

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
19	LEISURE AND CULTURE										
19.001	Allotments										
19.001.001	Allotments	Establishment, development and closure of an allotment site	Files - Committee Report, Lease	Closure of site	5 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
19.001.002	Allotments	Maintenance of infrastructure and facilities at an allotment site	Files	End of current year	5 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
19.001.005	Allotments	Allotments - Claims for compensation for damage, disturbance of loss of crops	Claims, decision, response, payment record	Current financial year	6 years	Destroy	Business requirement	Allotments (Compensation) (Scotland) Regulations 2017 SSI 2017 No 457	taken from SCARRS, agreed by service	1.1	
19.002	Archives										
19.002.001	Archives	Accession register			Permanent	Retain for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.002	Archives	Catalogue of all archival holdings held by the Council			Permanent	Retain for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.003	Archives	Depositor records	including liaison with owner on conditions of donation	End of life of deposit	Permanent	Destroy	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.004	Archives	Loans to third parties	loan agreement	End of loan period	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by FCT	1.0	
19.002.005	Archives	Loans to third parties	record of loan	End of life of deposit	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by FCT	1.0	
19.002.006	Archives	Loans from third parties	record of loan	End of loan period	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by FCT	1.0	
19.002.007	Archives	Conservation records		End of life of deposit	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by FCT	1.0	
19.002.008	Archives	Register of individual visitors to the archives centre.	Visitors' Books Visitor Registration Forms user database	Current	2 years	Destroy	Business requirement	Security purposes	taken from SCARRS, updated by FCT	1.1	
19.002.009	Archives	Research services		End of current year	5 years	Review for re-use value	Business requirement	Used for compilation of info for future work plans, FAQs on a collection etc.. For Financial records relating to fee payment see Schedule 12: Finance	taken from SCARRS, agreed by FCT	1.0	
19.002.010	Archives	Reprographic services provision - where no fees charged	Copying/Photographic orders, copyright forms	End of financial year	5 years	Destroy	Business requirement	Copyright Act 1988. For Financial records relating to fee payment see Schedule 12: Finance	taken from SCARRS, retention updated by FCT	1.1	
19.002.011	Archives	Environmental monitoring	Temp/RH reading records	End of current year	Permanent	Destroy	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.012	Archives	Environmental monitoring	Report on environmental conditions			Retain	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.013	Archives	Production of archives	Production/Request slips	End of current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.002.014	Archives	Archival item withdrawal	Record of withdrawal	Withdrawal plus 20 years	Permanent	Retain for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.003	Arts										

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
19	LEISURE AND CULTURE										
19.003.001	Arts	Arts development programme, project or event where Council is initiator or pays keys role	bids for funding from external organisations,organisation of sponsorship, collaboration with national, regional or local arts organisations, communications with artists/performers	End of programme/event	5 years	Review for historical and business value;	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.003.002	Arts	Artist details	Records documenting details of artists and their work.	End of financial year	3 years	Review for ongoing value	Business requirement		taken from SCARRS, trigger updated by FCT	1.1	
19.003.003	Arts	Advice and assistance given to a community arts project		End of financial year once project has concluded	3 years	Destroy	Business requirement		taken from SCARRS, trigger updated by FCT	1.1	
19.003.FCT.001	Arts	Culture and Event records	Bookings, tickets, admissions and donations recorded in Spektrix system	Calendar Year	4 years	Destroy	Business requirement		added by FCT	1.1	
19.004	Community Facilities										
19.004.001	Community Facilities	Town Hall Lets and Hires	applications, booking forms and invoices	End of current year	6 years	Review	Business requirement	Prescription and limitation (Scotland) Act 1973 (as amended)	taken from SCARRS, name, description, trigger and retention updated by FCT	1.1	
19.005	Leisure promotion	See Schedule 20: Management									
19.006	Libraries										
19.006.002	Libraries	Catalogue	On line database or paper lists	Superseded	Current	Destroy	Business requirement		taken from SCARRS, retention period and disposal action updated by FCT	1.1	
19.006.007	Libraries	Membership	library user details - registration and renewals forms. Includes acceptable use of IT equipment and Database holding personal data of service users	the end of the financial year, in which you cease to use your library membership.	3 years	Destroy	Business requirement		taken from SCARRS, description, trigger and retention updated by FCT	1.1	
19.006.FCT.001	Libraries	Membership	Registers and Files	Current	5 years	Destroy	Business requirement		added by FCT	1.1	
19.007	Museums and Art Galleries										
19.007.001	Museums and Art Galleries	Entry Forms			Permanent	Retain for historical value	Business Requirement		taken from SCARRS, name updated by FCT	1.1	
19.007.002	Museums and Art Galleries	Loans to third parties	loan agreement	End of loan period	Permanent		Business requirement		taken from SCARRS, disposal action updated by FCT	1.1	
19.007.003	Museums and Art Galleries	Loans to third parties	record of loan	End of life of deposit	Permanent		Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.007.004	Museums and Art Galleries	Loans from third parties	record of loan	End of loan period	Permanent		Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.007.005	Museums and Art Galleries	Museum catalogue	including Accession Registers		Permanent	Review for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.007.006	Museums and Art Galleries	Museum development records			Permanent	Review for historical value	Business requirement		taken from SCARRS, retention updated by FCT	1.1	
19.007.007	Museums and Art Galleries	Accreditation - notification of registered status	working documents	Whilst relevant	15 years		Business requirement		taken from SCARRS, retention updated by FCT	1.1	
19.007.008	Museums and Art Galleries	Accreditation.	notification of registered status		Permanent	Retain for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.007.009	Museums and Art Galleries	Environmental monitoring	Temp/RH reading records	End of current year	15 years		Business requirement	required for Accreditation	taken from SCARRS, disposal action updated by FCT	1.1	
19.007.010	Museums and Art Galleries	Environmental monitoring	Report on environmental conditions		Permanent	Review for historical value	Business requirement	required for Accreditation	taken from SCARRS, agreed by FCT	1.0	
19.007.011	Museums and Art Galleries	Gallery /museum object withdrawal			Permanent	Review for historical value	Business requirement		taken from SCARRS, agreed by FCT	1.0	

