scottish parliamentary election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Ballot papers; Declaration of Candidate Expenses; Returning Officer Correspondence	Date of election	1 year	Destroy	Statutory	Scottish Parliament (Elections etc.) Order 2007. SI 2007 No 937 (S.3) Regulation 69 Political Parties and Elections Act 2009 c. 12 Part 3 — Elections 25 Disposal of election documents in Scotland In the 1983 Act— (b) in Schedule 1 (parliamentary elections rules), for rule 58 there is substituted— "58 (1) This rule modifies rules 55 to 57 in relation to elections in Scotland. (2) In relation to such elections— (a) the documents mentioned in rule 55(1)— (i) are not to be forwarded by the returning officer as required by that rule,	taken from SCARRS, agreed by service	1.0		

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
08	DEMOCRACY										
	Representation							(ii) instead, are to remain in the returning officer's custody (and be endorsed by the officer as required by that rule); (b) the references in rules 56 and 57 to the relevant registration officer are to be read as references to the returning officer (and rule 55(1A) is to be disregarded); (c) the reference in rule 57(1) to the documents to be retained is to be read as a reference to the documents remaining in the returning officer's custody under sub-paragraph (a)(ii)."	Continued from above	1.0	
08.007.002	Representation	Records documenting activities undertaken in preparing for a local government election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Declaration of Candidate Expenses; Returning Officer Correspondence	Date of election	1 year	Destroy	Statutory	The Scottish Local Government Elections Rules 2002. SSI 2002 No 457 Regulation 47	taken from SCARRS, agreed by service	1.0	
08.007.003	Representation	Records documenting activities undertaken in preparing for a UK parliamentary election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Declaration of Candidate Expenses; Returning Officer Correspondence	Date of election	1 year	Destroy	Statutory	Political Parties and Elections Act 2009 (c. 12), Part3, para 25	taken from SCARRS, agreed by service	1.0	
08.007.004	Representation	Records documenting activities undertaken in preparing for a European parliamentary election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Declaration of Candidate Expenses; Returning Officer Correspondence	Date of election	1 year	Destroy	Statutory	SI 2004 No. 293 Schedule 1 Rule 61 and Schedule 2 para. 52	taken from SCARRS, agreed by service	1.0	
08.007.005	Representation	Formal record of election results			Until Superseded	Destroy	Business requirement		taken from SCARRS, retention, disposal and authority updated by service	1.1	

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09	ECONOMIC DEVELOPMENT										
09.001	Business intelligence										
09.001.001	Business intelligence	Business directory		Date superseded	Until superseded	Destroy	Business requirement	Maintain current only and update as required	taken from SCARRS, agreed by service	1.0	
09.002	Promotion										
09.002.001	Promotion	Business community survey		Completion of survey	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.002.002	Promotion	Business community consultation		Completion of consultation	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.002.003	Promotion	Establishment and operation of business forum or networking group.	meeting minutes and papers, correspondence	Life of group	5 years	Review for ongoing value / Review for Archives	Business requirement		taken from SCARRS, agreed by service	1.0	
09.002.004	Promotion	Business development advice and assistance to a specific business.		Last contact with business	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.002.005	Promotion	Application to Council for business loan or grant - application rejected		Last action on application	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
09.002.006	Promotion	Application to Council for business loan or grant - application approved		Termination of loan agreement/Final payment of grant	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by service	1.0	
09.003	Regeneration										
09.003.001	Regeneration	Area and priority regeneration strategies	Rural strategy, urban strategy, community planning strategy, town planning - final approved plans	Until superceded	10 years	Review for historical value	Business requirement	Consider transferring one copy of key plans to archive	taken from SCARRS, agreed by service	1.0	
09.003.002	Regeneration	Implementation of Area and priority regeneration strategies		Completion of implementation	10 years	Review for historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.003.003	Regeneration	Records documenting the development, progress and outcomes of a regeneration project.		Completion of project	10 years	Review for historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.003.004	Regeneration	Direct support given to social enterprise/economic regeneration organisations.		Last contact with organisation	5 years	Review for business value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.003.005	Regeneration	Participation in a lobbying group to represent Council geographic area in economic development planning at regional, national and European level.		Current	10 years	Review for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.003.006	Regeneration	Direct support given to an inward investment project.		Current year	10 years	Review for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	

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09	ECONOMIC DEVELOPMENT										
09.003.007	Regeneration	Regeneration funding	Records documenting advice given to an organisation/individual about sources of funding for an economic development project, and assistance given to obtain funding.	Last action with organisation	5 years	Review for business value	Business requirement	All project documentation relating to European programmes should be kept until otherwise instructed by the European Secretariat. Each programme is required to keep all project documentation for three years after the European Commission has made their final payment to the UK. It is also required to keep some documentation for a longer period. The European Secretariat will send out further instructions telling saying when it is safe to destroy records for past programmes.	taken from SCARRS, agreed by service	1.0	
09.003.FC.001	Regeneration	Records documenting the development progress of redevelopment, infrastructure, and other community-improvement projects, where projects are government or externally funded	records of planning, progress and outcomes	Completion of project	30 years	Review for business and historical value	Business requirement	25 year contract project delivery period with Scottish Govt.	Added by Service	1.0	
09.003.FC.002	Regeneration	Records documenting regional and national authorities collaboration on EU funded innovative solutions for improving public service delivery	records of planning, progress and claim outcomes	Completion of project	12 years	Review for Business Value	Business requirement	EU audit and contract requirements for retention	Added by Service	1.0	
09.003.008	Regeneration	Regeneration funding - application processing - application rejected, withdrawn or did not progress beyond Expression of Interest	application reviews, provision of advice	Last action on case	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
09.003.09	Regeneration	Regeneration funding - application processing - approved	Records documenting the processing of an application for funding, where the application was approved.	Termination of funding agreement	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by service	1.0	
09.004	Sustainability										
09.004.001	Sustainability	Sustainable development projects		Date of last action	10 years	Review for historical value.	Business requirement		taken from SCARRS, agreed by service	1.0	
09.005	Tourism										
09.005.001	Tourism	Tourism development strategy		Superseded	10 years	Review historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.005.002	Tourism	Council initiatives to promote and develop tourism	records of planning, progress and outcomes	Completion	5 years	Review for business value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.005.003	Tourism	Council funding and financial support for a tourism project where the Council is not a project partner.		Termination of funding agreement	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
09	ECONOMIC DEVELOPMENT										
09.005.004	Tourism	Records documenting the development, progress and outcomes of a project to increase and enhance facilities and services for tourists, where the Council is a project partner.		Date of completion of project	5 years	Review for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.005.005	Tourism	Records documenting the provision of non-financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.		Last action	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
09.005.006	Tourism	Records documenting the provision of financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.		Termination of funding agreement	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act; 1973 c.52	taken from SCARRS, agreed by service	1.0	
09.006	Training - Information on training to support economic growth.										
	See Schedule 15: Human Resources										
09.007	Business Improvement Districts		Records of the establishment and operation of a Business Improvement District								
09.007.001	Business Improvement Districts	Request for information for the purpose of developing a BID proposal		Date of request	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 2 To be in writing May be electronic (Regulation 21)	taken from SCARRS, agreed by service	1.0	
09.007.002	Business Improvement Districts	Notice of a BID proposal		Date of Notice	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 4 To be in writing	taken from SCARRS, agreed by service	1.0	
09.007.003	Business Improvement Districts	Notice requesting a BID ballot		Date of notice	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 5. To be in writing	taken from SCARRS, agreed by service	1.0	
09.007.004	Business Improvement Districts	Information for the purpose of canvassing		Date of request	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 13 (1)	taken from SCARRS, agreed by service	1.0	
09.007.005	Business Improvement Districts	Request for information in data form		Date of request	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 13 (2) (3). To be in writing	taken from SCARRS, agreed by service	1.0	
09.007.006	Business Improvement Districts	Appeal against a Veto		Date of appeal	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 15. To be in writing	taken from SCARRS, agreed by service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
09	ECONOMIC DEVELOPMENT										
09.007.007	Business Improvement Districts	Bid revenue account		Closure of account	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 16	taken from SCARRS, agreed by service	1.0	
09.007.008	Business Improvement Districts	Notice of alteration of BID arrangements without an alteration ballot		Date of notice	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 17 To be in writing	taken from SCARRS, agreed by service	1.0	
09.007.009	Business Improvement Districts	Termination of BID arrangements		Termination	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 19. To be in writing	taken from SCARRS, agreed by service	1.0	
09.007.010	Business Improvement Districts	Ballot administration	Ballot papers Proxy appointment Declaration of result	Date of ballot	6 months	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. To be In writing SSI 2007 No 202 Schedule 1 - 19	taken from SCARRS, agreed by service	1.0	

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SPECIAL NOTE	As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.							Added June 2016. To be removed on conclusion of Inquiry.			
10	EDUCATION AND SKILLS										
10.001	Access and Inclusion										
10.001.001	Access and Inclusion	Strategies and policies documenting the conditions of access to education services.	Accessibility strategy	Date superseded	Current	Retain permanently	Business requirement		taken from SCARRS, agreed by service	1.0	
10.001.002	Access and Inclusion	Records documenting the development and project management of access and inclusion related projects.	Project plans, project target and milestone reports.	Date closed	7 years	Destroy	Business requirement	May include "accessibility plans - schools" (as required by the Disability Discrimination Act)	taken from SCARRS, agreed by service	1.0	
10.001.003	Access and Inclusion	Inequalities of outcome	Annual plan for reducing inequalities of outcome, complitng with National Improvement Framework etc.	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 2016 asp 8 S1- insertions 3F, 3H	taken from SCARRS, agreed by service	1.0	
10.001.004	Access and Inclusion	Equal opportunities - annual statement	Annual statement and report	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 2016 asp 8. Section 1- insertion 3I	taken from SCARRS, agreed by service	1.0	
10.001.005	Access and Inclusion	Promotion of health – annual statement	Annual statement and report	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Section 5	taken from SCARRS, agreed by service	1.0	
10.001.006	Access and Inclusion	Parental involvement – annual report	Annual report	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Section 6, Service Circular 45	taken from SCARRS, note updated	1.1	
10.001.007	Access and Inclusion	Gaelic medium primary education (GMPE) assessments	Assessments	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Sections 9, 11	taken from SCARRS, agreed by service	1.0	
10.001.FC.001	Access and Inclusion	Missing in Education	Forms relating to MISSING children, not absent children.	Date of last action	Current	Destroy	Business requirement	Service Circular 42	added by service	1.1	
10.002	Admissions and exclusions							NOTE July 2014 - The Archivists in Scottish Local Authorities Working Group is developing an approach to perserving historical records generated by the SEEMIS education management system.			

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10.002.001	Admissions and exclusions	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 closed to public access for 100 years following decision of the UK Information Commissioner. Archival retention under the s33 historical and research exemption under the Data Protection Act 2018 Service Circulars 1 and 21	taken from SCARRS, note updated	1.1	
10.002.002	Admissions and exclusions	Admission appeals		Date of decision	7 years	Destroy	Business requirement	Service Circulars 1 and 21	taken from SCARRS, note updated	1.1	
10.002.003	Admissions and exclusions	Admissions forms		Current school year	1 year	Destroy	Business requirement	Service Circulars 1 and 21	taken from SCARRS, note updated	1.1	
10.002.004	Admissions and exclusions	Admissions policies		Current school year	1 year	Destroy	Business requirement	Service Circulars 1 and 21	taken from SCARRS, note updated	1.1	
10.002.005	Admissions and exclusions	Alternative provision forms		Current school year	1 year	Destroy	Business requirement	Service Circulars 36, 37 and 41	taken from SCARRS, note updated	1.1	
10.002.006	Admissions and exclusions	Assisted Support for Learning - LAAC (Looked After and Accommodated Children)	Case records	Date of birth	100 years. Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of death	Destroy	Statutory	Looked After Children (Scotland) Regulations 2009. SSI 2009 No 210 Reg 43. Also see Education (Additional Support for Learning) Scotland Act 2004 Service Circular 36	taken from SCARRS, note updated	1.1	
10.002.FC.001	Admissions and exclusions	Assisted Support for Learning	Case records	Date of birth	23 years	Destroy	Business Requirement	Service Circular 36	added by service	1.1	
10.002.007	Admissions and exclusions	Attendance records		Current school year	4 years	Destroy	Business requirement	Service Circulars 3, 29	taken from SCARRS, note updated	1.1	
10.002.008	Admissions and exclusions	Exclusion records		once superseded.	7 years	Destroy	Business requirement	Service Circular 10	taken from SCARRS, note updated	1.1	

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10.002.009	Admissions and exclusions	Individual Education Plan (IEP) - formerly known as Record of Needs		Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4. May also be know as "Special Educational Needs files, reviews and IEPs". Service Circulars 12, 36, 37	taken from SCARRS, note updated	1.1	
10.002.010	Admissions and exclusions	Integrated Children Services - Pupil Records		Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4. This record is part of "Get it right for every child" (GIRFEC) process. Service Circular 12	taken from SCARRS, note updated	1.1	
10.002.FC.002	Admissions and exclusions	Integrated Children Services - Pupil Records - LAAC (Looked After and Accommodated Children)		Date of birth	100 years. Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of death	Destroy	Statutory	Looked After Children (Scotland) Regulations 2009. SSI 2009 No 210 Reg 43. The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4. This record is part of "Get it right for every child" (GIRFEC) process. Service Circular 12	added by service	1.1	
10.002.011	Admissions and exclusions	Leavers survey		Date of last entry	4 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.002.012	Admissions and exclusions	Placing request appeals / applications		Review and update as required	3 years	Destroy	Business requirement	Service Circular 1	taken from SCARRS, note updated	1.1	
10.002.013	Admissions and exclusions	Placing request guidelines		Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value. Service Circular 1	taken from SCARRS, note updated	1.1	
10.002.014	Admissions and exclusions	Pupil Progress Report (PPR) - personal pupil record		Termination or leaving date	5 years	Destroy	Statutory	Schools General (Scotland) Regulations 1975 SI 1135/176 reg 10(2) - pupil progress record; retention of pupil records is governed by the The Pupils' Educational Records (Scotland) Regulations 2003 SSI 2003/581, reg 4 Service Circular 12	taken from SCARRS, note updated	1.1	
10.002.016	Admissions and exclusions	School directory		Date superseded	Until superseded	Destroy	Business requirement	Maintain current only, and update as required	taken from SCARRS, agreed by service	1.0	

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10.002.017	Admissions and exclusions	School Rolls		Review and update as required	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.002.018	Admissions and exclusions	Waiting lists for places		Date of last action	3 years	Destroy	Business requirement	Service Circular 1, 21	taken from SCARRS, note updated	1.1	
10.003	Advice										
10.003.001	Advice	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 Service Circular 53	taken from SCARRS, note updated	1.1	
10.004	Arts Services										
10.004.001	Arts Services	Records documenting the operation of field centres to deliver arts education	Programme information, calendars, bookings	Date of last action	7 years	Destroy	Business requirement	Service Circular 44	taken from SCARRS, note updated	1.1	
10.004.002	Arts Services	Records documenting music services - tuition provided within schools or music centres		Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.004.003	Arts Services	Records of performances - arts services	Orders and bookings - arts performances	Date of last action	2 years	Destroy	Business requirement	Service Circular 44	taken from SCARRS, note updated	1.1	
10.004.004	Arts Services		Performance licences	Date of last action or when student reaches 25 years (whichever is later)	2 years	Destroy	Business requirement	Service Circular 18	taken from SCARRS, note updated	1.1	
10.005	Curriculum Development										
10.005.001	Curriculum Development	Records documenting curriculum development or effect of changes.	5-14 Attainment Results	Current school year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.002	Curriculum Development		5-14 Summary Results	Current		Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.003	Curriculum Development		Curriculum Monitoring and Assessment Reports	Current school year	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.004	Curriculum Development		Curriculum Support Guidelines	Current school year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.005	Curriculum Development		Course Materials	Current	Current	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.006	Curriculum Development		International projects	Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.007	Curriculum Development		Out of schools projects	Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.008	Curriculum Development		Outdoor education	Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.009	Curriculum Development		Schools curriculum	Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.010	Curriculum Development		SQA School - Level Summary Results	Current school year	Retain permanently	Permanent	Business requirement	SQA retain results permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland.	taken from SCARRS, agreed by service	1.0	
10.006	Education welfare										
10.006.001	Education welfare	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	Statutory	Standards in Scotland's Schools etc. Act 2000 asp 6 Service Circular 3 and 29	taken from SCARRS, note updated	1.1	
10.006.002	Education welfare		ASL (Additional Support for Learning) Transport Requests	Date of last action.	5 years	Destroy	Statutory	Child Protection Referrals	taken from SCARRS, agreed by service	1.0	

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10.006.003	Education welfare		Class lists	Date superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
SPECIAL NOTE	As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. This applies to records under 10.006.004 but also affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.										
10.006.004	Education welfare		Education Psychology Files	Date of last action or when student reaches 25 years (whichever is later)	Last action or on attaining 25th birthday.	Destroy	Statutory	See Special Note above	taken from SCARRS, agreed by service	1.0	
10.006.FC.001	Education welfare		Education Psychology Files - LAAC (Looked After and Accommodated Children)		100 years. Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of death	Destroy	Statutory		added by service	1.1	
10.006.005	Education welfare		Exam Results	Date of last action	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.006.006	Education welfare		Guidance Records	Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education Records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4 Service Circular 12	taken from SCARRS, note updated	1.1	
10.006.007	Education welfare		Pupil Records	Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education Records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4 Service Circular 12	taken from SCARRS, note updated	1.1	
10.006.008	Education welfare		Report Cards	Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education Records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4 Service Circular 12	taken from SCARRS, note updated	1.1	

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10.009.001	Management of schools	Records for school management in a given school.	Accident reports visitors.	Current school year.	3 years	Destroy	Statutory	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 2018 Service Circular 39	taken from SCARRS, note updated	1.1	
10.009.003	Management of schools	Accident reports – staff	Current school year.	3 years	Destroy	Destroy	Business requirement	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 2018. Service Circular 39	taken from SCARRS, note updated	1.1	

