



## **Orkney Islands Council Retention and Disposal Schedule**

Version.	Date.	Owner.
1.9.	13 February 2017.	George Vickers.

## Document Control Sheet

### Review/Approval History

Date.	Name.	Position.	Version Approved.
22 September 2016.	George Vickers.	Information Governance Officer.	1.7.
5 January 2017.	George Vickers.	Information Governance Officer.	1.8.
13 February 2017	George Vickers	Information Governance Officer.	1.9.

### Change Record Table

Date.	Author.	Version.	Status.	Reason.
18 June 2015.	George Vickers.	1.4.	Final.	There was a mistake under HR – Performance – Minutes of Best Value Working Group - text included in error.
14 December 2015.	George Vickers.	1.5.	Final.	General review of content by services to also include vital records. Following sections amended: HR and Performance, Asset Management and Estates, Finance.
25 January 2016.	George Vickers.	1.6..	Final.	Following review by services, sections on Planning and Regulatory Services, Strategic Development and Regeneration, Asset management and Marine Planning updated.  Reviewed use of Business Classification Scheme – services broadly consisted within themselves but, in advance of adoption of universal EDRM, work to be done to ensure consistency across the Council.

30 May 2016.	George Vickers.	1.61.	Final.	Section on engineering under D and I reviewed and updated. Retention period for all timesheets for all services set at 3 years (previously some were 6 years). Updated website address on page 7.
22 September 2016.	George Vickers.	1.7.	Final.	Section for Change programme added, RIP(S)A and retention for record of leave agreed.
5 January 2017.	George Vickers.	1.8.	Final.	Review of sections on Health and Care completed. Amended period to retain accident reports for children to DOB + 25. Added entry for Children and Families not included in any other categories.
13 February 2018.	George Vickers	1.9.	Final.	Entry for SDS Direct Payments Monitoring added under Finance at request of financial Services.

### Status Description

Draft – These documents are for review and liable to significant change.

Final – The document is complete and is not expected to change significantly. All changes will be listed in the change record table.

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## **Introduction**

The Schedule lists the documents that the Council keeps as a record of its activities and state the length of time information should be retained for.

Orkney Islands Council plans to manage its recorded information in a cost effective, efficient and sustainable way that complies with our statutory duties. The Retention Schedule will help the Council achieve this aim.

The Retention Schedule will be updated in accordance with legislation, current business or administrative practices. Any additions, deletions, amendments or queries should be made to the relevant Information Liaison Officer who will consult with the Information Governance Officer.

Retention periods apply regardless of the format of the recorded information, i.e. paper, electronic or microfilm, including e-mails. When information is requested under the provision of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 or any other statutory process, all destruction procedures on the information concerned must cease immediately.

If members of staff need advice on how to apply this Retention Schedule they should contact their Information Liaison Officer in the first instance.

## **How to Use This Schedule**

### **The definition of 'document' and 'record'**

In records management it is important to be clear about the difference between a document and a record.

A document is any piece of written information in any form, produced or received by an organisation or person. It can include databases, website, email messages, word and excel files, letters, and memos. Some of these documents will be ephemeral or of very short-term value and should never end up in a records management system (such as invitations to lunch).

Some documents will need to be kept as evidence of business transactions, routine activities or as a result of legal obligations, such as policy documents. These should be placed into an official filing system and at this point, they become official records. In other words, all records start off as documents, but not all documents will ultimately become records.

<http://www.nrscotland.gov.uk/record-keeping/records-management>



## **Retention Period**

Most of the Council's records only need to be kept for a limited period of time before they should be destroyed or, if they are of historical value, transferred to the County Archive Service. In fact, the Data Protection Act 1998 states that organisations should destroy personal information once it is no longer needed. The main purpose of this Schedule is to set out how long a record should be retained and what should happen to it at the end of this Retention Period.

## **Copies and original records**

For each record, there should only be one original. Different services and individuals may hold copies of records, but these are only copies and not the formal record. Records Management is only concerned with these formal records although staff should be careful to destroy any copies once the Retention period for the original has passed.

