



**Argyll and Bute Council
Records Management**

**Integrated Business Classification Scheme and
Records Retention Schedule**

Section 1: Introduction

This is the integrated business classification scheme (BCS) and records retention schedule (RRS) for records and information held by Argyll and Bute Council and associated bodies, regardless of format or storage location and includes those held by external parties who carry out work on behalf of Argyll and Bute Council.

Our BCS is a three-level hierarchy, based on the 26 high-level functions, and related business activities and transactions that collectively represent the work carried out by the Council.

The RRS lists, at the transactional level of the BCS, the different types of records held to support delivery of Council work and to provide evidence of that work. Each record type entry indicates how long those records must be retained for, beyond active use, and what should happen to them at the end of the retention period.

The purpose of the integrated BCS and RRS is to help ensure that:

Council information and records are organised and managed consistently and compliantly based on the Council function and activity or process to which they relate;

Records are kept for as long as necessary to meet statutory, regulatory and business requirements resources are not wasted on storing and managing records longer than necessary the risks arising from holding documents and information are managed;

We can confidently account for which records are no longer held, for example, in response to an FOI or data subject access request staff working with records understand their responsibilities and are given clear information about what records they should create and capture to support their work and when and how to destroy records;

The Council's integrated BCS and RRS must be consistently applied to council records and information, regardless of the format or location of that information. This will ensure that information relating to the same Council function and business activity but held in more than one business system or filing repository is systematically managed from creation, capture and active use through to its longer-term retention and final disposal;

The BCS and RRS are based on the Local Government Classification Scheme and the Scottish Council for Archives ¹Local Authority Records Retention Schedule and have been adapted to reflect the Council's specific requirements;

Our integrated BCS and RRS, provides us with the primary framework for a consistent and controlled approach to managing our records and information as strategic assets, ensuring they are adequately managed and used to support the delivery of modern local government services and in compliance with the Council's Records Management Policy;

Our BCS and RRS will also help us to comply with a range of statutory and regulatory requirements, including:

The Public Records (Scotland) Act 2011 (see the Model Records Management Plan, Elements 4 and 5)

Freedom of Information (Scotland) Act 2002 (see the Section 61 Code of Practice on Records Management)

Data Protection Act 2018 and UK GDPR (in particular principles relating to data minimisation, storage limitation, integrity and confidentiality and accountability)

Requesting an amendment to the BCS and RRS

If you wish to suggest an amendment to the schedule, please contact the Compliance & Regulatory team, describing your proposed change and providing the justification (for example, citing the relevant legislation or regulation, or outlining the business case behind the suggested change). If you are commenting on an existing element in the business classification scheme and retention schedule, please also provide the element's relevant reference number.

Section 2: Structure and navigation of the BCS and RRS

The BCS is structured hierarchically to three levels, based on the high-level functions, and related business activities and transactions representing the work carried out by the Council – see the example below for Crematoria and Cemeteries council function.

06	CREMATORIA AND CEMETERIES		
06.01		Burial identity and location	
06.01.01			Bookings
06.01.02			Exhumation
06.01.03			Interment services
06.01.04			Licensing
06.01.05			Management of crematoriums
06.01.06			Memorial management
06.01.07			Registration
06.02		Maintenance of burial grounds	
06.02.01			Planned Maintenance
06.02.02			Redundant Churchyards
06.02.03			Responsive Maintenance

The RRS describes the types of records that must be created at each transactional level, specifying a time-period for the retention of each record type beyond its active use and what should happen to it at the end of this retention period in line with business, statutory and regulatory requirements of its related Council function and activity – see the example extract below for the Crematoria and Cemeteries council function.

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
02	CREMATORIA AND CEMETERIES			
06.01	Burial Identity and Location			
06.01.01.01	Bookings - Applications (for interment or monument erection)	End of current year.	15 years	Destroy
06.01.01.02	Bookings – Applications for Cremation	Date of cremation	50 years	Destroy
06.01.02.01	Exhumation - documentation regarding the process of regulation of exhumation	Date superseded.	Permanent	Retain
06.01.03.01	Interment services - organisation of a burial or cremation of a deceased person, where the Council has a statutory duty to do so	End of current year.	5 years	Destroy
06.01.03.02	Interment services - regulation of burials and cremations	End of current year.	15 years	Destroy
06.01.04.01	Licensing - permits (for headstones, cemeteries and crematoria)	End of current year.	20 years	Destroy
06.01.05.01	Management of crematoriums	Superseded	1 year	Transfer to archive
06.01.06.01	Memorial management - ordering, maintenance and repair of a memorial, such as a war memorial	End of current year.	Permanent	Transfer to archive
06.01.07.01	Registration - Cemetery and crematoria plans, burial plot layout	Date superseded.	Retain copy of each superseded layout in the Archives	Transfer to archive
06.01.07.02	Registration - Summary management systems registration	Date superseded.	Retain copy of each superseded layout in the Archives	Transfer to archive.
06.01.07.03	Registration – Cremation Register	Review	Permanent	Transfer to archive
06.02	Maintenance of burial grounds			
06.02.01.01	Planned Maintenance	End of current year.	5 years	Destroy
06.02.02.01	Redundant Churchyards - documentation relating to disused churchyards, specifically their upkeep	End of current year.	5 years	Destroy/Review for Archival preservation
06.02.03.01	Responsive Maintenance - emergency or unplanned maintenance to cemeteries and crematoria	End of current year	5 years	Destroy

For ease of use, the version of the schedule provided in this document provides summary retention rules for each functional records category as follows:

Reference	unique reference number for each BCS level and related record series entry in the schedule
Business classification & Records series	combined field of BCS level 3 transactional terms and a short description of each related records series, structured by related BCS function and activity
Trigger	<p>The event that prompts the start of the retention period.</p> <p>There are three common types of trigger:</p> <ul style="list-style-type: none"> • a defined point in the business process it supports (for example, termination of a contract or project, closure of a service user case file) • on a calendar date, often the end of the current year to which the record relates. Where this is the end of the current financial or academic year, this is specified in the schedule based on what makes most sense operationally. • when superseded or obsolete e.g. policies, procedures and guidance
Retention period	the period in years (unless otherwise stated) for which the record should be retained after the trigger event, prior to disposal action
Disposal action	what should happen to the records when they have reached the end of the specified retention period. In most cases this will be destroy unless the record type has been identified as having enduring Council or wider societal value.

The Compliance & Regulatory team holds the Council's retention schedules which include the following details for each records series in addition to the details provided in this guide.

Description / Example Record Types	a description and examples of likely types of records typical of the records series
Citation and notes	<p>Citation: justification for the retention period: where available, a statutory or regulatory driver is cited.</p> <p>Notes: additional information on the records series, for example, further detail on statutory requirements or supporting explanation of retention periods.</p> <p>Where there is no specific statutory or regulatory retention period for a records series, this field is left blank</p>
Edit history	information on any amendments to the schedule, giving details on who requested the amendment, any alterations made, the date and the person who carried out the change.

Each functional schedule includes a cross-referencing section to the schedules of common supporting business activities related to that function, for example Human Resources, Procurement and Management as in the example below for Cemeteries and Crematoria.

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Cemeteries and Crematoria Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering cemeteries and crematoria services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Section 3: Business Classification Scheme

Click on the appropriate link below to navigate to that level of the BCS.

[Level 1: Business Functions](#)

[Level 2: Business Activities](#)

[Level 3: Business Transactions](#)

Level 1: Business Functions

REF	L1: BUSINESS FUNCTION	SCOPE NOTES
01	ADULT CARE SERVICES	Provision of statutory services to support, protect and care for vulnerable adults both directly and in partnership with public, private and voluntary organisations.
02	CHILDREN AND FAMILIES SERVICES	Provision of statutory services to support, protect and care for children and their families both directly and in partnership with private and voluntary organisations.
03	COMMUNITY SAFETY AND EMERGENCIES	The management of fire and emergency services to Council and Council property
04	CONSUMER AFFAIRS	Delivery of statutory trading standards and environmental health function.
05	COUNCIL PROPERTY	Management of the Council's property including land and buildings.
06	CEMETERIES AND CREMATORIA	Delivery of statutory services relating to cemeteries, crematoria and redundant churchyards
07	CRIMINAL JUSTICE	Provision of social work support to courts and individual offenders.
08	DEMOCRACY	The function of managing democratic activities including elections, assembly and committee meetings
09	ECONOMIC DEVELOPMENT	The function of providing support for regeneration and development of the local East Renfrewshire area.
10	EDUCATION AND SKILLS	The provision of education and learning services
11	ENVIROMENTAL PROTECTION	The function of ensuring the ongoing protection of the natural environment of East Renfrewshire
12	FINANCE	The management of financial resources by the council.
13	HEALTH AND SAFETY	Management of measures to ensure a healthy and safe Council workplace
14	HOUSING	Provision of the council's statutory responsibility for housing

REF	L1: BUSINESS FUNCTION	SCOPE NOTES
15	HUMAN RESOURCES	The management of staff by the council.
16	INFORMATION AND COMMUNICATION TECHNOLOGY	The function of planning, delivering, supporting and maintaining Information Technology and Communication system and service requirements across the Council.
17	INFORMATION MANAGEMENT	The management of information resources and compliance with information rights legislation including data protection and freedom of information
18	LEGAL SERVICES	Management of legal activities on behalf of the council as a corporate body.
19	LEISURE AND CULTURE	The function of providing cultural, leisure and sports facilities and activities for people in the council area, and of promoting sports and the arts in the region.
20	MANAGEMENT	Management of corporate activities, including policies and procedures
21	PLANNING AND BUILDING STANDARDS	The function of planning and controlling the development of the built environment of the Council including assessing the impact of developments, consulting with relevant council services and organisations, processing applications and enforcing decisions.
22	PROCUREMENT	Management of processes involved in arranging, tendering, managing contracts and other purchasing of the organisation.
23	REGISTRARS	The registration of births, deaths and marriages, administration of civil marriage and citizenship ceremonies and undertaking of treasure trove inquests
24	RISK MANAGEMENT AND INSURANCE	Anticipation of incidents or events that would disrupt Council operations or services and development of incident response and recovery plans. Activities include: testing response and recovery plans.
25	TRANSPORT AND INFRASTRUCTURE	The function of managing transport and the infrastructure to support it. Transportation policy and programmes ensure the safe movement of goods and people.
26	WASTE MANAGEMENT	The management of waste in the local area. Includes collection, recycling and waste sites.

Level 2: Business Activities

REF	BCS L1	BCS L2: BUSINESS ACTIVITY
01	ADULT CARE SERVICES	
01.01		Adults with incapacity
01.02		Asylum seekers
01.03		Care services
01.04		Community support
01.05		Social issues
01.06		Supporting adults
01.07		Supporting disabilities
01.08		Telecare
02	CHILDREN AND FAMILIES SERVICES	
02.01		Adoption, kinship care and fostering
02.02		Child minding
02.03		Child protection
02.04		Children looked after in care
02.05		Residential homes
02.06		Social issues
02.07		Supporting children
02.08		Supporting disabilities
02.09		Training
02.10		Youth justice
02.11		Youth services
03	COMMUNITY SAFETY AND EMERGENCIES	
03.01		Advice
03.02		Community safety
03.03		Emergency planning
03.04		Emergency service
03.05		Training
04	CONSUMER AFFAIRS	
04.01		Advice
04.02		Enforcement
04.03		Environmental health
04.04		Investigation, inspections and monitoring
04.05		Registration, certification and licensing
05	COUNCIL PROPERTY	
05.01		Maintenance of council property
05.02		Property acquisition and disposal
05.03		Property and land management
06	CEMETERIES AND CREMATORIA	
06.01		Burial identity and location
06.02		Maintenance of burial grounds
07	CRIMINAL JUSTICE	
07.01		Court Social Work Service Management
07.02		Supporting offenders

08	DEMOCRACY	
08.01		Decision making
08.02		Elections
08.03		Governance
08.04		Honours and awards
08.05		Member support
08.06		Planning
08.07		Community Councils
09	ECONOMIC DEVELOPMENT	
09.01		Business Improvement Districts
09.02		Business intelligence
09.03		Promotion
09.04		Regeneration
09.05		Sustainability
09.06		Tourism
10	EDUCATION AND SKILLS	
10.01		Access and inclusion
10.02		Admissions and exclusions
10.03		Advice
10.04		Arts services
10.05		Curriculum development
10.06		Education welfare
10.07		Employment skills
10.08		Life long learning
10.09		Management of schools
10.10		Teaching
11	ENVIROMENTAL PROTECTION	
11.01		Advice and audit
11.02		Conservation
11.03		Monitoring and investigation
12	FINANCE	
12.01		Accounts and audit
12.02		Asset management
12.03		Financial provisions management
12.04		Financial transactions management
12.05		Local taxation
12.06		National taxation
12.07		Payroll and pensions
13	HEALTH AND SAFETY	
13.01		Compliance
13.02		Monitoring
13.03		Risk management
14	HOUSING	
14.01		Advice
14.02		Enforcement
14.03		Estate management
14.04		Housing provision
14.05		Housing stock

14.06		Managing tenancies
15	HUMAN RESOURCES	
15.01		Administering employees
15.02		Employee relations
15.03		Equal opportunities
15.04		Job evaluation
15.05		Monitoring employees
15.06		Occupational health
15.07		Recruitment
15.08		Terms and conditions of employment
15.09		Training
15.10		Workforce planning
16	INFORMATION AND COMMUNICATION TECHNOLOGY	
16.01		ICT Systems Development
16.02		ICT Systems Operations Management
16.03		ICT Systems Security Management
16.04		ICT Systems User Training and Support
17	INFORMATION MANAGEMENT	
17.01		Access to information
17.02		Data Protection compliance
17.03		Knowledge management
17.04		Records management
18	LEGAL SERVICES	
18.01		Advice
18.02		Bylaws
18.03		Land and highways
18.04		Land registration
18.05		Litigation
18.06		Management of legal activities
18.07		Planning controls
19	LEISURE AND CULTURE	
19.01		Allotments
19.02		Archaeology
19.03		Archives
19.04		Arts
19.05		Community facilities
19.06		Libraries
19.07		Museums and Art Galleries
19.08		Parks and open spaces
19.09		Sports
19.10		Sports & Leisure Facilities
20	MANAGEMENT	
20.01		Business preparation
20.02		Ceremonial
20.03		Communication support
20.04		Corporate communication
20.05		Enquiries and complaints
20.06		Project management

20.07		Quality and performance
20.08		Statutory returns
20.09		Strategic planning
21	PLANNING AND BUILDING STANDARDS	
21.01		Building standards
21.02		Development management
21.03		Development Planning
22	PROCUREMENT	
22.01		Contracting
22.02		Market information
22.03		Tendering
23	REGISTRARS	
23.01		Citizenship ceremonies
23.02		Marriage services
23.03		Registration of births, marriages and deaths
23.04		Treasure trove
24	RISK MANAGEMENT AND INSURANCE	
24.01		Claims
24.02		Insuring against loss
24.03		Risk management and business continuity
25	TRANSPORT AND INFRASTRUCTURE	
25.01		Design and construction
25.02		Harbours and waterways
25.03		Highway development control
25.04		Highway enforcement
25.05		Infrastructure management
25.06		Public transport
25.07		Rights of way
25.08		Road maintenance
25.09		Road safety
25.10		School transport
25.11		Traffic management
25.12		Transport planning
26	WASTE MANAGEMENT	
26.01		Fly tipping
26.02		Street cleaning
26.03		Waste collection
26.04		Waste disposal
26.05		Waste reduction
26.06		Waste strategy

Level 3: Business Transactions

REF	BCS L1	BCS L2	BCS L3: BUSINESS TRANSACTION
01			ADULT CARE SERVICES
01.01		Adults with incapacity	
01.01.01			Accounts
01.01.02			Certificate of Incapacity
01.01.03			Complaints relating to Guardianship
01.01.04			Guardianship Order
01.01.05			Intervention Order
01.01.06			Inventory of estate
01.01.07			Management Plan
01.01.08			Medical treatment
01.01.09			Power of Attorney – Certification
01.01.10			Power of attorney - Records
01.01.11			Statement of resident's affairs
01.02		Asylum seekers	
01.02.01			Case File
01.03		Care services	
01.03.01			Aims and objectives
01.03.02			Care service management
01.03.03			Notification
01.03.04			Service registration
01.03.05			Service user case management
01.04		Community support	
01.04.01			Day centres and groups
01.05		Social issues	
01.05.01			Substance misuse
01.06		Supporting adults	
01.06.01			Adult protection
01.06.02			Learning difficulties
01.06.03			Mental health
01.06.04			NHS/LA agreement
01.06.05			Occupational therapy
01.06.06			Other
01.06.07			Patient care
01.06.08			Personal plans
01.06.09			Physical disabilities
01.07		Supporting disabilities	
01.07.01			Case management
01.08		Telecare	
01.08.01			Telecare
02			CHILDREN AND FAMILIES SERVICES
02.01		Adoption, kinship care and fostering	
02.01.01			Adopted children
02.01.02			Adopters

02.01.03			Approved carers
02.01.04			Carer and adopter assessment
02.01.05			Carer recruitment
02.01.06			Carer training
02.01.07			Kinship carers
02.01.08			Looked after children
02.01.09			Panel appointment
02.01.10			Pre-approval carers and adopters
02.01.11			Private fostering
02.01.12			Service registration
02.02		Child minding	
02.02.01			Register
02.03		Child protection	
02.03.01			Investigations
02.03.02			Registers
02.04		Children looked after in care	
02.04.01			Case management
02.04.02			Through care and aftercare
02.05		Residential homes	
02.05.01			Notifications
02.05.02			Register
02.05.03			Service management
02.06		Social issues	
02.06.01			Case management
02.07		Supporting children	
02.07.01			Children and families
02.07.02			Children's rights office
02.07.03			Missing children
02.07.04			Movement restriction
02.08		Supporting disabilities	
02.08.01			Case management
02.09		Training	
02.09.01			Children and young people
02.10		Youth justice	
02.10.01			Young offenders
02.11		Youth services	
02.11.01			Youth leadership training
03		COMMUNITY SAFETY AND EMERGENCIES	
03.01		Advice	
03.01.01			Business continuity planning
03.01.02			Contingency planning
03.01.03			Emergency response planning
03.01.04			Fire safety planning
03.01.05			General advice to businesses
03.01.06			Home security
03.02		Community safety	
03.02.01			Anti-social behaviour
03.02.02			CCTV surveillance

03.02.03			Community wardens
03.02.04			Crime reduction
03.03		Emergency planning	
03.03.01			Civil contingency planning
03.03.02			Emergency agencies
03.03.03			Emergency call-outs
03.03.04			Emergency plan
03.03.05			Radiation emergency planning
03.03.06			Debriefing
03.04		Emergency service	
03.04.01			Emergency response notification
03.04.02			Reclaim of finance
03.05		Training	
03.05.01			Training exercises
04		CONSUMER AFFAIRS	
04.01		Advice	
04.01.01			Campaigns
04.02		Enforcement	
04.02.01			Alcohol licensing
04.02.02			Animal feed regulations
04.02.03			Animal health
04.02.04			Animal movement
04.02.05			Animal products
04.02.06			Civic Government (Scotland) Act referrals
04.02.07			Fixed penalty notices
04.02.08			Food safety
04.02.09			Health and safety at work
04.02.10			Hygiene
04.02.11			Inspections
04.02.12			Policy
04.02.13			Prosecution of offences
04.02.14			Safety notices
04.02.15			Trading standards
04.02.16			Weights and measures
04.02.17			Wine regulations
04.03		Environmental health	
04.03.01			Animal control
04.03.02			Case management
04.03.03			Consultations
04.03.04			Contaminated land
04.03.05			Housing conditions
04.03.06			Infection control
04.03.07			Landfill
04.04		Investigation, inspections and monitoring	
04.04.01			Enquiries
04.04.02			Inspection
04.04.03			Investigations
04.04.04			Monitoring