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10.009.004	Management of schools		Accident reports – children	Date of birth	25 years	Destroy	Business requirement	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30) Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 2018 Service Circular 39	taken from SCARRS, note updated	1.1	
10.009.005	Management of schools		Appointment files- Statutory appointments	Appointment	Permanent / Date of retirement + 25 years	Retain	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.006	Management of schools		Disclosure Scotland records	Receipt of the statement from Disclosure Scotland	90 days	Destroy	Statutory	Code of Practice, issued by Scottish Ministers, Part V of the Police Act 1997. Service Circular 60	taken from SCARRS, note updated	1.1	
10.009.007	Management of schools		Education Committee minutes	Date closed	3 years	Destroy	Business requirement	Master copy set to be kept by LA Education Department	taken from SCARRS, agreed by service	1.0	
10.009.008	Management of schools		Emergency contacts	Date superseded	Until superseded	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.009	Management of schools		Emergency regulations	Date superseded	Until superseded	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

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10.009.010	Management of schools		First aid book	Last entry	3 years	Destroy	Statutory	The wording in BI 510 [Accident books] Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 2018	taken from SCARRS, agreed by service	1.0	
10.009.011	Management of schools		Handbook	Review and update as required	Retain permanently	Retain	Business requirement	Transfer one copy to archives for permanent retention	taken from SCARRS, agreed by service	1.0	
10.009.012	Management of schools		Health and nursing - pupil files					Covered by NHS patient record retention and Access to Health Records Act 1990 c23 Service Circular 57, 62	taken from SCARRS, note updated	1.1	
10.009.013	Management of schools		Identification and School Badges	Until superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.014	Management of schools		Inspections - HMI Reports		Retain permanently	Retain	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.009.015	Management of schools		Interview notes	Date of filling the post	6 months	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.016	Management of schools		Log Books of school events (school diary)	Date of last action	Retain permanently	Retain	Business requirement	Transfer to archives for permanent retention.	taken from SCARRS, agreed by service	1.0	
10.009.017	Management of schools		Parental/pupil consent forms	Date superseded	Until superseded	Destroy	Business requirement	Service Circular 1, 2, 30, 22,51, 47, 50, 62, 49	taken from SCARRS, description and note updated	1.1	
10.009.018	Management of schools		Performance - School files	Date of last action	7 years	Review	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.009.019	Management of schools		Photographs (by class and year)	After photograph is taken	18 months ALTERNATIVE 5 years.	Review	Business requirement	Consider retaining one copy for the archives for historical value. Service Circular 22	taken from SCARRS, note updated	1.1	
10.009.020	Management of schools		Plans and policies - School files	Date superseded	3 years	Destroy	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.009.021	Management of schools		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	Service Circular 48	taken from SCARRS, note updated	1.1	
10.009.022	Management of schools		Public Private Partnership (PPP)	Date of last action	20 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	taken from SCARRS, agreed by service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
SPECIAL NOTE	As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.							Added June 2016. To be removed on conclusion of Inquiry.			
10.009.023	Management of schools		Pupil Transport Request Forms	Current school year	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.024	Management of schools		Risk assessments	Date assessment superseded or risk ceases	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.025	Management of schools		Sacramental Records	10 years after last action or 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.	taken from SCARRS, agreed by service	1.0	
10.009.026	Management of schools		School Catering - Dinner registers	Date of last action	7 years	Destroy	Business requirement	Internal Audit Service Circular 28, 62	taken from SCARRS, note and retention updated	1.1	
10.009.027	Management of schools		School Crests	Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.009.028	Management of schools		School Transport Contracts	End of contract	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.029	Management of schools		School Transport Eligibility	Date superseded	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.030	Management of schools		School Transport Policy	Date superseded	5 years	Destroy/ Review for archival value	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.031	Management of schools		Vehicle Hire Request Forms	Date of hire or if contract – end of contract	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.FC.001	Management of schools	Alternative provision forms		Current school year	1 year	Destroy	Business requirement	Service Circular 37	added by service	1.1	
10.009.FC.002	Management of schools	Acceptable Use agreements signed by either pupil or parent/carer		Current		Destroy	Business requirement	Service Circular 30	added by service	1.1	
10.009.FC.003	Management of schools	Home Education Records	If pupil moved between mainstream or home education then file transferred until end of education	Date of leaving school education	5 years	Destroy	Statutory	Service Circular 49 The Pupils Education Records (Scotland) Regulations 2003	added by service	1.1	
10.009.FC.004	Management of schools	Excursions		End of trip	3 years	Destroy	Business requirement		added by service	1.1	
10.010	Teaching										
10.010.004	Teaching		Staff meeting minutes	Date of last action	4 years	Destroy	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.010.005	Teaching		SQH Meetings	Date of last action	4 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
11	ENVIRONMENTAL PROTECTION										
11.001	Advice and Audit										
11.001.001	Advice and Audit	Biodiversity	Leaflets, guidance	Date superseded.	5 years	Review for historical value.	Business requirement.		taken from SCARRS, retention updated by service	1.1	
11.001.002	Advice and Audit	Campaigns		Date campaign ended.	1 year	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.001.003	Advice and Audit	Environmental audit, and action taken to deal with matters raised.	Audit report and recommendations	Date audit completed.	6 years	Review	Business requirement.		taken from SCARRS, retention and disposal action updated by service	1.1	
11.001.004	Advice and Audit	Records documenting the conduct and results of formal reviews of the Council's use and consumption of energy, and action taken to address issues raised.		Date review completed	6 years	Destroy	Business requirement.		taken from SCARRS, retention updated by service	1.1	
11.002	Conservation										
11.002.001	Conservation	Archaeological services	plans and non-archaeological technical reports	Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by FCT	1.0	
11.002.002	Conservation	Countryside conservation		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.003	Conservation	Forest management		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.004	Conservation	Heritage conservation		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.005	Conservation	Nature conservation		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.006	Conservation	Urban conservation		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.007	Conservation	Woodland management		Date closed.	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.003	Monitoring and Investigation										
11.003.001	Monitoring and Investigation	Coastal erosion		Date closed.	5 years	Retain for historical value.	Business requirement.	Records documenting the establishment, progress and outcomes of a project to develop coastal protection infrastructure.	taken from SCARRS	1.0	
11.003.002	Monitoring and Investigation	Energy use and consumption.	Routine monitoring	End of current year	5 years	Destroy	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.003.003	Monitoring and Investigation	Environmental impact assessment		Date superseded.	1 year	Review for historical value.	Business requirement.		taken from SCARRS	1.0	
11.003.004	Monitoring and Investigation	Environmental incidents on the institution's premises or caused by its operations.	Environmental incident report.	Date investigation completed.	40 years (See note for exception)	Destroy	Business requirement.	Where Radiation is involved: Until the person to which it relates has or would have reached 75 but for at least 50 years from date made.	taken from SCARRS, agreed by service	1.0	
11.003.005	Monitoring and Investigation	Environmental risk identification of, or caused by, the Council's premises or operations, and the conduct of a risk assessment.		Superseded	3 years	Destroy	Business requirement.	Review every 3 years or whenever significant change	taken from SCARRS	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
11	ENVIRONMENTAL PROTECTION										
11.003.006	Monitoring and Investigation	Environmentally sensitive areas		Date superseded.		Retain for historical value.	Business requirement.		taken from SCARRS	1.0	
11.003.007	Monitoring and Investigation	Environmental impact assessment - report	Environmental statement		While relevant	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulations 4,5.	taken from SCARRS	1.0	
11.003.008	Monitoring and Investigation	Environmental impact assessment -	Screening opinion		While relevant	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 6.	taken from SCARRS	1.0	
11.003.009	Monitoring and Investigation	Environmental impact assessment -	Request for a Screening Opinion		While relevant	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 8	taken from SCARRS	1.0	
11.003.010	Monitoring and Investigation	Environmental impact assessment	Scoping Opinion		While relevant	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 17 (12)	taken from SCARRS	1.0	
11.003.011	Monitoring and Investigation	Environmental impact assessment	Adopted Screening or Scoping opinion plus requests received under Regulation 10 (1) or 11 (2), directions etc. To be available for inspection.	Received	2 years	Destroy	Statutory	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 28 (4)	taken from SCARRS	1.0	
11.003.012	Monitoring and Investigation	Environmental impact assessment	Regulation 30 notice Direction under 31(d) Statements and all further information received under Regulation 35	To remain available for two years or until they are entered into Part II of the Register	2 years or until entered into Part II of the Register		Statutory	Environmental Impact Assessment (Scotland) Regulations 1999. SI 1999 No 1. Regulation 38	taken from SCARRS	1.0	
11.003.013	Monitoring and Investigation	Environmental impact assessment	ROMP application	Date of Application	10 years	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 39 (6) <i>To be available for 2 years</i>	taken from SCARRS	1.0	
11.003.014	Monitoring and Investigation	Environmental impact assessment - agriculture	Applications, Notices, notifications, representations, requests, approvals and agreements	Date of notice	5 years	Destroy	Statutory	Environmental impact Assessment (Agriculture) Scotland Regulations 2006 SSI 2006 No 582 Regulation 2 (4) (5). Schedule 4(8) To be in writing which includes electronic form.	taken from SCARRS	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
12	FINANCE										
12.001	Accounts and audit										
12.001.001	Accounts and audit	Records documenting the preparation of the Council's consolidated annual accounts and financial statements	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	End of financial year (on completion of audit)	5 years	Destroy	Statutory	Local Authority Accounts (Scotland) Regulations 2014 SSI 2014 No 200 Regulation 11(2)	taken from SCARRS, agreed by service	1.0	
12.001.002	Accounts and audit	Published copy of consolidated annual accounts and financial statements.			Permanent	Retain for business and historical value	Business requirement	The Local Authority Accounts (Scotland) Regulations 1985. SI 1985 No. 267 (S. 24)	taken from SCARRS, agreed by service	1.0	
12.001.003	Accounts and audit	Periodic financial reports	Consolidated monthly & quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports.	Date superseded	None	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.001.004	Accounts and audit	Internal Audit Reports and Working papers		End of financial year	5 years	Review for historical value	Business requirement		taken from SCARRS, name and trigger changed by service	1.1	
12.001.005	Accounts and audit	Corporate Fraud Reports and Working Papers	Corporate Fraud reports, including those leading to disciplinary action or referral to Police Scotland or Procurator Fiscal	End of financial year/completion of disciplinary process/court proceedings	5 years	Review for historical value	Business requirement		taken from SCARRS, name, description and trigger updated by service, citation removed	1.1	
12.001.006	Accounts and audit	Internal Audit and Corporate Fraud Records	General papers re provision and management of Internal Audit and Corporate Fraud service (not specific to individual audits / investigations)	End of financial year	5 years	Review for historical value	Business requirement		taken from SCARRS, name and description updated by service, citation removed	1.1	
12.002	Asset management										
12.002.001	Asset management	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	Business 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	taken from SCARRS, agreed by service	1.0	
12.002.002	Asset management	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	Business requirement	Taxes Management Act 1970 c9; Audit Commission Act 1998	taken from SCARRS, agreed by service	1.0	
12.002.003	Asset management	Records documenting the value of the Council's Common Good assets	Asset registers	Keep up to date	Permanent	Retain for business and historical value	Business requirement	Separate records for Common Good assets required by LASAAC <i>Accounting for the common good fund: a guidance note for practitioners, 2007</i>	taken from SCARRS, agreed by service	1.0	
12.002.004	Asset management	Records documenting decisions (and authorisations) to dispose of Common Good assets	Disposal registers		Permanent	Retain for business and historical value	Business requirement	Separate records for Common Good assets required by LASAAC <i>Accounting for the common good fund: a guidance note for practitioners, 2007</i>	taken from SCARRS, agreed by service	1.0	
12.003	Financial provisions management										
12.003.001	Financial provisions management	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	taken from SCARRS, agreed by service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
12	FINANCE										
12.003.002	Financial provisions management	Records documenting budget planning processes.	Draft budgets, departmental budgets	End of current financial year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.003	Financial provisions management	Budget monitoring and actions to deal with variances: - consolidated annual budget reports		End of current financial year	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.004	Financial provisions management	Budget monitoring and actions to deal with variances: - departmental budget reports; budget virement transfers		End of current financial year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.005	Financial provisions management	Records documenting the overall management of the institution's financial investment portfolio		Divestment	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.006	Financial provisions management	Records documenting the purchase / sale of investments		While investment held	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.007	Financial provisions management	Records relating to the borrowing of money by the council	Mortgage and other loan records;	Termination of loan agreement	6 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	taken from SCARRS, agreed by service	1.0	
12.003.008	Financial provisions management	Loan register			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.009	Financial provisions management	Management of government funding	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		taken from SCARRS, agreed by service	1.0	
12.003.010	Financial provisions management	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	taken from SCARRS, agreed by service	1.0	
12.003.011	Financial provisions management	Management of non-government grant funding - bid rejected	funding bid	Rejection of bid	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.012	Financial provisions management	Records documenting the management of gifts, bequests and other donations of funds to the Council.			Permanent	Retain	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.014	Financial provisions management	Debt management records – debts owed to the Council.	Agreements and schedules between debtor and Council	Date debt discharged.	6 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	taken from SCARRS, agreed by service	1.0	
12.003.015	Financial provisions management	Long term strategy and planning -major records	3 year financial plan; financial strategic forecast		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.016	Financial provisions management	Long term strategy and planning -preparatory records	working papers, drafts, meeting papers, correspondence	Approval date	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.004	Financial transactions management										
12.004.001	Financial transactions management	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	End of delegation arrangement	6 years	Destroy	Business requirement	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	taken from SCARRS, agreed by service	1.0	
12.004.002	Financial transactions management	Records documenting the opening and closure and routine administration of bank accounts.		Closure of account	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
12	FINANCE										
12.004.003	Financial transactions management	Records documenting regular payment instructions for bank accounts.	Original direct debit mandate	Current Year	5 years	Destroy	Business requirement		taken from SCARRS, description, trigger and retention updated by service	1.1	
12.004.004	Financial transactions management	Records documenting the deposits/withdrawals/transfer of funds.		End of financial current year	6 years	Destroy	Business requirement	Keeping VAT records HMRC Reference:Notice 700/21 (October 2013)	taken from SCARRS, agreed by service	1.0	
12.004.005	Financial transactions management	Processing and payment of purchase, sales invoices and IR35 payments		End of current financial year	6 years	Destroy	Business requirement	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference:Notice 700/21 (October 2013)	taken from SCARRS, name updated by service	1.1	
12.004.006	Financial transactions management	Petty cash records		End of current financial year	6 years	Destroy	Business requirement	Keeping VAT records HMRC Reference:Notice 700/21 (October 2013)	taken from SCARRS, agreed by service	1.0	
12.004.007	Financial transactions management	Processing and payment of expenses claims		End of current financial year	6 years	Destroy	Business requirement	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference:Notice 700/21 (October 2013)	taken from SCARRS, agreed by service	1.0	
12.004.009	Financial transactions management	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	Business requirement		taken from SCARRS, agreed by service	1.0	
12.004.010	Financial transactions management	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 current financial year	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.004.011	Financial transactions management	National insurance numbers - Notification and input records		End of employment	2 years	Destroy	Business requirement	Tax Management Act 1970	taken from SCARRS, agreed by service	1.0	
12.004.012	Financial transactions management	Reconciliation	processes that Balance and reconcile financial accounts	Administrative use ends	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.004.013	Financial transactions management	Refunds		End of financial year in which the records were created	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.005	Local taxation										
12.005.001	Local taxation	Council tax collection	Account records, demand notices, supporting documentation, correspondence, payment details, recovery details	End of current year	6 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
12.005.002	Local taxation	Council tax benefit - claim processing	Applications/claims and supporting evidence, correspondence, appeals, claim records	End of current year	6 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
12.005.003	Local taxation	Housing benefit - claim processing	Claims and supporting evidence, correspondence, appeals, claim records, payment records, overpayment records	End of current year	6 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
12.005.004	Local taxation	Collection of non domestic rates payable for a property	calculation payments due, preparation and issue of bills, action taken to collect outstanding payments	End of current financial year	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.005.005	Local taxation	Rateable property information			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	