## **Secure Destruction Arrangements**

### **Paper records**

For confidential records staff should use the shredders located throughout the Council offices.

Non-current paper-based records held at Hatston and Selbro that are due for destruction are being securely stored and will be destroyed once the Industrial Shredder is installed.

### **Electronic devices**

If any USB Pen drives, CDs, laptops or any electronic means for holding records need to be destroyed, the IT Helpdesk should be contacted.

## **OIC Business Classification Scheme**

The different records that the Council creates have been identified and are listed in the Retention and Disposal Schedule. The Business Classification Scheme adopted adopts the approach as the Local Government Classification Scheme (LGCS). The hierarchy is structured in three tiers, which the Council has followed:

- Level 1: Functions.
- Level 2: Activities.
- Level 3: Transactions.

For example:

- Level 1: Functions- Corporate finance.
- Level 2: Activity – Accountancy.
- Level 3: Transaction - Annual report and accounts.

### Layout of the Retention Schedule

Title of Document.	Type of information held by the Council. This should follow the three-tier Business Classification Scheme described above.
Retention Period.	Provided by services and based on legislative, best practice, business or administrative reasons.
Eventual Fate.	States whether records are to be destroyed, reviewed by the Archivist or transferred to Archives for permanent preservation. Very few records need to be kept forever and so the use of 'P' for Permanent should only be used rarely. The fate of virtually all documents is Destruction (D), very few will be kept Permanently (P) and a few will have historic interest and will be kept to transfer to the County Archives (A). 'R' is used for those files that will be Reviewed to determine whether they may have historic value. You do not need to use R for records you want to review before destruction because this will happen automatically. Before a document is due to be destroyed or archived, a report sent to the service that owns the document to review whether it should be kept beyond the stated retention period.
Current Format.	States the current format of the recorded information, i.e. paper or electronic. If it is electronic it would be helpful to state the system used.
Authority.	Shows whether the retention period is based on the law (statutory) or for business or administrative reasons (Council). It is helpful for the relevant legislation, codes of practice or

	business reason to be entered in this column.
Notes/Access.	Background information on the decisions made in terms of retention.
Vital Records.	These are the records that would be required in order to support a service's business continuity plan. Vital records must always be stored securely or backed up and retained for statutory or audit purposes. Business continuity plans should acknowledge the importance of vital records. These records should be listed in Business Continuity Plans to ensure Services can access or reconstruct their vital records in the event of a disaster, therefore ensuring the Council can continue to operate.

## Abbreviations and Definitions

NB The dates for Retention in the Schedule are for guidance once. If, when filing a non-current record, it is clear that a records will be needed for longer than the standard period, then the required retention period should be used.

Retention Period.	Cy*.	Current Year.	The Retention Period for records with Cy plus a number starts the end of that current year it is created (whether you work within a calendar, financial or academic year). For example, minutes from November 2010 with a retention period of Cy+2 would be destroyed on the following dates: Calendar year – 31 December 2012. Financial year – 31 March 2013. Academic year – 31 July 2013.
Retention Period.	C*.	Current.	The retention period for Records with C plus starts once work on the file is complete. When work is complete, the file is closed and the retention period is applied.
* The difference between Current Year and Current.			The difference is that for "Current Year", the retention period starts the year when the record is created but for "Current", the retention period only starts when a records is no longer current (e.g. a file about the sale of a plot of land is current until the sale and all necessary agreements are finalised).
Retention Period.	DOB.	Date of Birth.	Records with a DOB plus a number should be retained until so many years after the date of birth of the individual who is the subject of the file.
Retention	DOD.	Date of	Records with a DOD plus a number should be retained until so many years after the

Period.		Death.	date of death of the individual who is the subject of the file.
Retention Period.	T.	Termination.	Records with T plus a number are applied to recorded information where there is a known definitive end date. For example, the end date of a contract, the date a pupil leaves school or the date an employee leaves the Council.
Retention Period and Eventual Fate.	P.	Permanent.	Records with a retention period P are required to be retained permanently.
Eventual Fate.	D.	Destroy.	Records to be destroyed at the end of the retention period should be disposed of by shredding.
Eventual Fate.	R.	Review.	Records to be reviewed by Orkney Archives prior to disposal. This applies to a limited range of records where the long-term historical or evidential value cannot be determined at the outset.
Eventual Fate.	A.	Archive.	Records requiring permanent preservation will be transferred to Orkney Archives based on pre-arranged agreements between the Archivist and Services.
Definition.		File.	An organized physical assembly (usually within a folder) of documents grouped together for current use or in the process of archival arrangement because they relate to the same subject, activity or transaction. Note: A file is usually the basic unit within a record series.

