

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
<b>26</b>	<b>WASTE MANAGEMENT</b>										
<b>26.001</b>	<b>Waste strategy</b>										
26.001.001	Waste strategy	Partnership plans and Area Waste Plans		Until superseded	Permanent	Retain for historical value.	Business requirement		taken from SCARRS, agreed by service	1.0	
26.001.002	Waste strategy	Strategy development		Until superseded	5 years	Destroy/ Review for historical value.	Business requirement		taken from SCARRS, agreed by service	1.0	
26.001.003	Waste strategy	Integrated Waste Management Plan		Until superseded	Permanent	Transfer to archive	Business requirement	Plan required under Environmental Protection Act 1990, Section 44ZA. Local Government in Scotland Act 2003, S 34	taken from SCARRS, agreed by service	1.0	
26.001.003a	Waste Strategy	Green Dog Walkers Pledge		End of current year	2 years	Destroy	Business requirement		Added by Service.	1.3	
26.001.003b	Waste Strategy	Community Litter Picks		End of current year	2 years	Destroy	Business requirement		Added by Service.	1.3	
26.001.003c	Waste Strategy	Pest control - enquiries		End of current year	2 years	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	Formerly 26.003.001 - Street Cleaning	1.3	
26.001.003d	Waste Strategy	Pest control - general information and advice.		End of current year	2 years	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	Formerly 26.003.002 - Street Cleaning	1.3	
26.001.003e	Waste Strategy	Pest control - reports and action taken.		End of current year	2 years	Destroy	Business requirement	See also Health & Safety RRS 13.004.001 Risk assessments	Formerly 26.003.003 - Street Cleaning	1.3	
26.001.003f	Waste Strategy	Environmental Improvement Fund - Successful Bids		Date of last action	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973.  See Finance Schedule 12.003.010	Added by Service.	1.5	
26.001.004g	Waste Strategy	Environmental Improvement Fund - Unsuccessful Bids		Rejection of bid	1 year	Destroy	Business requirement		Added by Service.	1.5	
<b>26.002</b>	<b>Fly tipping</b>										
26.002.001	Fly tipping	Fly tipping- Enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.002.002	Fly tipping	Fly tipping - general information and advice.		Until superseded	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.002.003	Fly tipping	Fly tipping - reports and action taken.		Date of last action.	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.003</b>	<b>Street cleaning</b>										
26.003.004	Street cleaning	Road cleansing - complaints		Date of last action.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.003.005	Street cleaning	Road cleansing - enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.003.006	Street cleaning	Road cleansing - general advice and information		Superseded.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.003.008	Street cleaning	Road cleansing - programme development		Superseded.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.003.009	Street cleaning	Road cleansing - scheduling		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.004</b>	<b>Waste collection</b>										
26.004.001	Waste collection	Abandoned vehicles - enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.004.002	Waste collection	Abandoned vehicles - general information and advice		Superseded.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

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<b>26.004.003</b>	Waste collection	Bulk waste collection		Date of last action.	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.004.004</b>	Waste collection	Controlled waste collection		Date of last action.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.004.005</b>	Waste collection	Discarded needles - advice and general information		Date superseded.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.004.006</b>	Waste collection	Discarded needles - enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.004.007</b>	Waste collection	Discarded needles - report and removal		Date of last action.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.004.008</b>	Waste collection	Domestic waste collection		Date of last action.	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.004.009</b>	Waste collection	Trade waste collection		Date of last action.	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.004.010</b>	Waste collection	Special waste collection records		Current year	3 years	Destroy	Statutory	The Special Waste Amendment (Scotland) Regulations 2004 (SSI 2004 No.112) Reg 15a	taken from SCARRS, agreed by service	1.0	
<b>26.005</b>	<b>Waste disposal</b>										
<b>26.005.001</b>	Waste disposal	Waste sites - enquiries		End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.005.002</b>	Waste disposal	Waste sites - exempt activity returns		End of current year.	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.005.003</b>	Waste disposal	General information and advice about waste treatment and disposal.		Date superseded.	Nil	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.005.004</b>	Waste disposal	Management plan - Operation of a landfill waste disposal site.		Once landfill operation is complete	15 years	Destroy	Scottish Environmental Protection Agency (SEPA) guidance	SSI 2003 No 235	taken from SCARRS, trigger and retention period updated by Service	1.1	
<b>26.005.005</b>	Waste disposal	Licensed / Permitted Waste Management Site Returns			Closure of site	Destroy	Scottish Environmental Protection Agency (SEPA) guidance		taken from SCARRS, agreed by service	1.0	
<b>26.005.006</b>	Waste disposal	Records documenting the testing of waste when it is accepted at the landfill site (including samples and results of any analysis).		Date of analysis	1 month	Destroy	SSI 2003 No. 235 Regulation 14(2)		taken from SCARRS, agreed by service	1.0	
<b>26.005.007</b>	Waste disposal	Records documenting annual reporting to SEPA of monitoring and other data.		Current year	5 years	Destroy	Business requirement	Record required by SSI 2003 No. 235 Regulation 16(5)	taken from SCARRS, agreed by service	1.0	
<b>26.005.008</b>	Waste disposal	Records of job skills and training requirements.		Until superseded.	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