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12	FINANCE										
12.005.006	Local taxation	Valuation lists			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
12.005.007	Local taxation	Water Charges		End of current financial year	6 years	Destroy	Statutory	Water Services Charges (Billing and Collection) (Scotland) Order 2010. SSI 2010 No 10. Reg 11 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	taken from SCARRS, agreed by service	1.0	
12.005.FC.001	Local taxation	Discretionary Housing Payments (DHP)	Applications, supporting evidence, correspondence, assessments, award details and records of payments made	End of current financial year	6 years	Destroy	Business requirement		added by service	1.1	
12.005.FC.002	Local taxation	Free School Meals and Clothing Grants	Applications, supporting evidence, correspondence, award details and payment records	End of current financial year	6 years	Destroy	Business requirement		added by service	1.1	
12.005.FC.003	Local taxation	Education Maintenance Allowance (EMA)	Applications, supporting evidence, correspondence, award details and payment records	End of current financial year	6 years	Destroy	Business requirement		added by service	1.1	
12.005.FC.004	Local taxation	Contractor Industry Scheme (CIS)	Supporting evidence detailing tax from Contractors which is deducted at source and paid directly to HMRC	End of current financial year	7 years	Destroy	Statutory		added by service	1.1	
12.006	National taxation										
12.006.001	National taxation	Records documenting the preparation and submission of the Council's tax returns.		End of current tax year	6 years	Destroy		Taxes Management Act 1970, c.9;	taken from SCARRS, agreed by service	1.0	
12.007	Payroll and pensions										
12.007.001	Payroll and pensions	Payroll records - major records	copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year	6 years	Destroy	Business 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;	taken from SCARRS, retention and authority updated by service	1.0	
12.007.002	Payroll and pensions	Payroll records - minor records	Timesheets, monthly payroll prints	End of current tax year	6 years	Destroy	Business 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;	taken from SCARRS, retention and authority updated by service	1.1	
12.007.003	Payroll and pensions	P45 (Income tax - employee starting)		End of current year	6 years	Destroy	Business Requirement	Taxes Management Act 1970	taken from SCARRS, name, trigger and retention updated by service	1.1	
12.007.004	Payroll and pensions	P60		End of current year	6 years	Destroy	Business Requirement	Taxes Management Act 1970	taken from SCARRS, retention and authority updated by service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
12	FINANCE										
12.007.005	Payroll and pensions	Statutory Sick Pay scheme records		End of current tax year	6 years	Destroy	Business Requirement	Statutory Sick Pay (General) Regulations S.I. 1982 / 894	taken from SCARRS, retention updated by service	1.1	
12.007.006	Payroll and pensions	Statutory Maternity Pay scheme records		End of current tax year	6 years	Destroy	Business Requirement	The Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960 as amended by SI 2005 No 989	taken from SCARRS, retention and authority updated by service	1.1	
12.007.007	Payroll and pensions	Pension scheme reports	Accounts, returns, valuation	End of current year	6 years	Destroy	Statutory	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988	taken from SCARRS, agreed by service	1.0	
12.007.008	Payroll and pensions	Individual staff pension files		End of current year after date of payment	10 years	Destroy	Business requirements	Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 (SSI 2010/233)	taken from SCARRS, agreed by service	1.0	
12.007.009	Payroll and pensions	Pension scheme management	Statement of Principles governing decisions about investments	Until superceded	10 years	Destroy	Statutory	The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010. S.S.I. 2010/233 Reg 12	taken from SCARRS, agreed by service	1.0	
12.008	Welfare										
12.008.001	Welfare	Welfare fund applications	Details of decision, facts taken into account, awards made	End of current financial year	6 years	Destroy	Statutory	Welfare Funds (Scotland) Regulations 2016 Reg 16(2)	taken from SCARRS, agreed by service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
13	HEALTH AND SAFETY										
13.002	Compliance										
13.002.001	Compliance	Strategy and planning	H&S Strategy	Date process ceases or is superseded.	1 year	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
13.002.002	Compliance	Health and Safety Policies		Date superseded.	7 year	Destroy	Business requirement	Reviewed every 5 years	taken from SCARRS, retention and note added	1.1	
13.002.003	Compliance	H&S Training Records (including asbestos awareness training)	Proof of suitable training. Attach to personnel file	Termination of employment	7 years	Destroy	Business requirement		taken from SCARRS, trigger and retention updated	1.1	
13.003	Monitoring										
13.003.001	Monitoring	Accidents and incident reporting - reporting accidents to employees	Accident report/ register	Date of entry/ Accident book - date of last entry.	7 years	Destroy	Business requirement		taken from SCARRS, name and citation updated by service	1.1	
13.003.002	Monitoring	Accidents and incident reporting - reporting accidents to member of the public (children)	Accident report/ register	Date of birth of child	25 years	Destroy	Business requirement		taken from SCARRS, name and retention updated by service	1.1	
13.003.FC.001	Monitoring	Accidents and incident reporting - reporting accidents to member of the public (adult)	Accident report/ register	Date of entry/ Accident book - date of last entry.	7	Destroy	Business requirement		taken from SCARRS, name and retention updated by service	1.1	
13.003.004	Monitoring	Equipment safety inspections	Thorough examinations	Date of inspection	7 years	Business requirements	Business requirement	Lower/Power etc	taken from SCARRS, description, trigger and retention updated	1.1	
13.003.FC.002	Monitoring	Equipment safety inspections - non statutory	daily/monthly/weekly inspections	Date of inspection	3 years	Business Requirements	Business requirement		added by FC	1.1	
13.003.005	Monitoring	Hazardous substances COSHH reports	Incident involving exposure to substance that is hazardous to health (including Asbestos, Schedule 6 substances COSHH)	Date of last action.	40 years	Destroy	Statutory	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11	taken from SCARRS, description and citation updated by service	1.1	
13.003.006	Monitoring	Health and safety inspections, audits & reports	Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, PMHB compliance checks such as fire alarm tests, water temperature checks)	Date superseded./ Date of last action	7 years	Destroy	Business requirement	These are not directly related to investigation of specific incidents.	taken from SCARRS, name, description and retention updated by service	1.1	
13.003.007	Monitoring	Management of occupational health in cases of possible radiation exposure	Health Records, Dose assessment and recording of classified person (approved dosimetry service)	Date made	50 years and until person's 75th birthday, both rules to be satisfied	Destroy	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3)	taken from SCARRS, name, description and retention updated by service	1.1	
13.003.011	Monitoring	Monitoring areas where employees are likely to come into contact with asbestos	Property asbestos file, surveys, permits to work, Record or suitable summary of air monitoring of employees exposure to asbestos	Date of monitoring	40 years from date of last amendment	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 19	taken from SCARRS, name and description updated by service	1.1	
13.003.012	Monitoring	Management of general occupational health including health surveillance	Health records - where exposure exceeds the action level including asbestos	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.	taken from SCARRS, name updated by service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
13	HEALTH AND SAFETY										
13.003.013	Monitoring	Communciation with OH Providers regarding employee medicals (health surveillance, including asbestos)	Doctors letter confirming examination and date of examination (save in personnel file)	Termination of employment	7 years	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 22(4)	taken from SCARRS, name, description, trigger and retention updated by service	1.1	
13.004	Risk management										
13.004.001	Risk management	Risk assessments (excluding asbestos & radiation)		Date of last assessment / last action.	7 years	Destroy	Business requirement	Management of Health and Safety at Work Regulations 1992.	taken from SCARRS, name, description and retention updated by service	1.1	
13.004.FC.001	Risk management	Person specific risk assessments (Stress, DSE, Pregnancy, PEEPs, etc)	Recorded in personnel file	Termination of employment	T + 7 years	Destroy	Business requirement		added by FC	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
14	HOUSING										
14.001	Advice										
14.001.001	Advice	Private Landlord and Tenant Assistance, Intervention & Enforcement Tenancy & Property Conditions	Electronic information relating to enquiries, complaints, assistance provided, RSEO & RRO issued by First Tier Tribunal, action plans, monitoring and compliance.	Date of last action	Current + 5 years	Destroy	Business requirement		taken from SCARRS, name and description updated by Service	1.1	
14.001.002	Advice	Private Landlord and Tenant Assistance, Intervention & Enforcement Landlord Registration	Electronic information relating to registrations, renewals, intervention and enforcement action (Rent Penalty Notices, Licensing Committee & Procurator Fiscal reporting), as well as bulk email distribution lists.	End of tenancy	5 years	Destroy	Business requirement	Housing (Scotland) Act 2006. Section 19 To be in writing. Section 187	taken from SCARRS, name and description updated by Service	1.1	
14.001.003	Advice	Scheme of Assistance - guidance about availability and amount of assistance	spreadsheets property conditions, recording grant assistance awarded and paid, assistance information collected within financial year and reported via Housing Statistical Annual Return (HSAR).	Superseded	5 years	Destroy	Business requirement	Housing (Scotland) Act 2006. Section 72 Statement to be publicly available	taken from SCARRS, name and description updated by Service	1.1	
14.002	Enforcement										
14.002.01	Enforcement	Assessment - housing standards		Date of last assessment	3 years	Destroy	Business requirement	Housing Standard information also held within the Private Sector Team for Homeowners (14.001.003) and Private Landlords (14.001.001)	taken from SCARRS, notes updated by Service	1.1	
14.002.03	Enforcement	HMO (House in multiple occupation) Licence	Includes safety inspections and amenity notices	Expiry of licence	6 years	Destroy	Business requirement	Housing (Scotland) Act 2006. Sections 124, 160. Schedule 4. Details to be kept in a register	taken from SCARRS, description and retention updated by Service.	1.1	
14.003	Estate management										
14.003.003	Estate management	Garage applications	Application and Missive	Termination (inc death)	5 years	Destroy	Business requirement		taken from SCARRS, description, trigger and retention period updated by Service	1.1	
14.003.004	Estate management	Garage rentals	Application and Missive	Termination (inc death)	5 years	Destroy	Business requirement		taken from SCARRS, description, trigger and retention period updated by Service	1.1	
14.003.006	Estate management	Neighbour disputes		Case closure	5 years	Destroy	Business requirement	If a "Known family" and still within the LA's remit retain on tenant client file.	taken from SCARRS, trigger updated by Service	1.1	
14.004	Housing Provision										
14.004.001	Housing Provision	Allocations - waiting list		Date superseded	Current	Destroy	Business requirement	Maintain current only, and update as required	taken from SCARRS, agreed by Service	1.0	
14.004.002	Housing Provision	Case file - Homeless person where individual does become permanently housed	Assessment, Decisions, Temporary Accommodation, etc	Date of Decision	See Tenant Case File		Business requirement		taken from SCARRS, citation / notes removed by Service	1.1	
14.004.003	Housing Provision	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		taken from SCARRS, agreed by Service	1.0	
14.004.005	Housing Provision	Case file - successful applicants	Council housing application forms and supporting material	Date of decision	See Tenant Case File		Business requirement	Move to individual tenant's case file	taken from SCARRS, description updated by Service	1.1	
14.004.005a	Housing Provision	Case file - successful applicants (transfer / mutual exchange)	Application for transfer of tenancy and supporting papers, including mutual exchange	Date of decision	5 years	Destroy	Business requirement		Added by Service	1.1	
14.004.006	Housing Provision	Case file - unsuccessful applicants (or where application is withdrawn by applicant)	Council housing application forms, needs assessment and supporting material	Date of decision/last action/no response	Current + 1 year	Destroy	Business requirement		taken from SCARRS, updated by service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
14	HOUSING										
14.004.006a	Housing Provision	Case file - unsuccessful applicants (transfer / mutual exchange)	Application for transfer of tenancy and supporting papers, including mutual exchange	Date of decision	See Tenant Case File	Destroy	Business requirement		Added by Service	1.1	
14.004.008	Housing Provision	Housing exchanges - Mutual exchange list	Online System - Homeswapper	Date superseded	Current	Destroy		Maintain current only, and update as required	taken from SCARRS, agreed by Service	1.0	
14.004.011	Housing Provision	Case file - Sheltered housing		Date of last action	5 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
14.004.013	Housing Provision	Private Sector Leased File	Paper copy of application form, compliance documents (gas, EPC, EICR etc.), lease agreements	End of tenancy	10 years	Destroy	Business requirement	See Records Retention Schedules for: Procurement; Finance – Financial Accounting ; Equipment & Consumables Management	taken from SCARRS, name, description and retention period updated by Service	1.1	
14.004.013a	Housing Provision	Private Sector Leased File (Homeless)	Paper copy of application form, compliance documents (gas, EPC, EICR etc.), lease agreements	End of tenancy	5 years	Destroy	Business Requirement		Added by Service	1.1	
14.004.014	Housing Provision	Case file - temporary accommodation allocated to homeless person		End of tenancy	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.1	
14.004.015	Housing Provision	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	5 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
14.004.016	Housing Provision	Homeless Housing support services assessment		Superseded	5 years	Destroy	Business requirement	The Homeless Persons Interim Accommodation (Scotland) Regulations 2002. SSI 2002 No 412 Regulation 4 (b) (v) To be in writing	taken from SCARRS, retention updated by Service	1.1	
14.004.017	Housing Provision	Homeless Interview record	Housing options interviews	Date of interview	5 years	Destroy	Business requirement	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	taken from SCARRS, description and retention updated by Service.	1.1	
14.004.018	Housing Provision	Rapid Rehousing Transition Plan		Until superseded	5 years	Destroy	Business requirement	Housing (Scotland) Act 2001. 2001 asp 10. Section 1. Copy to be provided on request	taken from SCARRS, name updated by Service	1.1	
14.004.019	Housing Provision	Local Housing Strategy		Until superseded	2 years	Destroy	Business requirement	Housing (Scotland) Act 2001. 2001 asp 10. Section 89. Copies to be provided on request	taken from SCARRS, retention updated by Service	1.1	
14.005	Housing Stock										
14.005.001	Housing Stock	Property file - Demolition		Date of last action	Current + 7 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
14.005.006	Housing Stock	Property file - Planned maintenance		Date of last action	Current + 2 years	Destroy	Business requirement		taken from SCARRS	1.0	
14.005.009	Housing Stock	Property files - major repairs	Over £50,000	Date of last action	10 years	Destroy	Business requirement		taken from SCARRS	1.0	
14.005.010	Housing Stock	Property files - minor repairs	Under £50,000	Date of last action	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
14.005.011	Housing Stock	Unauthorised occupants	Successions / change of tenancy where occupants do not leave	Date of last action	5 years	Destroy	Business requirement		taken from SCARRS, description updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
14	HOUSING										
14.005.012	Housing Stock	Grant Assistance File - Rejected		Last action on application	Current + 1 year	Destroy	Business requirement	Previously known as Improvement Grant or Repair Grant files	taken from SCARRS, name updated by Service	1.1	
14.005.017	Housing Stock	Notices, Orders and Plans under the Housing (Scotland) Act 2006	Paper copy of notices, orders and plans issued by the Environmental Protection Unit that do not have a grant assistance file.	Expiry, revocation or completion of notice.	5 years	Destroy	Business requirement	Housing (Scotland) Act 2006 Sections 30, 37, 42, 62 To be in writing Section 187	taken from SCARRS, name and description updated by Service	1.1	
14.005.019	Housing Stock	Notices, Orders and Plans under the Housing (Scotland) Act 2006		Superseded		Destroy	Business requirement	Housing (Scotland) Act 2006. Section 60 To be in writing. Section 187	taken from SCARRS, trigger and retention updated by service	1.1	
14.005.020	Housing Stock	Housing grants - Notice of cessation of conditions		Date of notice	5 years	Destroy	Business requirement	The Housing Grants (Form of Cessation or Partial Cessation of Conditions Notice) (Scotland) Regulations 2003. SII 2003 No 337. Regulation 2 To be in the form of the Schedule	taken from SCARRS	1.0	
14.005.022	Housing Stock	Care and Repair Assistance File	Paper copies of referral details, correspondence (various parties), minute of agreement, specification / plan, funding reports, copy of some grant assistance file documentation	Date of payment	10 years	Destroy	Business requirement	The Housing Grants (Application Forms) (Scotland) Regulations 2003. SSI 2003 No 420 Regulation 2, 3, 4, 5. To be in the form of Schedule 1 Previously known as Care and Repair Files	taken from SCARRS, name, description and retention period updated by Service	1.1	
14.005.023	Housing Stock	Grant Assistance File	Paper copies of grant application, works notice, specification / plan, contractor quotes, notice of decision and grant conditions, grant memo, property condition survey, copy of title deeds and completion certificate, payment mandate and notice of payment.	Date of payment	10 years	Destroy	Statutory	The Housing (Scotland) Act 2001 (Assistance to Registered Social Landlords and Other Persons) (Grants) Regulations 2004. SSI 2004 No 117. Regulation 5 Previously known as Improvement Grant or Repair Grant files	taken from SCARRS, name, description, retention period and authority updated by Service	1.1	
14.005.025	Housing Stock	Provision of repairs and list of contractors		Until superseded		Destroy	Statutory	The Scottish Secure Tenants (Right to Repair) Regulations 2002 SSI 2002 No 316 Regulation 14 To be in writing	taken from SCARRS	1.0	
14.005.026	Housing Stock	Electrical safety	Copy of electrical safety inspection retained by landlord	Date of inspection	10 years	Destroy	Business requirement	Housing (Scotland) Act 2014. Section 23 Inserts Section 19B into the 2006 Act	taken from SCARRS	1.0	
14.005.026a	Housing Stock	Gas safety certificate	Gas safety information also held within the Private Sector leasing file for leased properties		2 years	Destroy	Business Requirement	See RRS for Property, series 05.003.005	taken from SCARRS, description and retention updated by Service.	1.1	
14.005.FC.001	Housing Stock	Factoring records	records documenting process involved in becoming factor	Date of decision	5 years	Destroy	Business Requirement	The current written statement of service is published on website	Added by service	1.1	
14.005.FC.002	Housing Stock	Factoring Satisfaction Returned Questionnaires (Annual)	Information exported from CitizenSpace into Excel. Contains name, address, contact numbers and responses.	Survey closure date	5 years	Destroy	Business requirement	Scottish Housing Regulator Reporting	Added by Service	1.1	
14.006	Managing tenancies										

