

| 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 |
|---------------|-------------------------------------|--|--|--|-----------------------------------|------------------------------|-----------------------|--|---|---------|------------------|
| 11 | ENVIRONMENTAL PROTECTION | | | | | | | | | | |
| 11.001 | Advice and Audit | | | | | | | | | | |
| 11.001.001 | Advice and Audit | Biodiversity | Leaflets, guidance | Date superseded.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 | |
| 11.002 | Conservation | | | | | | | | | | |
| 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 | |
| 11.003 | Monitoring and Investigation | | | | | | | | | | |
| 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 | ENVIRONMENTAL PROTECTION | | | | | | | | | | |
| 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 | |