

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
24	RESILIENCE										
24.001	Claims										
24.001.001	Claims	Claims processing	Claims records	Date all obligations and entitlements concluded or for minors, 16th birthday	6 years	Destroy	Business requirement	Prescriptions and Limitations (Scotland) Act 1973 and 1984. For particularly serious or contentious cases or cases of proven negligence, consider retention up to 20 years. For cases of employer's liability, consider retention up to 40 years. Limitation removed in certain instances and children's cases to their 21st birthday. Property damage claims can be made up to 6 years.	taken from SCARRS, retention period and citation / notes updated by Service	1.1	
24.002	Insuring against loss	See also Finance RRS									
24.002.001	Insuring against loss	Insurance policy document		Date all obligations and entitlements concluded.	Permanent	Destroy or Permanent	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	Limitation removed in certain circumstances.	taken from SCARRS, retention period and citation / notes updated by Service	1.1	
24.002.002	Insuring against loss	Certificate of insurance		Date all obligations and entitlements concluded.	Permanent	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	The statutory requirement is 40 years	taken from SCARRS, retention period and citation / notes updated by Service	1.1	
24.002.003	Insuring against loss	Certificate of insurance: employers' liability insurance.		Date all obligations and entitlements concluded.	40 years or Permanent	Destroy or Permanent	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	The statutory requirement is 40 years. Forms part of the policy documentation	taken from SCARRS, citation / notes updated by Service	1.1	
24.002.004	Insuring against loss	Policy and tender renewal documents.		Date policy renewed	10 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
24.002.FC.001	Insuring against loss	Tenants Contents / Building Insurance	Proposal Form	Inception of contract	6 years	Destroy	Business requirement	Forms part of the contract	Added by Service	1.1	
24.002.FC.002	Insuring against loss	Tenants Contents / Building Insurance	Policy Records	Date of all obligations and entitlements concluded	6 years	Destroy	Business requirement	Forms part of the policy documentation	Added by Service	1.1	
24.003	Resilience and business continuity										
24.003.FC.001	Resilience and business continuity	Advice to businesses		Until superseded	5 years	Destroy	Business requirement	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 33	taken from SCARRS, was previously 03.001.006	1.0	
24.003.001	Resilience and business continuity	Business continuity planning	Approved plans	Date superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.1	
24.003.002	Resilience and business continuity	Education / Learning and Development	Training and exercising for incident planning response	Date superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.1	
24.003.003	Resilience and business continuity	Business continuity plan - final approved version (Services)		Date superseded	5 years	Retain for historical value	Business requirement		taken from SCARRS, agreed by Service	1.1	
24.003.004	Resilience and business continuity	Business continuity plan - training programme development (Services)		Date superseded	7 years	Review for historical value	Business requirement		taken from SCARRS, activity / record series updated by Service	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
24	RESILIENCE										
24.003.FC.002	Resilience and business continuity	Business continuity - training programme delivery		Date superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.1	
24.003.005	Resilience and business continuity	Emergency response records.		Date of last action.	5 years	Review for historical value	Business requirement		taken from SCARRS, agreed by Service	1.1	
24.003.006	Resilience and business continuity	Risk register - assessment of the risk of an emergency occurring which would affect the Council's ability to carry out its functions		Date superseded	5 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
24.003.FC.003	Resilience and business continuity	Emergency Plan - External Agencies Correspondence		Current Year	3 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.004	Resilience and business continuity	Emergency Procedure Plans		date superseded	Permanent	Transfer to Archives	Business requirement	Transfer 1 copy to Archives after 25 years.	Added by Service	1.1	
24.003.FC.005	Resilience and business continuity	Emergency Plan - Financial Planning (Belwin Scheme)		End of current year	6 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.006	Resilience and business continuity	Emergency Plan - HSE correspondence	dependant on level of incident	End of current year	5 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.007	Resilience and business continuity	Emergency Plan - Other Councils correspondence	Local Authority Resilience Group Scotland	End of current year	2 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.008	Resilience and business continuity	Emergency Plan - Out of Hours Directory		Date superseded	Current	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.009	Resilience and business continuity	Emergency Plan - Out of Hours Directory - Correspondence		End of current year	5 years	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.010	Resilience and business continuity	Emergency Plan - Emergency Contact Details		Date superseded	Current	Destroy	Business requirement		Added by Service	1.1	
24.003.FC.011	Resilience and business continuity	Emergency Plan - Key holders and staff contact details		Date superseded	Current	Destroy	Business requirement		Added by Service	1.1	