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
14	HOUSING										
14.006.001	Managing tenancies	Tenant file	Encompasses all aspects of house file / tenancy file	Termination of tenancy	5 years	Destroy	Business requirement	These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority where there is a dispute	taken from SCARRS, description updated by Service	1.1	
14.006.FC.004	Managing tenancies	Tenant file	Alteration and Improvement		Permanent	Retain	Business requirement	By tenant to council property.	Added by Service	1.4	
14.006.005	Managing tenancies	Tenant file - Housing Options		When superseded	5 years	Destroy	Business requirement	This will be updated on regular (yearly and/or when new need is identified) basis	taken from SCARRS, name and description updated by Service	1.1	
14.006.007	Managing tenancies	Tenant files - Evictions	Conflict Resolution (in conjunction with Local Housing Office) where anti-social behaviour or drug related evictions	Date of last action	5 years	Destroy	Business requirement		taken from SCARRS, description and retention updated by Service.	1.1	
14.006.008	Managing tenancies	Tenant file - Housing repairs		Date of last action	Current + 2 years	Destroy	Business requirement	"golden" copy held in property file, retain tenant file copy til business use ended	taken from SCARRS, agreed by Service	1.0	
14.006.009	Managing tenancies	Tenant file - Rent arrears (Council property)		Date closed	5 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
14.006.011	Managing tenancies	Tenant file - Right to buy		Date sold	10 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
14.006.013	Managing tenancies	Tenant file - Welfare services - disadvantaged persons		Date closed	6 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
14.006.014	Managing tenancies	Tenant file - Welfare benefit advice		Date closed	6 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
14.006.016	Managing tenancies	Tenant file - Contents insurance for council tenants	application forms; authorisation forms	Financial Year	6 years	Destroy	Business requirement		taken from SCARRS, trigger and retention updated by service	1.1	
14.006.017	Managing tenancies	Tenant and Customer Participation Strategy		Date superseded	3 years	Destroy	Business requirement	Housing (Scotland) Act 2001. 2001 asp 10 Section 53	taken from SCARRS, name and retention period updated by Service	1.1	
14.006.018	Managing tenancies	Register of Tenants Organisations		Keep up to date	Keep up to date		Statutory	Housing (Scotland) Act 2001. 2001 asp 10. Section 53(3). To be open for public inspection	taken from SCARRS, agreed by Service	1.0	
14.006.019	Managing tenancies	Register of abandoned property		Date landlord took possession of the property	5 years	Destroy	Statutory	The Scottish Secure Tenancies (Abandoned Property) Order 2002 SSI 2002 No 313 Regulation 8	taken from SCARRS, agreed by Service	1.0	
14.006.021	Managing tenancies	Register of Tenant Organisations - Application for registration	Applications to be added to the Register of Tenant Organisations should be made in writing.	Until superseded	Current	Destroy	Business requirement	The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002. SSI 2002 No 416 Regulation 5 To be in writing	taken from SCARRS, name, description and trigger updated by Service	1.1	
14.006.022	Managing tenancies	Register of Tenant Organisations - Removal from Register	Applications to be removed from the Register of Tenant Organisations should be made in writing.	Until superseded	Current	Destroy	Business requirement	The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002. SSI 2002 No 416. Regulation 6. To be in writing	taken from SCARRS, name and description updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
14	HOUSING										
14.006.022a	Managing tenancies	Register of Tenant Organisations		Until superseded	Current	Destroy	Business requirement	The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002. SSI 2002 No 416. Regulation 6. To be in writing	Added by Service	1.1	
14.006.027	Managing tenancies	Ballot papers – Community Right to buy		Date of the ballot	2 years	Destroy	Statutory	The Community Right to Buy (Ballot) (Scotland) Regulations 2004. SSI 2004 No 228. Regulation 8 To be in writing	taken from SCARRS, agreed by Service	1.0	
14.006.029	Managing tenancies	Notice of proceedings for recovery of possession		Date of notice	5 years	Destroy	Business requirement	The Scottish Secure Tenancies (Proceedings for Possession) Regulations 2002. SSI 2002 No 320 Regulation 2 To be in writing as per Schedule	taken from SCARRS, agreed by Service	1.1	
14.006.030	Managing tenancies	Form SSS1 (Notice under Section 34 to be served on a prospective Tenant of a short Scottish secure tenancy		Life of tenancy	5 years	Destroy	Business requirement	The Short Scottish Secure Tenancies (Notices) Regulations 2002 SSI 2002 No 315 Regulation 2 To be in writing as per schedule	taken from SCARRS, agreed by Service	1.1	
14.006.031	Managing tenancies	Tenements - Notice of potential liability for costs		date of NOPL registration	6 years	Destroy	Statutory	Tenements (Scotland) Act 2004 asp 24 Section 13 (3) (Form shown at Schedule 2)	taken from SCARRS	1.0	
14.006.FC.001	Housing Provision	Deposit Guarantee Applicant - Case File (Approved)	Paper copy of referral form, reference information, Proof of Identify (bank statements, NHS medical card, benefit information etc.), ASB & Housing information, Tenancy Agreement, Deposit Guarantee Bond agreement).	End of Gaurantee	2 years	Destroy	Business requirement	Action within LHS Indicators	Added by Service	1.1	
14.006.FC.002	Housing Provision	Deposit Guarantee Applicant - Case File (Refused)	Paper copy of referral form, reference information, Proof of Identify (bank statements, NHS medical card, benefit information etc.), ASB & Housing information.	Notification of refusal	6 months	Destroy	Business requirement	Action within LHS Indicators	Added by Service	1.1	
14.006.FC.003	Housing Stock	Small Repair and Handyperson Service	Information held on SRHS database including name, address, contact details and job information.	Completion of job	5 years	Destroy	Business requirement	Links to the Scheme of Assistance	Added by Service	1.1	

Reference	Category/Function	Activity/ Records Series	Description/ Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
15	HUMAN RESOURCES										
15.001	Management of Employees										
15.001.001	Management of Employees	Employee files	Absence, Occupational Health and Capability Information		T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Discipline Case Files (Outcome letter, report and appendices)	End of process	2 years after warning expires	Review	Business Requirement	Update based on employment law advice	Description, retention period and notes updated by Service.	1.2	
			Discipline - Warning - CP/AP Issue	Date of warning	T +25	Review	Business Requirement		created by service based on SCARRS	1.1	
			Discipline - Warning	Date of warning	2 years after warning expires	Review	Business Requirement	Update based on employment law advice	Retention period and notes updated by Service.	1.2	
			Discipline - No Warning	Date of decision not to proceed	2 years after decision made	Destroy	Business Requirement	Update based on employment law advice	Retention period and notes updated by Service	1.2	
			Discipline - No Warning - CP/AP issue	Date of decision not to proceed	T + 25	Review	Business Requirement		created by service based on SCARRS	1.1	
			Employee Details & correspondence (PVG Posts)	Termination	T + 25	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Employee Details & correspondence (Non PVG Posts)	Termination	T + 7	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Employment Conditions - including all contractual changes	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Extra Mural Employment	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Grievance Case Files	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Dignity at Work Case Files	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.003.004 on SCARRS	1.1	
			Leave Records - includes annual, family, special, TU and unpaid	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Performance Appraisal (121's, Supervision, APDS)	Current year	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.004.001	1.1	
			Referrals to professional bodies (inc GTC, SSSC, CC, DS)	Dismissal	T + 25	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Recruitment paperwork	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.006	1.1	
			Termination notices and requests	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.001.003	1.1	
			Training and Induction Records	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Tribunal Claims	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.002.002	1.1	
			Equal Pay Claims	Year of settlement agreement	S + 20	Destroy	Business Requirement		Added by Service.	1.2	
15.001.FC.001	Management of Employees	Volunteers	Records relating to volunteers	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 5.006.002 - moved by FCT	1.1	
15.002	Trade Union Partnership/Industrial Relations										
15.002.003	Trade Union Partnership/Industrial Relations	Trade Union Administration and Strategy	Matters and documentation relating to the relationship with recognised unions.	Superseded	S + 7	Destroy	Business Requirement		was previously on SCARRS as 15.02.003 - 15.02.004	1.1	
15.003	Equality										
15.003.FC.001	Equality	Equality Impact Assessment, Outcomes and Audits		Superseded	S + 7	Destroy	Business Requirement		added by Service	1.1	61

Reference	Category/Function	Activity/ Records Series	Description/ Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
15	HUMAN RESOURCES										
15.003.005	Equality	Equality Outcomes and Mainstreaming Report		Superseded	S + 7	Destroy	Business Requirement		was previously on SCARRS as 15.03.005 - 15.003.009	1.1	
15.003.FC.002	Equality	Equality Statistics		Superseded	S + 7	Destroy	Business Requirement		added by Service	1.1	
15.005	Occupational Health Contract & Monitoring										
15.005.FC.001	Occupational Health Contract & Monitoring	Occupational Health Contract	Monitoring/Management of OH Contract	Superseded	S+10	Destroy	Business Requirement		added by service	1.1	
15.006	Recruitment										
15.006.002	Recruitment	Job Profiles	The job description, advert and person specifications for current posts.	Superseded	S + 7	Destroy	Business Requirement		created by service based on SCARRS	1.1	
15.006.FC.001	Recruitment	Recruitment complaints		Date complaint concluded	6m after conclusion	Review. Scheduled deletion.	Business Requirement		added by Service	1.1	
15.006.FC.002	Recruitment	Recruitment Advertising Framework		Superseded	S + 1	Destroy	Business Requirement		added by Service	1.1	
15.006.FC.003	Recruitment	Safer Recruitment		Superseded	S + 25	Review. Scheduled deletion.	Business Requirement		added by Service	1.1	
15.006.FC.004	Recruitment	Unsuccessful Candidates		End of process	6m after conclusion	Destroy	Business Requirement		added by Service	1.1	
15.007	Terms, Conditions and Benefits										
15.007.FC.001	Terms, Conditions and Benefits	Collective Agreements		Superseded	S + 25	Destroy	Business Requirement		Added by Service	1.1	
15.007.001	Terms, Conditions and Benefits	Employee Benefits and Admin		Current year	C + 7	Destroy	Business Requirement		created by service based on SCARRS	1.1	
15.007.FC.002	Terms, Conditions and Benefits	Employee Benefits contract	Monitoring/Management of process	Superseded	S + 7	Destroy	Business Requirement		Added by Service	1.1	
15.007.003	Terms, Conditions and Benefits	Employee Recognition		End of process	1 year after conclusion	Review. Scheduled deletion	Business Requirement		created by service based on SCARRS	1.1	
15.007.FC.003	Terms, Conditions and Benefits	Human Resources Policies and Procedures		Superseded	S + 7	Destroy	Business Requirement		was previously on SCARRS as 15.004.002	1.1	
15.007.004	Terms, Conditions and Benefits	National Conditions of Service		Superseded	S + 25	Destroy	Business Requirement		Added by Service	1.1	
15.007.FC.004	Terms, Conditions and Benefits	Pay Structure		Superseded	S + 25	Destroy	Business Requirement		Added by Service	1.1	
15.007.FC.005	Terms, Conditions and Benefits	Politically Restricted Posts		Superseded	S + 7	Destroy	Business Requirement		Added by Service	1.1	
15.007.FC.006	Terms, Conditions and Benefits	Reporting	Reports related to working hours and terms and conditions.	Current year	C + 3	Destroy	Business Requirement		was previously on SCARRS as 15.004.002	1.1	
15.007.FC.007	Terms, Conditions and Benefits	Salary Scales		Current year	C + 25	Destroy	Business Requirement		Added by Service	1.1	
15.007.FC.008	Terms, Conditions and Benefits	Terms and conditions administration		Current year	C + 7	Destroy	Business Requirement		Added by Service	1.1	
15.008	Organisational Development										
15.008.FC.001	Organisational Development	Training Course Administration	Training documentation relating to specific courses and sessions.	Current year	Current + 3	Destroy	Business Requirement		Added by Service	1.1	
15.008.FC.002	Organisational Development	Training Course Materials		Superseded	S + 7	Destroy	Business Requirement		Added by Service	1.1	
15.009	Management Information and Workforce Planning	Management Information and Workforce Planning									

Reference	Category/Function	Activity/ Records Series	Description/ Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
15	HUMAN RESOURCES										
15.009.FC.001	Management Information and Workforce Planning	Reporting	Summary and aggregated management information relating to e.g disciplinary matters, absence statistics and workforce statistics.	Current year	Current + 5	Destroy	Business Requirement		Added by Service	1.1	
15.009.001	Management Information and Workforce Planning	Workforce Planning	Information on workforce planning.	Current year	Current + 5	Destroy	Business Requirement		created by service based on SCARRS	1.1	
15.010	Pay & Grading										
15.010.002	Pay & Grading	Job Evaluation & Job Sizing Outcomes		Superseded	S + 25	Destroy	Business Requirement	On SCARRS as 15.010.002 - 15.010.003	was previously on SCARRS as 15.010.003	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
16	ICT										
16.001	ICT Systems Development										
16.001.001	ICT Systems Development	Initial development of and post-implementation changes to an ICT system.	Includes AUP and changes to access rights / permission levels	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	taken from SCARRS, description updated by Service	1.1	
16.001.002	ICT Systems Development	Initial development of an ICT system which is not implemented.	Request for a new ICT in-house development	Last action on development	5 years	Destroy	Business requirement	May be of use for related future projects	taken from SCARRS, description updated by Service	1.1	
16.002	ICT Systems Security Management										
16.002.001	ICT Systems Security Management	Security protocols for an ICT system.		Decommissioning of system	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by Service	1.0	
16.002.002	ICT Systems Security Management	Opening, maintenance and closure of a user account for an ICT system.	Support calls raised in ICT work flow management system (HEAT) for access to a network share or server access	Closure of account	1 year	Destroy	Business requirement		taken from SCARRS, description updated by Service	1.1	
16.002.003	ICT Systems Security Management	Routine monitoring of access to, and use of, an ICT system.	Support calls raised in ICT work flow management system (HEAT) to monitor / confirm correct staff have access to a network share or business system	End of current year	3 years	Destroy	Business requirement		taken from SCARRS, description and retention period updated by Service	1.1	
16.002.004	ICT Systems Security Management	Detection and investigation of security breaches of an ICT system, and action taken.		Last action on incident	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
16.003	ICT Systems Operations Management										
16.003.001	ICT Systems Operations Management	Routine monitoring and testing of an ICT system, and action taken to rectify problems and optimise performance.	Internal ICT work testing a new system or bug fixes within a system that needs written published documentation	End of current year	1 year	Destroy	Business Requirement		taken from SCARRS, description updated by Service	1.1	
16.003.002	ICT Systems Operations Management	Investigation of faults reported by users of an ICT system, and action taken to rectify problems.	Supports calls raised in ICT work flow management system (HEAT) by staff for ICT assistance with ICT hardware or software	Close of investigation	3 years	Destroy	Business Requirement		taken from SCARRS, description updated by Service	1.1	
16.003.003	ICT Systems Operations Management	Management of data in an ICT system, including the operation of routine data backup, archiving and deletion routines.	Current back up process of saving and restoring data	End of current year	1 year	Destroy	Business Requirement		taken from SCARRS, description updated by Service	1.1	
16.003.004	ICT Systems Operations Management	Maintenance of the software licence(s) for an ICT system.		Expiry/ Termination of licence	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984		taken from SCARRS, agreed by Service	1.0	
16.003.005	ICT Systems Operations Management	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		taken from SCARRS, agreed by Service	1.0	
16.003.006	ICT Systems Operations Management	Removal / return of mobile ICT systems hardware & software from / to the Council's premises	register or log	Return of equipment	5 years	Destroy	Business Requirement		taken from SCARRS, agreed by Service	1.0	
16.003.007	ICT Systems Operations Management	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	taken from SCARRS, agreed by Service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
16	ICT										
16.004	ICT Systems User Training & Support										
16.004.001	ICT Systems User Training & Support	Development of technical & application training and guidance for IT system users	Published user guides and how to's	superseded	1 year	Destroy	Business Requirement	for administration of training and individual staff training records see HR Retention Schedule	taken from SCARRS, description updated by Service	1.1	
16.004.002	ICT Systems User Training & Support	Logging, investigation and resolution of user requests for technical and application support	Support calls raised in ICT work flow management system (HEAT) to monitor / confirm correct staff have access to a network share or business system	Close of call	3 years	Review for business value	Business requirement	May be of use for future development plans and support knowledgebase	taken from SCARRS, description and retention period updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
17	INFORMATION MANAGEMENT										
17.001	Access to information										
17.001.001	Access to information	Data Protection Requests	Includes SARs, right to be rectification, right to be forgotten and information sharing requests. Also includes requests for review and appeals to the Information Commissioner's Office (ICO)	Completion of request	3 years	Destroy	Business requirement	Data Protection Legislation as defined by the Data Protection Act	taken from SCARRS, activity / record series, description and citation / notes updated by Service	1.1	
17.001.003	Access to information	Data protection - general compliance records	Files re. DP audit, general compliance, data breaches, security, training, etc,	Current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
17.001.004	Access to information	Data protection - Notification and changes		Current year	3 years	Destroy	Business requirement	Data Protection (Charges and Information) Regulations 2018	taken from SCARRS, citation / notes updated by Service	1.1	
17.001.005	Access to information	Freedom of information (FoISA) - processing of requests for information	Initial request, response, related correspondence and other supporting documentation. Includes requests for review and appeals to the Information Commissioner's Office (ICO)	Completion of request	3 years	Destroy	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13	taken from SCARRS, description updated by Service	1.1	
17.001.007	Access to information	Council Publication Scheme		Superseded	3 years	Review for historical value	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13	taken from SCARRS, agreed by Service	1.0	
17.001.008	Access to information	Environment Information Regulations - processing of requests for information	Initial request, response, related correspondence and other supporting documentation. Includes requests for review and appeals to the Information Commissioner's Office (ICO)	Completion of request	3 years	Destroy	Business requirement	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520	taken from SCARRS, description updated by Service	1.1	
17.002	Archives										
	Archives management is covered under function 19 - Leisure and Culture								taken from SCARRS	1.0	
17.003	Knowledge Management										
17.003.001	Knowledge Management	Contacts lists		Superseded	None	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
17.003.002	Knowledge Management	Information Asset Register		Superseded	2 years	Destroy	Business requirement		taken from SCARRS, activity / record series updated by Service	1.1	
17.003.003	Knowledge Management	Geographic Information System (GIS)	I&R Source data for SVDLS for loading to GIS. System itself to be kept up to date	Date of survey completion	5 years	Transfer to archive	Business requirement		taken from SCARRS	1.0	
17.004	Records management										
17.004.001	Records management	Records surveys	Information relating to record audits	Superseded		Destroy	Business requirement		taken from SCARRS, trigger updated by service	1.0	
17.004.002	Records management	Classification schemes	Classification schemes	Current	Until superseded	Review for historical value	Business requirement	Consider historical value.	taken from SCARRS, agreed by Service	1.0	
17.004.003	Records management	Forms	Standard templates	Superseded	1 year	Sample for historical value	Business requirement		taken from SCARRS, activity / record series updated by Service	1.1	
17.004.004	Records management	Image capture		Date of scan	30 days	Destroy	Business requirement	Paper information should be destroyed 30 days after the scanned image has been checked and accepted if the scanning is completed to the relevant BSI standard	taken from SCARRS, retention period and citation / notes updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
17	INFORMATION MANAGEMENT										
17.004.005	Records management	Retention schedules		Superseded	Permanent	Retain	Business requirement	Cf. Uk National Archives guidance on Info Mgmt Records http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	taken from SCARRS, agreed by Service	1.0	
17.004.006	Records management	Destruction Forms		Date of destruction	Permanent	Retain	Business requirement	Cf. Uk National Archives guidance on Info Mgmt Records http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	taken from SCARRS, activity / record series updated by Service	1.1	
17.004.007	Records management	Destruction Certificates		Date of destruction	Permanent	Retain	Business requirement	Cf. Uk National Archives guidance on Info Mgmt Records http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	taken from SCARRS, activity / record series updated by Service	1.1	
17.004.009	Records management	Records Management Plan	Plan and supporting evidence	Superseded	5 years	Destroy	Business requirement	Public Records (Scotland) Act 2011	taken from SCARRS, agreed by Service	1.0	
17.004a	Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA)										
17.004a.001	RIPSA	RIPSA surveillance records	Applications and authorisations	Date investigation complete	5 years	Destroy	Statutory	Regulation of Investigatory Powers (Scotland) Act 2000	Added by Service, new category / function.	1.1	
17.004a.002	RIPSA	RIPSA register		Date superseded	10 years	Destroy	Statutory	Regulation of Investigatory Powers (Scotland) Act 2001 To be available for public inspection.	Added by Service, new category / function.	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
18	LEGAL SERVICES										
18.001	Advice										
18.001.002	Advice	Provision of legal advice	Case file	Date file closed	6 years	Destroy	Business requirement	Advice where expert opinion of counsel received is to be retained permanently. (Transfer to archives after 5 years.) Other advice: Review for historical value for potential retention in archives if a major precedent - otherwise destroy.	taken from SCARRS, retention period and disposal action updated by Service	1.1	
18.001.002a	Advice	Contract and Procurement Advice		Date contract terminates	5 years	Destroy	Business requirement		Added by Service	1.1	
18.002	Bylaws										
18.002.001	Bylaws	Enactment	Byelaws		Permanent	Transfer to Archives	Business requirement	Retain for historical value.	taken from SCARRS, agreed by Service	1.0	
18.005	Litigation										
18.005.001	Litigation	Anti-social behaviour cases (ASBO's)	All papers relating to court case including all file papers and any productions	Date of expiration of court order / date file closed	6 years	Destroy	Business requirement	Law Society Guidelines	taken from SCARRS, trigger and retention period updated by Service	1.1	
18.005.002	Litigation	Eviction actions (All papers relating to court case)	Includes recovery of temporary accommodation	Date of court order/conclusion of any court action	6 years	Destroy	Business requirement	Law Society Guidelines	taken from SCARRS, description updated by Service	1.1	
18.005.003	Litigation	Children and Families	All cases involving children - child protection orders, permanence etc.	Date of order/decision or close of file	Date of Birth + 21 years	Destroy	Statutory	See also RRS Children and Families. Adoption Agencies (Scotland) Regulations 2009. SSI 2009 No 154. Reg 27 Case record of adoptions to be kept in an accessible form in secure conditions for at least 100 years. In respect of a prospective adopter to whom an adoption order is not made, retain for at least 10 years. Preserve other case records in secure conditions for as long as it is considered appropriate	taken from SCARRS, activity / record series, description and retention period updated by Service	1.1	
18.005.004	Litigation	Employee Relations	Capability, disciplinary, grievances etc	Date file closed.	6 years	Destroy	Business requirement		taken from SCARRS, activity / record series, description and retention period updated by Service	1.1	
18.005.005	Litigation	Mental health	Adults with Incapacity, Adult Support and Protection, Guardianship etc	Date file closed (or death if indefinite guardianship).	6 years	Destroy	Business requirement		taken from SCARRS, description and retention period updated by Service	1.1	
18.005.006	Litigation	Civil Actions	Caveats, Judicial Reviews, Appeals etc	Date file closed	6 years	Destroy	Business requirement		taken from SCARRS, activity / records series, description, trigger and retention period updated by Service	1.1	
18.005.009	Litigation	Debt recovery	Debt collection actions - Irritancy, sequestrations and sundry debts etc	Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan).	6 years	Destroy	Business requirement		taken from SCARRS, description and retention period updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
18	LEGAL SERVICES										
18.006	Land and Property										
18.006.002	Land and Property	Agreements and Obligations	Section 69 Agreements and Section 75 Agreements	Date agreement expires or is terminated	5 years or 2 years if conditions are met	Destroy	Business requirement	Some agreements have conditions attached hence two different retention periods.	taken from SCARRS, category / function, activity / record series, description, retention period and citation / notes updated by Service	1.1	
18.006.003	Land and Property	Conveyancing	Acquisitions, Burdens Consent, Buy Backs, Compulsory Purchase Orders, Corrective Conveyancing, Leases, Mortgage to Rent, Sales and Title Checks	Date file closed	25 years	Destroy	Business requirement		taken from SCARRS, activity / record series, description and retention period updated by Service	1.1	
18.006.003a	Land and Property	Conveyancing	Leases	Termination	5 years	Destroy	Business requirement		Added by Service	1.1	
18.006.003b	Land and Property	Conveyancing	Title Checks	Date file closed	5 years	Destroy	Business requirement		Added by Service	1.1	
18.006.004	Land and Property	Deeds	Includes any documents required along with the deeds	Date file closed	Permanent	Retain	Business requirement	Transfer to archives for historical value.	taken from SCARRS, agreed by Service	1.0	
18.006.005	Land and Property	Securities and Land Charges	Charging Orders	Date file closed	6 years	Destroy	Business requirement		taken from SCARRS, activity / record series, description and retention period updated by Service	1.1	
18.006.005a	Land and Property	Securities and Land Charges	Notice of Potential Liability	Date file closed	3 years	Destroy	Business requirement		Added by Service	1.1	
18.006.005b	Land and Property	Securities and Land Charges	Standard Securities	Date file closed	10 years	Destroy	Business requirement		Added by Service, retention period updated by Service	1.1	
18.006.005c	Land and Property	Securities and Land Charges	Road Bonds	Date file closed	5 years	Destroy	Business requirement	Original bond is transferred to Development Services. See 25.001.006	Added by Service	1.1	
18.006.011	Land and Property	Servitudes and wayleaves	Servitudes	Date file closed	10 years	Destroy	Business requirement		Added by Service, retention period updated by Service	1.1	
18.006.012	Land and Property	Servitudes and wayleaves	Wayleaves	Date file closed	25 years	Review	Business requirement		Added by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
19	LEISURE AND CULTURE										
19.001	Allotments										
19.001.001	Allotments	Establishment, development and closure of an allotment site	Files - Committee Report, Lease	Closure of site	5 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
19.001.002	Allotments	Maintenance of infrastructure and facilities at an allotment site	Files	End of current year	5 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
19.001.005	Allotments	Allotments - Claims for compensation for damage, disturbance of loss of crops	Claims, decision, response, payment record	Current financial year	6 years	Destroy	Business requirement	Allotments (Compensation) (Scotland) Regulations 2017 SSI 2017 No 457	taken from SCARRS, agreed by service	1.1	
19.002	Archives										
19.002.001	Archives	Accession register			Permanent	Retain for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.002	Archives	Catalogue of all archival holdings held by the Council			Permanent	Retain for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.003	Archives	Depositor records	including liaison with owner on conditions of donation	End of life of deposit	Permanent	Destroy	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.004	Archives	Loans to third parties	loan agreement	End of loan period	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by FCT	1.0	
19.002.005	Archives	Loans to third parties	record of loan	End of life of deposit	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by FCT	1.0	
19.002.006	Archives	Loans from third parties	record of loan	End of loan period	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by FCT	1.0	
19.002.007	Archives	Conservation records		End of life of deposit	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by FCT	1.0	
19.002.008	Archives	Register of individual visitors to the archives centre.	Visitors' Books Visitor Registration Forms user database	Current	2 years	Destroy	Business requirement	Security purposes	taken from SCARRS, updated by FCT	1.1	
19.002.009	Archives	Research services		End of current year	5 years	Review for re-use value	Business requirement	Used for compilation of info for future work plans, FAQs on a collection etc.. For Financial records relating to fee payment see Schedule 12: Finance	taken from SCARRS, agreed by FCT	1.0	
19.002.010	Archives	Reprographic services provision - where no fees charged	Copying/Photographic orders, copyright forms	End of financial year	5 years	Destroy	Business requirement	Copyright Act 1988. For Financial records relating to fee payment see Schedule 12: Finance	taken from SCARRS, retention updated by FCT	1.1	
19.002.011	Archives	Environmental monitoring	Temp/RH reading records	End of current year	Permanent	Destroy	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.012	Archives	Environmental monitoring	Report on environmental conditions			Retain	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.013	Archives	Production of archives	Production/Request slips	End of current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.014	Archives	Archival item withdrawal	Record of withdrawal	Withdrawal plus 20 years	Permanent	Retain for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.003	Arts										

