

| 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 |
|-------------------|---|--|--|--|------------------|-----------------------------|----------------------|---|--|---------|------------------|
| 17 | INFORMATION MANAGEMENT | | | | | | | | | | |
| 17.001 | Access to information | | | | | | | | | | |
| 17.001.001 | Access to information | Data Protection Requests | Includes SARs, right to be rectification, right to be forgotten and information sharing requests. Also includes requests for review and appeals to the Information Commissioner's Office (ICO) | Completion of request | 3 years | Destroy | Business requirement | Data Protection Legislation as defined by the Data Protection Act | taken from SCARRS, activity / record series, description and citation / notes updated by Service | 1.1 | |
| 17.001.003 | Access to information | Data protection - general compliance records | Files re. DP audit, general compliance, data breaches, security, training, etc, | Current year | 3 years | Destroy | Business requirement | | taken from SCARRS, agreed by Service | 1.0 | |
| 17.001.004 | Access to information | Data protection - Notification and changes | | Current year | 3 years | Destroy | Business requirement | Data Protection (Charges and Information) Regulations 2018 | taken from SCARRS, citation / notes updated by Service | 1.1 | |
| 17.001.005 | Access to information | Freedom of information (FoISA) - processing of requests for information | Initial request, response, related correspondence and other supporting documentation. Includes requests for review and appeals to the Information Commissioner's Office (ICO) | Completion of request | 3 years | Destroy | Business requirement | Freedom of Information (Scotland) Act 2002 asp 13 | taken from SCARRS, description updated by Service | 1.1 | |
| 17.001.007 | Access to information | Council Publication Scheme | | Superseded | 3 years | Review for historical value | Business requirement | Freedom of Information (Scotland) Act 2002 asp 13 | taken from SCARRS, agreed by Service | 1.0 | |
| 17.001.008 | Access to information | Environment Information Regulations - processing of requests for information | Initial request, response, related correspondence and other supporting documentation. Includes requests for review and appeals to the Information Commissioner's Office (ICO) | Completion of request | 3 years | Destroy | Business requirement | The Environmental Information (Scotland) Regulations 2004 SSI 2004/520 | taken from SCARRS, description updated by Service | 1.1 | |
| 17.002 | Archives | | | | | | | | | | |
| | Archives management is covered under function 19 - Leisure and Culture | | | | | | | | taken from SCARRS | 1.0 | |
| 17.003 | Knowledge Management | | | | | | | | | | |
| 17.003.001 | Knowledge Management | Contacts lists | | Superseded | None | Destroy | Business requirement | | taken from SCARRS, agreed by Service | 1.0 | |
| 17.003.002 | Knowledge Management | Information Asset Register | | Superseded | 2 years | Destroy | Business requirement | | taken from SCARRS, activity / record series updated by Service | 1.1 | |
| 17.003.003 | Knowledge Management | Geographic Information System (GIS) | I&R Source data for SVDLS for loading to GIS. System itself to be kept up to date | Date of survey completion | 5 years | Transfer to archive | Business requirement | | taken from SCARRS | 1.0 | |
| 17.004 | Records management | | | | | | | | | | |
| 17.004.001 | Records management | Records surveys | Information relating to record audits | Superseded | | Destroy | Business requirement | | taken from SCARRS, trigger updated by service | 1.0 | |
| 17.004.002 | Records management | Classification schemes | Classification schemes | Current | Until superseded | Review for historical value | Business requirement | Consider historical value. | taken from SCARRS, agreed by Service | 1.0 | |
| 17.004.003 | Records management | Forms | Standard templates | Superseded | 1 year | Sample for historical value | Business requirement | | taken from SCARRS, activity / record series updated by Service | 1.1 | |
| 17.004.004 | Records management | Image capture | | Date of scan | 30 days | Destroy | Business requirement | Paper information should be destroyed 30 days after the scanned image has been checked and accepted if the scanning is completed to the relevant BSI standard | taken from SCARRS, retention period and citation / notes updated by Service | 1.1 | |

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| 17 | INFORMATION MANAGEMENT | | | | | | | | | | |
| 17.004.005 | Records management | Retention schedules | | Superseded | Permanent | Retain | Business requirement | Cf. Uk National Archives guidance on Info Mgmt Records http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf | taken from SCARRS, agreed by Service | 1.0 | |
| 17.004.006 | Records management | Destruction Forms | | Date of destruction | Permanent | Retain | Business requirement | Cf. Uk National Archives guidance on Info Mgmt Records http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf | taken from SCARRS, activity / record series updated by Service | 1.1 | |
| 17.004.007 | Records management | Destruction Certificates | | Date of destruction | Permanent | Retain | Business requirement | Cf. Uk National Archives guidance on Info Mgmt Records http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf | taken from SCARRS, activity / record series updated by Service | 1.1 | |
| 17.004.009 | Records management | Records Management Plan | Plan and supporting evidence | Superseded | 5 years | Destroy | Business requirement | Public Records (Scotland) Act 2011 | taken from SCARRS, agreed by Service | 1.0 | |
| 17.004a | Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) | | | | | | | | | | |
| 17.004a.001 | RIPSA | RIPSA surveillance records | Applications and authorisations | Date investigation complete | 5 years | Destroy | Statutory | Regulation of Investigatory Powers (Scotland) Act 2000 | Added by Service, new category / function. | 1.1 | |
| 17.004a.002 | RIPSA | RIPSA register | | Date superseded | 10 years | Destroy | Statutory | Regulation of Investigatory Powers (Scotland) Act 2001 To be available for public inspection. | Added by Service, new category / function. | 1.1 | |