## Cemeteries and Burial Grounds

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Code of Practice.	C+1.	D.	Paper and Electronic.	Council.	Once new version of code produced, old ones to be destroyed after a year.	
Burial Applications and Associated Paperwork.	Cy+5.	D.	Paper and Electronic.	Council.		
Interment Correspondence.	Cy+3.	D.	Paper and Electronic.	Council.		
Lair Plans.	P.	A.	Paper and Electronic.	Council.		
Lair Register.	P.	A.	Paper and Electronic.	Council.		
General Information on Cemetery Extensions.	Cy+3.	D.	Paper and Electronic.	Council.		

## Corporate

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Buildings and Facilities</b>						
<b>Asset Management and Estates</b>						
Survey reports and condition survey notes.	C+5.	D.	Paper and Electronic.	Council.	Need to keep records of condition until disposal of property.	
Valuation reports.	Cy+10.	D.	Paper and Electronic.	Council.	Need to keep records of condition until disposal of property.	
Lease Files.	C+10.	D.	Paper and Electronic.	Council.		
Acquisition Files.	C+10.	D.	Paper and Electronic.	Council.	Retain for duration of property ownership.	
Disposal Files.	C+10.	D.	Paper and Electronic.	Council.		
Grazing lets and agricultural tenancies.	C+10.	D.	Paper and Electronic.	Council.	Retain for duration of property ownership.	
Records regarding building repairs, maintenance and alterations.	C+10.	D.	Paper and Electronic.	Council.	Correspondence to be retained during currency of lease arrangements.	
Records regarding the management of Council land and property.	C+10.	D.	Paper and Electronic.	Council.	Retain for duration of property ownership.	
Property consultations.	Cy+10.	D.	Paper and Electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Servitudes and Wayleaves Files.	C+10.	D.	Paper and Electronic.	Council.		
Grant applications and claims.	C+10.	D.	Paper and Electronic.	Council.		
External companies and agencies.	C+10.	D.	Paper and Electronic.	Council.	Communications with or about third party organisations relating to property management, leasing, acquisitions, sales.	
Projects/initiatives.	C+10.	D.	Paper and Electronic.	Council.		
Corporate Asset Management Plan, Service Asset Management Plans and Property Asset Management Plans.	C+10.	D.	Paper and Electronic.	Council.		
<b>Building Cleaning</b>						
Quality Management – Quality documents associated with service.	C+5.	D.	Paper and Electronic.	Council.		
Audit Inspection Reports.	C+5.	D.	Paper and Electronic.	Council.		
Timesheets.	Cy+3.	D.	Paper and Electronic.	Council.		
Job cards.	Cy+6.	D.	Paper and Electronic.	Council.		
Plant Sheets.	Cy+6.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			Electronic.			
<b>Catering</b>						
Food Safety Management System – current house rules.	CY+1.	D.	Paper and Electronic.	Council.		
EHO Reports.	CY+^.	D.	Paper.	Council.		
Food safety records (kitchen).	Cm+2.	D.	Paper.	Council.		
Food safety records – where complaint has been received.	Cy+6.	D.	Paper.	Council.		
<b>Procurement</b>						
Contracting – contracted supplier evaluation criteria records.	CY+5.	D.	Paper and Electronic.	Council.	Destroy 5 years after superseded.	
Contracting – invitations to prospective suppliers to apply for contract, i.e. invitation to quote/tender documentation.	T+5.	D.	Paper and Electronic.	Council.		
Contracting – evaluations of applications for approval from prospective suppliers and notification of the outcome: contracted suppliers.	T+5.	D.	Paper and Electronic.	Council.	Guidance: 1 - All contracts with historical significance should be referred to the Council Archivist. 2 – Chief Officers may decide to retain contracts beyond the normal periods if particular circumstances require, for example, the risk of latent	