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
19	LEISURE AND CULTURE										
19.003.001	Arts	Arts development programme, project or event where Council is initiator or pays keys role	bids for funding from external organisations,organisation of sponsorship, collaboration with national, regional or local arts organisations, communications with artists/performers	End of programme / event	5 years	Review for historical and business value;	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.003.002	Arts	Artist details	Records documenting details of artists and their work.	End of financial year	3 years	Review for ongoing value	Business requirement		taken from SCARRS, trigger updated by FCT	1.1	
19.003.003	Arts	Advice and assistance given to a community arts project		End of financial year once project has concluded	3 years	Destroy	Business requirement		taken from SCARRS, trigger updated by FCT	1.1	
19.003.FCT.001	Arts	Culture and Event records	Bookings, tickets, admissions and donations recorded in Spektrix system	Calendar Year	4 years	Destroy	Business requirement		added by FCT	1.1	
19.004	Community Facilities										
19.004.001	Community Facilities	Town Hall Lets and Hires	applications, booking forms and invoices	End of current year	6 years	Review	Business requirement	Prescription and limitation (Scotland) Act 1973 (as amended)	taken from SCARRS, name, description, trigger and retention updated by FCT	1.1	
19.005	Leisure promotion	See Schedule 20: Management									
19.006	Libraries										
19.006.002	Libraries	Catalogue	On line database or paper lists	Superseded	Current	Destroy	Business requirement		taken from SCARRS, retention period and disposal action updated by FCT	1.1	
19.006.007	Libraries	Membership	library user details - registration and renewals forms. Includes acceptable use of IT equipment and Database holding personal data of service users	the end of the financial year, in which you cease to use your library membership.	3 years	Destroy	Business requirement		taken from SCARRS, description, trigger and retention updated by FCT	1.1	
19.006.FCT.001	Libraries	Membership	Registers and Files	Current	5 years	Destroy	Business requirement		added by FCT	1.1	
19.007	Museums and Art Galleries										
19.007.001	Museums and Art Galleries	Entry Forms			Permanent	Retain for historical value	Business Requirement		taken from SCARRS, name updated by FCT	1.1	
19.007.002	Museums and Art Galleries	Loans to third parties	loan agreement	End of loan period	Permanent		Business requirement		taken from SCARRS, disposal action updated by FCT	1.1	
19.007.003	Museums and Art Galleries	Loans to third parties	record of loan	End of life of deposit	Permanent		Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.007.004	Museums and Art Galleries	Loans from third parties	record of loan	End of loan period	Permanent		Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.007.005	Museums and Art Galleries	Museum catalogue	including Accession Registers		Permanent	Review for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.007.006	Museums and Art Galleries	Museum development records			Permanent	Review for historical value	Business requirement		taken from SCARRS, retention updated by FCT	1.1	
19.007.007	Museums and Art Galleries	Accreditation - notification of registered status	working documents	Whilst relevant	15 years		Business requirement		taken from SCARRS, retention updated by FCT	1.1	
19.007.008	Museums and Art Galleries	Accreditation.	notification of registered status		Permanent	Retain for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.007.009	Museums and Art Galleries	Environmental monitoring	Temp/RH reading records	End of current year	15 years		Business requirement	required for Accreditation	taken from SCARRS, disposal action updated by FCT	1.1	
19.007.010	Museums and Art Galleries	Environmental monitoring	Report on environmental conditions		Permanent	Review for historical value	Business requirement	required for Accreditation	taken from SCARRS, agreed by FCT	1.0	
19.007.011	Museums and Art Galleries	Gallery /museum object withdrawal			Permanent	Review for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
19	LEISURE AND CULTURE										
19.007.FCT.001	Museums and Art Galleries	Heritage exhibition files			Permanent		Business requirement		added by FCT	1.1	
19.008	Cinemas and Theatres										
		Contracts management e.g. with artists for performances	See Schedule 22 - Procurement								
		Financial management	See Schedule 12 - Finance								
19.009	Parks and open spaces										
19.009.001	Parks and open spaces	Adoption of land as a public open space or recreational facility	Open Space Audit, files		Permanent Until disposed of plus 20 years	Retain for business and historical value	Business requirement	Prescription and limitation (Scotland) Act 1973 (as amended)	taken from SCARRS, description updated by service	1.1	
19.009.002	Parks and open spaces	Development of land as a public open space or recreational facility	files	Closure of amenity	5 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
19.009.003	Parks and open spaces	Maintenance of infrastructure and facilities on public land or in a recreational facility	files	End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.009.004	Parks and open spaces	Closure of a public open space or a recreational facility	asset disposal files	Closure of amenity	20 years	Destroy	Business requirement	Prescription and limitation (Scotland) Act 1973 (as amended)	taken from SCARRS, description updated by service	1.1	
19.009.FCT.001	Parks and open spaces	Events management & promotion	files, applications, booking forms	End of current year	6 years	Destroy			taken from SCARRS, retention updated by FCT	1.1	
19.011	Sports & Leisure Facilities										
19.011.001	Sports & Leisure Facilities	Membership	Scuba system user application forms	Date of application	12 months	Destroy	Business requirement		taken from SCARRS, description, trigger and retention updated by FCT	1.1	
			Scuba system - user details (Database)	the end of the calendar year, in which you cease to be a customer.	3 years	Destroy	Business requirement		added by FCT	1.1	
19.011.FCT.001	Sports & Leisure Facilities	Membership - Golf Course Waiting Lists		Current		Destroy	Business requirement		added by FCT	1.1	
19.011.FCT.002	Sports & Leisure Facilities	Membership - Sports Scholarship Passes		End of current year	12 months	Destroy	Business requirement		added by FCT	1.1	
19.011.FCT.003	Sports & Leisure Facilities	Course/Event Attendance Registers		Current		Destroy	business requirement		added by FCT	1.1	
19.011.FCT.004	Sports & Leisure Facilities	Extended Lets and Hires	applications, booking forms and invoices	End of current year	6 years	Destroy	business requirement		added by FCT	1.1	
19.012	Tourism										
	Tourism	See Schedule 09: Economic Development							taken from SCARRS	1.0	
19.014	Archaeology										
19.014.01	Archaeology	Historic Environmental Record	Sites and Monuments Record/Historic Environment Record		Permanent		Business requirement	Scottish Government, Scottish Planning Policy 2014	taken from SCARRS, retention period and disposal action updated by FCT	1.1	
19.014.02	Archaeology	Statistics & Reports	Items not part of HER	End of Financial Year	Permanent		Business requirement		taken from SCARRS, disposal action updated by FCT	1.1	
19.015.FCT	Management of Trust								added by FCT		
19.015.FCT.001	Management of Trust	OSCR File	Confirmation of Charitable Status		Permanent		Business requirement		added by FCT	1.1	
19.015.FCT.002	Management of Trust	OSCR : Decision on Application to become a charity			Permanent		Business requirement		added by FCT	1.1	
19.015.FCT.003	Management of Trust	Company Book/Set up documents			Permanent		Business requirement		added by FCT	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
19	LEISURE AND CULTURE										
19.015.FCT.004	Management of Trust	Certificate of Incorporation	Falkirk Community Trust Ltd		Permanent		Business requirement		added by FCT	1.1	
19.015.FCT.005	Management of Trust	Certificate of Incorporation	Falkirk Community Trading Ltd		Permanent		Business requirement		added by FCT	1.1	
19.015.FCT.006	Management of Trust	Board Directors details		Termination of board position	1 year	Destroy	Business Requirement		added by FCT	1.1	
19.015.FCT.007	Management of Trust	External Audits - Audits Quality Management	Register of Control Document change request authorisation Document Transmittal Register	Current	1 year	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.008	Management of Trust	Management External Audits - Audits Quality Management	Corrective Action Request	Current	2 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.009	Management of Trust	Management External Audits Audits Quality Management -	Audit Checklist Audit Report (ISO9001) Non conformance Report	Current Year	2 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.010	Management of Trust	Management External Audits - Audits Quality Management - External Consultants Reports		Current Year	5 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.011	Management of Trust	Management External Audits - Audits Quality Documents for Service/Suppliers - Non conformance		Current Year	5 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.012	Management of Trust	Management External Audits - Site Quality Documents		Current Year	2 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.013	Management of Trust	Management External Audits - Site Quality Documents - Master templates		Current		Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.014	Management of Trust	Maps			Current	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.015	Management of Trust	Rental and main Agreement of Equipment		Current	2 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.016	Management of Trust	TV and entertainment licences		Current		Destroy	Business requirement		added by FCT	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
20	MANAGEMENT										
20.001	Ceremonial										
20.001.002	Ceremonial	Records documenting the planning of a civic event and/or official visit to the Council		Date of last action	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.001.002a	Ceremonial	Records documenting the planning of events / awards ceremonies organised by the Council	Annual Sports and Arts Awards, Long Service Awards, Dennis Canavan Scholarship Awards and the Festival of Remembrance	Date of last action	1 year	Destroy	Business requirement		Added by Service	1.1	
20.001.004	Ceremonial	Records documenting the planning of official Council representation at events, ceremonies etc. other than those which the Council organises.		Date of last action	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.002	Communication Support										
20.002.002	Communication Support	Mail processing	Incoming and outgoing mail logs and registers	Current	2 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.002.004	Communication Support	Publications - minor publications	Guides, books, artwork 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. Comply with legal deposit requirements: http://www.nls.uk/about-us/what-we-are/legal-deposit	taken from SCARRS, description updated by Service	1.1	
20.002.006	Communication Support	Staff communications	Staff memos, newsletters	Administrative use ends	1 year	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.002.FC.001	Communication Support	Call Recording Protocol	CCNG Recordings	Date recorded	90 days	Deletion	BT	Senior Managers within Service Areas	Added by Service	1.7	
20.003	Corporate Communication										
20.003.001	Corporate Communication	Campaigns - final outputs	Final outputs - presentations, leaflets and artwork	Conclusion of campaign	3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed. May be published on Social Media	taken from SCARRS, description and notes updated by Service	1.1	
20.003.003	Corporate Communication	Corporate identity and branding - artwork	Final artwork for corporate identity marks	Superseded	Permanent	Retain	Business requirement	Transfer to archives	taken from SCARRS, agreed by Service	1.0	
20.003.005	Corporate Communication	Marketing materials - final outputs (retained by lead Service)	presentations, leaflets, posters	Superseded	3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed	taken from SCARRS, description updated by Service	1.1	
20.003.007	Corporate Communication	Communications with other public sector organisations (retained by lead Service)	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	taken from SCARRS, name updated by Service	1.1	
20.003.008	Corporate Communication	Consultations - Council responses to external consultations	Records documenting the Council's response to a consultation/survey carried out by an external organisation	Last action	5 years	Review for ongoing value	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.003.009	Corporate Communication	Consultations - Council consultation of external organisations - Final outputs	Reports, presentations, anonymised statistics	Publication date	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by Service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
20	MANAGEMENT										
20.003.010	Corporate Communication	Consultations - Council consultation of external organisations - preparatory records	Records documenting the design of a consultation/survey.	Completion of survey/consultation	5 years	Review for ongoing value	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.003.011	Corporate Communication		Records documenting the administration of a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business requirement	anonymised data kept for 3 years	taken from SCARRS, citation updated by service	1.1	
20.003.012	Corporate Communication		Records documenting a response from another organisation to a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business requirement	anonymised data kept for 3 years	taken from SCARRS, citation updated by service	1.1	
20.003.013	Corporate Communication		Records documenting the analysis of responses to a consultation/survey.	Completion of survey/consultation	1 years	Destroy	Business requirement	anonymised data kept for 3 years	taken from SCARRS, citation updated by service	1.1	
20.003.014	Corporate Communication	Media relations records - final outputs	Media reports, briefings, press releases, published version of a media interview,	Publication/release date	2 years	Review for archival and re-use value	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.003.018	Corporate Communication	Customer satisfaction surveys - survey design	Records documenting the design of the survey.	Completion of survey	1 year	Review of ongoing value / Review for Archives	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.004	Enquiries and complaints										
20.004.001	Enquiries and complaints	Comments and enquiries - case files	Records documenting the processing of customer comments and enquiries about the Council including responses	Last action on comments	2 years	Destroy	Business requirement	See also Information Management schedule for enquiries under Data Protection, Freedom of Information and Environmental Information legislation	taken from SCARRS, retention period updated by Service	1.1	
20.004.001a	Enquiries and complaints	Comments and enquiries - factoring	Records documenting the processing of customer comments and enquiries about the Council including responses	Last action on comments	3 years	Destroy	Business requirement		Added by Service	1.5	
20.004.002	Enquiries and complaints	Comments and enquiries - analysis	Statistics and anonymised responses	Current	2 years	Review for archival and re-use value	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.004.003	Enquiries and complaints	Complaints - case file	Records documenting the handling of a customer complaint (including SPSO)	Last action on complaint	2 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	taken from SCARRS, description and retention period updated by Service	1.1	
20.004.004	Enquiries and complaints	Complaints - analysis	Statistics and anonymised responses	Current	2 years	Review for archival and re-use value	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.005	External audits										
	External audits	Refer to retention schedule of specific function that is being audited							taken from SCARRS	1.0	
20.006	Business preparation										
	Business preparation	For Meetings, Officer representation and Partnership and agency working see Retention Schedule 8: Democracy							taken from SCARRS	1.0	
20.006.001	Business preparation	Records documenting the Council's membership of a local government organisation.	Including records documenting the Council's representation in the work of a local government organisation.	Termination of membership	3 years	Destroy	Business requirement		taken from SCARRS, description updated by Service	1.1	
20.007	Project Management										

