

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
<b>04</b>	<b>CONSUMER AFFAIRS</b>										
<b>04.001.FC</b>	<b>Environmental Health and Trading Standards</b>								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	
<b>04.001</b>	<b>Advice</b>										
04.001.001	Advice	Campaigns	Information relating to campaigns within	Date campaign completed	7 years	Destroy	Business		taken from SCARRS	1.0	
<b>04.002</b>	<b>Enforcement / Prosecution of offences</b>										
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04.002.003	Enforcement / Prosecution of offences	Enforcement policy		Date superseded	Until superseded	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	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	
<b>04.003</b>	<b>Environmental health</b>										
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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04.003.006	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	
<b>04.004</b>	<b>Investigation, inspections and monitoring</b>										
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	
<b>04.005</b>	<b>Registration, certification and licensing</b>	<b>Governance Licensing Team elements are under review and have been removed from this schedule</b>									
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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04.005.011	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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04.005.072	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	