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26.005.009	Waste disposal	Records of staff training		Termination of employment	5 years	Destroy	Business requirement	May be held on personnel file for termination of employment + 6 years. For training specific to health and safety functions, retain for relevant specific retention period.	taken from SCARRS, agreed by service	1.0	
26.005.010	Waste disposal	Site inspection reports		Current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.011	Waste disposal	Records documenting the closure, restoration and aftercare of a landfill site.		Date of closure.	Permanent	Transfer to Archives	Business requirement	SSI 2003 No 235 Regulation 13 The operator of a landfill shall ensure that the charges the operator makes for the disposal of waste in its landfill covers all of the following—the estimated costs for the closure and after-care of the landfill site for a period of at least 30 years from its closure.	taken from SCARRS, agreed by service	1.0	
26.005.012	Waste disposal	Records documenting the planning and scheduling of the transportation of waste.		End of current year.	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.013	Waste disposal	Waste sites development	Landfill waste disposal site development.	Date superseded.	Permanent	Transfer to Archives	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.014	Waste disposal	Permit - Obtaining and maintaining a landfill permit from the Scottish Environmental Protection Agency.		Termination of permit	5 years	Destroy	Statutory	Record required by SSI 2000 No. 323 Regulation 6	taken from SCARRS, agreed by service	1.0	
26.005.015	Waste disposal	Waste site plans (as-built) and photographs		Date file closed.	Permanent	Transfer to Archives	Business requirement		taken from SCARRS, agreed by service	1.0	
26.005.016	Waste disposal	Site Conditioning Plans	Records documenting the monitoring of groundwater, surface water, leachate and gas, including sampling results.	End of current year.	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.017	Waste disposal		Records documenting the collection, treatment and disposal of leachate and gas.	End of current year.	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.018	Waste disposal		Site rainfall data	End of current year.	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.019	Waste disposal		Water balance data	End of current year.	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.020	Waste disposal		(Annual) Local Authority Waste Arisings Survey	End of current year.	6 years	Destroy/ Review for archival value	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
26.005.021	Waste disposal		Licensed / Permitted Waste Management Site Returns	Date of site closure	6 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	

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<b>26.005.022</b>	Waste disposal		Exempt Activity Returns	End of current year.	3 years+E48	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
<b>26.005.023</b>	Waste disposal	Records documenting the movement of consignment of controlled waste.	Written description of waste	Date of transfer	3 years	Destroy	Statutory	Environmental Protection (Duty of Care) Regulations 1991 SI 1991 No 2839 Regulation 3	taken from SCARRS, retention period updated by Service	1.1	
<b>26.005.024</b>	Waste disposal	Records documenting the movement of a consignment of controlled waste.	Waste Transfer Note	Date of transfer.	3 years	Destroy	Statutory	Environmental Protection (Duty of Care) Regulations 1991 SI 1991 No 2839 Regulation 3	taken from SCARRS, retention period updated by Service	1.1	
<b>26.005.025</b>	Waste disposal	Records of uplift and disposal of exempt waste		Date of uplift	3 years	Destroy	Statutory	Waste Management Licensing Amendment (Scotland) Regulations 2006 Reg 18a	taken from SCARRS, retention period updated by Service	1.1	
<b>26.005.026</b>	Waste disposal	Pollution prevention and control	Permits	Until transferred or surrendered to SEPA		Transfer	Statutory	Pollution Prevention and Control (Scotland) Regulations 2000. SI 2000 No 323. Reg 7	taken from SCARRS, agreed by service	1.0	
<b>26.005.027</b>	Waste disposal	Pollution prevention and control	Proposed changes in operation	Whilst relevant		Destroy	Statutory	Pollution Prevention and Control (Scotland) Regulations 2000. SI 2000 No 323. Reg 12	taken from SCARRS, agreed by service	1.0	
<b>26.006</b>	<b>Waste reduction</b>										
<b>26.006.001</b>	Waste reduction	Quarterly Composting / Recycling Returns		End of current year.	5 years	Destroy	Business requirement	Data returns to Scottish Environmental Protection Agency (SEPA)	taken from SCARRS, agreed by service	1.0	
<b>26.006.002</b>	Waste reduction	Recycling targets and performance statistics		End of current year.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>26.006.003</b>	Waste reduction	(Annual) Local Authority Waste Arisings Survey		End of current year.	5 years	Destroy/ Review for historical value	Business requirement	Consider for permanent retention	taken from SCARRS, agreed by service	1.0	