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
20	MANAGEMENT										
20.007.001	Project Management	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	6 years	Review for archival and re-use value	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.007.002	Project Management	Projects funded by the Council - preparatory records	minor drafts, correspondence, copies of financial and contractual records	Project close	6 years	Review for archival and re-use value	Business requirement	For records relating to the procurement of services in relation to projects see Retention Schedule 12 - Finance	taken from SCARRS, agreed by Service	1.0	
20.007.003	Project Management	Projects - funded through European and other external funds	All documentation relating to the project: Specifications, plans, reports, correspondence, consultations .etc, Feasibility studies, copies of financial documents,	Closure of the European Funding Programme(s) which funded the project	6 years	Review for archival and re-use value	Statutory	Retention and Disposal depends on the length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention. Seek expert advice on European Funding.	taken from SCARRS, agreed by Service	1.0	
20.008	Quality and performance										
20.008.001	Quality and performance	Assessments for accreditation, eg. Chartermark, IIP		Assessment completed	5 years Until superseded	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.008.002	Quality and performance	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - major records	Final reports - Best Value Review; Policy review; Strategic plan review; operational plan review	Approval of review report	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.008.003	Quality and performance	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		taken from SCARRS, agreed by Service	1.0	
20.008.004	Quality and performance	Inspections - external inspections received in relation to corporate or service specific performance management indicators (PFI)	Inspection report	Date of inspection report	7 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.008.005	Quality and performance	Process maps		When superseded or obsolete		Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.009	Statutory Returns										
20.009.001	Statutory Returns	Reports to government - Outputs	Final version of statutory performance data submitted	Date of return	2 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
20.009.002	Statutory Returns	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		taken from SCARRS, agreed by Service	1.0	
20.010	Strategic Planning										
20.10.001	Strategic Planning	Corporate initiatives		End of initiative	10 years	Review for re-use and archival value	Business requirement		taken from SCARRS, retention period updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
20	MANAGEMENT										
20.10.002	Strategic Planning	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	Current year	Permanent	Retain	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.10.003	Strategic Planning	Corporate / strategic plans		Superseded	Permanent	Retain	Business requirement	Originating Service to send 1 copy to archives on publication	taken from SCARRS, activity / record series and citation / notes updated by Service	1.1	
20.10.004	Strategic Planning	Strategic Plan - Reviews		Date closed	5 years	Review	Business requirement	Service planning may have historical significance/evidence of service activities; Archives should have option to review these before any are destroyed	taken from SCARRS, description, trigger, retention period, disposal action and notes updated by Service	1.1	
20.10.005	Strategic Planning	Service Plans / Service Planning		Superseded	5 years	Review	Business requirement	Service planning may have historical significance/evidence of service activities; Archives should have option to review these before any are destroyed	taken from SCARRS, activity / record series. Retention period, disposal action and citation / notes updated by Service.	1.1	
20.10.006	Strategic Planning	Organisational structure		Superseded	1 year	Sample for archival value	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.10.007	Strategic Planning	Corporate policies - master records	including significant records documenting policy development	Superseded	Permanent	Retain	Business requirement	Originating Service to send 1 copy to archives on publication	taken from SCARRS, notes updated by Service	1.1	
20.10.008	Strategic Planning	Corporate policies - departmental / service copies		Superseded	None	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.10.009	Strategic Planning	Corporate policies - preparatory records		Authorisation of policy	1 year		Business requirement		taken from SCARRS, agreed by Service	1.0	
20.10.010	Strategic Planning	Service specific policies and procedures		Superseded	2 years	Sample for archival value	Business requirement		taken from SCARRS, agreed by Service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
21	PLANNING AND BUILDINGS STANDARDS										
21.001	Building Standards										
21.001.001	Building Standards	Building forms	Statutory and model forms:- Building Warrant Amendment to building Warrant Extension of period of validity of building warrant Extension of period of use of limited life building Completion Certificate – submission Completion certificate where no building warrant obtained – submission Completion certificate for local authority use Building regulations compliance notice Continuing requirement enforcement notice Building warrant enforcement notice Defective building notice Dangerous building notice Notice of intention to enter premises Authority to enter premises Certificate to accompany application for warrant to exercise powers of entry, inspection or testing Notice to remove from a building	Superseded	6 years	Destroy	Regulatory	Building (Forms) (Scotland) Regulations 2005, SSI 2005 No 172	taken from SCARRS	1.0	
21.001.002	Building Standards	Building Warrant Records	Copies of Building Warrant Plans, specifications and documents, Completion Certificates, Design Certificates		Permanent Part Two of the Register. 25 years and thereafter for such period as the local authority having regard to any guidance issued by the Scottish Ministers considers reasonable Section 57	Retain for business and historical	Business Requirement	Data is used for business purposes (public searches/copies of documents etc.) Building (Procedure) (Scotland) Regulations 2004. SI 2004 No 428	taken from SCARRS	1.0	
21.001.003	Building Standards	Building Warrant Application processing: Building Standards Register Part 1	Electronic applications list, details of certificates from approved certifiers, Compliance and Enforcement Notices		Permanent To be in electronic format Part One of the Register To be maintained by the local authority for all time.	Retain for business and historical value	Statutory	Building (Scotland) Act 2003, Section 24 and The Building (Procedure) (Scotland) Regulations 2004 Section 57 (2)(a) & Section 57(3)	taken from SCARRS	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
21	PLANNING AND BUILDINGS STANDARDS										
21.001.004	Building Standards	Building Warrant Application processing: Building Standards Register Part 2 (See also 21.002.015)	Copies of warrants and completion certificates, principal drawings and specifications , other documents submitted by verifiers for registration, copies of energy performance certificates, notices served under Building (Scotland) Act 2003	Date Building Warrant granted	25 years - minor applications; major applications - 50 years Part Two of the Register. 25 years and thereafter for such period as the local authority having regard to any guidance issued by the Scottish Ministers considers reasonable Section 57	Review for business and historical value	Statutory	The Building (Procedure) (Scotland) Regulations 2004 Section 57(2)(b) & 57(4) and Procedural Handbook 2010. Legislation requires 25 year retention, Procedural Handbook gives additional advice of documents which should be kept for longer and recommends agreement between Building Control & Archivist; (details of complex buildings should be retained for at least 50 years or until building demolished). Details of drainage layouts, contaminated land or sites requiring special founds to be retained for longer period	taken from SCARRS	1.0	
21.001.005	Building Standards	Building Warrant pre - application discussion	Correspondence, plans and documents	(End of pre-application discussion where no submission results)	2 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.001.006	Building Standards	Alternative Compliance Views	Requests, plans, reports and decisions	Building demolished	5 years	Review for business and historical value	Business requirement	The Building (Procedure) (Scotland) Regulations 2004 , Section 57	taken from SCARRS	1.0	
21.001.007	Building Standards	Building Warrant applications - no plans submitted	Building Warrant application form and documents	from date received	42 days	Return to applicant	Statutory	The Building (Procedure) (Scotland) Regulations 2004, Section 8(b)	taken from SCARRS	1.0	
21.001.008	Building Standards	Building Warrant Application processing - no response	Building Warrant Applications (pre-approval), plans, Correspondence, specifications and documents	from 1st response date	9 months	Reject application /agree further period	Statutory	Building (Scotland) Act 2003, Section 47(2).The Building (Procedure) (Scotland) Regulations 2004, Section 60(3); Data required to approve applications	taken from SCARRS	1.0	
21.001.009	Building Standards	Building Warrant Application processing: - application rejected	Copies of Building Warrant Plans, specifications, documents and refusal.	Last action on case	1 year	Return to applicant	Statutory	The Building (Procedure) (Scotland) Regulations 2004, Section 56(5)Legislative requirement to returns plans to applicant 'without delay'. Destroy	taken from SCARRS	1.0	
21.001.010	Building Standards	Clearance documents	Letters of Comfort; Exempt class enquiries		Retain permanently	Retain	Business requirement		taken from SCARRS	1.0	

