

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	
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	

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.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	