

| 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 | |

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| 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 | |