04.04.05			RIPSA Surveillance
04.05		Registration certification and licensing	
04.05.01			Alcohol
04.05.02			Animal boarding
04.05.03			Animal breeding
04.05.04			Animal health and welfare
04.05.05			Auction premises
04.05.06			Building materials
04.05.07			Butchers
04.05.08			Caravan and camp site
04.05.09			Cemeteries
04.05.10			Cooling towers
04.05.11			Credit
04.05.12			Crematoria licenses
04.05.13			Dangerous wild animals
04.05.14			Entertainment
04.05.15			Entertainment and drinks
04.05.16			Explosives
04.05.17			Food
04.05.18			Food business
04.05.19			Food premises
04.05.20			Food safety
04.05.21			Gambling
04.05.22			Highway projection
04.05.23			Hoarding
04.05.24			Infectious diseases
04.05.25			Late hours catering
04.05.26			License premises
04.05.27			Liquor
04.05.28			Lottery
04.05.29			Market Operator license
04.05.30			Massage and special treatment
04.05.31			Non medicinal poisons
04.05.32			Nursing agencies
04.05.33			Other hazardous substances
04.05.34			Personal
04.05.35			Pet shop
04.05.36			Petroleum
04.05.37			Premises
04.05.38			Private water supplies
04.05.39			Public entertainment
04.05.40			Public procession
04.05.41			Reservoirs
04.05.42			Riding establishment
04.05.43			Scaffolding
04.05.44			Scrap metal
04.05.45			Second hand dealers license
04.05.46			Second hand vehicle dealers license

04.05.47			Sex establishments
04.05.48			Ship Sanitation
04.05.49			Shops
04.05.50			Skin piercing or tattooing
04.05.51			Skips
04.05.52			Street collections and lotteries
04.05.53			Street trading
04.05.54			Taxis and private hires
04.05.55			Unfit housing
04.05.56			Window cleaner license
04.05.57			Zoos
05	COUNCIL PROPERTY		
05.01		Maintenance of council property	
05.01.01			Asbestos control
05.01.02			Inspection and testing
05.01.03			Maintenance and repair
05.02		Property acquisition and disposal	
05.02.01			Acquisitions
05.02.02			Deeds
05.02.03			Design and construction
05.02.04			Disposal
05.02.05			Specification
05.03		Property and land management	
05.03.01			Equipment and consumables
05.03.02			Fleet management
05.03.03			Leasing
05.03.04			Property compliance
05.03.05			Property management
05.03.06			Property security
06	CREMATORIA AND CEMETERIES		
06.01		Burial identity and location	
06.01.01			Bookings
06.01.02			Exhumation
06.01.03			Interment services
06.01.04			Licensing
06.01.05			Management of crematoriums
06.01.06			Memorial management
06.01.07			Registration
06.02		Maintenance of burial grounds	
06.02.01			Planned Maintenance
06.02.02			Redundant Churchyards
06.02.03			Responsive Maintenance
07	CRIMINAL JUSTICE		
07.01		Court Social Work Service Management	
07.01.01			Means enquiry report
07.01.02			Service provision
07.01.03			Social Work Report

07.02		Supporting offenders
07.02.01		Community Payback Orders
07.02.02		Community Supervision Orders
07.02.03		No conviction
07.02.04		Prisoner families
07.02.05		Schedule 1/Sex offenders
07.02.06		Throughcare
08		DEMOCRACY
08.01		Decision making
08.01.01		External committees
08.01.02		Meetings
08.02		Elections
08.02.01		Scottish
08.02.02		Local Government
08.02.03		UK
08.02.04		European
08.02.05		Results
08.03		Governance
08.03.01		Administration and delegation
08.03.02		Structures
08.04		Honours and awards
08.04.01		Submissions
08.05		Member support
08.05.01		Advice
08.05.02		Code of conduct
08.05.03		Communications
08.05.04		Declaration of interests
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08.05.06		Leader of the Council
08.05.07		Leader of the Opposition;
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08.06.02		Strategic planning
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08.07.01		Community Councils
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11.03.03			Environmental impact assessment
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16.02		ICT Systems Operations Management	
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17.01.01			Data protection

17.01.02			Environmental information regulations
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17.02.07			Records of processing activities
17.03		Knowledge management	
17.03.01			Contacts
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17.03.03			Information asset management
17.04		Records management	
17.04.01			Classification schemes
17.04.02			Disposal
17.04.03			Forms development
17.04.04			Image capture
17.04.05			Records management plan
17.04.06			Records surveys
17.04.07			Retention
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18.01.01			Advice to the public
18.01.02			Provision of legal advice
18.02		Bylaws	
18.02.01			Enactment
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18.03		Land and highways	
18.03.01			Acquisition
18.03.02			Disposal
18.04		Land registration	
18.04.01			Land charges
18.05		Litigation	
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19.04.02			Arts programme development
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19.06.02			Cataloguing
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19.08.03			Development
19.08.04			Maintenance
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19.10		Sports & Leisure Facilities	
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20.01.01			Local government organisation membership
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24.02		Insuring against loss	
24.02.01			Insurance policy documentation
24.02.02			Insurance policy renewal
24.02.03			Summary arrangements
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24.03.01			Business continuity
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25.04		Highway enforcement	
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25.05		Infrastructure management	
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25.05.03			Reporting
25.06		Public transport	
25.06.01			Community transport
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25.06.03			Demand responsive transport
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25.08.01			ICE Early Warning System
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25.11.01			Lobbying
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25.11.03			Parking
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25.11.05			Traffic management schemes
25.11.06			Traffic orders
25.11.07			Weather forecasting

25.12		Transport planning
25.12.01		Cycle and disability audits
25.12.02		Public transport service planning
25.12.03		Route action studies
25.12.04		Scheme development
25.12.05		Strategy
25.12.06		Traffic counts studies and statistics
25.12.07		Traffic reviews
25.12.08		Traffic-free zones
26		WASTE MANAGEMENT
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26.01.03		Reports and actions
26.02		Street cleaning
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26.02.02		Road cleansing
26.03		Waste collection
26.03.01		Abandoned vehicles
26.03.02		Bulk waste
26.03.03		Controlled waste
26.03.04		Discarded needles
26.03.05		Domestic
26.03.06		Special
26.03.07		Trade
26.04		Waste disposal
26.04.01		Advice
26.04.02		Pollution, Prevention and Control
26.04.03		Reporting
26.04.04		Transportation
26.04.05		Waste site management
26.05		Waste reduction
26.05.01		Performance monitoring
26.05.02		Reporting
26.05.03		Returns
26.06		Waste strategy
26.06.01		Planning
26.06.02		Strategy development

Section 4: Records Retention Schedule

REF	LINKED INDEX TO FUNCTIONAL RETENTION SCHEDULE
01	ADULT CARE SERVICES
02	CHILDREN AND FAMILIES SERVICES
03	COMMUNITY SAFETY AND EMERGENCIES
04	CONSUMER AFFAIRS
05	COUNCIL PROPERTY
06	CEMETERIES AND CREMATORIA
07	CRIMINAL JUSTICE
08	DEMOCRACY
09	ECONOMIC DEVELOPMENT
10	EDUCATION AND SKILLS
11	ENVIROMENTAL PROTECTION
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13	HEALTH AND SAFETY
14	HOUSING
15	HUMAN RESOURCES
16	INFORMATION AND COMMUNICATION TECHNOLOGY
17	INFORMATION MANAGEMENT
18	LEGAL SERVICES
19	LEISURE AND CULTURE
20	MANAGEMENT
21	PLANNING AND BUILDING STANDARDS
22	PROCUREMENT
23	REGISTRARS
24	RISK MANAGEMENT AND INSURANCE
25	TRANSPORT AND INFRASTRUCTURE
26	WASTE MANAGEMENT

01: ADULT CARE SERVICES

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Adult Care Services Function

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering adult care services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
01	ADULT CARE SERVICES			
01.01	Adults with incapacity			
01.01.01.01	Accounts	Current financial year	5 years	Destroy
01.01.02.01	Certificate of Incapacity	Certificate lapses	5 years	Destroy
01.01.03.01	Complaints relating to Guardianship	Current year	5 years	Destroy
01.01.04.01	Guardianship Order	Guardianship ceases	5 years	Destroy
01.01.05.01	Intervention Order	Guardianship ceases	5 years	Destroy
01.01.06.01	Inventory of Estate	Guardianship ceases	5 years	Destroy
01.01.07.01	Management Plan	Guardianship ceases	5 years	Destroy
01.01.08.01	Medical treatment certificates	Death or Guardianship ceases	5 years	Destroy
01.01.09.01	Power of Attorney - certification	Power of Attorney ceases	5 years	Destroy
01.01.10.01	Power of Attorney - records of exercise of power	Guardianship ceases	5 years	Destroy
01.01.11.01	Statement of resident's affairs	Guardianship ceases	5 years	Destroy
01.02	Asylum seekers			
01.02.01.01	Case File	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.03	Care services			
01.03.01.01	Aims and objectives - statement	superseded	5 years	Destroy
01.03.02.01	Care service management - health and safety records	Current year	5 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
01.03.02.02	Care service management - Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence	Current year	6 years	Destroy
01.03.03.01	Notification - appointment of a manager	Date of notification	5 years	Destroy
01.03.03.02	Notification - changes	Current year	3 years	Destroy
01.03.03.03	Notification - complaints procedure	superseded	Nil	Destroy
01.03.03.04	Notification - death, illness and other events	Current year	3 years	Destroy
01.03.03.05	Notification - manager absence	End of period of absence	3 years	Destroy
01.03.03.06	Notification - unfitness	Date of notification	5 years	Destroy
01.03.04.01	Service registration - Application by Local Authority to register a care service	superseded	5 years	Destroy
01.03.04.02	Service registration - certificate of registration	superseded	5 years	Destroy
01.03.05.01	Service user case management records	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.04	Community Support			
01.04.01.01	Day centres and groups - Case work relating to adults attending community support facilities including day centres and groups	Kept in client case file and follow appropriate retention period		
01.05	Social Issues			
01.05.01.01	Substance misuse - Case work relating to adults affected by drug, alcohol and other social issues	Kept in client case file and follow appropriate retention period		
01.06	Supporting Adults			
01.06.01.01	Adult protection - Assessment orders (Issued by Sheriff. Expires 7 days from issue.)	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.01.02	Adult protection - banning order	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.01.03	Adult protection - Committee	Until superseded	5 years	Destroy or Transfer to Archive
01.06.01.04	Adult protection - Committee biennial report	Current year	5 years	Destroy or Transfer to Archive
01.06.01.05	Adult protection - Committee minutes	Current year	5 years	Destroy or Transfer to Archive
01.06.01.06	Adult protection - interviews	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.01.07	Adult protection - medical examinations	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.01.08	Adult protection - Records of the exercise of the withdrawer's powers	1. Last action 2. Death of adult	5 years 3 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
01.06.01.09	Adult protection - Removal orders(Issued by Sheriff. Expires 7 days from issue.)	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.01.10	Adult protection - report of a visit	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.01.11	Adult protection - request for records	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.02.01	Learning difficulties - register	Current year	100 years	Destroy
01.06.02.02	Learning difficulties - Case file - adult with learning difficulties, where statutory measures were not taken.	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.02.03	Learning difficulties - Case file - adult with learning difficulties, where statutory measures were taken.	1. Last action 2. Death of adult	10 years 5 years	Destroy
01.06.03.01	Mental health - Care plan	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.03.02	Mental health - Case file - adult with mental health problems, where statutory measures were not taken.	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.03.03	Mental health - Case file - adult with mental health problems, where statutory measures were taken.	1. Last action 2. Death of adult	10 years 5 years	Destroy
01.06.03.04	Mental health - Register of adults with mental health problems who received social work services.	Current year	100 years	Destroy
01.06.03.05	Mental health - Social Circumstances report	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.04.01	NHS/LA agreement	1. Superseded 2. Death of adult	5 years 3 years	Destroy
01.06.05.01	Occupational therapy - case file	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.06.01	Other - Case file - all other adults which do not fit into specified categories	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.07.01	Patient Care Record	1.75th birthday 2. Death of adult	Recommend all records be retained until the 75th birthday or 25 years after date of death whichever is later	
01.06.08.01	Personal plans	1. Superseded 2. Death of adult	5 years 3 years	Destroy
01.06.09.01	Physical disabilities - case file	1. Last action 2. Death of adult	5 years 3 years	Destroy
01.06.09.02	Physical disabilities - Register of adults with physical disabilities who received social work services.	Current year	100 years	Destroy
01.07	Supporting disabilities			
01.07.01.01	Case management - Case work related to supporting service user's disabilities	Kept in client case file and follow appropriate retention period		

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
01.08	Telecare			
01.08.01.01	Telecare Client Records	Discontinuance of service or death of client	3 years	Destroy
01.08.01.02	Telecare Recordings	Date of recording	1 year	Destroy

02: CHILDREN AND FAMILIES SERVICES

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Children and Families Services Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering children and families services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
02	CHILDREN AND FAMILIES SERVICES			
02.01	Adoption, Kinship Care and Fostering			
02.01.01.01	Adopted children - case file	Date of adoption order	100 years	Destroy
02.01.01.02	Adopted children - Indexes to adoption case files	Last entry on index	100 years	Destroy
02.01.02.01	Adopters - case file	Date of granting the adoption order	100 years	Destroy
02.01.02.02	Adopters - Prospective adopters, in relation to whom an adoption order is not made	Last action on case	10 years	Destroy
02.01.03.01	Approved carers - case file	Termination of approval or date of death of carer if earlier	25 years	Destroy
02.01.04.01	Carer and adopter assessment - criteria records	Superseded	10 years	Review for archival value
02.01.05.01	Carer recruitment - activity records	End of current calendar year	5 years	Archival Review
02.01.06.01	Carer training - programme records	Superseded	5 years	Review for ongoing value
02.01.07.01	Kinship carers - case file	Termination of last placement or date of	25 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
		death of carer if earlier		
02.01.08.01	Looked after children - register	Date of birth	100 years	Destroy
02.01.09.01	Panel appointment - Fostering and adoption panel records	Termination of appointment	1 year	Destroy
02.01.10.01	Pre-approval carers and adopters - background preparation only	Case closure	10 years	Destroy
02.01.10.02	Pre-approval carers and adopters - initial enquiry	Case closure	1 year	Destroy
02.01.10.03	Pre-approval carers and adopters - initial interview only - concerns	Case closure	10 years	Destroy
02.01.10.04	Pre-approval carers and adopters - initial interview only -no concerns	Case closure	1 year	Destroy
02.01.10.05	Pre-approval carers and adopters - not approved/withdrawn	Date of decision or date of prospective carer/adopter's death if earlier	25 years	Destroy
02.01.11.01	Private fostering - case file	Last action on case	5 years	Destroy
02.01.12.01	Service registration - Council registration as an adoption/fostering service - application	Date of acceptance	1 year	Destroy
02.01.12.02	Service registration - Council registration as an adoption/fostering service - certificate of registration	Until superseded or obsolete	6 years	Destroy
02.02	Child Minding			
02.02.01.01	Register - list of registered childminders	Superseded	100 years	Destroy
02.03	Child Protection			
02.03.01.01	Investigations - Case file - Child investigated and placed on Child Protection Register	Case closure	35 years	Destroy
02.03.01.02	Investigations - Case file - Child investigated but not placed on Child Protection Register	Case closure	5 years	Destroy
02.03.02.01	Register - Child Protection Register records	Date of birth of child	100 years	Destroy
02.03.02.02	Register - Register of Schedule 1 offenders	Date of entry on register	100 years	Destroy
02.04	Children Looked After In care			
02.04.01.01	Case management - Case file - Looked after children, including children freed for adoption but not adopted, fostered children and children on a Residential Supervision Requirement	1. Date of child's birth or 2. Date of death where child dies before 18th birthday	1. 100 years 2. 25 years	Destroy
02.04.02.01	Through care and aftercare - case file	1. Date of child's birth or 2. Date of death where child dies	1. 75 years 2. 25 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
		before 18th birthday		
02.05	Residential Homes			
02.05.01.01	Notifications - Notification records from a residential home to the Care Inspectorate	Date of event	3 years	Destroy
02.05.02.01	Register - Children's home register	Last entry on register	Retain permanently	Transfer to archive for permanent retention
02.05.03.01	Service management - Service file - Residential home/Home Care Service management records - major records: Strategy, Planning, Monitoring Meetings, Correspondence Visitors Books	Until superseded Current year Current year	6 years 6 years 3 years	Destroy
02.05.03.02	Service management - Service file - Residential home/Home Care Service management records - minor records	Current	2 years	Destroy
02.06	Social Issues			
02.06.01.01	Case management - records relating to individual children and families social issues	Kept in client case file and follow appropriate retention period		
02:07	Supporting children			
02.07.01.01	Children and families - Case file - Children and families not included in any other case file categories	Case closure or one year from date of death	5 years	Destroy
02.07.02.02	Children's rights office - case file	Date of birth Date of death if child dies before 18	100 years 15 years	Destroy
02.07.03.03	Missing children - Case file - Missing children who do not come under any other category	Date of recording missing status. If the person ceases to be missing, retain for one year from the date of recording that the person is no longer missing.	2 years	Destroy
02.07.04.04	Movement restriction care plan	Date of birth	25 years	Destroy
02:08	Supporting Disabilities			

02.08.01.01	Case management - records relating to supporting service user's disabilities	Kept in client case file and follow appropriate retention period		
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Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
02:09	Training			
02.09.01.01	Children and young people - Records of training provided to individuals working with children and young people	End of employment	25 years	Destroy
02:10	Youth Justice			
02.10.01.01	Young offenders - case file	Closure	5 years	Destroy
02:10	Youth Services			
02.11.01.01	Youth leadership training - for social work staff	End of employment	25 years	Destroy

03: COMMUNITY SAFETY AND EMERGENCIES

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Community Safety and Emergencies Function

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving community safety and emergency services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management and business continuity	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
03	COMMUNITY SAFETY AND EMERGENCIES			
03.01	Advice			
03.01.01.01	Business continuity planning advice and assistance to an external organisation	End of current year	5 years	Review for ongoing value
03.01.02.01	Contingency planning advice and assistance to an external organisation	Date superseded.	2 years	Destroy
03.01.03.01	Emergency response planning advice and assistance to an external organisation	End of current year	5 years	Destroy
03.01.04.01	Fire safety planning advice and assistance to an external organisation	End of current year	5 years	Destroy
03.01.05.01	General advice to businesses on community safety and emergencies	Until superseded	5 years	Destroy
03.01.06.01	Home security - fire safety visits, home safety checks	End of current year	5 years	Destroy
03.02	Community Safety			
03.02.01.01	Anti-social behaviour - Advice and assistance to landlords and tenants	date advice given	6 years	
03.02.01.02	Anti-social behaviour - Antisocial Behaviour Notices	Date of last complaint for the offending property	2 years	Destroy
03.02.01.03	Anti-social behaviour - Application for Registration	Date of acceptance or refusal	1 year	Destroy
03.02.01.04	Anti-social behaviour - Controlled waste and litter fixed penalty notices	Current financial year	6 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
03.02.01.05	Anti-social behaviour - copies of interim orders	Expiry, revoked or recalled.	2 years	Destroy
03.02.01.06	Anti-social behaviour - Council strategy	Until superseded	5 years	Destroy
03.02.01.07	Anti-social behaviour - Graffiti Removal Notice	Date of last complaint for the offending property	2 years	Destroy
03.02.01.08	Anti-social behaviour - implementation reports	Until superseded	5 years	Destroy
03.02.01.09	Anti-social behaviour - Landlord registers	To be kept up to date		
03.02.01.10	Anti-social behaviour - Management Control Order	Date expired or revoked	2 years	Destroy
03.02.01.11	Anti-social behaviour - Management Control Order - finance	Current financial year	6 years	Destroy
03.02.01.12	Anti-social behaviour - Noise complaint	Date of last complaint for the offending property	2 years	Destroy
03.02.01.13	Anti-social behaviour - Noise Control Notice	Expiry, revoked or recalled.	2 years	Destroy
03.02.01.14	Anti-social behaviour - Noise Warning Notices	Date of last complaint for the offending property	2 years	Destroy
03.02.01.15	Anti-social behaviour - notice containing a statement to recover expenditure	Payment - Current financial year	6 years	Destroy
03.02.01.16	Anti-social behaviour - Notice of notification or refusal to register	Date of issue	6 years	Destroy
03.02.02.01	CCTV surveillance - procedures	Date of last action.	3 years	Destroy
03.02.02.02	CCTV surveillance - video footage	Day of recording	28 days	Destroy
03.02.03.01	Community wardens - incident logs	Date of last action.	3 years	Destroy
03.02.04.01	Crime reduction - community strategy	Until superseded	3 years	Destroy
03.03	Emergency Planning			
03.03.01.01	Civil contingency planning - arrangements to warn	Superseded	5 years	Destroy
03.03.01.02	Civil contingency planning - Community risk register	To be kept up to date		
03.03.01.03	Civil contingency planning - Details of meetings held under the Civil Contingencies Act 2004	Date of meeting	5 years	Destroy
03.03.01.04	Civil contingency planning - Information sharing requests and responses	Date of response	3 years	Destroy
03.03.01.05	Civil contingency planning - plans	Superseded	5 years	Destroy
03.03.01.06	Civil contingency planning - risk assessments	Superseded	5 years	Destroy
03.03.02.01	Emergency agencies	Date superseded	Nil	Destroy
03.03.03.01	Emergency call-outs	Date of call-out	3 years	Destroy
03.03.04.01	Emergency plan - development	Date superseded	Permanent	Retain for historical value.

