

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17.001.007	Access to information	Council Publication Scheme		Superseded	3 years	Review for historical value	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13	taken from SCARRS, agreed by Service	1.0	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	

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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	