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
19	LEISURE AND CULTURE										
19.007.FCT.001	Museums and Art Galleries	Heritage exhibition files			Permanent		Business requirement		added by FCT	1.1	
19.008	Cinemas and Theatres										
		Contracts management e.g. with artists for performances	See Schedule 22 - Procurement								
		Financial management	See Schedule 12 - Finance								
19.009	Parks and open spaces										
19.009.001	Parks and open spaces	Adoption of land as a public open space or recreational facility	Open Space Audit, files		Permanent Until disposed of plus 20 years	Retain for business and historical value	Business requirement	Prescription and limitation (Scotland) Act 1973 (as amended)	taken from SCARRS, description updated by service	1.1	
19.009.002	Parks and open spaces	Development of land as a public open space or recreational facility	files	Closure of amenity	5 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
19.009.003	Parks and open spaces	Maintenance of infrastructure and facilities on public land or in a recreational facility	files	End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by FCT	1.0	
19.009.004	Parks and open spaces	Closure of a public open space or a recreational facility	asset disposal files	Closure of amenity	20 years	Destroy	Business requirement	Prescription and limitation (Scotland) Act 1973 (as amended)	taken from SCARRS, description updated by service	1.1	
19.009.FCT.001	Parks and open spaces	Events management & promotion	files, applications, booking forms	End of current year	6 years	Destroy			taken from SCARRS, retention updated by FCT	1.1	
19.011	Sports & Leisure Facilities										
19.011.001	Sports & Leisure Facilities	Membership	Scuba system user application forms	Date of application	12 months	Destroy	Business requirement		taken from SCARRS, description, trigger and retention updated by FCT	1.1	
			Scuba system - user details (Database)	the end of the calendar year, in which you cease to be a customer.	3 years	Destroy	Business requirement		added by FCT	1.1	
19.011.FCT.001	Sports & Leisure Facilities	Membership - Golf Course Waiting Lists		Current		Destroy	Business requirement		added by FCT	1.1	
19.011.FCT.002	Sports & Leisure Facilities	Membership - Sports Scholarship Passes		End of current year	12 months	Destroy	Business requirement		added by FCT	1.1	
19.011.FCT.003	Sports & Leisure Facilities	Course/Event Attendance Registers		Current		Destroy	business requirement		added by FCT	1.1	
19.011.FCT.004	Sports & Leisure Facilities	Extended Lets and Hires	applications, booking forms and invoices	End of current year	6 years	Destroy	business requirement		added by FCT	1.1	
19.012	Tourism										
	Tourism	See Schedule 09: Economic Development							taken from SCARRS	1.0	
19.014	Archaeology										
19.014.01	Archaeology	Historic Environmental Record	Sites and Monuments Record/Historic Environment Record		Permanent		Business requirement	Scottish Government, Scottish Planning Policy 2014	taken from SCARRS, retention period and disposal action updated by FCT	1.1	
19.014.02	Archaeology	Statistics & Reports	Items not part of HER	End of Financial Year	Permanent		Business requirement		taken from SCARRS, disposal action updated by FCT	1.1	
19.015.FCT	Management of Trust								added by FCT		
19.015.FCT.001	Management of Trust	OSCR File	Confirmation of Charitable Status		Permanent		Business requirement		added by FCT	1.1	
19.015.FCT.002	Management of Trust	OSCR : Decision on Application to become a charity			Permanent		Business requirement		added by FCT	1.1	
19.015.FCT.003	Management of Trust	Company Book/Set up documents			Permanent		Business requirement		added by FCT	1.1	

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
19	LEISURE AND CULTURE										
19.015.FCT.004	Management of Trust	Certificate of Incorporation	Falkirk Community Trust Ltd		Permanent		Business requirement		added by FCT	1.1	
19.015.FCT.005	Management of Trust	Certificate of Incorporation	Falkirk Community Trading Ltd		Permanent		Business requirement		added by FCT	1.1	
19.015.FCT.006	Management of Trust	Board Directors details		Termination of board position	1 year	Destroy	Business Requirement		added by FCT	1.1	
19.015.FCT.007	Management of Trust	External Audits - Audits Quality Management	Register of Control Document change request authorisation Document Transmittal Register	Current	1 year	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.008	Management of Trust	Management External Audits - Audits Quality Management	Corrective Action Request	Current	2 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.009	Management of Trust	Management External Audits Audits Quality Management -	Audit Checklist Audit Report (ISO9001) Non conformance Report	Current Year	2 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.010	Management of Trust	Management External Audits - Audits Quality Management - External Consultants Reports		Current Year	5 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.011	Management of Trust	Management External Audits - Audits Quality Documents for Service/Suppliers - Non conformance		Current Year	5 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.012	Management of Trust	Management External Audits - Site Quality Documents		Current Year	2 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.013	Management of Trust	Management External Audits - Site Quality Documents - Master templates		Current		Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.014	Management of Trust	Maps			Current	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.015	Management of Trust	Rental and main Agreement of Equipment		Current	2 years	Destroy	Business requirement		added by FCT	1.1	
19.015.FCT.016	Management of Trust	TV and entertainment licences		Current		Destroy	Business requirement		added by FCT	1.1	