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					defects appearing in works.	
Evaluations of application for approval from prospective suppliers and notification of the outcome: rejected suppliers.	Cy+1.	D.	Paper and Electronic.	Council.		
Contracted supplier lists or databases.	C.	D.	Paper and Electronic.	Council.		
Contract management files, including contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions).	Cy+5.	D.	Paper and Electronic.	Council.	Destroy 5 years after end of contract.	
Contracting records containing data on, and analyses of, performance against the plans for the implementation of the Council's procurement strategy.	Cy.	D.	Paper and Electronic.	Statutory.		
Records of purchasing authorisation limits.	Cy+1.	D.	Paper and Electronic.	Council.	Held by the accounts/service area.	
Internal authorisations for procurement.	Cy+1.	D.	Paper and Electronic.	Council.		
Purchase ordering records (for VAT registered bodies).	Cy+6.	D.	Paper and Electronic.	Statutory.	Held by the ledgers/service area.	
Information on tender and award of contracts made by an authority acting in the capacity of a utility.	Cy+4.	D.	Paper and Electronic.	Statutory.		
Market information – product evaluation.	C.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			Electronic.			
Market evaluation – product information.	C.	D.	Paper and Electronic.	Council.		
Tendering – initial proposal/ submission from successful supplier.	Cy+5.	D.	Paper and Electronic.	Statutory.		
Tendering – contract awards reports (OJEU).	Cy+5.	D.	Paper and Electronic.	Statutory.		
Tendering – issue of invitation to tender advertisement/contract notice and handling of incoming tender documents.	Cy+1.	D.	Paper and Electronic.	Council.		
<b>Safety and Contingency (including EP, H and S, Road Safety)</b>						
Accident/Incident Reports including RIDDOR forms- adult.	Cy +7.	D.	Paper and Electronic.	Statutory.		
Accident/Incident Reports including RIDDOR forms – children.	DOB +25.	D.	Paper and Electronic.	Statutory.		
Accident/Incident Reports – COSHH/Asbestos related.	C+40.	D.	Paper and Electronic.	Statutory.		
OIC OHAC Incident Reporting Forms.	C+10.	D.	Paper and Electronic.	Council.		
Pregnant Workers Risk Assessment.	C+5.	D.	Paper and Electronic.	Statutory.		
Young Person’s Risk Assessment.	C+5.	D.	Paper and Electronic.	Statutory.		
Fire Risk Assessments.	C+5.	D.	Paper and Electronic.	Statutory.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Equipment Test Records.	C+3.	D.	Paper and Electronic.	Statutory.		
LOLER Inspection Records.	C+3.	D.	Paper and Electronic.	Statutory.		
COSHH Inspection records.	C+3.	D.	Paper and Electronic.	Statutory.		
First Aid Training Records.	C+3.	D.	Paper and Electronic.	Council.		
IOSH Working Safely training records.	C+3.	D.	Paper and Electronic.	Council.		
H and S Risk Assessments.	C+10.	D.	Paper and Electronic.	Statutory.		
H and S Audits.	C+10.	D.	Paper and Electronic.	Council.		
H and S Correspondence.	C+10.	D.	Paper and Electronic.	Council.		
H and S Guidelines, Policies and Procedures.	C+10.	D.	Paper and Electronic.	Council.		
Business Continuity Plans.	C+3.	D.	Paper and Electronic.	Statutory.		
Emergency Plans.	C+3.	D.	Paper and Electronic.	Statutory.		
Road Safety Bikeability Scotland Cycling training records.	C+3.	D.	Paper and Electronic.	Council.		
OIC Road Safety Plan and Action Plan.	C+10.	D.	Paper and Electronic.	Statutory.	A 5 yearly plan with yearly action plans.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Road Safety Forum Meetings.	C+10.	D.	Paper and Electronic.	Council.		
School Travel Plans.	C+10.	D.	Paper and Electronic.	Council.		
Hands Up Survey Scotland.	C+5.	D.	Paper and Electronic.	Statutory.	Annual official statistics.	