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
03.03.04.02	Emergency plan - tests	Date of last action	5 years	Destroy
03.03.05.01	Radiation emergency planning - emergency warning	Date superseded.	5 years	Review for historical value.
03.03.05.02	Radiation emergency planning - major accident plan	Date superseded	3 years	Destroy
03.03.05.03	Radiation emergency planning - off-site plan	Date superseded	3 years	Destroy
03.03.05.04	Radiation emergency planning - where a radiation leak has taken place	Date of last action	50 years	Review for historical value.
03.03.05.05	Radiation emergency planning - where no leak has taken place	Date of last action.	5 years	Review for historical value.
03.03.06.01	Incident Response debriefing	Date of Incident	5 years	Destroy
03.04	Emergency service			
03.04.01.01	Emergency response notification	Date of last action.	10 years	Review for historical value.
03.04.02.01	Reclaim of finance	Date of last action.	5 years	Destroy
03.05	Training			
03.05.01.01	Training exercises	Date of last action.	5 years	Destroy

04: CONSUMER AFFAIRS

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Consumer Affairs Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering consumer affairs services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
04	CONSUMER AFFAIRS			
04.01	Advice			
04.01.01.01	Campaigns - promotional initiatives to provide advice and raise awareness of consumer affairs matters	Date campaign completed	7 years	Destroy
04.02	Enforcement			
04.02.01.01	Alcohol licensing - exclusion order	Date of order	2 years	Destroy
04.02.01.02	Alcohol licensing - Notice for breach of license; Closure order; Warning to license holder	License is superseded, surrendered or revoked	5 years	Destroy
04.02.02.01	Animal feed regulations - Feed business emergency prohibition notices and orders.	Cessation of order or notice	5 years	Destroy
04.02.02.02	Animal feed regulations - Notice of revocation of registration or approval; Feed business improvement notice; Feed business prohibition orders	Date of notice	5 years	Destroy
04.02.02.03	Animal feed regulations - Notice of temporary suspension of registration or approval; Notification of lifting of suspension;	End of approval or registration	5 years	Destroy
04.02.03.01	Animal health - Avian flu declaration and notices	Date of notice	3 years	Destroy
04.02.03.02	Animal health - Avian flu notice directing that the birds specified are to be killed; Emergency vaccination notice	Date of notice	3 years	Destroy
04.02.03.03	Animal health - Avian flu notice of restriction	Date of notification	3 years	Destroy
04.02.03.04	Animal health - Avian flu notice to prohibit the keeping of poultry or other captive birds	Date of expiry	3 years	Destroy
04.02.03.05	Animal health - BSE notices	While current	3 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
04.02.03.06	Animal health - Foot and Mouth notification of disease or suspected disease	Date of notification	3 years	Destroy
04.02.03.07	Animal health - Swine Vesicular disease declaration of zone; Approvals, declarations, designations, directions or notices	Date of declaration/ notice	2 years	Destroy
04.02.03.08	Animal health and welfare care notices	Date of notice	6 years	Destroy
04.02.04.01	Animal movement - Records connected with the enforcing of restrictions on the movement of animals	Date of the restriction order	6 years	Destroy
04.02.05.01	Animal products - Imported animal products Border posts - Local authority returns	Current year	3 years	Destroy
04.02.05.02	Animal products - notices requiring the disposal of animal products	Date of notice	5 years	Destroy
04.02.06.01	Civic Government (Scotland) Act referrals	Date of referral	2 years	Destroy
04.02.07.01	Fixed penalty notices	Date notice charged	6 years	Destroy
04.02.08.01	Food safety - Food alerts (FAFA and FAFI)	Date of alert	2 years	Destroy
04.02.08.02	Food safety - Food poisoning notifications	Date of notification	2 years	Destroy
04.02.08.03	Food safety - Food safety notices (such as seizure and detention but not Hygiene Improvement or Emergency Prohibition Notices)	Date notice issued	2 years	Destroy
04.02.08.04	Food safety - Hygiene improvement notice, Hygiene prohibition notice, Hygiene emergency prohibition notice and order, Remedial action notice and detention notice	Date of notice	3 years	Destroy
04.02.08.05	Food safety - Notice requiring removal from sale of beef	Date of notice	3 years	Destroy
04.02.08.06	Food safety - Notice that food is not to be used for human consumption	Date of notice	3 years	Destroy
04.02.09.01	Health and safety at work investigations	Date investigation complete	7 years Or 40 years for investigation relating to asbestos incident.	Destroy
04.02.10.01	Hygiene Emergency prohibition notices		Retain permanently	Retain
04.02.11.01	Inspections	Date investigation complete	7 years	Destroy
04.02.12.01	Enforcement policy	Date superseded	Until superseded	Destroy
04.02.13.01	Prosecution of offences - case files	Date investigation complete	7 years	Destroy
04.02.13.02	Prosecution of offences - Health and safety prosecutions register	Date superseded	Retain permanently	Retain
04.02.13.03	Prosecution of offences - Prosecution reports to procurator fiscal	End of current year	5 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
04.02.13.04	Prosecution of offences - registers	End of current year	Permanent	Retain for historical value.
04.02.14.01	Safety notices under the Consumer protection Act	Date notice issued	5 years	Destroy
04.02.15.01	Trading standards - improvement notices	Date notice issued	5 years	Destroy
04.02.15.02	Trading standards - notification books	Date notice issued	5 years	Destroy
04.02.16.01	Weights and measures - notification books	Date investigation complete	7 years	Destroy
04.02.17.01	Wine regulations - Control on movement. Consent to movement.	Date of notice	2 years	Destroy
04.03	Environmental Health			
04.03.01.01	Animal control licenses	Date administrative use ceases	5 years	Destroy
04.03.02.01	Case management - Environmental health and housing files	Date case closed	5 years	Destroy
04.03.03.01	Consultations - Building Standards and planning consultations	Date administrative use ceases	1 year	Destroy
04.03.04.01	Contaminated Land - Register Strategy	Date superseded	Until superseded	Destroy
04.03.04.02	Contaminated land - Remediation Notice	Date of compliance	16 years	Destroy
04.03.05.01	Housing conditions - survey reports		Retain permanently	Retain for historical value.
04.03.06.01	Infection control policies	Date superseded	3 years	Destroy
04.03.07.01	Landfill - Closed Landfill sites		Retain permanently	Retain for historical value.
04.04	Investigation, Inspections and Monitoring			
04.04.01.01	Enquiries - Enquiry sheets / log book - for example, dog wardens, pest control, trading standards	Date enquiry closed	1 year	Destroy
04.04.02.01	Inspection – equipment records	Date of equipment disposal	5 years	Destroy
04.04.02.02	Inspection - food standards	Date of inspection	5 years	Destroy
04.04.03.01	Investigations - case files by organisation name	Date of last action	3 years	Destroy
04.04.03.02	Investigations - consumer affairs cases	Date of last action	3 years	Destroy
04.04.04.01	Monitoring - alcohol licensing	Date provided	3 years	Destroy/ Consider for Archival preservation
04.04.04.02	Monitoring - Animal health & welfare - Sheep and goats	Current year	2 years	Destroy
04.04.04.03	Monitoring - case files (by organisation type)	Date of last action	3 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
04.04.04.04	Monitoring - general nuisance e.g. complaints against traders, food complaints etc.	Date of last action	3 years	Destroy
04.04.04.05	Monitoring - private water supplies	Date of entry in register	15 years	Destroy
04.04.05.01	Managing surveillance under RIPSA: RIPSA Register	Date investigation complete	3 years	Destroy
04.04.05.02	Records from covert surveillance (including master copy of RIPSA authorisation forms) - in cases that lead to prosecution	Date investigation & any subsequent actions complete	5 years	Check with Legal services
04.04.05.03	Records from covert surveillance (including master copy of RISPA authorisation forms) - routine recordings not needed for prosecution	Date of recording	7 days	Destroy/Over write
04.05	Registration, Certification and Licensing			
04.05.01.01	Alcohol - Application for personal license to sell alcohol	Until superseded, surrendered or revoked	5 years	Destroy
04.05.01.02	Alcohol - Licensing Policy Statement Supplementary Licensing Policy Statement	Superseded	3 years	Destroy/ Consider for Archival preservation
04.05.01.03	Alcohol - Premise License Occasional License Variation of premises license Temporary premises license	License is superseded, surrendered or revoked	5 years	Destroy
04.05.01.04	Alcohol - premises license	License is superseded, surrendered or revoked	5 years	Destroy
04.05.01.05	Alcohol - Public Register (The Licensing Register)	To be maintained for public inspection.	Information on register by virtue of 3(1) or 5 (1) to be kept for 5 years from the date the license ceased to have effect.	Consider for Archival preservation
04.05.02.01	Animal boarding licenses	Date registration lapses	2 years	Destroy
04.05.03.01	Animal breeding licenses	Date registration lapses	2 years	Destroy
04.05.04.01	Animal health - Cattle - BSE	End of approval or registration	3 years	Destroy
04.05.04.02	Animal health - Disease control declaration	Date of receipt	6 months	Destroy
04.05.04.03	Animal health & welfare - Sheep and goats	End of or revocation of plan	3 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
04.05.04.04	Animal health and welfare - Animal feed	End of approval or registration	3 years	Destroy
04.05.04.05	Animal health and welfare - Avian flu - Notices, and licenses	Date of notice or end of license	5 years	Destroy
04.05.04.06	Animal health and welfare - Foot and Mouth disease license for movement	Date of receipt by local authority	5 years	Destroy
04.05.04.07	Animal health and welfare - Imports	Current year	5 years	Destroy
04.05.04.08	Animal health and welfare - Movement of pigs declaration	Date of receipt	6 months	Destroy
04.05.04.09	Animal health and welfare - Pigs holding register	Date of entry on register	3 years	Destroy
04.05.04.10	Animal health and welfare - Register of animal dealing licenses	To be kept up to date		Consider for Archival preservation
04.05.04.11	Animal health and welfare - Trade health certificate	Date of certificate	3 years	Destroy
04.05.05.01	Auction premises licenses	Date registration lapses	2 years	Destroy
04.05.06.01	Building materials licenses	Date registration lapses	2 years	Destroy
04.05.07.01	Butchers licenses	Date registration lapses	2 years	Destroy
04.05.08.01	Caravan and camp site licenses	Date registration lapses	3 years	Destroy
04.05.09.01	Cemetery licenses	Date registration lapses	2 years	Destroy
04.05.10.01	Cooling towers	Date of cessation of operation	2 years	Destroy / Review for Archival retention
04.05.11.01	Credit licensing	Date registration lapses	2 years	Destroy
04.05.12.01	Crematoria licenses	Date registration lapses	2 years	Destroy
04.05.13.01	Dangerous wild animals licenses	Date registration lapses	2 years	Destroy
04.05.14.01	Entertainment licenses	Date registration lapses	2 years	Destroy
04.05.15.01	Entertainment and drinks	Date registration lapses	2 years	Destroy
04.05.16.01	Explosives licenses - Sale or Storage	Date registration lapses	2 years	Destroy
04.05.17.01	Food licenses	Date registration lapses	2 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
04.05.18.01	Food business licenses	Date registration lapses	2 years	Destroy
04.05.19.01	Food premises register	Date registration lapses	2 years	Destroy
04.05.20.01	Food safety - Butchers' Shop License	License ceases	1 year	Destroy
04.05.21.01	Gambling - Licensing statement of principles	Superseded	3 years	Destroy / Review for Archival retention
04.05.21.02	Gambling - premises license	License ceases	3 years	Destroy
04.05.22.01	Highway projection licenses	Date registration lapses	2 years	Destroy
04.05.23.01	Hoarding licenses	Date registration lapses	2 years	Destroy
04.05.24.01	Infectious diseases licensing and use	Date registration lapses	2 years	Destroy
04.05.25.01	Late hours catering licenses	Date registration lapses	2 years	Destroy
04.05.26.01	License premises register	Date registration lapses	2 years	Consider for archival retention
04.05.27.01	Liquor licenses	Date registration lapses	2 years	Destroy
04.05.28.01	Lottery registration	Date registration lapses	2 years	Destroy
04.05.29.01	Market Operator license	Expiry of license	2 years	Destroy
04.05.30.01	Massage and special treatment licenses	Date registration lapses	2 years	Destroy
04.05.31.01	Non medicinal poisons licenses	Date registration lapses	2 years	Destroy
04.05.32.01	Nursing agencies licenses	Date registration lapses	2 years	Destroy
04.05.33.01	Other hazardous substances	Date registration lapses	Permanent	Retain for historical value.
04.05.34.01	Personal licenses	Date registration lapses	2 years	Destroy
04.05.35.01	Pet shop licenses	Date registration lapses	2 years	Destroy
04.05.36.01	Petroleum licenses	Date registration lapses	Permanent	Retain for historical value.

04.05.37.01	Premises licenses	Date registration lapses	2 years	Destroy
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Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
04.05.37.02	Premises licenses - Club premises certificates	Date registration lapses	2 years	Destroy
04.05.37.03	Premises licenses - Temporary event notices.	Date registration lapses	2 years	Destroy
04.05.38.01	Private water supplies - register	Date of entry on register	15 years	Destroy / Review for Archival retention
04.05.39.01	Public entertainment licenses	Date registration lapses	2 years	Destroy
04.05.40.01	Public procession license	License ceases	3 years	Destroy
04.05.41.01	Register of reservoirs	Date superseded.	Retain permanently	Retain for historical value.
04.05.41.02	Reservoirs correspondence/ Scottish Water files	Date of last action	4 years	Destroy
04.05.42.01	Riding establishment licenses	Date registration lapses	2 years	Destroy
04.05.43.01	Scaffold licenses (permits)	Date registration lapses	2 years	Destroy
04.05.44.01	Scrap metal licenses	Date registration lapses	2 years	Destroy
04.05.45.01	Second hand dealers license	Expiry of license	2 years	Destroy
04.05.46.01	Second hand vehicle dealers license	Expiry of license	2 years	Destroy
04.05.47.01	Sex establishments - register	Date registration lapses	2 years	Destroy
04.05.48.01	Ship Sanitation Certificates	Date of issue	1 year	Destroy
04.05.49.01	Shops	Date registration lapses	2 years	Destroy
04.05.50.01	Skin piercing or tattooing - license	Expiry of license	5 years	Destroy
04.05.51.01	Skip licenses	Date registration lapses	2 years	Destroy
04.05.52.01	Street collections and lotteries licenses	Date registration lapses	2 years	Destroy
04.05.53.01	Street trading licenses	Date registration lapses	2 years	Destroy

04.05.54.01	Taxis and private hires - Hackney licenses	Date registration lapses	2 years	Destroy
04.05.54.02	Taxis and private hires - Licensing of Booking Offices	License ceases	1 year	Destroy
04.05.54.03	Taxis and private hires - Private hire licenses notice of exemption	License or exemption ceases	1 year	Destroy
04.05.54.05	Taxis and private hires - Private hire licenses	Date registration lapses	2 years	Destroy

04.05.55.01	Unfit housing - Register of unfit premises	Date superseded.	Retain permanently	Retain for historical value.
04.05.56.01	Window cleaner license	Expiry of license	2 years	Destroy
04.05.57.01	Zoo licenses	Date registration lapses	2 years	Destroy

05: COUNCIL PROPERTY

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Council Property Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving council property services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management and business continuity	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
05	COUNCIL PROPERTY			
05.01	Maintenance Of Council Property			
05.01.01.01	Asbestos control - License to work with asbestos	While current	Nil	Destroy
05.01.01.02	Asbestos control - Notification of work with asbestos	Completion of works	3 years	Destroy
05.01.01.03	Asbestos control - Plan identifying parts of premises affected by asbestos	Whilst relevant	Nil	Destroy
05.01.01.04	Asbestos control - plan of work	Completion of works	6 months	Destroy
05.01.01.05	Asbestos control - Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises	Date of assessment	10 years	Destroy
05.01.01.06	Asbestos control - Records documenting the maintenance of equipment provided to control exposure to asbestos.	Date of test or examination	5 years	Destroy
05.01.01.07	Asbestos control - Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.	Removal of asbestos or subsequent inspection	10 years	Destroy
05.01.01.08	Asbestos control - risk assessment	Whilst relevant	Nil	Destroy
05.01.01.09	Asbestos control - Site clearance certifications	Recommend add to the premise health and safety file and retain for the life of the building		
05.01.02.01	Inspection and testing - Records documenting routine inspections of property.	Date of inspection	5 years	Destroy
05.01.02.02	Inspection and testing - Records documenting the inspection and testing of equipment.	Disposal of item	1 year	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
05.01.02.03	Inspection and testing - Records documenting the inspection and testing of equipment: items which are safety critical or are associated with hazardous operations.	Decommissioning/ Disposal of item	5 years	Destroy
05.01.03.01	Maintenance and repair - Records documenting major maintenance works on property.	Disposal of property	Nil	Transfer to new owner
05.01.03.02	Maintenance and repair - Records documenting minor maintenance works on property - assets over £50,000	Completion of works	20 years	Destroy
05.01.03.03	Maintenance and repair - Records documenting minor maintenance works on property - assets under £50,000	Completion of works	5 years	Destroy
05.01.03.04	Maintenance and repair - Records documenting the carrying out of routine maintenance and repairs to fixtures, fittings and interior decoration.	End of current year	2 years	Destroy
05.01.03.05	Maintenance and repair - Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations.	Disposal of item	5 years	Destroy
05.01.03.06	Maintenance and repair - Records documenting the maintenance of equipment: major items.	Decommissioning/ disposal of item	5 years	Destroy
05.02	Property Acquisition and Disposal			
05.02.01.01	Acquisitions - Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets over £50,000	Disposal of property	20 years	Destroy
05.02.01.02	Acquisitions - Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets under £50,000	Disposal of property	5 years	Destroy
05.02.01.03	Acquisitions - Records documenting negotiations for the acquisition of a property by the Council, where the property was not acquired.	Closure of negotiations	5 years	Destroy
05.02.01.04	Acquisitions - Records documenting negotiations for the lease of a property by the Council, where the property was not leased.	Closure of negotiations	5 years	Destroy
05.02.01.05	Acquisitions - Records documenting the acquisition of a property through lease - assets over £50,000	Expiry of lease	20 years	Destroy
05.02.01.06	Acquisitions - Records documenting the acquisition of a property through lease - assets under £50,000	Expiry of lease	5 years	Destroy
05.02.02.01	Deeds - title deeds	Disposal of property	Nil	Transfer to new owner
05.02.03.01	Design and construction - Council property design and construction project files - assets over £50,000	Completion of project (end of defects liability period and completion of all outstanding payments)	20 years	Review for business and historical value

