

LICENSING RETENTION SCHEDULE

Title of document	Retention Period	Eventual Fate	Current Format	Authority	Notes/Access	Vital Records
Applications for Licences under Civic (Government) Scotland Act 1982	C+6	D	Electronic		Listed on Falkirk Council website.	
Copy of licences under Civic (Government) Scotland Act 1982	C+6	D	Electronic		Listed on Falkirk Council website.	
Applications for Miscellaneous Permits	C+6	D			Listed on Falkirk Council website.	
Copy of Miscellaneous Permits	C+6	D			Listed on Falkirk Council website.	
Register of Applications for Licences and Permits under Civic (Government) Scotland Act 1982	P	A				
Reports to the Procurator Fiscal	P	A				
Register of Prosecutions	P	A				
Civic Licensing Committee Reports	C+6	D				
Appeals re Civic (Government) Scotland Act 1982 applications	C+6	D				
Appeals re Licensing (Scotland) Act 2005	C+6	D				
Applications for licences under Licensing (Scotland) Act 2005	C+6	D				
Copy of licences under Licensing (Scotland) Act 2005	C+6	D			Original issued.	
Register of Applications for licences under Licensing (Scotland) Act 2005	P	A	Electronic			
Applications for licences under Gambling Act 2005	C+5	D				
Copy of licences under Gambling Act 2005	C+5	D			Original issued.	
Register of Applications for licences under Gambling Act 2005	P	A	Electronic			
Licensing Board Reports	Cy+6	D				
Appeals (copies) Correspondence	C+6	D			Original with Governance Division.	