Grant Fund Documentation.	C+5.	D.	Paper and Electronic.	Council.	External funds including contracts.	
JRSO Training Records.	C+5.	D.	Paper and Electronic.	Council.		
Corporate and Service Risk Registers.	C+2.	D.	Paper and Electronic.	Council.		
Public Entertainment Licensing application records.	C+3.	D.	Paper and Electronic.	Statutory.		
H and S Performance data.	C+3.	D.	Paper and Electronic.	Council.		
H and S Committee/Forum meeting minutes.	C+10.	D.	Paper and Electronic.	Council.		
Occupational Health Surveillance Records.	C+40.	D.	Paper and Electronic.	Statutory.		
Night Workers Health Checks.	C+3.	D.	Paper and Electronic.	Statutory.		
Civil Action Claims records.	C+40.	D.	Paper and Electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Corporate Management</b>						
<b>Change Programme</b>						
Papers for meetings.	Cy+5.	D.	Electronic.	Business.	Protective Marking: "Official".	
Document detailing Personal Review and Development.	T (of employment) +6.	D.	Electronic.	Business.	Should be held by HR not within team. Protective Marking: "Official Sensitive".	
Document recording staff sickness days.	T (of employment) +6.	D.	Electronic.	Business.	Should be held by HR not within team.	
Documents about previous programmes at OIC as well as info from other Councils.	T (of Change Programme).	D.	Electronic.	Business.	If one central copy for the whole Council was stored and was available, these would not be required.	
Communication papers and articles.	T (of Change Programme).	D.	Electronic.	Business.	These are our copy – the actual master would be held by the Communications Team – if we could have access then we would not need to store these.	
General working files used during the project.	T (of Project).	D.	Electronic.	Business.	Protective Marking: "Official".	
PID, Lessons Learned Report, Formal	C+6.	D.	Electronic.	Business.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Findings.						
General working files used during the review.	T (of review).	D.	Electronic.	Business.	Protective Marking: "Official".	
Review Brief, Scope and final report.	Cy+10.	D.	Electronic.	Business.	Protective Marking: "Official".	
Record of submitted ideas – Access Database.	T (Of Change Programme) +6.	D.	Electronic.	Business.		
General working area.	C+1.	D.	Electronic.	Business.	Protective Marking: "Official".	
<b>Internal Audit</b>						
General audit working papers.	Cy+5.	D.	Paper and Electronic.	Council.	Statutory Performance Indicators folder can be retained for CY+2.	
Internal audit reports.	Cy+5.	A.	Paper and Electronic.	Council.	However retention period shall need to be reviewed for each file dependent upon the circumstances of each individual investigation.	
Investigation audit file.	Cy+5.	D.	Paper and Electronic.	Council.		
Audit Charters and Plans.	Cy+5.	D.	Paper and Electronic.	Council.		
Audit manual, programmes and guides.	P.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			Electronic.			
Correspondence.	Cy+5.	D.	Paper and Electronic.	Council.		
Grant claim verification files.	T.	D.	Paper and Electronic.	Council.	Retention shall be as specified by the external funding body.	
Performance Review and Development records.	T+6.	D.	Electronic.	Council.		
Staff training records.	T+6.	D.	Paper and Electronic.	Council.		
<b>Strategy and Community Plan</b>						
Agendas, papers and minutes of OCPP Steering Group meetings.	P.	A.	Electronic.			
Agendas, papers and minutes of Partnership Liaison Group meetings.	Cy+5.	A.	Electronic.			
(Community Plans and) Single Outcome Agreements.	P.	A.	Paper and Electronic (signed copy).			
Annual performance reports on Single Outcome Agreements.	P.	A.	Electronic.			
OCPP strategies, policies and guidance.	Cy+5.	A.	Electronic.			
Council strategies, policies and guidance.	Cy+5 (unless T).	A.	Electronic.			