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
05.02.03.02	Design and construction - Council property design and construction project files - assets under £50,000	Completion of project (end of defects liability period and completion of all outstanding payments)	5 years	Review for business and historical value
05.02.04.01	Disposal - Records documenting cleansing, sanitisation and authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.	Disposal of item	5 years	Destroy
05.02.04.02	Disposal - Records documenting the disposal of properties by sale, transfer or donation	Disposal of property	20 years for assets over £50,000; 5 years for assets under £50,000	Destroy
05.02.04.03	Disposal - Records documenting the termination of a property lease - assets under £50,000	Termination of lease	5 years	Destroy
05.02.04.04	Disposal - Records documenting the termination of a property lease - assets over £50,000	Termination of lease	20 years	Destroy
05.02.05.01	Specification - consumables	Superseded	3 years	Destroy
05.02.05.02	Specification - equipment	Disposal of item	3 years	Destroy
05.03	Property and Land Management			
05.03.01.01	Equipment and consumables - stock inventory, stock taking records, condition monitoring, movement to and from storage	End of current year	3 years	Destroy
05.03.02.01	Fleet management - Allocation and maintenance	Disposal of the vehicle	7 years	Destroy
05.03.02.02	Fleet management - Recording drivers usage	Date closed/returned to employer	1 year	Destroy
05.03.02.03	Fleet management - Recording vehicle usage	Disposal of the vehicle	3 years	Destroy
05.03.02.04	Fleet management - Vehicle records, lease or purchase	Disposal of the vehicle	7 years	Destroy
05.03.03.01	Leasing - records documenting the lease of Council property to a third party	Termination of lease	5 years	Destroy
05.03.04.01	Property compliance - gas safety certificates	Date of check	2 years	Destroy
05.03.04.02	Property compliance - inspection and enforcement	Completion of subsequent inspection	Nil	Destroy
05.03.05.01	Property management - ongoing management of council property and land - assets over £50,000	Date of lease expiry or disposal	20 years	Destroy
05.03.05.02	Property management - ongoing management of council property and land - assets under £50,000	Date of lease expiry or disposal	5 years	Destroy
05.03.06.01	Property security - access controls e.g. access registers, key registers, security data logs	Date superseded	2 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
05.03.06.02	Property security - inspection and enforcement	Completion of subsequent inspection	Nil	Destroy
05.03.06.03	Property security - investigation of a security incident in a property and action taken.	Last action on incident	1 year	Destroy
05.03.06.04	Property security - register of security passes issued to staff	Expiry of pass	1 year	Destroy
05.03.06.05	Property security - register of security passes issued to visitors	Expiry of pass	1 month	Destroy

06: CEMETERIES AND CREMATORIA

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Cemeteries and Crematoria Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering cemeteries and crematoria services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
02	CREMATORIA AND CEMETERIES			
06.01	Burial Identity and Location			
06.01.01.01	Bookings - Applications (for interment or monument erection)	End of current year.	15 years	Destroy
06.01.01.02	Bookings – Applications for Cremation	Date of cremation	50 years	Destroy
06.01.02.01	Exhumation - documentation regarding the process of regulation of exhumation	Date superseded.	Permanent	Retain
06.01.03.01	Interment services - organisation of a burial or cremation of a deceased person, where the Council has a statutory duty to do so	End of current year.	5 years	Destroy
06.01.03.02	Interment services - regulation of burials and cremations	End of current year.	15 years	Destroy
06.01.04.01	Licensing - permits (for headstones, cemeteries and crematoria)	End of current year.	20 years	Destroy
06.01.05.01	Management of crematoriums	Superseded	1 year	Transfer to archive
06.01.06.01	Memorial management - ordering, maintenance and repair of a memorial, such as a war memorial	End of current year.	Permanent	Transfer to archive
06.01.07.01	Registration - Cemetery and crematoria plans, burial plot layout	Date superseded.	Retain copy of each superseded layout in the Archives	Transfer to archive
06.01.07.02	Registration - Summary management systems registration	Date superseded.	Retain copy of each superseded layout in the Archives	Transfer to archive.
06.01.07.03	Registration – Cremation Register	Review	Permanent	Transfer to archive
06.02	Maintenance of burial grounds			

06.02.01.01	Planned Maintenance	End of current year.	5 years	Destroy
06.02.02.01	Redundant Churchyards - documentation relating to disused churchyards, specifically their upkeep	End of current year.	5 years	Destroy/Review for Archival preservation
06.02.03.01	Responsive Maintenance - emergency or unplanned maintenance to cemeteries and crematoria	End of current year	5 years	Destroy

07: CRIMINAL JUSTICE

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Criminal Justice Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering criminal justice services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
07	CRIMINAL JUSTICE			
07.01	Court Social Work Service Management			
07.01.01.01	Means enquiry report	Last action on case	1 year	Destroy
07.01.02.01	Service provision - records documenting the provision of social work services to a court.	Date record approved	5 years	Review for ongoing value
07.01.03.01	Social Work Report on an offender, where there is no further Social Work involvement	Last action on case	3 years	Destroy
07.02	Supporting Offenders			
07.02.01.01	Community Payback Orders - Case file – Offender 16 to 21	Completion of order	10 years	Destroy
07.02.01.02	Community Payback Orders - Case file – Offender Over 21	1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy
07.02.02.01	Community Supervision Orders - Case file – Offender 16 to 21	Completion of order	10 years	Destroy
07.02.02.02	Community Supervision Orders - Case file – Offender Over 21	1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy
07.02.03.01	No conviction - where service user found not guilty, not proven or who have had their appeal upheld, resulting in a conviction being overturned.	Notification of Court Disposal	None	Review and destroy
07.02.04.01	Prisoner families - provision of support to the family of a prisoner.	Last action on case	3 years	Destroy

07.02.05.01	Schedule 1/Circular 11/Sex offenders - any community orders or post-release license files on offenders in these categories.	Last action on case	100 years	Destroy
07.02.06.01	Throughcare - home background reports and other pre-release work in relation to a prisoner, where no post-release social work involvement is required.	Last action on case	3 years	Destroy
07.02.06.02	Throughcare - Life License, Extended Sentence, Non-Parole License, Parole License	Prison release date or completion of license	50 years	Destroy
07.02.06.03	Throughcare - Supervised Attendance Order	Termination of order	5 years	Destroy
07.02.06.04	Throughcare - Voluntary. Excludes Schedule 1/Sex offenders.	Last action on case	3 years	Destroy

08: DEMOCRACY

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Democracy Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving democracy services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
08	DEMOCRACY			
08.01	Decision Making			
08.01.01.01	External committees - External committees, partnerships and agencies meeting records where the Council does not own the record	Current	5 years	Destroy
08.01.01.02	External committees - External committees, partnerships and agencies meeting records where the Council does own the record		Permanent	Retain
08.01.02.01	Meetings - calendar of meetings of Council and Council committees	When superseded	None	Destroy
08.01.02.02	Meetings - Council and committee meeting major records including agenda, signed minutes, major business papers & reports, proceedings	Date of meeting	6 years	Retain in archive
08.01.02.03	Meetings - Council and committee meeting minor records	End of calendar year	None	Destroy
08.01.02.04	Meetings - records of minute taking (notes, recordings, drafts etc.)	Date of confirmation of the minutes	None	Destroy
08.02	Elections			
08.02.01.01	Scottish elections - records	Date of election	1 year	Destroy
08.02.02.01	Local Government elections - records	Date of election	1 year	Destroy
08.02.03.01	UK Parliamentary elections - records	Date of election	1 year	Destroy
08.02.04.01	European Parliamentary elections - records	Date of election	1 year	Destroy
08.02.05.01	Results – Formal record of election results		Permanent	Retain

08.03	Governance			
08.03.01.01	Administration and delegation - Records documenting the Council's Scheme of Administration and Delegation to Committees		Permanent	Retain
08.03.02.01	Structures - Records documenting the development of the Council's constitution and decision- making structures and procedures.		Permanent	Retain
08.04	Honours and awards			
08.04.01.01	Submissions - records of Honours submissions	Date of last action	5 years	Destroy

08.05	Member Support			
08.05.01.01	Advice - provision of advice to Council members	Current year	2 years	Destroy
08.05.02.01	Code of conduct - Councillors	After administrative use is concluded	6 years	Destroy
08.05.03.01	Communications - Records documenting routine communications between Council officers and individual councillors (not service- related matters)	Last action	5 years	Review for archival value
08.05.04.01	Declaration of interests - register	Date member leaves office	10 years	Review for archival value
08.05.05.01	Gifts and hospitality - register	Date member leaves office	10 years	Review for archival value
08.05.06.01	Leader of the Council - correspondence	Current year	3 years	Destroy
08.05.06.02	Leader of the Council - Service files	Current year	3 years	Destroy
08.05.07.01	Leader of the Opposition - correspondence	Current year	3 years	Destroy
08.05.07.02	Leader of the Opposition - Service files	Current year	3 years	Destroy
08.05.08.01	Standards - Investigations	Date member leaves office	2 years	Destroy
08.05.08.02	Standards – Findings of acceptance	Date member leaves office	2 years	Destroy
08.06	Planning			
08.06.01.01	Gaelic Language Plan	Superseded	5 years	Consider for archival value
08.06.02.01	Strategic Plan - management team minutes		Permanent	Retain
08.06.02.02	Strategic Plan - Reviews	Date closed	5 years	Destroy
08.07	Community Councils			
08.07.01.01	Community Council Minutes (where held)		Permanent	Retain
08.07.02.01	Community Council Correspondence	Current year	5 years	Destroy

09: ECONOMIC DEVELOPMENT

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Economic Development Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering economic development services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
09	ECONOMIC DEVELOPMENT			
09.01	Business Improvement Districts			
09.01.01.01	Appeal against a Veto	Date of appeal	5 years	Destroy
09.01.02.01	BID arrangements - notice of alteration	Date of notice	5 years	Destroy
09.01.02.02	BID arrangements - termination	Termination	5 years	Destroy
09.01.03.01	BID ballot - administration	Date of ballot	6 months	Destroy
09.01.03.02	BID ballot - notice	Date of notice	5 years	Destroy
09.01.04.01	BID proposal - notice	Date of Notice	5 years	Destroy
09.01.04.02	BID proposal - request for information	Date of request	5 years	Destroy
09.01.05.01	BID revenue account	Closure of account	5 years	Destroy
09.01.06.01	Request for information – In data form	Date of request	5 years	Destroy
09.01.06.02	Request for information - Information for the purpose of canvassing	Date of request	5 years	Destroy
09.02	Business Intelligence			
09.02.01.01	Business directory	Date superseded	Until superseded	Destroy
09.03	Promotion			
09.03.01.01	Business community - advice	Last contact with business	5 years	Review for ongoing value
09.03.01.02	Business community - consultation	Completion of consultation	5 years	Review for ongoing value
09.03.01.03	Business community - forums and networks	Life of group	5 years	Review for ongoing value / Review for Archives
09.03.01.04	Business community - survey	Completion of survey	5 years	Review for ongoing value

09.03.02.01	Business loans and grants - application approved	Termination of loan agreement/ Final payment of grant	5 years	Destroy
09.03.02.02	Business loans and grants - application rejected	Last action on application	1 year	Destroy
09.04	Regeneration			
09.04.01.01	Direct support - given to social enterprise/economic regeneration organisations	Last contact with organisation	5 years	Review for business value
09.04.01.02	Direct support - inward investment project	Current year	10 years	Review for business and historical value
09.04.02.01	Funding - advice	Last action with organisation	5 years	Review for business value
09.04.02.02	Funding - application approved	Termination of funding agreement	5 years	Destroy
09.04.02.03	Funding - application rejected, withdrawn or did not progress beyond Expression of Interest	Last action on case	1 year	Destroy
09.04.03.01	Lobbying and representation - participation in a lobbying group to represent Council geographic area in economic development planning at regional, national and European level.	Current	10 years	Review for business and historical value
09.04.04.01	Projects - development, progress and outcomes of a regeneration project.	Completion of project	10 years	Review for historical value
09.04.05.01	Strategy - development of area and priority regeneration strategies	Until superseded	10 years	Review for historical value
09.04.05.02	Strategy - implementation	Completion of implementation	10 years	Review for historical value
09.05	Sustainability			
09.05.01.01	Sustainable development - projects	Date of last action	10 years	Review for historical value.
09.06	Tourism			
09.06.01.01	Development initiatives - Council initiatives to promote and develop tourism	Completion	5 years	Review for business value
09.06.02.01	Development strategy - Tourism development strategy	Superseded	10 years	Review historical value
09.06.03.01	Financial support - Council funding and financial support for a tourism project where the Council is not a project partner.	Termination of funding agreement	5 years	Destroy
09.06.03.02	Financial support - Records documenting the provision of financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.	Termination of funding agreement	5 years	Destroy
09.06.04.01	Non-financial support - Records documenting the provision of non-financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.	Last action	5 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
09.06.05.01	Partnership projects - Records documenting the development, progress and outcomes of a project to increase and enhance facilities and services for tourists, where the Council is a project partner.	Date of completion of project	5 years	Review for business and historical value

10: EDUCATION AND SKILLS

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Education and Skills Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving education and skills services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
10	EDUCATION AND SKILLS			
10.01	Access and Inclusion			
10.01.01.01	Annual Reports – Equal opportunities annual statement	Superseded	Permanent – Archival value	Retain
10.01.01.02	Annual Reports – Annual plan for reducing inequalities of outcome	Superseded	Permanent – Archival value	Retain
10.01.01.03	Annual Reports – Parental Involvement	Superseded	Permanent – Archival value	Retain
10.01.01.04	Annual Reports – Promotion of health	Superseded	Permanent – Archival value	Retain
10.01.02.01	Assessments – Gaelic Medium Primary GMPE	Superseded	Permanent – Archival value	Retain
10.01.03.01	Initiatives - Records documenting the development and project management of access and inclusion related projects.	Date closed	7 years	Destroy
10.01.04.01	Strategy - Strategies and policies documenting the conditions of access to education services.	Date superseded	Current	Retain permanently
10.02	Admissions and Exclusions - As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed			

10.02.01.01	Admissions - admission and enrolment registers	Date of last entry	Retain permanently	Retain
10.02.01.02	Admissions - appeals	Date of decision	7 years	Destroy
10.02.01.03	Admissions - forms	Current school year	1 year	Destroy
10.02.01.04	Admissions - new referrals for admission	Date of last entry	4 years	Destroy
10.02.01.05	Admissions - policies	Current school year	1 year	Destroy
10.02.02.01	Alternative provision	Current school year	1 year	Destroy
10.02.03.01	Assisted Support for Learning - LAAC (Looked After and Accommodated Children) case records	Date of birth	100 years. Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of death	Destroy
10.02.04.01	Attendance records	Current school year	4 years	Destroy
10.02.05.01	Exclusion records	once superseded.	7 years	Destroy
10.02.06.01	Individual education plan	Date of leaving school education	5 years	Destroy
10.02.07.01	Integrated children services - pupil records	Date of leaving school education	5 years	Destroy
10.02.08.01	Leavers survey	Date of last entry	4 years	Destroy
10.02.09.01	Placement - Placing request appeals / applications	Review and update as required	3 years	Destroy
10.02.09.02	Placement - Placing request guidelines	Review and update as required	Retain permanently	Retain
10.02.09.03	Placement - waiting lists for places	Date of last action	3 years	Destroy
10.02.10.01	Pupil performance - Pupil Progress Report (PPR) - personal pupil record	Termination or leaving date	5 years	Destroy
10.02.11.01	School directory	Date superseded	Until superseded	Destroy
10.02.12.01	School rolls	Review and update as required	6 years	Destroy
10.03	Advice			
10.03.01.01	Advice - Generic information about Education and Skills provision in the Council	Date superseded	2 years	Destroy
10.04	Arts Services			

10.04.01.01	Field centres - Records documenting the operation of field centres to deliver arts education	Date of last action	7 years	Destroy
10.04.02.01	Music tuition - Records documenting music services - tuition provided within schools or music centres	Date of last action	7 years	Destroy
10.04.03.01	Performances - licenses	Date of last action or when student reaches 25 years (whichever is later)	2 years	Destroy
10.04.03.02	Performances - Orders and bookings - arts performances	Date of last action	2 years	Destroy
10.05	Curriculum Development			
10.05.01.01	Course materials	Date superseded		Destroy
10.05.02.01	Curriculum support guidelines	Current school year	5 years	Destroy
10.05.03.01	International projects	Date of last action	7 years	Destroy
10.05.04.01	Monitoring and assessment - Curriculum Monitoring and Assessment Reports	Current school year	6 years	Destroy
10.05.05.01	National curriculum - 5-14 Attainment Results	Current school year	5 years	Destroy
10.05.05.02	National curriculum - 5-14 Summary Results	Current		Destroy
10.05.05.03	National curriculum - SQA School - Level Summary Results	Current school year	Retain permanently	Permanent
10.05.06.01	Out of schools projects	Date of last action	7 years	Destroy
10.05.07.01	Outdoor education	Date of last action	7 years	Destroy
10.05.08.01	Schools curriculum	Date of last action	7 years	Destroy
10.06	Education Welfare As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed			
10.06.01.01	Absence and attendance - Absence Reporting covering Attendance and Truancy incidents	Date of last action ALTERNATIVE Current school year	2 years ALTERNATIVE Current year + 6 years	Destroy
10.06.02.01	Additional Support Needs records - including Support Service (Psych / Hearing etc.)	Date of leaving school education	5 years	Destroy
10.06.03.01	Class lists	Date superseded	1 year	Destroy
10.06.04.01	Education Maintenance Allowance	End of financial year in which application was made	6 years	Destroy

10.06.05.01	Education Psychology Files	Date of last action or when student reaches 25 years (whichever is later)	Last action or on attaining 25th birthday.	Destroy
10.06.06.01	Guidance Records	Date of leaving school education	5 years	Destroy
10.06.07.01	Pupil performance - end of year report cards	Date of leaving school education	5 years	Destroy
10.06.07.02	Pupil performance - exam results	Date of last action	5 years	Destroy
10.06.08.01	Pupil records including report cards	Date of leaving school education	5 years	Destroy
10.06.09.01	Pupil transport - ASL (Additional Support for Learning) Transport Requests	Date of last action.	5 years	Destroy
10.06.10.01	Student welfare service	Date of leaving school education	5 years	Destroy
10.07	Employment Skills			
10.07.01.01	Careers advice	Date superseded	Until superseded	Destroy
10.07.02.01	Work experience - placements	Date of last action	6 years	Destroy
10.07.02.02	Work experience - workplace training	Date superseded	Until superseded	Destroy
10.08	Lifelong Learning			
10.08.01.01	Course development - basic skills development targets, coursework and course directory	Date superseded	Until superseded	Destroy
10.09	Management of Schools			
10.09.01.01	Accident reporting - children	Date of birth	25 years	Destroy - As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
10.09.01.02	Accident reporting - staff	Current school year.	3 years	Destroy
10.09.01.03	Accident reporting - visitors	Current school year.	3 years	Destroy

