

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>11</b>	<b>ENVIRONMENTAL PROTECTION</b>										
<b>11.001</b>	<b>Advice and Audit</b>										
11.001.001	Advice and Audit	Biodiversity	Leaflets, guidance	Date superseded.	5 years	Review for historical value.	Business requirement.		taken from SCARRS, retention updated by service	1.1	
11.001.002	Advice and Audit	Campaigns		Date campaign ended.	1 year	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.001.003	Advice and Audit	Environmental audit, and action taken to deal with matters raised.	Audit report and recommendations	Date audit completed.	6 years	Review	Business requirement.		taken from SCARRS, retention and disposal action updated by service	1.1	
11.001.004	Advice and Audit	Records documenting the conduct and results of formal reviews of the Council's use and consumption of energy, and action taken to address issues raised.		Date review completed	6 years	Destroy	Business requirement.		taken from SCARRS, retention updated by service	1.1	
<b>11.002</b>	<b>Conservation</b>										
11.002.001	Conservation	Archaeological services	plans and non-archaeological technical reports	Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by FCT	1.0	
11.002.002	Conservation	Countryside conservation		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.003	Conservation	Forest management		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.004	Conservation	Heritage conservation		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.005	Conservation	Nature conservation		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.006	Conservation	Urban conservation		Date closed	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.002.007	Conservation	Woodland management		Date closed.	5 years	Review for historical value.	Business requirement.		taken from SCARRS, agreed by service	1.0	
<b>11.003</b>	<b>Monitoring and Investigation</b>										
11.003.001	Monitoring and Investigation	Coastal erosion		Date closed.	5 years	Retain for historical value.	Business requirement.	Records documenting the establishment, progress and outcomes of a project to develop coastal protection infrastructure.	taken from SCARRS	1.0	
11.003.002	Monitoring and Investigation	Energy use and consumption.	Routine monitoring	End of current year	5 years	Destroy	Business requirement.		taken from SCARRS, agreed by service	1.0	
11.003.003	Monitoring and Investigation	Environmental impact assessment		Date superseded.	1 year	Review for historical value.	Business requirement.		taken from SCARRS	1.0	
11.003.004	Monitoring and Investigation	Environmental incidents on the institution's premises or caused by its operations.	Environmental incident report.	Date investigation completed.	40 years (See note for exception)	Destroy	Business requirement.	Where Radiation is involved: Until the person to which it relates has or would have reached 75 but for at least 50 years from date made.	taken from SCARRS, agreed by service	1.0	
11.003.005	Monitoring and Investigation	Environmental risk identification of, or caused by, the Council's premises or operations, and the conduct of a risk assessment.		Superseded	3 years	Destroy	Business requirement.	Review every 3 years or whenever significant change	taken from SCARRS	1.0	
11.003.006	Monitoring and Investigation	Environmentally sensitive areas		Date superseded.		Retain for historical value.	Business requirement.		taken from SCARRS	1.0	

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11.003.007	Monitoring and Investigation	Environmental impact assessment - report	Environmental statement		While relevant	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulations 4,5.	taken from SCARRS	1.0	
11.003.008	Monitoring and Investigation	Environmental impact assessment -	Screening opinion		While relevant	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 6.	taken from SCARRS	1.0	
11.003.009	Monitoring and Investigation	Environmental impact assessment -	Request for a Screening Opinion		While relevant	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 8	taken from SCARRS	1.0	
11.003.010	Monitoring and Investigation	Environmental impact assessment	Scoping Opinion		While relevant	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 17 (12)	taken from SCARRS	1.0	
11.003.011	Monitoring and Investigation	Environmental impact assessment	Adopted Screening or Scoping opinion plus requests received under Regulation 10 (1) or 11 (2), directions etc. To be available for inspection.	Received	2 years	Destroy	Statutory	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 28 (4)	taken from SCARRS	1.0	
11.003.012	Monitoring and Investigation	Environmental impact assessment	Regulation 30 notice Direction under 31(d) Statements and all further information received under Regulation 35	To remain available for two years or until they are entered into Part II of the Register	2 years or until entered into Part II of the Register		Statutory	Environmental Impact Assessment (Scotland) Regulations 1999. SI 1999 No 1. Regulation 38	taken from SCARRS	1.0	
11.003.013	Monitoring and Investigation	Environmental impact assessment	ROMP application	Date of Application	10 years	Destroy	Business requirement.	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102 Regulation 39 (6) <i>To be available for 2 years</i>	taken from SCARRS	1.0	
11.003.014	Monitoring and Investigation	Environmental impact assessment - agriculture	Applications, Notices, notifications, representations, requests, approvals and agreements	Date of notice	5 years	Destroy	Statutory	Environmental impact Assessment (Agriculture) Scotland) Regulations 2006 SSI 2006 No 582 Regulation 2 (4) (5). Schedule 4(8) To be in writing which includes electronic form.	taken from SCARRS	1.0	