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21	PLANNING AND BUILDINGS STANDARDS										
21.001.011	Building Standards	Building Standards Compliance & Enforcement Dangerous/ Defective Buildings	Copies of Notices, details of decisions		Permanent	Retain for business and historical value	Statutory	The Building (Procedure) (Scotland) Regulations 2004, Section 57; Procedures regulations require particulars of notices and details of decisions for sections 28-30 to be retained in part 1 of register for all time.	taken from SCARRS	1.0	
21.001.012	Building Standards	Building Standards Compliance & Enforcement Unauthorised works	Copies of Notices, details of decisions	once administrative use has concluded	Permanent	Retain for business and historical value	Statutory	The Building (Procedure) (Scotland) Regulations 2004 Section 57; Procedures regs require particulars of notices and details of decisions for sections 25-27 to be retained in part 1 of register for all time.	taken from SCARRS	1.0	
21.001.013	Building Standards	Building Standards Compliance & Enforcement recovery of costs of works		Last action on case	6 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.001.014	Building Standards	Property and Ownership Enquiries	Correspondence	Enquiry Response date	2 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.001.015	Building Standards	Street Naming & Numbering	Street Naming & Numbering consultations and decisions		Permanent	Retain for business and historical value	Business requirement	Civic Government (Scotland) Act 1982: S97	taken from SCARRS	1.0	
21.001.016	Building Standards	Search Requests	Records of requests and responses	Date of decision	5yrs	Destroy	Business requirement		taken from SCARRS	1.0	
21.001.017	Building Standards	Evacuation of building notice		Date of issue	6 years	Destroy	Business requirement	Building (Scotland) Act 2003. 2003 asp 8 Section 42. To be in writing	taken from SCARRS	1.0	
21.002	Development management										
		Planning application processing							taken from SCARRS	1.0	
21.002.001	Development management	Pre-application enquiries documentation where no submission results		Last action	2 years	Destroy	Business requirement	Where submission results, transfer records to application file	taken from SCARRS	1.0	
21.002.002	Development management	Application Case Files	application form, statutory certificates, checklists, acknowledgement letters, correspondence, objections, officer reports, decision notices, appeal correspondence,	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.	taken from SCARRS	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
21	PLANNING AND BUILDINGS STANDARDS										
21.002.003	Development management	Withdrawn applications		Submission date	1 year	Destroy	Business requirement	It is possible to resubmit an application within 12 months of the original application with no fee	taken from SCARRS	1.0	
21.002.004	Development management	Dormant applications		Last action	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.002.005	Development management	Planning appeal files			Permanent	Retain for business and historical value			taken from SCARRS	1.0	
21.002.006	Development management	Enforcement case file		Until premises demolished	Permanent	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992). The need for enforcement action may last for many years and indefinitely in the case of listed buildings. All enforcement records need to be kept in perpetuity for legal reasons.	taken from SCARRS	1.0	
21.002.007	Development management	Enforcement register	Served enforcement notices, breach of condition notices and stop notices		Permanent	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992)	taken from SCARRS	1.0	
21.002.008	Development management	Ordnance Survey Maps/ Plans - Annotated			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
21.002.009	Development management	Planning prosecution reports		Close of case	5 years	Review for business and historical value	Business requirement		taken from SCARRS	1.0	
21.002.010	Development management	application for conservation area consent		Determination of application	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.002.011	Development management	Tree works		Completion of work	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.002.012	Development management	Tree preservation orders		While tree exists	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 160 and The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas)(Scotland) Regulations 1995 as amended in 1981 and 1984;	taken from SCARRS	1.0	
21.002.013	Development management	Housing development (Social Housing)	See Schedule 14: Housing						taken from SCARRS	1.0	
		Maintaining registers							taken from SCARRS	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
21	PLANNING AND BUILDINGS STANDARDS										
21.002.014	Development management	Register of planning applications (see also 21.002.003 - Planning Application case files)	Submitted applications, plans and drawings	Determination of application	10 years	Review for historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and Country Planning (General Development Procedure (Scotland Order 1991 (as amended) Section 10 and Schedule 5; Planning etc. (Scotland) Act 2006.	taken from SCARRS	1.0	
21.002.016	Development management	Register of Applications for advertisement consent		Until consent lapses	Permanent	Retain for business and historical value	Business Requirement	The Town and Country Planning (Control of Advertisement Regulations) (Scotland) Regulations 1984 Regulation 31	taken from SCARRS	1.0	
21.002.017	Development management	Register of Applications for Hazardous Substances Consent and Hazardous Substances contravention notices		End of consent for site	6 years	Retain for business and historical value	Business Requirement	Planning (Hazardous Substances) (Scotland) Act 1997 ;Section 56N(1)(a) ; The Town and Country Planning (Hazardous Substances)(Scotland Regulations 1993 as amended Regulations 22 &24	taken from SCARRS	1.0	
21.002.018	Development management	Informal Register - Details of confirmed Tree Preservation Orders (TPO)		Tree no longer in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 160 and The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas)(Scotland) Regulations 1995 as amended in 1981 and 1984	taken from SCARRS	1.0	
21.002.019	Development management	Register of Notifications of proposals to fell or lop trees in conservation areas		Tree no longer in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 172 & 175	taken from SCARRS	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
21	PLANNING AND BUILDINGS STANDARDS										
21.002.020	Development management	Register of Listed Building Applications and Applications for Conservation Area consent			Permanent	Retain for business and historical value	Business requirement	Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 and Para 2.45 of the Memorandum of Guidance 1998	taken from SCARRS	1.0	
21.002.021	Development management	Register of applications for section 51 determinations			Permanent	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 c.8 section 36(1)	taken from SCARRS	1.0	
21.002.022	Development management	Register of applications for Certificates of Lawfulness (formerly Established use Certificates)			Permanent	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 c.8 section 36(1)	taken from SCARRS	1.0	
21.002.023	Development management	Register of Telecommunications Masts		While mast is in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 c.8 section 36(1)	taken from SCARRS	1.0	
21.002.024	Development management	Register of Wasteland/Amenity notices served		While wasteland/amenity is in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 181.	taken from SCARRS	1.0	
21.003	Forward Planning										
21.003.001	Forward Planning	Employment Land GIS data		Following annual review	5 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
21.003.002	Forward Planning	Employment Land Survey database		Project no longer required	nil	Destroy	Business requirement		taken from SCARRS	1.0	
21.003.003	Forward Planning	Housing Land Audit report and GIS features		After issue	10 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
21.003.004	Forward Planning	Housing Land Audit supporting data and documentation		After issue	3 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
21.003.005	Forward Planning	SVDLS Scottish Government returns		Completion of survey	3 years	Destroy	Business requirement	Original record with Scottish Government	taken from SCARRS	1.0	
21.003.006	Forward Planning	SVDLS supporting documentation	analysis, reporting, GIS	Completion of survey	3 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
21.003.007	Forward Planning	Register of Development Plans		Superseded	Permanent	Retain for business and historical value		The Town and Country Planning (Structure and Local Plans) (Scotland) Regulations (SI 1983 No. 1590) Circular 32/1983 Transfer to archives	taken from SCARRS	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date	
21	PLANNING AND BUILDINGS STANDARDS											
	Forward Planning	Action area identified in a structure plan				Prescribed period for action area in a structure plan shall be 5 years from the date on which the relevant structure plan is approved by the Secretary of State			The Town and Country Planning (Structure and Local Plans) (Scotland) Regulations (SI 1983 No. 1590) Circular 32/1983	taken from SCARRS	1.0	
	Forward Planning	Economic regeneration	See Schedule 09: Economic Development							taken from SCARRS	1.0	
21.003.008	Forward Planning	Local and Structure plan - final version of plan				Permanent Place copy in archives	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
21.003.009	Forward Planning	Local and Structure plan - Examination	written submissions, hearings and enquiry	After plan superseded	5 years	Review for historical value	Business requirement			taken from SCARRS	1.0	
21.003.010	Forward Planning	Local and Structure plan - preparatory	drafting of plan and consultations on the drafts	Completion of subsequent planning cycle	Nil	Destroy	Business requirement			taken from SCARRS	1.0	
21.003.011	Forward Planning	Local and Structure plan - action programmes		After plan superseded	2 years	Destroy	Business requirement			taken from SCARRS	1.0	
21.003.012	Forward Planning	Natural environment - Policies re agriculture, countryside and protected sites		Superseded	Permanent	Retain for business and historical value	Business requirement	Transfer to archives		taken from SCARRS	1.0	
21.003.013	Forward Planning	Natural environment / maintaining developing open spaces for public amenity		Date closed	7 years	Destroy	Business requirement			taken from SCARRS	1.0	
21.003.014	Forward Planning	Planning policy - documentation in relation to specific buildings		Date closed	Permanent	Retain for business and historical value	Business requirement	Transfer to archives		taken from SCARRS	1.0	
21.003.015	Forward Planning	Planning Consultation - responding to submissions, objections and amendments		Date of decision	15 years	Destroy	Business requirement	Retain high profile schemes for historical value		taken from SCARRS	1.0	
21.003.016	Forward Planning	Regional plans - final plan	Mineral plan, waste plan,	Superseded	Permanent	Retain for business and historical value	Business requirement	Transfer to archives		taken from SCARRS	1.0	
21.003.017	Forward Planning	Regional plans - working documents	Mineral plan, waste plan,	Superseded	2 years	Destroy	Business requirement			taken from SCARRS	1.0	
21.003.018	Forward Planning	Sustainable development - biodiversity, flooding and pollution		Date closed	7 years	Destroy	Business requirement			taken from SCARRS	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
22	PROCUREMENT										
22.001	Contracting										
22.001.001	Contracting	Approved supplier evaluation criteria records		Superseded	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	taken from SCARRS, agreed by Service	1.0	
22.001.003	Contracting	Evaluations of applications for approval from prospective suppliers & notification of the outcome: contracted suppliers		End of approval	5 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
22.001.004	Contracting	Evaluations of applications for approval from prospective suppliers & notification of the outcome: rejected supplier		Date unsuccessful notice issued	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
22.001.006	Contracting	Contract management files	Including; Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions), product evaluation and information	End of contract	5 years	Destroy	Business 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 (Amendment) Regulations 2003	taken from SCARRS, agreed by Service	1.0	
22.001.008	Contracting	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	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	taken from SCARRS, agreed by Service	1.0	
22.001.009	Contracting	Records of purchasing authorisation limits		Current Year	6 years	Destroy	Business requirement		taken from SCARRS, trigger and retention period updated by Service	1.1	
22.001.010	Contracting	Internal authorisations for procurement	Chief Officer approval reports (<£500k), Legal Consultation approval reports (>£250k) and Executive Lists (contract spend >= £500k)	End of current financial year	5 years	Destroy	Business requirement		taken from SCARRS, description and retention updated by service	1.1	
22.001.011	Contracting	Purchase ordering records (for VAT-registered bodies)	Purchase orders; goods received notes	End of current financial year	6 years	Destroy	Statutory	<i>Keeping VAT records</i> HMRC Reference: Notice 700/21 (October 2013)	taken from SCARRS, agreed by Service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
22	PROCUREMENT										
22.001.012	Contracting	Information on tender and award of contracts made by an authority acting in the capacity of a Utility		End of contract	5 years	Destroy	Statutory	Utilities Contracts (Scotland) Regulations 2006 SSI 2006 No 2 Regulation 37 As amended by Public Contracts and Utilities Contracts (Scotland) Amendment Regulations 2009 SSI 2009 No 428 As amended by SSI 2009 No 439 By electronic means Reg 12	taken from SCARRS, trigger and retention period updated by Service	1.1	
22.001.013	Contracting	Contracts Register - External	External register of all an authority's current contracts. This is published on the Council's website.	Expiration/ conclusion of contract	Nil	Destroy	Statutory	Procurement Reform (Scotland) Act 2014. Section 35. The statutory requirement is that register entries for contracts cannot be deleted until the contract expires or is terminated. The authority may choose to keep the entries for a longer period for historical purposes.	taken from SCARRS, name / record series and description updated by Service.	1.1	
22.001.013a	Contracting	Contracts Register - Internal	Internal register of the authority's current and expired contracts	Expiration/ conclusion of contract	Nil	Destroy	Business Requirement		Added by Service	1.1	
22.003	Tendering										
22.003.001	Tendering	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	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	taken from SCARRS, agreed by Service	1.0	
22.003.003	Tendering	Contract award reports (OJEU)		End of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	taken from SCARRS, agreed by Service	1.0	
22.003.004	Tendering	Issue of Invitations to Tender and handling of incoming tenders records - Successful tenders		Award of contract	5 years	Destroy	Business requirement	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	taken from SCARRS, retention period updated by Service	1.1	
22.003.004a	Tendering	Issue of Invitations to Tender and handling of incoming tenders records - Unsuccessful tenders		Award of contract	1 year	Destroy	Business requirement	TBC	Added by Service	1.1	
22.003.005	Tendering	Tender evaluation, negotiation and notification records Unsuccessful tenders		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 successful contractor withdraws service	taken from SCARRS, agreed by Service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
22	PROCUREMENT										
22.003.006	Tendering	Tender evaluation, negotiation and notification records Successful tenders		End of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	taken from SCARRS, agreed by Service	1.0	
22.003.008	Tendering	Statistical reports to Scottish Government on contracts awarded		Date of creation	3 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	taken from SCARRS, agreed by Service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
23	Registrars										
23.001	Marriage Services										
23.001.002	Marriage Services	Marriage and Civil Partnership Schedules		Date of completion of examination by National Records of Scotland (NRS)	Permanent	Transfer to NRS	Business requirement		taken from SCARRS, activity / record series, trigger, retention period and disposal action updated by Service.	1.1	
23.001.004	Marriage Services	Register of Marriages and Register of Civil Partnerships		Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		taken from SCARRS, activity / record series, trigger, retention period and disposal action updated by Service.	1.1	
23.001.005	Marriage Services	Marriage Notice and Civil Partnership Form	Form M10 and Form CP10	End of current year.	3 years	Destroy	Business requirement	Records provided by an informant registering a marriage.	taken from SCARRS, activity / record series updated by Service.	1.1	
23.001.006	Marriage Services	List of intended marriages and List of intended civil partnerships		End of current year.	3 months	Destroy	Business requirement		taken from SCARRS, activity / record series updated by Service.	1.1	
23.001.007	Marriage Services	Records documenting the development of general information about civil marriage ceremonies and civil partnerships	RM1 and RCP1	Until superseded.		Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.001.008	Marriage Services	Records documenting the handling of a general enquiry about civil marriage ceremonies or civil partnerships	Correspondence from NRS	End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.001.010	Marriage Services	Records documenting arrangements for, and the conduct of, a civil marriage ceremony and civil partnership	One day authorisation and new appointments	End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, activity / records series, description and retention period updated by Service	1.1	
23.001.010a	Marriage Services	Interpreter's statement and certificate for marriage	Form M14R	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.001.010b	Marriage Services	Interpreter's statement and certificate for civil partnership	Form CP14	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.001.010c	Marriage Services	Copy failure to return schedule (marriage)	Form 19	End of current year.	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010d	Marriage Services	Copy failure to return schedule final notice (marriage)	Form 20	End of current year.	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010e	Marriage Services	Copy failure to return schedule (civil partnership)	Form CP19	End of current year.	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010f	Marriage Services	Copy failure to return schedule final notice (civil partnership)	Form CP20	End of current year.	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010g	Marriage Services	Application for second marriage ceremony and statutory declaration regarding previous marriage form	Form M15R	Date of completion of examination by National Records of Scotland (NRS)	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010h	Marriage Services	Report of a suspicious marriage or civil partnership	S.24	Date of completion of examination by National Records of Scotland (NRS)	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010i	Marriage Services	Copy Objection Notice		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010j	Marriage Services	Dispensation application form		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010k	Marriage Services	Foreign dissolution questionnaire		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010l	Marriage Services	Foreign divorce questionnaire		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
23	Registrars										
23.001.010m	Marriage Services	Foreign certificate of no impediment		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010n	Marriage Services	Application to change a civil partnership to a marriage		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010o	Marriage Services	Declaration of immigration form		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010p	Marriage Services	Declaration where a marriage is proposed between parties related in a degree specified	Regulation 4 Form DSR	End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.002	Registration of births, deaths and marriages										
23.002.001	Registration of births, deaths and marriages	Communications from National Records of Scotland (NRS) setting out policy and guidance to Registrars.	R & M Letters	Date superseded.	Nil	Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.002.002	Registration of births, deaths and marriages	Communications with National Records of Scotland (NRS) about registration issues	Correspondence relating to any issues	End of current year.	5 years	Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.002.003	Registration of births, deaths and marriages	Records documenting the conduct and outcomes of annual visits by the District Examiner from National Records of Scotland (NRS).	Exam Report	End of current year.	5 years	Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.002.005	Registration of births, deaths and marriages	Certificate copy applications	Online applications and letters	End of current year	1 year	Destroy	Business requirement		taken from SCARRS, description updated by Service	1.1	
23.002.005a	Registration of births, deaths and marriages	Record of extract issue		End of current year	5 years	Destroy	Business requirement		Added by Service	1.1	
23.002.005b	Registration of births, deaths and marriages	Register of Corrections to Register of Marriages		Date of completion of examination by National Records of Scotland (NRS)	Permanent	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005c	Registration of births, deaths and marriages	Register of Births		Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005d	Registration of births, deaths and marriages	Copy of Form 3	Legal requirement to register a birth notice	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005e	Registration of births, deaths and marriages	Copy of Form 4	Legal requirement to register a birth final notice	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005f	Registration of births, deaths and marriages	Birth Institution Returns	Received from Forth Valley Royal Hospital	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005g	Registration of births, deaths and marriages	Declaration as to parentage by father	DPF	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005h	Registration of births, deaths and marriages	Declaration as to parentage by mother	DPM	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005i	Registration of births, deaths and marriages	Declaration by the father of a child	Form 27	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005j	Registration of births, deaths and marriages	Declaration by the mother of a child	Form 26	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005k	Registration of births, deaths and marriages	Register of still-births		Date of completion of examination by National Records of Scotland (NRS)	1 years	Transfer to NRS	Business requirement		Added by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
23	Registrars										
23.002.005l	Registration of births, deaths and marriages	Manual form of particulars for all registrations		Completion of input to FER		Destroy	Business requirement		Added by Service	1.1	
23.002.005m	Registration of births, deaths and marriages	Death Register		Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005n	Registration of births, deaths and marriages	Medical certificate of cause of death	MCCD / EMCCD / Form 11	End of current year	3 years	Destroy	Business requirement		Added by Service	1.1	
23.002.005o	Registration of births, deaths and marriages	Copy legal requirement to register a death notice	Form 12	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005p	Registration of births, deaths and marriages	Copy legal requirement to register a death final notice	Form 13	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005q	Registration of births, deaths and marriages	Correspondence from NRS - late registrations		End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005r	Registration of births, deaths and marriages	Correspondence from DCRS / NHS - amendments after medical review	Held with MCCD	End of current year	3 years	Destroy	Business requirement		Added by Service	1.1	
23.002.005s	Registration of births, deaths and marriages	Death institution lists	Received from all institutions in the area	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.004	Citizenship Ceremonies										
23.004.001	Citizenship Ceremonies	Records documenting the development of general information about citizenship ceremonies.		Until superseded.	Nil	Destroy	Business requirement.		taken from SCARRS, agreed by Service	1.0	
23.004.002	Citizenship Ceremonies	Records documenting the handling of a general enquiry about citizenship ceremonies.		End of current year.	1 year	Destroy	Business requirement.		taken from SCARRS, agreed by Service	1.0	
23.004.003	Citizenship Ceremonies	Records documenting communications with the Home Office on general matters relating to the conduct of citizenship ceremonies.		End of current year.	5 years	Review for ongoing value	Business requirement.		taken from SCARRS, agreed by Service	1.0	
23.004.004	Citizenship Ceremonies	Records documenting arrangements for, and the conduct of, a citizenship ceremony.		End of current year.	3 years	Destroy	Business requirement.		taken from SCARRS, agreed by Service	1.0	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
24	RESILIENCE										
24.001	Claims										
24.001.001	Claims	Claims processing	Claims records	Date all obligations and entitlements concluded or for minors, 16th birthday	6 years	Destroy	Business requirement	Prescriptions and Limitations (Scotland) Act 1973 and 1984. For particularly serious or contentious cases or cases of proven negligence, consider retention up to 20 years. For cases of employer's liability, consider retention up to 40 years. Limitation removed in certain instances and children's cases to their 21st birthday. Property damage claims can be made up to 6 years.	taken from SCARRS, retention period and citation / notes updated by Service	1.1	
24.002	Insuring against loss	See also Finance RRS									
24.002.001	Insuring against loss	Insurance policy document		Date all obligations and entitlements concluded.	Permanent	Destroy or Permanent	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	Limitation removed in certain circumstances.	taken from SCARRS, retention period and citation / notes updated by Service	1.1	
24.002.002	Insuring against loss	Certificate of insurance		Date all obligations and entitlements concluded.	Permanent	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	The statutory requirement is 40 years	taken from SCARRS, retention period and citation / notes updated by Service	1.1	
24.002.003	Insuring against loss	Certificate of insurance: employers' liability insurance.		Date all obligations and entitlements concluded.	40 years or Permanent	Destroy or Permanent	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	The statutory requirement is 40 years. Forms part of the policy documentation	taken from SCARRS, citation / notes updated by Service	1.1	
24.002.004	Insuring against loss	Policy and tender renewal documents.		Date policy renewed	10 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
24.002.FC.001	Insuring against loss	Tenants Contents / Building Insurance	Proposal Form	Inception of contract	6 years	Destroy	Business requirement	Forms part of the contract	Added by Service	1.1	
24.002.FC.002	Insuring against loss	Tenants Contents / Building Insurance	Policy Records	Date of all obligations and entitlements concluded	6 years	Destroy	Business requirement	Forms part of the policy documentation	Added by Service	1.1	
24.003	Resilience and business continuity										
24.003.FC.001	Resilience and business continuity	Advice to businesses		Until superseded	5 years	Destroy	Business requirement	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 33	taken from SCARRS, was previously 03.001.006	1.0	
24.003.001	Resilience and business continuity	Business continuity planning	Approved plans	Date superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.1	
24.003.002	Resilience and business continuity	Education / Learning and Development	Training and exercising for incident planning response	Date superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.1	
24.003.003	Resilience and business continuity	Business continuity plan - final approved version (Services)		Date superseded	5 years	Retain for historical value	Business requirement		taken from SCARRS, agreed by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
24	RESILIENCE										
24.003.004	Resilience and business continuity	Business continuity plan - training programme development (Services)		Date superseded	7 years	Review for historical value	Business requirement		taken from SCARRS, activity / record series updated by Service	1.1	
24.003.FC.002	Resilience and business continuity	Business continuity - training programme delivery		Date superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.1	
24.003.005	Resilience and business continuity	Emergency response records.		Date of last action.	5 years	Review for historical value	Business requirement		taken from SCARRS, agreed by Service	1.1	
24.003.006	Resilience and business continuity	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		taken from SCARRS	1.0	
24.003.FC.003	Resilience and business continuity	Emergency Plan - External Agencies Correspondence		Current Year	3 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.004	Resilience and business continuity	Emergency Procedure Plans		date superseded	Permanent	Transfer to Archives	Business requirement	Transfer 1 copy to Archives after 25 years.	Added by Service	1.1	
24.003.FC.005	Resilience and business continuity	Emergency Plan - Financial Planning (Belwin Scheme)		End of current year	6 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.006	Resilience and business continuity	Emergency Plan - HSE correspondence	dependant on level of incident	End of current year	5 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.007	Resilience and business continuity	Emergency Plan - Other Councils correspondence	Local Authority Resilience Group Scotland	End of current year	2 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.008	Resilience and business continuity	Emergency Plan - Out of Hours Directory		Date superseded	Current	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.009	Resilience and business continuity	Emergency Plan - Out of Hours Directory - Correspondence		End of current year	5 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.010	Resilience and business continuity	Emergency Plan - Emergency Contact Details		Date superseded	Current	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.011	Resilience and business continuity	Emergency Plan - Key holders and staff contact details		Date superseded	Current	Destroy	Business requirement		Added by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
25	TRANSPORT AND INFRASTRUCTURE										
25.001	Design and construction										
25.001.001	Design and construction	Design and construction:- Roads and highways; Traffic management schemes; Coast Protection Structures; Flood Schemes; Harbours, Quarries, etc.	Project Management Design of Works Procurement of Works Construction Environmental assessments Public Enquiries	Completion of project	5 years	Destroy/review for historical value	Business requirement	Quarries are subject to separate specific health and safety legislation	taken from SCARRS, agreed by Service	1.0	
25.001.002	Design and construction	Design and construction - as built and supporting information.	Drawings, photographs, design calculations, ground investigations, inspection reports		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.001.003	Design and construction	Lighting scheme design	Bill of quantities, Design Drawings, calculations, correspondence;	End of life of asset	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.001.004	Design and construction	Lighting scheme design	Installation documentation, Health & Safety file, correspondence	End of life of asset	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.001.006	Design and construction	Road construction consent	URSN, Application Form, Acknowledgement Letter, Approved Plans, Supporting Information, Committee Report, Decision Confirmation	Date of adoption or date of consent if road not constructed	6 years	Review for business and historical value	Business requirement	Roads (Scotland) Act, 1984 section 21;	taken from SCARRS, trigger updated by service	1.1	
25.002	Harbours and waterways										
25.002.001	Harbours and waterways	Application processing for adoption of harbour/pier - application rejected		Date of last action on application	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
25.002.002	Harbours and waterways	Application processing for adoption of harbour/pier - application approved			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
25.002.003	Harbours and waterways	Development of an adopted harbour/pier by the Council.			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
25.002.004	Harbours and waterways	Inspection and assessment of an adopted harbour/pier to identify defects and priorities for maintenance.		End of current year	10 years	Review for business value	Business requirement		taken from SCARRS	1.0	
25.002.005	Harbours and waterways	Maintenance work on an adopted harbour/pier.		End of current year	10 years	Destroy	Business requirement		taken from SCARRS	1.0	
25.003	Roads development control										
25.003.001	Roads development control	Recording location of highways, bridle paths, foot paths and rights of way.	Definitive map Correspondence concerning enquiries and disputes	To be kept up to date	Permanent -	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
25.003.002	Roads development control	Establishing planning scheme controls and providing for them to be amended and modified.	Amendments to definitive map Road adoption		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	