10.09.02.01	Decision making - Education Committee minutes	Date closed	3 years	Destroy
10.09.03.01	Disclosure Scotland records	Receipt of the statement from Disclosure Scotland	90 days	Destroy
10.09.04.01	Emergencies - contacts	Date superseded	Until superseded	Destroy
10.09.04.02	Emergencies - regulations	Date superseded	Until superseded	Destroy
10.09.05.01	External partnerships - Public Private Partnership (PPP)	Date of last action	20 years	Destroy
10.09.06.01	Handbook	Review and update as required	Retain permanently	Retain
10.09.07.01	Health and nursing - first aid book	Last entry	3 years	Destroy
10.09.07.02	Health and nursing - pupil files	Date of leaving school education	5 years	
10.09.08.01	Identification and School Badges	Until superseded	1 year	Destroy
10.09.09.01	Parental consent forms	Date superseded	Until superseded	Destroy
10.09.10.01	Photographs - by class and year	Date photograph is taken	18 months ALTERNATIVE 5 years.	Review – consider retaining 1 copy for archives
10.09.11.01	Plans and policies	Date superseded	3 years	Destroy
10.09.12.01	Prize giving	10 years after last action or 10 years after last action when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy
10.09.13.01	Recruitment - interview notes	Date of filling the post	6 months	Destroy
10.09.14.01	Risk assessments	Date assessment superseded or risk ceases	3 years	Destroy
10.09.15.01	Sacramental Records	10 years after last action or when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy – As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
10.09.16.01	School catering - dinner registers	Date of last action	7 years ALTERNATIVE 3 years	Destroy

10.09.17.01	School Crests	Review and update as required	Retain permanently	Retain
10.09.18.01	School events - Log Books of school events (school diary)	Date of last action	Retain permanently	Retain
10.09.19.01	School performance - school files	Date of last action	7 years	Review
10.09.19.02	School performance HMI inspection reports		Retain permanently	Retain
10.09.20.01	School transport - contracts	End of contract	7 years	Destroy
10.09.20.02	School transport - eligibility	Date superseded	3 years	Destroy
10.09.20.03	School transport - policy	Date superseded	5 years	Destroy/ Review for archival value
10.09.20.04	School transport - Pupil Transport Request Forms	Current school year	1 year	Destroy
10.09.20.05	School transport - vehicle hire request forms	Date of hire or if contract – end of contract	5 years	Destroy
10.10	Teaching			
10.10.01.01	Decision making - SQH meeting records	Date of last action	4 years	Destroy
10.10.01.02	Decision making - staff meeting records	Date of last action	4 years	Destroy
10.10.02.01	Mentoring - provision of learning mentors	Date of last action	2 years	Destroy
10.10.03.01	Teacher development - Teacher development plans - support for education and learning	Date of last action	2 years	Destroy
10.10.04.01	Teacher performance - Individual records of teacher performance	Date of last action	10 years	Destroy

11: ENVIRONMENTAL PROTECTION

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Environmental Protection Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving environmental protection services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
11	ENVIRONMENTAL PROTECTION			
11.01	Advice and Audit			
11.01.01.01	Biodiversity - leaflets and guidance	Date superseded	1 year	Review for historical value
11.01.02.01	Campaigns - promotional initiatives to raise awareness	Date campaign ended	1 year	Review for historical value
11.01.03.01	Environmental audit - reporting, recommendations and actions taken	Date audit completed	3 years	Destroy
11.01.04.01	Formal review - conduct and results of review of Council's use and consumption of energy and actions taken	Date review completed	5 years	Destroy
11.02	Conservation			
11.02.01.01	Archaeological services strategies and projects	Date closed	5 years	Review for historical value
11.02.02.01	Countryside conservation strategies and projects	Date closed	5 years	Review for historical value
11.02.03.01	Forest management strategies and projects	Date closed	5 years	Review for historical value
11.02.04.01	Heritage conservation strategies and projects	Date closed	5 years	Review for historical value
11.02.05.01	Nature conservation strategies and projects	Date closed	5 years	Review for historical value
11.02.06.01	Urban conservation strategies and projects	Date closed	5 years	Review for historical value
11.02.07.01	Woodland management strategies and projects	Date closed	5 years	Review for historical value
11.03	Monitoring and Investigation			
11.03.01.01	Coastal erosion - monitoring and assessing environmental impact and risks.	Date closed	5 years	Retain for historical value
11.03.02.01	Energy use and consumption - routine monitoring	End of current year	5 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
11.03.03.01	Environmental impact assessment - adopted screening or scoping opinion	Received	2 years	Destroy
11.03.03.02	Environmental impact assessment - agriculture	Date of notice	5 years	Destroy
11.03.03.03	Environmental impact assessment - Regulation 30 notice	Date of notice	2 years or until entered into Part II of the Register	
11.03.03.04	Environmental impact assessment - routine	Date superseded	1 year	Review for historical value
11.03.03.05	Environmental impact assessment - ROMP application	Date of Application	10 years	Destroy
11.03.03.06	Environmental impact assessment – Statement, Screening opinion, request for screening opinion, scoping opinion		While relevant	Destroy
11.03.04.01	Environmentally sensitive areas - monitoring	Date superseded	Permanent	Retain for historical value
11.03.05.01	Incident investigation - environmental incidents on the institution's Council's premises or caused by its operations	Date investigation completed	40 years (Unless radiation see SCARRS for exception)	Destroy
11.03.06.01	Risk identification and assessment - Environmental risk identification of, or caused by, the Council's premises or operations, and the conduct of a risk assessment.	Superseded	3 years	Destroy

12: FINANCE

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Finance Function.

Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving finance services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
12	FINANCE			
12.01	Accounts and Audit			
12.01.01.01	Annual accounts - preparatory records	End of financial year (on completion of audit)	5 years	Destroy
12.01.01.02	Annual accounts - published records		Permanent	Retain for business and historical value
12.01.02.01	Internal auditing - General papers re provision and management of internal audit service (not specific to individual audits)	End of financial year	5 years	Review for historical value
12.01.02.02	Internal auditing - investigations, including investigations involving prosecution, disciplinary action, etc.	Completion of court proceeding / disciplinary process	5 years	Review for historical value
12.01.02.03	Internal auditing - no investigations	End of financial year	5 years	Review for historical value
12.02	Asset Management			
12.02.01.01	Common Good assets - Records documenting decisions (and authorisations) to dispose of Common Good assets		Permanent	Retain for business and historical value
12.02.01.02	Common Good assets - Records documenting the identification of the Council's Common Good assets	Keep up to date	Permanent	Retain for business and historical value
12.02.02.01	Disposal - Records documenting decisions (and authorisations) to dispose of capital assets	Date sold/ disposal of asset	6 years	Review for historical value

12.02.03.01	Valuation - Records documenting the value of the Council's tangible assets	End of financial year (on completion of audit)	6 years	Review for historical value
12.03	Financial Provisions Management			
12.03.01.01	Budgeting - Budget monitoring and actions to deal with variances: consolidated annual	End of current financial year	6 years	Destroy
12.03.01.02	Budgeting - Budget monitoring and actions to deal with variances: departmental budget reports; budget virement transfers	End of current financial year	3 years	Destroy
12.03.01.03	Budgeting - Preparation of the Council's annual capital and revenue budgets: consolidated budget	End of current financial year	6 years	Destroy
12.03.01.04	Budgeting - Records documenting budget planning processes.	End of current financial year	3 years	Destroy
12.03.02.01	Debt management - records of debts owed to the Council	Date debt discharged.	6 years	Destroy
12.03.03.01	External funding - management of government funding	End of current financial year	6 years	Destroy
12.03.03.02	External funding - management of non-government grant funding - bid approved	Termination of funding agreement	6 years/ Cfy+5/ or 10 years in the case of European funding	Destroy
12.03.03.03	External funding - management of non-government grant funding - bid rejected	Rejection of bid	1 year	Destroy
12.03.04.01	Gifts and donations - records of management of gifts, bequests and other donations of funds to the Council.		Permanent	Retain
12.03.04.02	Gifts and donations - register of gifts and hospitality received by individual members of staff	Register entry date	10 years	Destroy
12.03.05.01	Investment - Records documenting the overall management of the institution's financial investment portfolio	Divestment	6 years	Destroy
12.03.05.02	Investment - Records documenting the purchase / sale of investments	While investment held	6 years	Destroy
12.03.06.01	Loans - loan register		Permanent	Retain for business and historical value
12.03.06.02	Loans - Records relating to the borrowing of money by the council	Termination of loan agreement	6 years	Destroy
12.03.07.01	Long term strategy - major records e.g. financial plan; financial strategic forecast		Permanent	Retain for business and historical value
12.03.07.02	Long term strategy - preparatory records	Approval date	2 years	Destroy
12.04	Financial Transactions Management			

12.04.01.01	Authorisation - activities involved in delegating authority for carrying out financial activities on behalf of the council.	End of delegation arrangement	6 years	Destroy
12.04.02.01	Banking - Records documenting regular payment instructions for bank accounts.	Termination of instruction	6 years	Destroy
12.04.02.02	Banking - Records documenting the deposits/withdrawals/transfer of funds.	End of financial current year	6 years	Destroy
12.04.02.03	Banking - Records documenting the opening and closure and routine administration of bank accounts.	Closure of account	6 years	Destroy
12.04.03.01	Expenses - Processing and payment of expenses claims	End of current financial year	6 years	Destroy
12.04.04.01	Fraud investigation records	Completion of court proceedings/ disciplinary proceedings	5 years	Destroy
12.04.05.01	Funding applications - Activities relating to the process of considering and administering applications to the authority for grant funding	End of financial year in which the records were created	6 years	Destroy
12.04.06.01	Internal recharging - Internal claims/payments between business units for goods and services provided/received	End of current financial year	1 year	Destroy
12.04.07.01	Invoicing - Processing and payment of purchase and sales invoices	End of current financial year	6 years	Destroy
12.04.08.01	National insurance - National insurance number notification and input records	End of employment	2 years	Destroy
12.04.09.01	Petty cash records	End of current financial year	6 years	Destroy
12.04.10.01	Reconciliation - Processes that balance and reconcile financial accounts	Administrative use ends	2 years	Destroy
12.04.11.01	Refunds	End of financial year in which the records were created	6 years	Destroy
12.05	Local Taxation			
12.05.01.01	Business rates - collection of non-domestic rates payable for a property	End of current financial year	6 years	Destroy
12.05.02.01	Council tax - benefit claim processing	End of current financial year	6 years	Destroy
12.05.02.02	Council tax - collection	End of current financial year	6 years	Destroy
12.05.03.01	Housing benefit - claim processing	End of current financial year	6 years	Destroy

12.05.04.01	Property valuation - Rateable property information		Permanent	Retain for business and historical value
12.05.04.02	Property valuation - valuation lists		Permanent	Retain for business and historical value
12.05.05.01	Water Charges	End of current financial year	6 years	Destroy
12.06	National Taxation			
12.06.01.01	Tax returns - preparation and submission of the Council's tax returns.	End of current tax year	6 years	Destroy
12.07	Payroll and Pensions			
12.07.01.01	Payroll - major records including copy payslips, payroll year end prints, Salaries cumulative listings	End of current tax year	6 years	Destroy
12.07.01.02	Payroll - minor records including timesheets, monthly payroll prints	End of current tax year	3 years	Destroy
12.07.01.03	Payroll - P45 (Income tax - employee leaving)	End of employment	5 years	Destroy
12.07.01.04	Payroll - P60	End of current year	2 years	Destroy
12.07.01.05	Payroll - Statutory Maternity Pay scheme records	End of current tax year	3 years	Destroy
12.07.01.06	Payroll - Statutory Sick Pay scheme records	End of current tax year	3 years	Destroy
12.07.02.01	Pensions - Individual staff pension files	End of current year after date of payment	10 years	Destroy
12.07.02.02	Pensions - Pension scheme management	Until superseded	10 years	Destroy
12.07.02.03	Pensions - Pension scheme reports	End of current year	6 years	Destroy

13: HEALTH AND SAFETY

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Health and Safety Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Management and training of staff delivering or receiving health and safety services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
13	HEALTH AND SAFETY			
13.01	Compliance			
13.01.01.01	Strategy and planning – System processes	Date process ceases or is superseded.	1 year	Destroy
13.01.01.02	Strategy and planning - Health and safety policies	Date superseded.	1 year	Destroy
13.01.02.01	Training - fire safety training	End of current year.	10 years	Destroy
13.01.02.02	Training - First aid – Course attendance sheet	End of current year	3 years	Destroy
13.01.02.03	Training - First aid – Letter advising of award of certificate	End of current year	3 years	Destroy
13.01.02.04	Training - Manual Handling – Course attendance sheet	End of current year	3 years	Destroy
13.01.02.05	Training - Manual Handling – Letter advising of award of certificate	End of current year	3 years	Destroy
13.02	Monitoring			
13.02.01.01	Accidents and incident reporting - reporting accidents to adults	Date of entry/ Accident book - date of last entry.	3 years	Destroy
13.02.01.02	Accidents and incident reporting - reporting accidents to children	Date of birth of child	25 years	Destroy - As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
13.02.02.01	Asbestos control - Arrangements to deal with accidents, incidents and emergencies	In case of any accident, incident or emergency OR Superseded	40 years 3 years	Destroy
13.02.02.02	Asbestos control - Employee information/ instruction/ training - Recommend add to personnel record	Termination of employment	6 years	Destroy
13.02.02.03	Asbestos control - Exemption certificate	Expired/revoked	40 years	Destroy
13.02.02.04	Asbestos control - Health records - where exposure exceeds the action level	Date of last incident	40 years	Destroy
13.02.02.05	Asbestos control - Medical examination certificates	Date of issue	4 years	Destroy
13.02.02.06	Asbestos control - Record or suitable summary of air monitoring of employees exposure to asbestos	Date of monitoring	5 years or 40 years if medical record is required	Destroy

13.02.03.01	Hazardous substances - COSHH reports	Date of last action.	40 years	Destroy
13.02.04.01	Inspections - equipment safety Yearly Daily/Monthly/Weekly	Date of inspection Date of inspection	2 years 1 year	Destroy
13.02.04.02	Inspections - health and safety	Date superseded./ Date of last action	1 year	Destroy
13.02.05.01	Radon Monitoring - Dose assessment and recording of classified person (approved dosimeter service)	Date made	50 years or until person's 75th birthday	Destroy
13.02.05.02	Radon Monitoring - Monitoring Results	Date recorded	2 years	Destroy
13.03	Risk Management			
13.03.01.01	Risk assessments	Date of last assessment / last action.	3 years	Destroy

14: HOUSING

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Housing Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering housing services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedules:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
14	HOUSING			
14.01	Advice			
14.01.01.01	Assistance - Guidance about availability and amount of assistance	Superseded	5 years	Destroy
14.01.02.01	Private tenants and landlords - Help and advice to private tenants or landlords	Date of last action	Current + 5 years	Destroy
14.01.03.01	Right to information - Tenants right to information about landlord's duty	End of tenancy	5 years	Destroy
14.02	Enforcement			
14.02.01.01	Housing standards - assessment	Date of last assessment	3 years	Destroy
14.02.02.01	Multiple occupancy - amenity notice	Revocation or completion of work	5 years	Destroy
14.02.02.02	Multiple occupancy - license	Expiry of license	3 years	Destroy
14.02.02.03	Multiple occupancy - safety inspections	Date of last action	7 years	Destroy
14.03	Estate Management			
14.03.01.01	Business premises	Date of last action	7 years	Destroy
14.03.02.01	Car parking surveys	Date of last action	7 years	Destroy
14.03.03.01	Garage applications	Registration or entitlement lapses	2 years	Destroy
14.03.04.01	Garage rentals	Entitlement lapses	2 years	Destroy
14.03.05.01	Housing inspections	Date of last action	7 years	Destroy
14.03.06.01	Neighbour disputes	Termination of tenancy	5 years	Destroy
14.04	Housing Provision			

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
14.04.01.01	Allocations - waiting list	Date superseded	Current	Destroy
14.04.02.01	Homelessness – Case file where individual does become permanently housed	Date of decision	See Tenant Case File	
14.04.02.02	Homelessness– Case file where individual does not become permanently housed	Date of last action	Current + 5 years	Destroy
14.04.02.03	Homelessness - Homeless Interview record	Date of interview	3 years	Destroy
14.04.02.04	Homelessness - Homeless Housing support services assessment	Superseded	3 years	Destroy
14.04.02.05	Homelessness - Records documenting arrangements with a hostel/bed and breakfast establishment used to provide temporary accommodation.	Current year	3 years	Destroy
14.04.02.06	Homelessness - Records documenting the decoration and furnishing of a leased property to be used as temporary accommodation.	End of work	5 years	
14.04.02.07	Homelessness - Strategy	Until superseded	5 years	Destroy
14.04.02.08	Homelessness - Temporary accommodation - lease agreement	Termination of lease agreement	Current + 5 years	Destroy
14.04.02.09	Homelessness - temporary accommodation allocated to homeless person	End of tenancy	5 years	Destroy
14.04.03.01	Housing applications - common housing registers	Keep up to date	Retain permanently	Retain
14.04.03.02	Housing applications - successful applicants	Date of decision	See Tenant Case File	
14.04.03.03	Housing applications - unsuccessful applicants (or where application is withdrawn by applicant)	Date of decision/last action/no response	Current + 1 year	Destroy
14.04.04.01	Housing exchanges - mutual exchange list	Date superseded	Current	Destroy
14.04.05.01	Landlord accreditation	Date of last action	2 years	Destroy
14.04.06.01	Local housing strategy	Until superseded	5 years	Destroy
14.04.07.01	Sheltered housing - case files	Date of last action	Current + 7 years	Destroy
14.05	Housing Stock			
14.05.01.01	Housing grants - Application forms (Improvement Grant)	Date of payment	6 years	Destroy
14.05.01.02	Housing grants - Grant Assistance applications	Date of payment	6 years	Destroy
14.05.01.03	Housing grants - Notice of payment	Date of notice	5 years	Destroy
14.05.01.04	Housing grants - Notice of cessation of conditions	Date of notice	5 years	Destroy
14.05.01.05	Housing grants - register	Current year	10 years	Destroy
14.05.02.01	Housing renewal areas - Action Plans and variations	Superseded	5 years	Destroy

14.05.02.02	Housing renewal areas - Informing of owners and occupiers of premises in the HRA action plan	Date of issue	5 years	Destroy
14.05.02.03	Housing renewal areas - Notices under the Housing (Scotland) Act 2006	Expiry, revocation or completion of notice.	5 years	Destroy
14.05.02.04	Housing renewal areas - orders	Expiry of order	5 years	Destroy
14.05.03.01	Planned maintenance - Certification for work completed	Date of issue	10 years	Destroy
14.05.03.02	Planned maintenance - plan	Superseded	1 year	Destroy
14.05.04.01	Property file management - major repairs	Date of last action	10 years	Destroy
14.05.04.02	Property file management - minor repairs	Date of last action	5 years	Destroy
14.05.04.03	Property file management - Adaptations grants	Date of last action	5 years	Destroy
14.05.04.04	Property file management - Demolition	Date of last action	Current + 7 years	Destroy
14.05.04.05	Property file management - housing improvement grant where application is rejected	Last action on application	Current + 1 year	Destroy
14.05.04.06	Property file management - Housing improvement grants over £50,000	From date of last payment	10 years	Destroy
14.05.04.07	Property file management - Housing improvement grants under £50,000	From date of last payment	10 years	Destroy
14.05.04.08	Property file management - Leases	From expiry of lease	Current + 15 years	Destroy
14.05.04.09	Property file management - Planned maintenance	Date of last action	Current + 2 years	Destroy
14.05.04.10	Property file management - Private housing grants	Date of last action	5 years	Destroy
14.05.04.11	Property file management - property adaptations	Date superseded	Until superseded	Destroy
14.05.05.01	Repairs and renovation - Provision of repairs and list of contractors	Until superseded	Nil	Destroy
14.05.05.02	Repairs and renovation - repair notice	Date of notice	5 years	Destroy
14.05.06.01	Unauthorised occupants	Date of last action	5 years	Destroy
14.06	Managing Tenancies			
14.06.01.01	Abandoned property - register	Date on which the landlord took possession of the house	5 years	Destroy
14.06.02.01	Compulsory purchase forms	Date of issue	10 years	Destroy
14.06.03.01	Recovery of possession - notice of proceedings	Date of notice	5 years	Destroy
14.06.04.01	Right to buy - Application to purchase	Date of purchase	10 years	Destroy
14.06.04.02	Right to buy - Ballot papers – Community Right to buy	Date of the ballot	2 years	Destroy
14.06.04.03	Right to buy - Ballot papers – Crofting Community Right to buy	Date of the ballot	2 years	Destroy
14.06.04.04	Right to buy - Information to be submitted by landlord	Date of notice	5 years	Destroy
14.06.05.01	Scottish Secure Tenancy - agreements	Termination	5 years	Destroy