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Human Resources and Performance</b>						
<b>Equalities</b>						
Equality Impact Assessments.	C+3.	D.	Paper and Electronic.	Council.		
Equality Outcomes.	C+4.	D.	Paper and Electronic.	Council.		
Equality Reports (mainstreaming etc).	C+4.	D.	Paper and Electronic.	Council.		
Equality Statistics/Monitoring Forms.	Cy.	D.	Paper and Electronic.	Council.		
Equality and diversity guidelines.	C+1.	D.	Paper and Electronic.	Council.		
<b>Human Resources</b>						
<b>Administering Employees – Employee Files</b>						
Employee Personnel Files (for posts not subject to disclosure/PVG checks).	T+6.	D.	Paper and Electronic.	Statutory and Council.	See HR Briefing for more details of what should be in file and legislative requirements.	V.
Employee Personnel Files (for posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults).	T+50.	D.	Paper and Electronic.	Council.		V.



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Recruitment</b>						
Papers in relation to selection of individual for established position.	C+1.	D.	Paper and Electronic.	Council.	After recruitment finalised. Includes authorisation, recruitment process etc. Note - Offer of employment etc should be placed in Employee Personal File.	
Disclosure Scotland/PVG checks.	C+90days.	D.	Paper and Electronic.	Statutory.	C= date received from Disclosure Scotland Code of Practice, issued by Scottish Ministers Part V of the Police Act 1997.	
Volunteers.	T+6.	D.	Paper and Electronic.	Council.		
<b>Termination</b>						
Termination of staff through voluntary redundancy, resignation, dismissal and retirement (for posts not subject to disclosure/PVG checks).	T+6.	D.	Paper and Electronic.	Council.		
Termination of staff through voluntary redundancy, resignation, dismissal and retirement (for posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults).	T+50.	D.	Paper and Electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Terms and Conditions of Employment</b>						
Terms and conditions including offer of employment and contract (for posts not subject to disclosure/PVG checks).	T+6.	D.	Paper and Electronic.	Council.		
Terms and conditions including offer of employment and contract (for posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults).	T+50.	D.	Paper and Electronic.	Council.		
Records of leave taken, annual leave, paid and un-paid leave, maternity and paternity, sick leave and all other leave, including annual leave sheets.	Cy+6.	D.	Paper and Electronic.	Council.		
<b>TUPE</b>						
All working documents in relation to TUPE transfers (note these are documents that are not held in individual personnel files)	C+8.	D.	Paper and Electronic.	Council.		
<b>Performance Review and Development</b>						
Performance Review and Development (for posts not subject to disclosure/PVG checks).	T+6.	D.	Paper and Electronic.	Council.	E.g. PRD reports, performance plans.	
Performance Review and Development (for posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults).	T+50.	D.	Paper and Electronic.	Council.	E.g. PRD reports, performance plans.	
<b>Discipline/Grievance and Capability</b>						
Individual case files relating to discipline,	T+6.	D.	Paper and	Council.	The Employment Act	V.

