

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>05</b>	<b>COUNCIL PROPERTY</b>										
<b>05.001</b>	<b>Maintenance of council property - Maintenance records - typically organised by property</b>										
<b>05.001.001</b>	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	Property Condition Surveys	Until Superseded		Destroy	Business requirement	Retaining inspection records provides evidence of effective property management.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	
<b>05.001.002</b>	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	
<b>05.001.003</b>	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	
<b>05.001.004</b>	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	
<b>05.001.005</b>	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	
<b>05.001.006</b>	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	
<b>05.001.008</b>	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	
<b>05.001.009</b>	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	
<b>05.001.011</b>	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	
<b>05.001.012</b>	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	
<b>05.001.013</b>	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	

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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	
<b>5.002</b>	<b>Property acquisition and disposal</b>										
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	

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<b>05</b>	<b>COUNCIL PROPERTY</b>										
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	
<b>5.003</b>	<b>Property and land management</b>		<b>see also Schedule 21: Planning and Building Standards</b>								
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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<b>05</b>	<b>COUNCIL PROPERTY</b>										
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	