14.06.05.02	Scottish Secure Tenancy - Form SSS1 (Notice under Section 34 to be served on a prospective Tenant of a short Scottish secure tenancy)	Life of tenancy	5 years	Destroy
14.06.06.01	Tenant file management - Agreements (Ordinary Tenancy)	Tenancy expires	5 years	Destroy
14.06.06.02	Tenant file management - applications and referrals	Termination of tenancy	5 years	Destroy
14.06.06.03	Tenant file management - Contents insurance for council tenants	Date closed/ Termination	Current + 7 years; 1 year	Destroy
14.06.06.04	Tenant file management - Evictions	Date of last action	Current + 7 years	Destroy
14.06.06.05	Tenant file management - Homecare Service	Termination of Service	5 years	Destroy
14.06.06.06	Tenant file management - Housing needs assessment	When superseded	2 years	Destroy
14.06.06.07	Tenant file management - Housing repairs	Date of last action	Current + 2 years	Destroy
14.06.06.08	Tenant file management - Rent arrears (Council property)	Date closed	Current + 7 years	Destroy
14.06.06.09	Tenant file management - Rent setting	Date closed	Current + 7 years	Destroy
14.06.06.10	Tenant file management - Right to buy	Date sold	10 years	Destroy
14.06.06.11	Tenant file management - Welfare benefit advice	Last action Last action plus 3 years	Current + 6 years / 18 months	Destroy
14.06.06.12	Tenant file management - Welfare services - disadvantaged persons	Date closed Last action plus 3 years	Current + 7 years	Destroy
14.06.07.01	Tenant participation - strategy	Date superseded	Current + 1 year	Destroy
14.06.08.01	Tenants organisations - application for registration	Whilst on register	5 years	Destroy
14.06.08.02	Tenants organisations - register	Keep up to date	Keep up to date	
14.06.08.03	Tenants organisations - removal from register	Date of removal	3 years	Destroy
14.06.09.01	Tenements - Notice of potential liability for costs	Expires at the end of the 3 year period beginning with the date of registration unless renewed before that period	3 years	
14.06.09.02	Tenements - Prescriptive period for costs to which Section 12 relates	Date of registration	5 years	

15: HUMAN RESOURCES

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Human Resources Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
15	HUMAN RESOURCES			
15.01	Administering Employees			
15.01.01.01	Absence monitoring	End of current tax year	3 years	Destroy
15.01.02.01	Counselling	Termination	6 years	Destroy
15.01.03.01	Discipline – Documentation relating to the discipline of employees	Termination	6 years	Destroy
15.01.03.02	Discipline – Final disciplinary warnings	Date of warning	18 months / 6 month	Destroy
15.01.03.03	Discipline – No warning given	Date of decision not to proceed	6 months	Destroy
15.01.03.04	Discipline – Oral warning	Date of warning	6 months	Destroy
15.01.03.05	Discipline – Warnings involving children or vulnerable adults	Termination	25 years	Destroy – As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
15.01.03.06	Discipline – Written warning	Date of warning	12 months	Destroy – As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until

				this guidance has been reviewed
15.01.03.07	Discipline - Written statement to employee who is dismissed while absent during adoption leave	Termination	6 years	Destroy
15.01.04.01	Disclosure of interest	Superseded	1 year	Destroy
15.01.05.01	Dismissal notification - Dismissal of social worker - notification to Scottish Social Services Council	Dismissal	6 years	Destroy – As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
15.01.06.01	Employee details - posts not subject to disclosure checks	Termination of employment	6 years	Destroy (See note on SCARRS)
15.01.06.02	Employee details - posts subject to disclosure checks including working with children and vulnerable adults	Termination of employment	25 years	Destroy (See note on SCARRS) – As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
15.01.07.01	Employment conditions	Termination of employment	6 years	Destroy
15.01.08.01	Grievances	Termination of employment	6 years	Destroy
15.01.9.01	Induction	Date of completion	Completion date + 2 years	Destroy
15.01.10.01	Leave	Current year	Current year + 2 years	Destroy
15.01.11.01	Maternity/paternity leave	Current tax year	Current year + 3 years	Destroy
15.01.12.01	Medical assessments	Date of birth / Termination of employment /Current year	6 / 25 years as appropriate unless a longer requirement is needed under health and safety legislation.	Destroy

15.01.13.01	Reporting - terms and conditions, working hours	Current tax year	3 years	Destroy
15.01.14.01	Termination - requests and notices (other than retirement)	Date of leaving	6 years	Destroy
15.01.15.01	Training - individual training records	Termination of employment	6 years unless relates to training for work with children or vulnerable adults retain for 25 years.	Destroy – As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
15.02	Employee Relations			
15.02.01.01	Disciplinary matters reporting	Once appropriate action taken	Until superseded	Destroy
15.02.02.01	Employment Tribunals	Termination of employment	6 years	Destroy – As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
15.02.03.01	HR Guidelines	Superseded	Date superseded	Retain – consider historical value
15.02.04.01	Trade union liaison - administration	Superseded	2 years	Destroy
15.02.04.02	Trade union liaison - strategy	Superseded	Permanent	Retain for historical value
15.03	Equal Opportunities			
15.03.01.01	Dignity at work	Current year	2 years	Destroy
15.03.02.01	Disability equality scheme records	Superseded	3 years	Destroy
15.03.03.01	Equal pay audit	Date of audit	3 years	Destroy
15.03.03.02	Equal pay statement	Superseded	3 years	Destroy
15.03.04.01	Equalities and diversity - guidelines	Until superseded	1 year	Destroy
15.03.04.02	Equalities and diversity - Investigations - Case Files	Investigation concludes and action is spent / Retain current information throughout employment	5 years / Employment term	Destroy
15.03.05.01	Gender equality - annual reports	Current year	3 years	Destroy
15.03.05.02	Gender equality - scheme records	Superseded	3 years	Destroy
15.03.06.01	Harassment monitoring - statistics	Current year	1 year	Review – consider

				historical value
15.04	Job Evaluation			
15.04.01.01	Evaluation - working papers	Date evaluation finalised	5 years	Destroy
15.04.02.01	Reporting - final report	Current	Retain permanently	Retain
15.04.02.02	Reporting - Results of large scale job evaluation	Date evaluation finalised	5 years	Destroy
15.05	Monitoring Employees			
15.05.01.01	Performance appraisal - Probationary reports and performance plans	Date completed	5 years	Destroy
15.05.02.01	Reporting	Current	5 years	Destroy
15.05.03.01	Staff directory	Current	Current	Destroy
15.06	Occupational Health			
15.06.01.01	Absence reporting	Date after action completed	5 years	Destroy
15.06.02.01	Major injuries records	Termination of employment	40 years	Destroy
15.06.03.01	Occupational health - records kept separately from main employee file	Date of birth (unless see notes on SCARRS)	75 years	Destroy
15.06.03.02	Occupational health - staff training (separate from Health & Safety file)	Date course completed	50 years	Destroy
15.06.04.01	Personal risk assessment	After revised risk assessment takes place or termination of employment	6 years	Destroy
15.06.05.01	Sickness monitoring records	Termination of employment	6 years	Destroy
15.07	Recruitment			
15.07.01.01	Authorisation	Recruitment finalised	6 months	Destroy
15.07.02.01	Job descriptions	Date superseded	6 months	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
15.07.03.01	Recruitment - individual application processing	Recruitment finalised	6 months	Destroy
15.07.04.01	Recruitment process	Recruitment finalised	6 months	Destroy
15.07.05.01	Secondment	Termination of employment	6 years	Destroy

15.07.06.01	Statutory appointments - records relating to the selection and appointment of individuals for statutory positions of the council.	Appointment	Permanent / Date of retirement + 25 years	Retain
15.07.07.01	Volunteers	Termination of employment	6 years	Destroy
15.08	Terms and Conditions of Employment			
15.08.01.01	Staff benefits	Termination of employment	6 years	Destroy
15.08.02.01	Staff facilities	Termination of employment	6 years	Destroy
15.08.03.01	Staff recognition	Termination of employment	6 years	Destroy
15.08.04.01	Terms and conditions	Termination of employment	6 years	Destroy
15.09	Training			
15.09.01.01	Driver training - records	Termination of employment	6 years	Destroy
15.09.02.01	Reporting	Date after action completed	5 years	Destroy
15.09.03.01	Support training - individual employee training records	Termination of employment	6 / 25 years as appropriate unless a longer requirement is needed under health and safety legislation.	Destroy – As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
15.09.04.01	Training courses	Current year	1 year	Destroy
15.09.05.01	Training plan	Date after action completed	2 years	Destroy
15.10	Workforce Planning			
15.10.01.01	Workforce development planning - plan	Date of last action	5 years	Destroy

16. INFORMATION AND COMMUNICATION TECHNOLOGY

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Information and Communication Technology Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving information and communication technology services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
16	INFORMATION AND COMMUNICATION TECHNOLOGY			
16.01	ICT Systems Development			
16.01.01.01	Development and change management - Initial development of an ICT system which is not implemented.	Last action on development	5 years	Destroy
16.01.01.02	Development and change management - Initial development of and post-implementation changes to an ICT system.	Decommissioning of system	5 years	Review for business and historical value
16.02	ICT Systems Operations Management			
16.02.01.01	Data management - Management of data in an ICT system, including the operation of routine data backup, archiving and deletion routines.	End of current year	1 year	Destroy
16.02.02.01	Equipment disposal - Arrangements for the sanitisation and disposal of institutional ICT equipment	Disposal of equipment	5 years	Destroy
16.02.03.01	Faults - Investigation of faults reported by users of an ICT system, and action taken to rectify problems.	Close of investigation	3 years	Destroy
16.02.04.01	Licensing - Maintenance of the software license(s) for an ICT system.	Expiry/ Termination of license	5 years	Destroy
16.02.05.01	Mobile systems - Removal / return of mobile ICT systems hardware & software from / to the Council's premises	Return of equipment	5 years	Destroy
16.02.06.01	Monitoring and testing - Routine monitoring and testing of an ICT system, and action taken to rectify problems and optimise performance.	End of current year	1 year	Destroy
16.02.07.01	System files - management of an ICT system	Decommissioning of system	5 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
16.03	ICT Systems Security Management			
16.03.01.01	Monitoring - Routine monitoring of access to, and use of, an ICT system.	End of current year	1 year	Destroy
16.03.02.01	Security breach management - Detection and investigation of security breaches of an ICT system, and action taken.	Last action on incident	3 years	Destroy
16.03.03.01	Security protocols for an ICT system.	Decommissioning of system	5 years	Destroy
16.03.04.01	User accounts - Opening, maintenance and closure of a user account for an ICT system.	Closure of account	1 year	Destroy
16.04	ICT Systems User Training and Support			
16.04.01.01	Training and guidance - Development of technical & application training and guidance for IT system users	superseded	1 year	Destroy
16.04.02.01	User support requests - Logging, investigation and resolution of user requests for technical and application support	Close of call	1 year	Review for business value

17: INFORMATION MANAGEMENT

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Information Management Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving information management services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
17	INFORMATION MANAGEMENT			
17.01	Access to information			
17.01.01.01	Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	Outcome of appeal	6 years	Destroy
17.01.01.02	Data Protection - record of subject access request processing	Completion of request	3 years	Destroy
17.01.02.01	Environment Information Regulations - processing of requests for information	Completion of request	3 years	Destroy
17.01.02.02	Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	Outcome of appeal	6 years	Destroy
17.01.03.01	Freedom of Information - Council Publication Scheme	Superseded	3 years	Review for historical value
17.01.03.02	Freedom of information (FoISA) - processing of requests for information	Completion of request	3 years	Destroy
17.01.03.03	Freedom of information (FoISA) - processing of requests for information where appeal made to Scottish Information Commissioner	Outcome of appeal	6 years	Destroy
17.01.04.01	Re-use of Public Sector Information Regulations - processing of requests for information	Completion of request	3 years	Destroy
17.02	Data Protection Compliance			
17.02.01.01	Data Protection Impact Assessments	Duration of processing/ Superseded	3 years	Review for historical value

17.02.02.01	Data Protection Policy	Duration of processing/ Superseded	3 years	Destroy
17.02.03.01	Law enforcement processing	Life of record/data	Life of record/ data	Destroy
17.02.04.01	Personal data breaches - logs	Current year	5 years	Destroy
17.02.05.01	Privacy notices	Superseded	3 years	Review high level notices for historical value. Destroy specific notices
17.02.06.01	Records of data subject rights requests	Current year	3 years	Destroy
17.02.07.01	Records of processing activities	Superseded	3 years	Review for historical value
17.03	Knowledge Management			
17.03.01.01	Contacts - lists	Superseded	None	Destroy
17.03.02.01	Geographic information system data	Date of survey completion	5 years	Transfer to archive
17.03.03.01	Information asset management - register	Superseded	2 years	Destroy
17.04	Records Management			
17.04.01.01	Classification schemes	Current	Until superseded	Review for historical value
17.04.02.01	Disposal - disposal certificates	Date of destruction	Permanent	Retain
17.04.02.02	Disposal - records destruction register	Date of destruction	Permanent	Retain
17.04.03.01	Forms development	Superseded	1 year	Sample for historical value
17.04.04.01	Image capture - Paper copies of records that have been scanned, where scanned image is treated as original record ('golden copy').	Date of scan	Nil	Destroy
17.04.05.01	Records management plan	Superseded	5 years	Destroy
17.04.06.01	Records surveys	Current	2 years	Destroy
17.04.07.01	Retention - records retention issues log	Date of last action	6 years	Destroy
17.04.07.02	Retention - retention schedules	Superseded	Permanent	Retain

18: LEGAL SERVICES

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Legal Services Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving legal services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
18	LEGAL SERVICES			
19.01	Advice			
19.01.01.01	Advice to the public	Date superseded.	1 / 5 years	Destroy
19.01.02.01	Provision of legal advice	Date file closed	5 years	Transfer to Archives
19.02	Bylaws			
19.02.01.01	Enactment		Permanent	Transfer to Archives
19.02.02.01	Enforcement - Papers relating to byelaw enforcement matters generally	Date matter concluded	2 years / 5 years	Destroy
19.03	Land and Highways			
19.03.01.01	Acquisition - Road adoptions - land acquisitions and highways	Disposal	Life of acquisition plus 5 years	Destroy
19.03.02.01	Disposal - Road adoptions - land dispersals and highways	Disposal	Disposal plus 5 years	Destroy
19.04	Land Registration			
19.04.01.01	Land charges - land registration charges	Date file closed	10 years	Permanent
19.04.01.02	Land charges - searches	Date file closed	12 years	Destroy
19.05	Litigation			
19.05.01.01	Adoption case work	Date of order/decision or close of file	Adoption order made - 100 years. No adoption order made - 10 years	Destroy

19.05.02.01	Anti-social behaviour case work	Date of expiration of court order/ conclusion of any court action.	10 years	Destroy
19.05.03.01	Commercial case work	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.
19.05.04.01	Criminal case work	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.
19.05.05.01	Debt recovery case work	Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan).	1 year or 5 years	Destroy
19.05.06.01	Employment tribunal case work	Date file closed.	10 years	Destroy
19.05.07.01	Eviction case work	Date of court order/conclusion of any court action	10 years	Destroy
19.05.08.01	Mental health case work	Date file closed (or death if indefinite guardianship).	10 years	Destroy
19.05.09.01	Other civil action case work	Date of expiration of court order/conclusion of any court action.	10 years	Destroy
19.05.10.01	Precedent cases	Date case closed	Permanent	Transfer to Archives
19.06	Management Of Legal Activities			
19.06.01.01	Agreements - Concordat. Process of agreeing terms between organisations Note: this does not include contractual agreements.	Date agreement expires or is terminated	6 years	Destroy
19.06.02.01	Compulsory purchase - Authorisations, Deeds etc.	Date property disposed of.	Deeds are transferred with the sale. General papers retain 5 years	Will be required in future transactions for that property

19.06.02.02	Compulsory purchase - Correspondence and other papers including GVD.	Disposal of property	10 years	Destroy/ Review for archival value
19.06.03.01	Conveyancing - Conveyance files covering the process of changing ownership of land or property	Date file closed	10 years	Destroy
19.06.04.01	Copyright - advice on IPR and copyright ownership.	Date superseded.	Nil	Destroy
19.06.05.01	Deeds - and any documents required along with deeds	Date file closed	Permanent	Retain
19.06.06.01	Land charges - including charging orders and improvement/repair grants	Date file closed	10 years	Destroy
19.06.07.01	Purchase - open market including correspondence, tax certificates, missives, letters of obligation	Date file closed	5 years	Destroy (unless unusually complicated then retain until property disposed of)
19.06.08.01	Sale or disposal - Correspondence and other papers.	Date of sale	5 years	Destroy
19.06.08.02	Sale or disposal - Titles and plans	Disposal of property	Permanent	Archive
19.06.09.01	Servitudes and wayleaves - key records	Deeds, titles and plans to be retained permanently.	Deeds granted kept permanently.	Retain
19.06.09.02	Servitudes and wayleaves - preparatory records	Date of grant of deed.	5 years	Destroy
19.06.10.01	Trusts - Correspondence and admin papers.	Date superseded.	10 years	Destroy
19.07	Planning Controls			
19.07.01.01	Certificate of Lawful Use or Development - certificate	Date of agreement period expires.	5 years	Review
19.07.01.02	Certificate of Lawful Use or Development - other documentation	Date of certificate.	20 years	Destroy

20. LEISURE AND CULTURE

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Leisure and Culture Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering leisure and culture services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
19	LEISURE AND CULTURE			
19.01	Allotments			
19.01.01.01	Claims for compensation for damage, disturbance of loss of crops	Current financial year	6 years	Destroy
19.01.02.01	Establishment, development and closure of an allotment site	Closure of site	5 years	Destroy
19.01.03.01	Maintenance of infrastructure and facilities at an allotment site	End of current year	5 years	Destroy
19.01.04.01	Rental application - processing of an application for rental of an allotment plot or to erect a structure, where the application is approved	Termination of rental	1 year	Destroy
19.01.04.02	Rental application - processing of an application for rental of an allotment plot or to erect a structure, where the application is rejected.	End of current year	1 year	Destroy
19.02	Archaeology			
19.02.01.01	Historical Environmental Record		Permanent	Transfer to archive
19.02.02.01	Statistics and Reports	End of financial year	5 years	Review for historical interest
19.03	Archives			
19.03.01.01	Accessioning - accession register		Permanent	Retain for historical value
19.03.02.01	Cataloguing - catalogue of archival holdings		Permanent	Retain for historical value
19.03.03.01	Conservation records	End of life of deposit	5 years	Destroy
19.03.04.01	Deposits - depositor records	End of life of deposit	5 years	Destroy
19.03.05.01	Environmental monitoring - Report on environmental conditions		Permanent	Retain