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25	TRANSPORT AND INFRASTRUCTURE										
25.003.003	Roads development control	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments		Issue of decision	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.004	Roads enforcement										
25.004.001	Roads enforcement	Car Parking - penalty charge notices		completion of penalty charge process	3 years	Destroy	Business requirement	Road Traffic Act 1991	taken from SCARRS, activity, trigger, retention and citation updated by service	1.1	
25.004.002	Roads enforcement	Fixed Penalty Notices served by Roads Authority		After compliance with notice	3 Years	Destroy	Business requirement	Road Traffic Act 1991	taken from SCARRS	1.0	
25.004.003	Roads enforcement	Applications and consents - builder skips, building materials, scaffolding, road opening and works related to private apparatus on or over any part of the road	Application Form, Assessment, Approval, Inspections, Enforcement	Expiry of consent	3 Years	Destroy	Business requirement	Required by Roads (Scotland) Act 1984	taken from SCARRS, agreed by Service	1.0	
25.004.004	Roads enforcement	Applications and consents - rejected	Application Form, Assessment, Approval, Inspections, Enforcement	Date rejected	3 years	Destroy	Business requirement	Required by Roads (Scotland) Act 1984	taken from SCARRS, retention period updated by Service	1.1	
25.005	Infrastructure management										
25.005.001	Infrastructure management	List of public roads (LOPR)	Notification, Request, LSG, USRN, Road Schedule, Plan, Inspection, street Gazetteer		Permanent	Retain for business and historical value	Business requirement	Required by Roads (Scotland) Act 1984	taken from SCARRS, agreed by Service	1.0	
25.005.002	Infrastructure management	Local and national coring	SWSR extract, location List, Notification, Plans, Report, Inspections, Follow On Action, Inspection List, Symology Website	End of guarantee period of failed reinstatements	5 years	Destroy	Business requirement	to comply with the New Roads and Street Works Act(NRSWA)	taken from SCARRS, agreed by Service	1.0	
25.005.003	Infrastructure management	Weekly road report		End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.006	Public Transport										
25.006.005	Public Transport	Liaison with public transport users through a representative group.		Current	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.006.008	Public Transport	Community transport scheme - development	Records documenting the Council's involvement in developing a community transport scheme.	Life of scheme	5 years	Review for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.006.009	Public Transport	Community transport scheme - support	Records documenting the Council's support for a community transport scheme.	Current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.006.012	Public Transport	Fuel movement reports		End of current year	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.007	Rights of way										
25.007.001	Rights of way	Handling of a general enquiry about Rights Of Way.		Current year	1 year	Destroy	Business requirement		taken from SCARRS	1.0	
25.007.002	Rights of way	Records documenting the Council's involvement in resolving a dispute over a Rights Of Way.	Case file	Last action on case	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
25.007.003	Rights of way	Records documenting legal action taken by the Council to protect, maintain, divert or extinguish a Right Of Way.	Case file		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	

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25	TRANSPORT AND INFRASTRUCTURE										
25.007.004	Rights of way	Definitive map/descriptions of public rights of way			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
25.007.005	Rights of way	Core Path Plans		Until superceded	Permanent	Retain for business and historical value	Business requirement	Land Reform (Scotland) Act 2003. 2003 asp 2 Sections 17, 18, 20 To be available for sale and public inspection	taken from SCARRS	1.0	
25.007.006	Rights of way	Path Orders		Until superceded	Permanent	Retain for business and historical value	Business requirement	Land Reform (Scotland) Act 2003. 2003 asp 2 Section 22 (8) and Schedule 1 To be in writing	taken from SCARRS	1.0	
25.007.007	Rights of way	Notice of proposed order		Date of notice	5 years	Destroy	Business requirement	Land Reform (Scotland) Act 2003. 2003 asp 2 Section 22 (8) and Schedule 1 To be in writing	taken from SCARRS	1.0	
25.008	Road maintenance										
25.008.001	Road maintenance	Annual works programme		End of current year	10 years	Review for business value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.002	Road maintenance	Condition assessment		End of current year	10 years	Review for business value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.003	Road maintenance	Defect rectification		Rectification date	5 years	Destroy	Statutory		taken from SCARRS, agreed by Service	1.0	
25.008.004	Road maintenance	Highway Structures Inspection Reports		Until superseded	Permanent	Retain for business and historical value	Business requirement	Required by Roads (Scotland) Act 1984	taken from SCARRS, agreed by Service	1.0	
25.008.005	Road maintenance	Public Liability Enquiries		Close of enquiry	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.006	Road maintenance	Safety Inspections		Date of inspection	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.007	Road maintenance	Winter maintenance	Gritting Routes - Treatment Logs -	Until superseded End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.008	Road maintenance	ICE Early Warning System	Equipment and Operation	End of financial year to which records relate.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.009	Road maintenance	Test and inspection of street lighting	Structural Test & Inspections, Night Inspection records	superseded by next inspection and test	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.010	Road maintenance	Street lighting Repair Sheets		End of financial year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.011	Road maintenance	Road closure - application processing where the application is rejected.		Last action on application	1 year	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
25.008.012	Road maintenance	Road closure - application processing where the application is approved.		End of closure period	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.013	Road maintenance	Planning and management of a temporary road closure/diversion, and other traffic restrictions.	including - planning of an alternative route and facilities, the specification of temporary signs and barriers required to warn and divert traffic, installation of signs, barriers and temporary facilities, liaison with other authorities and organisations, the preparation and publication of notices of temporary road closures and diversions	End of restrictions	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	

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25	TRANSPORT AND INFRASTRUCTURE										
25.008.FC.001	Road maintenance	Weather forecasting		End of financial year	5 years	Destroy	Business requirement		taken from SCARRS, was previously 25.011.005	1.1	
25.008.FC.002	Road maintenance	Public parking area maintenance	inspection and assessment, maintenance work	Current	5 years	Destroy	Business requirement		taken from SCARRS, was previously 25.011.007	1.1	
25.009	Road Safety										
25.009.001	Road Safety	Promotion of road safety	local, regional or national campaign, partnership with a community organisation or another agency to promote road safety generally, and to specific target groups	Superseded	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.009.002	Road Safety	Road safety training programme	key records - training materials, evaluation	Programme completed	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.009.003	Road Safety	Road safety training programme	administration and working documents	Programme completed	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.009.004	Road Safety	Analysis of road accident data to identify and prioritise improvements to locations or routes		End of current year	10 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.009.005	Road Safety	Investigation into a reported road safety hazard, and action taken.	case file	Last action on case	3 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
25.009.006	Road Safety	Road safety audit		Completion of next audit	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.010	School transport										
25.010.001		Assessment of requirements/demand for the school transport service.		End of current year	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.010.002		Planning and scheduling of school transport service routes.		End of current year	3 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011	Traffic Management										
25.011.001	Traffic Management	Traffic orders (permanent)			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.002	Traffic Management	Traffic orders (temporary)		Expiry of order	3 years	destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.003	Traffic Management	Traffic management schemes to manage continued flow, diversion or reduction of traffic.		End of life of scheme	5 years	destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.004	Traffic Management	Measurement, monitoring and analysis of traffic volume and flow.		End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.006	Traffic Management	Records documenting lobbying activities aimed at improving transport in and through the region.		End of current year	10 years	Review for ongoing and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.008	Traffic Management	Processing complaint about a public parking area		Last action on complaint	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.009	Traffic Management	Resident/disabled parking permit application processing - rejected application	Case file	Last action on application	6 months	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.010	Traffic Management	Resident/disabled parking permit application processing - approved application	Case file	Expiry/withdrawal of permit	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	

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25	TRANSPORT AND INFRASTRUCTURE										
25.011.011	Traffic Management	Traffic lights & pedestrian crossings - needs assessment		Superseded	3 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
25.011.012	Traffic Management	Traffic lights & pedestrian crossings - design & installation		Life of installation	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.013	Traffic Management	Traffic lights & pedestrian crossings - maintenance		End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012	Transport planning										
25.012.001	Transport planning	Records documenting the Council's involvement in the development of a major transport scheme.			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012.002	Transport planning	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority.	Structure Plan Local transport strategy		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, description updated by service	1.1	
25.012.003	Transport planning	Public transport service planning including scheduled services, demand responsive services and "special needs" services	Assessment of requirements	Superseded	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012.004	Transport planning	Cycle and Disability Audits		Superseded	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012.006	Transport planning	Traffic Reviews		Superseded	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012.007	Transport planning	Traffic Counts, studies and statistics		On completion of review	10 Years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	

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26	WASTE MANAGEMENT										
26.001	Waste strategy										
26.001.001	Waste strategy	Partnership plans and Area Waste Plans		Until superseded	Permanent	Retain for historical value.	Business requirement		taken from SCARRS, agreed by service	1.0	
26.001.002	Waste strategy	Strategy development		Until superseded	5 years	Destroy/ Review for historical value.	Business requirement		taken from SCARRS, agreed by service	1.0	
26.001.003	Waste strategy	Integrated Waste Management Plan		Until superseded	Permanent	Transfer to archive	Business requirement	Plan required under Environmental Protection Act 1990, Section 44ZA. Local Government in Scotland Act 2003, S 34	taken from SCARRS, agreed by service	1.0	
26.001.003a	Waste Strategy	Green Dog Walkers Pledge		End of current year	2 years	Destroy	Business requirement		Added by Service.	1.3	
26.001.003b	Waste Strategy	Community Litter Picks		End of current year	2 years	Destroy	Business requirement		Added by Service.	1.3	
26.001.003c	Waste Strategy	Pest control - enquiries		End of current year	2 years	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	Formerly 26.003.001 - Street Cleaning	1.3	
26.001.003d	Waste Strategy	Pest control - general information and advice.		End of current year	2 years	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	Formerly 26.003.002 - Street Cleaning	1.3	
26.001.003e	Waste Strategy	Pest control - reports and action taken.		End of current year	2 years	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	Formerly 26.003.003 - Street Cleaning	1.3	
26.001.003f	Waste Strategy	Environmental Improvement Fund - Successful Bids		Date of last action	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973. See Finance Schedule 12.003.010	Added by Service.	1.5	
26.001.004g	Waste Strategy	Environmental Improvement Fund - Unsuccessful Bids		Rejection of bid	1 year	Destroy	Business requirement		Added by Service.	1.5	
26.002	Fly tipping										
26.002.001	Fly tipping	Fly tipping- Enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.002.002	Fly tipping	Fly tipping - general information and advice.		Until superseded	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.002.003	Fly tipping	Fly tipping - reports and action taken.		Date of last action.	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.003	Street cleaning										
26.003.004	Street cleaning	Road cleansing - complaints		Date of last action.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.003.005	Street cleaning	Road cleansing - enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.003.006	Street cleaning	Road cleansing - general advice and information		Superseded.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.003.008	Street cleaning	Road cleansing - programme development		Superseded.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.003.009	Street cleaning	Road cleansing - scheduling		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004	Waste collection										
26.004.001	Waste collection	Abandoned vehicles - enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004.002	Waste collection	Abandoned vehicles - general information and advice		Superseded.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004.003	Waste collection	Bulk waste collection		Date of last action.	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

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26	WASTE MANAGEMENT										
26.004.004	Waste collection	Controlled waste collection		Date of last action.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004.005	Waste collection	Discarded needles - advice and general information		Date superseded.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004.006	Waste collection	Discarded needles - enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004.007	Waste collection	Discarded needles - report and removal		Date of last action.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004.008	Waste collection	Domestic waste collection		Date of last action.	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004.009	Waste collection	Trade waste collection		Date of last action.	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004.010	Waste collection	Special waste collection records		Current year	3 years	Destroy	Statutory	The Special Waste Amendment (Scotland) Regulations 2004 (SSI 2004 No.112) Reg 15a	taken from SCARRS, agreed by service	1.0	
26.005	Waste disposal										
26.005.001	Waste disposal	Waste sites - enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.002	Waste disposal	Waste sites - exempt activity returns		End of current year.	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.003	Waste disposal	General information and advice about waste treatment and disposal.		Date superseded.	Nil	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.004	Waste disposal	Management plan - Operation of a landfill waste disposal site.		Once landfill operation is complete	15 years	Destroy	Scottish Environmental Protection Agency (SEPA) guidance	SSI 2003 No 235	taken from SCARRS, trigger and retention period updated by Service	1.1	
26.005.005	Waste disposal	Licensed / Permitted Waste Management Site Returns			Closure of site	Destroy	Scottish Environmental Protection Agency (SEPA) guidance		taken from SCARRS, agreed by service	1.0	
26.005.006	Waste disposal	Records documenting the testing of waste when it is accepted at the landfill site (including samples and results of any analysis).		Date of analysis	1 month	Destroy	SSI 2003 No. 235 Regulation 14(2)		taken from SCARRS, agreed by service	1.0	
26.005.007	Waste disposal	Records documenting annual reporting to SEPA of monitoring and other data.		Current year	5 years	Destroy	Business requirement	Record required by SSI 2003 No. 235 Regulation 16(5)	taken from SCARRS, agreed by service	1.0	
26.005.008	Waste disposal	Records of job skills and training requirements.		Until superseded.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.009	Waste disposal	Records of staff training		Termination of employment	5 years	Destroy	Business requirement	May be held on personnel file for termination of employmen + 6 years. For training specific to health and safety functions, retain for relevant specific retention period.	taken from SCARRS, agreed by service	1.0	
26.005.010	Waste disposal	Site inspection reports		Current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

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26	WASTE MANAGEMENT										
26.005.011	Waste disposal	Records documenting the closure, restoration and aftercare of a landfill site.		Date of closure.	Permanent	Transfer to Archives	Business requirement	SSI 2003 No 235 Regulation 13 The operator of a landfill shall ensure that the charges the operator makes for the disposal of waste in its landfill covers all of the following—the estimated costs for the closure and after-care of the landfill site for a period of at least 30 years from its closure.	taken from SCARRS, agreed by service	1.0	
26.005.012	Waste disposal	Records documenting the planning and scheduling of the transportation of waste.		End of current year.	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.013	Waste disposal	Waste sites development	Landfill waste disposal site development.	Date superseded.	Permanent	Transfer to Archives	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.014	Waste disposal	Permit - Obtaining and maintaining a landfill permit from the Scottish Environmental Protection Agency.		Termination of permit	5 years	Destroy	Statutory	Record required by SSI 2000 No. 323 Regulation 6	taken from SCARRS, agreed by service	1.0	
26.005.015	Waste disposal	Waste site plans (as-built) and photographs		Date file closed.	Permanent	Transfer to Archives	Business requirement		taken from SCARRS, agreed by service	1.0	
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.	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.017	Waste disposal		Records documenting the collection, treatment and disposal of leachate and gas.	End of current year.	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.018	Waste disposal		Site rainfall data	End of current year.	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.019	Waste disposal		Water balance data	End of current year.	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.020	Waste disposal		(Annual) Local Authority Waste Arisings Survey	End of current year.	6 years	Destroy/ Review for archival value	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.021	Waste disposal		Licensed / Permitted Waste Management Site Returns	Date of site closure	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.022	Waste disposal		Exempt Activity Returns	End of current year.	3 years+E48	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.023	Waste disposal	Records documenting the movement of consignment of controlled waste.	Written description of waste	Date of transfer	3 years	Destroy	Statutory	Environmental Protection (Duty of Care) Regulations 1991 SI 1991 No 2839 Regulation 3	taken from SCARRS, retention period updated by Service	1.1	
26.005.024	Waste disposal	Records documenting the movement of a consignment of controlled waste.	Waste Transfer Note	Date of transfer.	3 years	Destroy	Statutory	Environmental Protection (Duty of Care) Regulations 1991 SI 1991 No 2839 Regulation 3	taken from SCARRS, retention period updated by Service	1.1	

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
26	WASTE MANAGEMENT										
26.005.025	Waste disposal	Records of uplift and disposal of exempt waste		Date of uplift	3 years	Destroy	Statutory	Waste Management Licensing Amendment (Scotland) Regulations 2006 Reg 18a	taken from SCARRS, retention period updated by Service	1.1	
26.005.026	Waste disposal	Pollution prevention and control	Permits	Until transferred or surrendered to SEPA		Transfer	Statutory	Pollution Prevention and Control (Scotland) Regulations 2000. SI 2000 No 323. Reg 7	taken from SCARRS, agreed by service	1.0	
26.005.027	Waste disposal	Pollution prevention and control	Proposed changes in operation	Whilst relevant		Destroy	Statutory	Pollution Prevention and Control (Scotland) Regulations 2000. SI 2000 No 323. Reg 12	taken from SCARRS, agreed by service	1.0	
26.006	Waste reduction										
26.006.001	Waste reduction	Quarterly Composting / Recycling Returns		End of current year.	5 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.006.002	Waste reduction	Recycling targets and performance statistics		End of current year.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.006.003	Waste reduction	(Annual) Local Authority Waste Arisings Survey		End of current year.	5 years	Destroy/ Review for historical value	Business requirement	Consider for permanent retention	taken from SCARRS, agreed by service	1.0	