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
grievance and capability of employees (where the conduct did not involve children or vulnerable adults) (for employees in posts not subject to disclosure/PVG checks).			Electronic.		2002 deals with dispute resolution but does not give time limits for record retention.	
Individual case files relating to discipline, grievance and capability of employees (where the conduct did not involve children or vulnerable adults) (for employees in posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults).	T+50.	D.	Paper and Electronic.	Council.	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention.	V.
HR Log relating to discipline, grievance or capability of employees (all employees).	P.	D.	Paper and Electronic.	Council.	BS v Dundee City Council. [2013] CSIH 91 CS.	
Dignity at Work - documentation within individual personnel files (all employees).	C+2.	D.	Paper and Electronic.	Council.	Ensure record logged.	V.
Final warnings - documentation within individual personnel files (SNCT employees only).	C+12 months.	D.	Paper and Electronic.	Council.	C=Date of warning. Ensure record logged.	
Final warnings - documentation within individual personnel files	C+18 months.	D.	Paper and Electronic.	Council.	C=Date of warning. Ensure record logged.	
Oral disciplinary warnings – documentation within individual personnel files (all employees).	C+6 months.	D.	Paper and Electronic.	Council.	Ensure record logged.	
Written disciplinary warnings – documentation within individual personnel files (SNCT employees only).	C+9 months.	D.	Paper and Electronic.	Council.	Ensure record logged.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Written disciplinary warnings – documentation within individual personnel files.	C+12 months.	D.	Paper and Electronic.	Council.	Ensure record logged.	
No disciplinary warning, sanction or other formal action taken – documentation within individual personnel files (all employees).	C.	D.	Paper and Electronic.	Council.	Destroy any papers after date of decision not to proceed where accusation proved to be unfounded. Ensure record logged.	
Disciplinary sanctions where conduct involved children or vulnerable adults – HR case records (all employees).	T+50.	D.	Paper and Electronic.	Council.	Ensure record logged.	
Professional/other bodies (i.e. GTCS/SSSC/Disclosure Scotland etc.) - correspondence relating to employee conduct and capability where the Council has a statutory duty to refer these issues (where the conduct did not involve children or vulnerable adults).	T+6.	D.	Paper and Electronic.	Council.		
Professional/other bodies (i.e. GTCS/SSSC/Disclosure Scotland etc.) - correspondence relating to employee conduct and capability where the Council has a statutory duty to refer these issues (where conduct involved children or vulnerable adults).	T+50.	D.	Paper and Electronic.	Council.		
<b>Occupational Health</b>						
Monthly sickness absence reports.	C+5.	D.	Paper and	Statutory.	Access to Medical Reports Act 1988 C28	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			Electronic.		provides the general provisions on the right of access to records created after 01.01.1989.	
Occupational Health Records - separate from employee file (includes pre-employment checks, OH referrals and reports and ill health retirements).	40 years after last consultation or DOB+75 (whichever longer).	D.	Paper and Electronic.	Statutory.	Where statutory health surveillance has been undertaken records to be retained for 40 years after last consultation, or 75 years after DOB, whichever is longest.	
Sickness monitoring – individual sickness absence records (for posts not subject to disclosure/PVG checks).	T+6.	D.	Paper and Electronic.	Statutory/ Council.	Access to Medical Reports Act 1988 C28 provides the general provisions on the right of access to records created after 01.01.1989.	
Sickness monitoring – individual sickness absence records (for posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults).	T+50.	D.	Paper and Electronic.	Statutory/ Council.	Access to Medical Reports Act 1988 C28 provides the general provisions on the right of access to records created after 01.01.1989.	
Occupational health – staff training.	C+75.	D.	Paper and Electronic.	Statutory.	Where records relate to training associated with the reasons for statutory Health Surveillance, then these records should be retained for the same	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					length of time as the individual's health record.	
<b>Job Evaluation</b>						
Documentation relating to individual post evaluations, including all working papers.	P.	P.	Paper/ Electronic.	Council.		
<b>Single Status</b>						
Equal pay settlements – papers included in individual personnel files (for posts not subject to disclosure/PVG checks).	T+6.	D.	Paper and Electronic.	Council.		
Equal pay settlements – papers included in individual personnel files (for posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults).	T+50.	D.	Paper and Electronic.	Council.		
<b>Employee Relations.</b>						
Employment Tribunals.	T+6.	D	Paper and Electronic.	Council.	E.g. applications.	V.
Trade Union Liaison (including strategy and routine documentation).	P.	P.	Paper and Electronic.	Council.		
<b>General</b>						
OIC HR Policy and Procedure documents.	C+10.	R.	Paper and Electronic.	Council	Consider historical value. If no value destroy after superseded. If of value transfer to Archivist.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Learning and Development</b>						
Reporting.	C+5.	D.	Paper and Electronic.	Council.		
Individual training records (for posts not subject to disclosure/PVG checks).	T+6.	D.	Paper and Electronic.	Council.		
Individual training records (for posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults).	T+50.	D.	Paper and Electronic.	Council.		
Individual training records in relation to training for work with children or vulnerable adults.	T+50.	D.	Paper and Electronic.	Council.		
Training Records/Information, e.g.sign-in sheets.	Cy+5.	D.	Paper and Electronic.	Council.		
<b>Performance (including Best Value)</b>						
Best Value Reviews, High Level Reviews, and Efficiency Reviews.	Cy+10.	D.	Paper and Electronic.	Council.	The working papers are filed with the final versions of the review reports, and will be destroyed at the same time.	
Notes of the Best Value Working Group.	Cy+10.	D.	Paper and Electronic.	Council.	From 1999 until 2007, elected members of the Monitoring and Audit Committee sat as the Best Value Working	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					Group to consider Best Value Reviews. Notes of these meetings remain with the HR and Performance section of the G Drive, and paper copy within an HR and Performance file cabinet, until destruction.	
Statutory Performance Indicator Returns to Audit Scotland.	Cy+5.	D.	Paper and Electronic.	Council.	The working papers are filed with the final versions of the review reports, and will be destroyed at the same time.	
How Good is Our Council? Self-assessments.	Cy + 5.	D.	Paper and Electronic.	Council.		
Working papers associated with Council Committee reports.	Cy + 3.	D.	Electronic.	Council.	Only the final version of each assessment is retained.	
Working papers associated with Corporate Management Team/Senior Management Team reports.	Cy + 3.	D.	Electronic.	Council.	These are held with the HR and Performance section of the G Drive.	
Agendas, notes of meetings and working papers associated with the Performance and Risk Management Team, and its predecessors i.e. the Performance Improvement Forum and Best Value Project Team.	Cy + 3.	D.	Electronic.	Council.	These are held with the HR and Performance section of the G Drive.	