19.03.05.02	Environmental monitoring - Temp/RH reading records	End of current year	5 years	Destroy
19.03.06.01	Loans - loans from third parties - record of loan	End of loan period	5 years	Destroy
19.03.06.02	Loans - loans to third parties - agreements	End of loan period	5 years	Destroy
19.03.06.03	Loans - loans to third parties - record of loan	End of life of deposit	5 years	Destroy
19.03.07.01	Reprographic services - Copying/Photographic orders, copyright forms	End of financial year	3 years	Destroy
19.03.08.01	Requests - Production/Request slips	End of current year	3 years	Destroy
19.03.09.01	Research services records	End of current year	5 years	Review for re-use value
19.03.10.01	Visitors - register of individual visitors	Current	5 years	Destroy
19.03.11.01	Withdrawals - record of withdrawals	Withdrawal plus 20 years	Permanent	Retain for historical value
19.04	Arts			
19.04.01.01	Artists details - records documenting details of artists and their work.	End of calendar year	3 years	Review for ongoing value
19.04.02.01	Arts programme development - where Council is initiator or pays keys role	End of programme/ event	5 years	Review for historical and business value;
19.04.03.01	Community arts projects - advice and assistance	End of project	3 years	Destroy
19.05	Community Facilities			
19.05.01.01	Private hire applications	End of current year	5 years	Review
19.05.02.01	Subsidised rate applications - rejected	End of financial year	1 year	Destroy
19.05.02.02	Subsidised rate applications - successful	End of financial year	5 years	Destroy
19.06	Libraries			
19.06.01.01	Book ordering	End of financial year	6 years	Destroy
19.06.02.01	Cataloguing - library catalogue	Superseded	Permanent	Retain for historical value
19.06.03.01	Community information	Superseded	1 year	destroy
19.06.04.01	Fines	End of financial year	6 years	Destroy
19.06.05.01	Inter-library loans	End of loan period	5 years	Destroy
19.06.06.01	Library development records	Superseded	3 years	Destroy
19.06.07.01	Membership - registration and renewals	Termination	1 year	Destroy
19.06.08.01	Public access IT administration	Termination	5 yrs	Destroy
19.07	Museums and Art Galleries			
19.07.01.01	Accreditation - notification of registered status		Permanent	Retain for historical value
19.07.01.02	Accreditation - working documents and administration	Whilst relevant	3 years	Destroy
19.07.02.01	Cataloguing - catalogues	Superseded	Nil	Review for historical value
19.07.03.01	Deposits - depositor agreements		Permanent	Retain for historical value

19.07.04.01	Environmental monitoring	End of current year	5 years	Destroy
19.07.04.02	Environmental monitoring		Permanent	Review for historical value
19.07.05.01	Loans - to third parties - record of loan	End of life of deposit	5 years	Retain
19.07.05.02	Loans - from third parties - record of loan	End of loan period	5 years	Retain
19.07.05.03	Loans - to third parties - loan agreement	End of loan period	5 years	Destroy
19.07.06.01	Object withdrawal		Permanent	Review for historical value
19.07.07.01	Service development	Superseded or project closure	3 years	Review for historical value
19.08	Parks and Open Spaces			
19.08.01.01	Adoption of land as a public open space or recreational facility		Permanent Until disposed of plus 20 years	Retain for business and historical value
19.08.02.01	Closure of a public open space or a recreational facility	Closure of amenity	20 years	Destroy
19.08.03.01	Development of land as a public open space or recreational facility	Closure of amenity	5 years	Destroy
19.08.04.01	Maintenance of infrastructure and facilities on public land or in a recreational facility	End of current year	5 years	Destroy
19.09	Sports			
19.09.01.01	Community sports projects - advice and assistance	End of project	3 years	Destroy
19.09.02.01	Sports coach training - administration	Completion of training programme	1 year	Destroy
19.09.02.02	Sports coach training - development	Completion of training programme	5 years	Review for business value
19.09.03.01	Sports programme development	Completion of development programme	5 years	Review for business value
19.10	Sports & Leisure Facilities			
19.10.01.01	Bookings	End of financial year	1 year	Destroy
19.10.02.01	Membership	Termination	1 year	Destroy

20: MANAGEMENT

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Management Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving management services within the Council	See Schedule 15: Human Resources
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
20	MANAGEMENT			
20.01	Business Preparation			
20.01.01.01	Local government organisation membership - Records documenting the Council's membership of a local government organisation.	Termination of membership	3 years	Destroy
20.01.01.02	Local government organisation membership - Records of nominations to positions in the local government organisation.	Termination of membership	5 years	Review for archival and re-use value
20.02	Ceremonial			
20.02.01.01	Civic events - formal record of a civic event or an official visit to the Council	Date of last action	3 years	Review for archival value
20.02.01.02	Civic events - planning of a civic event or official visit to the Council	Date of last action	3 years	Destroy
20.02.02.01	Council representation - formal record of official Council representation at events, ceremonies etc. other than those which the Council organises	Date of last action	3 years	Review for archival value
20.02.02.02	Council representation - the planning of official Council representation at events, ceremonies etc. other than those which the Council organises.	Date of last action	3 years	Destroy
20.03	Communication Support			
20.03.01.01	Language translation services - record of translation	Current year	3 years	Destroy
20.03.02.01	Mail processing - incoming and outgoing mail logs and registers	Current	3 years	Destroy
20.03.03.01	Publications - major publications	Date published	Permanent	Retain
20.03.03.02	Publications - minor publications	Date published	3 years	Sample for archival value
20.03.03.03	Publications - preparatory records	Conclusion of campaign	1 year	Destroy
20.03.04.01	Staff communications - staff memos, newsletters	Administrative use ends	3 years	Destroy

20.04	Corporate Communication			
20.04.01.01	Campaigns - final outputs	Conclusion of campaign	3 years	Sample for archival value
20.04.01.02	Campaigns - preparatory records	Conclusion of campaign	1 year	Destroy
20.04.02.01	Consultation - response analysis	Completion of survey/consultation	3 years	Destroy
20.04.02.02	Consultations - administration	Completion of survey/consultation	1 year	Destroy
20.04.02.03	Consultations - Council consultation of external organisations - Final outputs	Publication date	5 years	Review for ongoing value
20.04.02.04	Consultations - Council consultation of external organisations - individual response	Completion of survey/consultation	1 year	Destroy
20.04.02.05	Consultations - Council consultation of external organisations - preparatory records	Completion of survey/consultation	3 years	Review for ongoing value
20.04.02.06	Consultations - Council responses to external consultations	Last action	3 years	Review for ongoing value
20.04.03.01	Corporate identity and branding - preparatory records	Superseded	1 year	Destroy
20.04.03.02	Corporate identity and branding - artwork	Superseded	Permanent	Retain
20.04.04.01	Customer satisfaction - anonymised survey analysis	Completion of survey	5 years	Review for archival and re-use value
20.04.04.02	Customer satisfaction - individual responses to surveys	Completion of analysis of responses	None	Destroy
20.04.04.03	Customer satisfaction - survey design	Completion of survey	3 years	Review of ongoing value / Review for Archives
20.04.05.01	External organisations - communications with other public sector organisations, including requests for information, benchmarking and other general correspondence.	Last action	3 years	Review for archival and re-use value
20.04.06.01	Marketing materials - final outputs including presentations, leaflets, posters	Superseded	3 years	Sample for archival value
20.04.06.02	Marketing materials - preparatory records	Approval of final outputs	1 year	Destroy
20.04.07.01	Media relations records - final outputs	Publication/ release date	5 years	Review for archival and re-use value
20.04.07.02	Media relations records - media coverage	Current	5 years	Review for Archives
20.04.07.03	Media relations records - Media liaison	Date of last action	5 years	Review for archival and re-use value
20.04.07.04	Media relations - preparatory records	Last action	1 year	Review for archival and re-use value
20.04.08.01	Public relations - statistics, trends and customer satisfaction data	Current	5 years	Review for archival value
20.05	Enquiries and Complaints			

20.05.01.01	Comments and enquiries – analysis - statistics and anonymised responses	Current	3 years	Review for archival and re-use value
Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
20.05.01.02	Comments and enquiries - case files - the processing of customer comments and enquiries about the Council including responses	Last action on comments	1 year	Destroy
20.05.02.01	Complaints – analysis - statistics and anonymised responses	Current	5 years	Review for archival and re-use value
20.05.02.02	Complaints - case file - records documenting the handling of a customer complaint.	Last action on complaint	5 years	Destroy - As of SUMMER 2016 any records which could fall within the scope of the SCOTTISH CHILD ABUSE INQUIRY should NOT be disposed of until this guidance has been reviewed
20.05.02.04	Complaints – register	Current Paper-last entry Electronic-review yearly	10 years	Destroy
20.06	Project management			
20.06.01.01	Council funded projects - business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	Project close	6 years	Review for archival and re-use value
20.06.01.02	Council funded projects - minor drafts, correspondence, copies of financial and contractual records	Project close	6 years	Review for archival and re-use value
20.06.02.01	Externally funded projects - funded through European and other external funds	Closure of the Funding Programme(s) which funded the project	3 years	Review for archival and re-use value
20.07	Quality and Performance			
20.07.01.01	Assessments - accreditation, e.g. Chartermark, IIP	Assessment completed	5 years Until superseded	Destroy
20.07.02.01	External inspections - received in relation to corporate or service specific performance management indicators (PFI)	Date of inspection report	5 years	Destroy
20.07.03.01	Performance monitoring and reporting - review of quality, efficiency, or performance of a local authority service or unit - major records	Approval of review report	5 years	Destroy

20.07.03.02	Performance monitoring and reporting - review of quality, efficiency, or performance of a local authority service or unit - preparatory records	Approval of review report	1 year	Destroy
20.07.04.01	Process analysis - process maps	When superseded or obsolete	3 years	Destroy
20.08	Statutory Returns			
20.08.01.01	Preparation - records documenting the collection, collation and submission of statutory performance data as required by a statutory authority.	Current	2 years	Destroy
20.08.02.01	Submission - final version of statutory performance data submitted	Date of return	5 years	Destroy
20.09	Strategic Planning			
20.09.01.01	Corporate initiatives	End of initiative	5 years	Review for re-use and archival value
20.09.02.01	Corporate planning - Council and Community Planning Partnership Corporate Plan.	Superseded	Permanent	Retain
20.09.03.01	Meetings - senior management - the preparation of business for consideration by the Council's strategic management group/ Senior Management Team, and the record of discussion and decisions.	Current year	Permanent	Retain
20.09.04.01	Organisational structure	Superseded	1 year	Sample for archival value
20.09.05.01	Policies and procedures - Corporate policies - Departmental/service copies	Superseded	None	Destroy
20.09.05.02	Policies and procedures - Corporate policies - master records	Superseded	Permanent	Retain
20.09.05.03	Policies and procedures - Corporate policies - preparatory records	Authorisation of policy	1 year	
20.09.05.04	Policies and procedures - Service specific policies and procedures	Superseded	2 years	Sample for archival value
20.09.06.01	Policy consultation - major policies	Consultation completed	5 years	Destroy
20.09.06.02	Policy consultation - minor policies	Consultation completed	1 year	Destroy
20.09.07.01	Service planning - operational service plan	Superseded	3 years	Destroy
20.09.07.02	Service planning - strategic service plan	Superseded	Permanent	Retain

21: PLANNING AND BUILDING STANDARDS

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Planning and Building Standards Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving planning and building services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
21	PLANNING AND BUILDING STANDARDS			
21.01	Building Standards			
21.01.01.01	Building forms - statutory and model forms	Superseded	6 years	Destroy
21.01.02.01	Building warrant application processing - application rejected	Last action on case	1 year	Return to applicant
21.01.02.02	Building warrant application processing - no plans submitted	from date received	42 days	Return to applicant
21.01.02.03	Building warrant application processing - no response	from 1st response date	9 months	Reject application/agree further period
21.01.02.04	Building warrant application processing - pre-application correspondence	(End of pre-application discussion where no submission results)	2 years	Destroy
21.01.02.05	Building warrant application processing - Register part 1		Permanent To be in electronic format Part One of the Register To be maintained by the local authority for all time.	Retain for business and historical value
21.01.02.06	Building warrant application processing - Register part 2	Date Building Warrant granted	25 years - minor applications; major applications - 50 years	Review for business and historical value

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
			Part Two of the Register. 25 years and thereafter for such period as the local authority having regard to any guidance issued by the Scottish Ministers considers reasonable Section 57	
21.01.03.01	Building warrants - copies of Building Warrant Plans, specifications and documents, Completion Certificates, Design Certificates		Permanent Part Two of the Register. 25 years and thereafter for such period as the local authority having regard to any guidance issued by the Scottish Ministers considers reasonable Section 57	Retain for business and Historical value
21.01.04.01	Clearance documents		Permanent	Retain
21.01.05.01	Compliance & Enforcement - Alternative Compliance Views	Building demolished	5 years	Review for business and historical value
21.01.05.02	Compliance & Enforcement - Dangerous/ Defective Buildings		Permanent	Retain for business and historical value
21.01.05.03	Compliance & Enforcement - evacuation of building notification	Date of issue	6 years	Destroy
21.01.05.04	Compliance & Enforcement - recovery of costs of works	Last action on case	6 years	Destroy
21.01.05.05	Compliance & Enforcement - Unauthorised works	once administrative use has	Permanent	Retain for business and historical value

		concluded		
21.01.06.01	Property and Ownership Enquiries	Enquiry Response date	2 years	Destroy
21.01.07.01	Search Requests	Date of decision	5yrs	Destroy
21.01.08.01	Street Naming & Numbering		Permanent	Retain for business and historical value
21.02	Development Management			
21.02.01.01	Enforcement - case files		Permanent	Retain for business and historical value
21.02.01.02	Enforcement - planning prosecution reports	Close of case	5 years	Retain for business and historical value
21.02.01.03	Enforcement - register		Permanent	Retain for business and historical value
21.02.02.01	Hazardous substances applications and notification - Register of Applications for Hazardous Substances Consent and Hazardous Substances contravention notices	End of consent for site	6 years	Retain
21.02.03.01	Ordnance Survey Maps/ Plans - Annotated		Permanent	Retain for business and historical value
21.02.04.01	Planning appeal files	Decision date	Permanent	Retain
21.02.05.01	Planning application processing – case files	Determination of application	10 years	Review
21.02.05.02	Planning application processing – conservation area consent	Determination of application	5 years	Destroy
21.02.05.03	Planning application processing - pre-application enquiries where no submission results	Last action	2 years	Destroy
21.02.05.04	Planning application processing – dormant applications	Last action	5 years	Destroy
21.02.05.05	Planning application processing - withdrawn applications	Submission date	1 year	Destroy
21.02.06.01	Register – Advertisement consent applications	Until consent lapses	Permanent	Retain for historical value
21.02.06.02	Register – Certificates of Lawfulness applications		Permanent	Retain for business and historical value
21.02.06.03	Register – Planning applications	Determination of application	10 years	Review for historical value
21.02.06.04	Register – Section 51 determination applications		Permanent	Retain for historical value
21.02.06.05	Register – Telecommunications Masts	Whilst mast is in place	3 years or 6 years in case of prosecution	Retain for business and historical value
21.02.06.06	Register – Wasteland / Amenity Notices served	Whilst wasteland/ amenity is in place	3 years or 6 years in case of prosecution	Retain for business and historical value
21.02.07.01	Tree preservation orders – application processing	While tree exists	3 years or 6 years in case of	Retain for business and historical value

			prosecution	
21.02.07.02	Tree preservation orders - informal register	Tree no longer in place	3 years or 6 years in case of prosecution	Retain for business and historical value
21.02.08.01	Tree works - application processing	Completion of work	5 years	Retain
21.02.08.02	Tree works - Register of Notifications of proposals to fell or lop trees in conservation areas	Tree no longer in place	3 years or 6 years in case of prosecution	Retain for business and historical value
21.03	Development Planning			
21.03.01.01	Consultation - responding to submissions, objections and amendments	Date of decision	15 years	Destroy
21.03.02.01	Employment land - GIS data	Following annual review	5 years	Review for historical value
21.03.02.02	Employment land - Survey data	Project no longer required	nil	Destroy
21.03.03.01	Housing and built development - Housing Land Audit report and GIS features	After issue	10 years	Review for historical value
21.03.03.02	Housing and built development - Housing Land Audit supporting data and documentation	After issue	3 years	Review for historical value
21.03.04.01	Local and Strategic Development Plans - action programmes & monitoring statements	After plan superseded	2 years	Review for historical value
21.03.04.02	Local and Strategic Development Plans - Examination	After plan superseded	5 years	Review for historical value
21.03.04.03	Local and Strategic Development Plans - preparatory	Completion of subsequent planning cycle	5 years	Destroy
21.03.04.04	Local and Strategic Development Plans - final version of plan; and Supplementary Planning Guidance		Permanent Place copy in archives	Retain for business and historical value
21.03.05.01	Natural environment – Policies re agriculture, countryside and protected sites	Superseded	Permanent	Retain for business and historical value
21.03.05.02	Natural environment strategy - maintaining developing open spaces for public amenity.	Date closed	7 years	Destroy
21.03.06.01	Planning policy - documentation in relation to specific sites and buildings, including development briefs and master plans.	Date closed	Permanent	Retain for business and historical value
21.03.07.01	Regional planning - final plan	Superseded	Permanent	Retain for business and historical value
21.03.07.02	Regional planning - working documents	Superseded	2 years	Destroy
21.03.08.01	Sustainable development - biodiversity, flooding and pollution	Date closed	7 years	Destroy

21.03.09.01	Vacant and derelict land - SVDLS Scottish Government returns	Completion of survey	3 years	Destroy
21.03.09.02	Vacant and derelict land - SVDLS supporting documentation including analysis, reporting and GIS	Completion of survey	3 years	Review for historical value

22: PROCUREMENT

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Procurement Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving procurement services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
22	PROCUREMENT			
22.01	Contracting			
22.01.01.01	Contract management - Contract management files	End of contract	5 years	Destroy
22.01.01.02	Contract management - contracted supplier lists or databases	When superseded	None	Destroy
22.01.02.01	Performance monitoring - records containing data on, and analyses of, performance against the plans for the implementation of the Council's procurement strategy	End of current financial year	5 years	Destroy
22.01.03.01	Requisitioning - purchase ordering	End of current financial year	6 years	Destroy
22.01.03.02	Requisitioning - records of internal authorisations for procurement	End of current financial year	1 year	Destroy
22.01.03.03	Requisitioning - records of purchase ordering limits	Superseded	1 year	Destroy
22.01.04.01	Register of contracts	Expiration/ conclusion of contract	Nil	Delete
22.01.05.01	Supplier approval - approved supplier evaluation criteria records	Superseded	5 years	Destroy
22.01.05.02	Supplier approval - evaluations of applications for approval from prospective suppliers & notification of the outcome: contracted suppliers	End of approval	3 years	Destroy

22.01.05.03	Supplier approval - evaluations of applications for approval from prospective suppliers & notification of the outcome: rejected suppliers	Date unsuccessful notice issued	1 year	Destroy
22.01.05.04	Supplier approval - invitations to prospective suppliers to apply for contract	Date of invitation for approval issued for current suppliers	3 years	Destroy
22.01.06.01	Utilities contract tendering - information on tender and award of contracts made by an authority acting in the capacity of a Utility	Award of contract	4 years	Destroy
22.02	Market Information			
22.02.01.01	Product evaluation	Current	Nil	Destroy
22.02.02.01	Product information	Current	Nil	Destroy
22.03	Tendering			
22.03.01.01	Invitations - issue of Invitations to Tender and handling of incoming tenders records	Award of contract	1 year	Destroy
22.03.02.01	Proposal development - business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	5 years	Destroy
22.03.03.01	Reporting - contract award reports (OJEU)	End of contract	5 years	Destroy
22.03.03.02	Reporting - statistical reports to Scottish Government on contracts awarded	Date of creation	3 years	Destroy
22.03.04.01	Tender evaluation, negotiation and notification - successful tenders	End of contract	5 years	Destroy
22.03.04.02	Tender evaluation, negotiation and notification - unsuccessful tenders	Award of contract	1 year	Destroy

23: REGISTRARS

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Registrars Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering registrar services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
23	REGISTRARS			
23.01	Citizenship ceremonies			
23.01.01.01	Records documenting arrangements for, and the conduct of, a citizenship ceremony.	End of current year	3 years	Destroy
23.01.01.02	Records documenting communications with the Home Office on general matters relating to the conduct of citizenship ceremonies.	End of current year	5 years	Review for ongoing value
23.01.01.03	Records documenting the development of general information about citizenship ceremonies.	Until superseded	Nil	Destroy
23.01.01.04	Records documenting the handling of a general enquiry about citizenship ceremonies.	End of current year	1 year	Destroy
23.02	Marriage services			
23.02.01.01	Civil Partnerships – list of intended Civil Partnership	End of current year	3 months	Destroy
23.02.01.02	Civil Partnerships – Notice (Form CP10)	End of current year	3 years	Destroy
23.02.01.03	Civil Partnerships – Schedule	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland
23.02.02.01	Marriages – List of intended marriages	End of current year	3 months	Destroy

23.02.02.02	Marriages – Notice (Form M10)	End of current year	3 years	Destroy
23.02.02.03	Marriages – Schedule	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland
23.02.03.01	Records documenting arrangements for, and the conduct of, a civil partnership.	End of current year	3 years	Destroy
23.02.03.02	Records documenting arrangements for, and the conduct of, a civil marriage ceremony.	End of current year	3 years	Destroy
23.02.03.03	Records documenting communications with the General Register Office for Scotland about Civil Partnership ceremony.	End of current year	5 years	Destroy
23.02.03.04	Records documenting communications with the General Register Office for Scotland about civil marriage ceremony.	End of current year	5 years	Destroy
23.02.03.05	Records documenting the development of general information about Civil Partnership ceremonies.	Until superseded		Destroy
23.02.03.06	Records documenting the development of general information about civil marriage ceremonies.	Until superseded		Destroy
23.02.03.07	Records documenting the handling of a general enquiry about Civil Partnership ceremonies.	End of current year	1 year	Destroy
23.02.03.08	Records documenting the handling of a general enquiry about civil marriage ceremonies.	End of current year	1 year	Destroy
23.02.03.09	Records documenting the registration of marriages.	End of current year	1 year	Destroy
23.02.04.01	Register of Civil Partnerships	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland
23.02.04.02	Register of Corrections to Register of Civil Partnerships	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland

23.02.04.03	Register of Corrections to Register of Marriages	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland
23.02.04.04	Register of Marriages	Date of completion of examination by General Register Office for Scotland	Permanent	Transfer to General Register Office for Scotland
23.03	Registration of Births, Marriages and Deaths			
23.03.01.01	Certificates - copy applications	End of current year.	1 year	Destroy
23.03.02.01	Communications with the General Register Office for Scotland about registration issues	End of current year	5 years	Destroy
23.03.02.02	Communications from the General Register Office for Scotland setting out policy and guidance to Registrars.	Date superseded	Nil	Destroy
23.03.02.03	Records documenting the conduct and outcomes of annual visits by the District Examiner from the General Register Office for Scotland.	End of current year	5 years	Destroy
23.03.03.01	Notification - Marriage Notice/Civil Partnership Notice	Date of last action	2 years	Destroy
23.03.04.01	Registration of birth forms	Calendar year	5 years	Destroy
23.03.05.01	Regulation 2 Form 8	Current year	5 years	Destroy
23.03.05.02	Regulation 3 – form set out in Schedule 10 of the principle regulations	Current year	5 years	Destroy
23.03.05.03	Regulation 3 –Marriage Notice	Current year	5 years	Destroy
23.03.05.04	Regulation 4 Form DSR Declaration where a marriage is proposed between parties related in a degree specified	Current year	5 years	Destroy
23.03.05.05	Regulation 4 - form set out in Schedule 17 of the principle regulations	Current year	5 years	Destroy
23.03.05.06	Regulation 6 Form M1 Certificate of no impediment	Current year	5 years	Destroy
23.04	Treasure Trove			
23.04.01.01	Inquests on remains found in treasure trove	Date of last action.	2 years	Destroy

24: RISK MANAGEMENT AND INSURANCE

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Risk Management and Insurance Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering or receiving risk management and insurance services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement

Retention schedule

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
24	RISK MANAGEMENT AND INSURANCE			
24.01	Claims			
24.01.01.01	Claims processing records	Date all obligations and entitlements concluded or for minors, 16th birthday	5 years	Destroy
24.02	Insuring Against Loss			
24.02.01.01	Insurance policy documentation - employers' liability insurance	Date all obligations and entitlements concluded.	40 years or Permanent	Destroy or Permanent
24.02.01.02	Insurance policy documentation - including certificates	Date all obligations and entitlements concluded.	5 years or Permanent	Destroy or Permanent
24.02.02.01	Insurance policy renewal - policy and tender renewal documents	Date policy renewed	5 years	Destroy
24.02.03.01	Summary arrangements	Date superseded	Permanent - offer to archivist	Review for historical value
24.03	Risk Management and Business Continuity			
24.03.01.01	Business continuity - awareness campaigns	Date superseded	1 year	Destroy
24.03.01.02	Business continuity - emergency response records.	Date of last action.	5 years	Review for historical value
24.03.01.03	Business continuity - final approved plan	Date superseded	5 years	Retain for historical value
24.03.01.04	Business continuity – planning	Date superseded	1 year	Destroy
24.03.01.05	Business continuity - training programme delivery	Date superseded	1 years	Review for historical value

24.03.01.06	Business continuity - training programme development	Date superseded	5 years	Review for historical value
24.03.02.01	Risk register - assessment of risks which would affect the Council's ability to carry out its functions.	Date superseded	5 years	Review for historical value
24.03.03.01	Valuations	Date superseded	5 years	Review for historical value

25: TRANSPORT AND INFRASTRUCTURE

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Transport and Infrastructure Function.

Invoicing, budgeting, processing of expenses, financial records	See Schedule 12: Finance
Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety
Management and training of staff delivering transport and infrastructure services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
25	TRANSPORT AND INFRASTRUCTURE			
25.01	Design and Construction			
25.01.01.01	Lighting schemes - design including Bill of quantities, Design Drawings, calculations, correspondence;	End of life of asset	5 years	Destroy
25.01.01.02	Lighting schemes - installation documentation, Health & Safety file, correspondence	End of life of asset	3 years	Destroy
25.01.02.01	Projects - as built and supporting information including drawings, photographs, design calculations, ground investigations, inspection reports		Permanent	Retain for business and historical value
25.01.02.02	Projects - Design of Works, Procurement of Works Construction, Environmental assessments, Public Enquiries	Completion of project	5 years	Destroy/ Review for historical value
25.01.03.01	Road construction consent	End of life of road or date of consent if road not constructed	6 years	Review for business and historical value
25.01.04.01	Road markings - provision of permanent road markings	Once development completed	7 years	Destroy
25.02	Harbours and Waterways			
25.02.01.01	Adoption - approved application for adoption of harbour/pier		Permanent	Retain for business and historical value
25.02.01.02	Adoption - rejected application for adoption of harbour/pier	Date of last action on application	5 years	Destroy
25.02.02.01	Development of an adopted harbour/pier by the Council.		Permanent	Retain for business and historical value
25.02.03.01	Inspection and assessment of an adopted harbour/pier to identify defects	End of current year	10 years	Review for business value

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
	and priorities for maintenance.			
25.02.04.01	Maintenance work on an adopted harbour/pier.	End of current year	10 years	Destroy
25.03	Highway Development Control			
25.03.01.01	Planning schemes - establishing planning scheme controls		Permanent	Retain for business and historical value
25.03.01.02	Planning schemes - submissions and objections	Issue of decision	5 years	Destroy
25.03.02.01	Recording location of highways, bridle paths, foot paths and rights of way.	To be kept up to date	Permanent	Retain for business and historical value
25.04	Highway Enforcement			
25.04.01.01	Applications and consents - approved	Expiry of consent	3 Years	Destroy
25.04.01.02	Applications and consents - rejected	Date rejected	1 year	Destroy
25.04.02.01	Car Parking - excess notices	Completion of appeal	5 Years	Destroy
25.04.03.01	Fixed Penalty Notices served by Roads Authority	After compliance with notice	3 Years	Destroy
25.05	Infrastructure Management			
25.05.01.01	List of public roads (LOPR)		Permanent	Retain for business and historical value
25.05.02.01	Local and national coring	End of guarantee period of failed reinstatements	5 years	Destroy
25.05.03.01	Reporting - weekly road report	End of current year	5 years	Destroy
25.06	Public Transport			
25.06.01.01	Community transport - scheme development	Life of scheme	5 years	Review for business and historical value
25.06.01.02	Community transport - scheme support	Current year	3 years	Destroy
25.06.02.01	Concessionary travel - application rejected	Last action on application	6 months	Destroy
25.06.02.02	Concessionary travel - application approved	Expiry / Withdrawal of pass	1 year	Destroy
25.06.03.01	Demand-responsive public transport service - bookings	End of current financial year	1 year	Destroy
25.06.04.01	Monitoring and enforcement - fuel movement reports	End of current year	1 year	Destroy
25.06.04.02	Monitoring and enforcement - tachographs	End of current year	1 year	Destroy
25.06.05.01	Operators license - Public transport vehicle operators' licenses.	license expiry	5 years	Return to Department of Transport

25.06.06.01	User liaison - liaison with public transport users through a representative group.	Current	5 years	Destroy
25.07	Rights of Way			
25.07.01.01	Core paths - notice of proposed order	Date of notice	5 years	Destroy
25.07.01.02	Core paths - orders	Superseded	Permanent	Retain for business and historical value
25.07.01.03	Core paths - plans	Superseded	Permanent	Retain for business and historical value
25.07.02.01	Disputes - Council's involvement in resolving a dispute over a Rights Of Way.	Last action on case	5 years	Destroy
25.07.03.01	Enquiries - handling of a general enquiry about Rights Of Way.	Current year	1 year	Destroy
25.07.04.01	Legal action taken by the Council to protect, maintain, divert or extinguish a Right Of Way.		Permanent	Retain for business and historical value
25.07.05.01	Maps and descriptions of public rights of way		Permanent	Retain for business and historical value
25.08	Road Maintenance			
25.08.01.01	ICE Early Warning System	End of financial year to which records relate.	5 years	Destroy
25.08.02.01	Inspection and assessment - condition assessment	End of current year	10 years	Review for business value
25.08.02.02	Inspection and assessment - Highway Structures Inspection Reports	Until superseded	Permanent	Retain for business and historical value
25.08.02.03	Inspection and assessment - safety inspections	Date of inspection	5 years	Destroy
25.08.02.04	Inspection and assessment - test and inspection of street lighting	Superseded by next inspection and test	5 years	Destroy
25.08.03.01	Public liability enquiries	Close of enquiry	5 years	Destroy
25.08.04.01	Road closures - application processing where the application is approved.	End of closure period	1 year	Destroy
25.08.04.02	Road closures - application processing where the application is rejected.	Last action on application	6 months	Destroy
25.08.04.03	Road closures - planning and management of a temporary road closure/diversion, and other traffic restrictions.	End of restrictions	1 year	Destroy
25.08.05.01	Winter maintenance	Until superseded. End of current year	5 years	Destroy
25.08.06.01	Works and repairs - annual works programme	End of current year	10 years	Review for business value
25.08.06.02	Works and repairs - defect rectification	Rectification date	5 years	Destroy
25.08.06.03	Works and repairs - street lighting repair sheets	End of financial year	5 years	Destroy
25.09	Road Safety			

25.09.01.01	Inspection and assessment - analysis of road accident data to identify and prioritise improvements to locations or routes	End of current year	10 years	Destroy
25.09.01.02	Inspection and assessment - road safety audits	Completion of next audit	5 years	Destroy
25.09.02.01	Investigation into a reported road safety hazard, and action taken.	Last action on case	5 years	Destroy
25.09.03.01	Promotion of road safety	Superseded	5 years	Destroy
25.09.04.01	Training - road safety training programme admin and preparatory records	Programme completed	1 year	Destroy
25.09.04.02	Training - road safety training programme key records	Programme completed	5 years	Destroy
25.10	School Transport			
25.10.01.01	Requirements assessment - records relating to assessment of requirements/demand for the school transport service	End of current year	5 years	Review for ongoing value
25.10.02.01	Route planning - planning and scheduling of school transport service routes.	End of current year	3 years	Review for ongoing value
25.11	Traffic Management			
25.11.01.01	Lobbying - records documenting lobbying activities aimed at improving transport in and through the region	End of current year	10 years	Review for ongoing and historical value
25.11.02.01	Monitoring and analysis - measurement, monitoring and analysis of traffic volume and flow.	End of current year	5 years	Destroy
25.11.03.01	Parking - processing complaint about a public parking area	Last action on complaint	3 years	Destroy
25.11.03.02	Parking - public parking area management	Current	5 years	Destroy
25.11.03.03	Parking - resident and disabled (Blue Badge) parking permit application processing - approved application	Expiry/ withdrawal of permit	1 years	Destroy
25.11.03.04	Parking - resident and disabled (Blue Badge) parking permit application processing - rejected application	Last action on application	6 months	Destroy
25.11.04.01	Traffic lights & pedestrian crossings - design & installation	Life of installation	5 years	Destroy
25.11.04.02	Traffic lights & pedestrian crossings - maintenance	End of current year	5 years	Destroy
25.11.04.03	Traffic lights & pedestrian crossings - needs assessment	Superseded	5 years	Destroy
25.11.05.01	Traffic management schemes to manage continued flow, diversion or reduction of traffic.	End of life of scheme	5 years	destroy
25.11.06.01	Traffic orders - permanent		Permanent	Retain for business and historical value
25.11.06.02	Traffic orders - temporary	Expiry of order	3 years	destroy
25.11.07.01	Weather forecasting	End of financial year	5 years	Destroy
25.12	Transport Planning			
25.12.01.01	Cycle and disability audits	Superseded	5 years	Destroy

25.12.02.01	Public transport service planning including scheduled services, demand responsive services and "special needs" services	Superseded	5 years	Destroy
25.12.03.01	Route action studies	Superseded	5 years	Destroy
25.12.04.01	Scheme development - records documenting the Council's involvement in the development of a major transport scheme.		Permanent	Retain for business and historical value
25.12.05.01	Strategy		Permanent	Retain for business and historical value
25.12.06.01	Traffic counts, studies and statistics	On completion of review	10 Years	Destroy
25.12.07.01	Traffic reviews	Superseded	5 years	Destroy
25.12.08.01	Traffic-free zones - Records relating to the designation and management of traffic-free 'home zones'; creation of use orders	End of financial year	5 years	Destroy

26. WASTE MANAGEMENT

Cross organisational records:

Unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to business activities that support the Waste Management Function.

Invoicing, budgeting, processing of expenses and other financial records	See Schedule 12: Finance
Health and Safety including monitoring and inspections	See Schedule 13: Health and Safety
Management and training of staff delivering waste management services within the Council	See Schedule 15: Human Resources
Strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events management, promotion, enquiries and complaints, project management	See Schedule 20: Management
Tendering and contracts management	See Schedule 22: Procurement
Insurance policies and claims, risk management	See Schedule 24: Risk Management and Insurance

Retention schedule:

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
26	WASTE MANAGEMENT			
26.01	Fly Tipping			
26.01.01.01	Enquiries	End of current year.	1 year	Destroy
26.01.02.01	General information and advice	Until superseded	3 years	Destroy
26.01.03.01	Reporting and actions taken	Date of last action.	3 years	Destroy
26.02	Street Cleaning			
26.02.01.01	Pest control - enquiries	End of current year	1 year	Destroy
26.02.01.02	Pest control - general information and advice.	Superseded.	1 year	Destroy
26.02.01.03	Pest control - reports and action taken.	Date of last action.	3 years	Destroy
26.02.02.01	Road cleansing - complaints	Date of last action.	1 year	Destroy
26.02.02.02	Road cleansing - enquiries	End of current year.	1 year	Destroy
26.02.02.03	Road cleansing - general advice and information	Superseded.	1 year	Destroy
26.02.02.04	Road cleansing - programme development	Superseded.	1 year	Destroy
26.02.02.05	Road cleansing - scheduling	End of current year.	1 year	Destroy
26.03	Waste Collection			
26.03.01.01	Abandoned vehicles - enquiries	End of current year.	1 year	Destroy
26.03.01.02	Abandoned vehicles - general information and advice	Superseded.	1 year	Destroy
26.03.02.01	Bulk waste collection	Date of last action.	2 years	Destroy

Reference	Business Classification & Record Series	Trigger	Retention Period	Disposal Action
26.03.03.01	Controlled waste collection	Date of last action.	5 years	Destroy
26.03.04.01	Discarded needles - advice and general information	Date superseded.	5 years	Destroy
26.03.04.02	Discarded needles - enquiries	End of current year.	1 year	Destroy
26.03.04.03	Discarded needles - reporting and removal	Date of last action.	5 years	Destroy
26.03.05.01	Domestic waste collection	Date of last action.	2 years	Destroy
26.03.06.01	Special waste collection	Current year	3 years	Destroy
26.03.07.01	Trade waste collection	Date of last action.	2 years	Destroy
26.04	Waste Disposal			
26.04.01.01	Advice - general information and advice about waste treatment and disposal.	Date superseded.	Nil	Destroy
26.04.02.01	Pollution, Prevention and Control – Monitoring information	Entry in to register	4 years	Destroy
26.04.02.02	Pollution, Prevention and Control – Permits	Until transferred to SEPA		Transfer
26.04.02.03	Pollution, Prevention and Control – Proposed changes in operation	Whilst relevant		Destroy
26.04.03.01	Reporting - annual reporting to SEPA of monitoring and other data.	Current year	5 years	Destroy
26.04.04.01	Transportation of waste - movement of a consignment of controlled waste	Date of transfer.	2 years	Destroy
26.04.04.02	Transportation of waste - planning and scheduling	End of current year.	3 years	Destroy
26.04.05.01	Waste site management - closure and aftercare	Date of closure.	Permanent	Transfer to Archives
26.04.05.02	Waste site management – enquiries	End of current year	1 year	Destroy
26.04.05.03	Waste site management - exempt activity returns	End of current year	3 years	Destroy
26.04.05.04	Waste site management - exempt waste	Date of uplift	2 years	Destroy
26.04.05.05	Waste site management - imported animal products	Date products placed in landfill	2 years	Destroy
26.04.05.06	Waste site management - licensed/ permitted waste management site returns		Closure of site	Destroy
26.04.05.07	Waste site management - mercury storage	Termination of storage of metallic mercury	3 years	Destroy
26.04.05.08	Waste site management - permits	Termination of permit	5 years	Destroy
26.04.05.09	Waste site management - plans and photographs	Date file closed.	Permanent	Transfer to Archives
26.04.05.10	Waste site management - site Conditioning Plans	End of current year.	6 years	Destroy
26.04.05.11	Waste site management - site development	Date superseded.	Permanent	Transfer to Archives

26.04.05.12	Waste site management - site inspections	Current year	3 years	Destroy
26.04.05.13	Waste site management - strategic plans	End of current year.	5 years	Destroy
26.04.05.14	Waste site management - Waste testing	Date of analysis	1 month	Destroy
26.05	Waste Reduction			
26.05.01.01	Performance monitoring - Recycling targets and performance statistics	End of current year.	5 years	Destroy
26.05.02.01	Reporting - (Annual) Local Authority Waste Arisings Survey	End of current year.	5 years	Destroy/Review for historical value
26.05.03.01	Return - Quarterly Composting / Recycling Returns	End of current year.	5 years	Destroy
26.06	Waste Strategy			
26.06.01.01	Planning - Integrated Waste Management Plan	Until superseded	Permanent	Transfer to archive
26.06.01.02	Planning - Partnership plans and Area Waste Plans	Until superseded	Permanent	Retain for historical value.
26.06.02.01	Strategy development	Until superseded	5 years	Destroy/ Review for historical value.