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Agendas, notes of meetings and working papers associated with the various working groups led by HR and Performance.	Cy + 3.	D.	Electronic.	Council.	These are held with the HR and Performance section of the G Drive.	
All of the files associated with the procurement of the Council's Performance and Risk Management Software.	Cy + 10.	D.	Electronic.	Council.	These are held with the HR and Performance section of the G Drive.	
All of the files associated with the administration of the Council's Performance and Risk Management Software.	Cy + 3.	D.	Electronic.	Council.	These are held with the HR and Performance section of the G Drive.	

## Democracy

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Committee Services</b>						
Council/Committee Minutes. Reports/Appendices to Minutes.	P.	P.	Paper and Electronic.	Council.	Transfer to Council Archives after administrative use is concluded – Only Master/signed copies of Minutes are retained in Archive.	
Council/Committee Agendas.	P.	P.	Paper and Archive.	Council.		
Council/Committee Agendas.	Cy+12.	D.	Paper and Electronic.	Council.		
<b>Communications</b>						
Correspondence with Members and Senior Officials.	Cy+3.	D.	Paper and Electronic.	Council.		
Media enquiries and responses.	Cy+3.	D.	Paper and Electronic.	Council.		
General correspondence with staff and public.	Cy+3.	D.	Paper and Electronic.	Council.		
Diaries.	Cy+5.	D.	Paper and Electronic.	Council.		
Project folders.	Cy+5.	D.	Paper and Electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Consultation responses.	Cy+3.	D.	Paper and Electronic.	Council.		
Budget and invoice details.	Cy+3.	D.	Paper and Electronic.	Council.		
<b>Customer Services</b>						
Blue Badge application forms.	T.	D.	Paper and Electronic.	Council.	Application forms are destroyed after expiry date or on date of death.	
Customer Services emails from customers.	Cy+3.	D.	Electronic.	Council.	These records may be held on a CRM (Customer Relationship Management) system in the future.	
General correspondence from customers.	Cy+3.	D.	Paper and Electronic.	Council.	These records may be held on a CRM (Customer Relationship Management) system in the future.	
Customer Service requests recorded on OIC portal.	Cy+3.	D.	Electronic.	Council.		
Complaints, compliments and comments – case files.	Cy+5.	D.	Paper and Electronic.	Council.	See also the Information Management Schedule for enquiries under Data protection, Freedom of Information and Environmental Information legislation.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Complaints, compliments and comments - analysis.	Cy+5.	D.	Paper and Electronic.	Council.		
Complaints, compliments and comments - register.	Cy+10.	D.	Paper and Electronic.	Council.		
Cash Office reports.					As per Finance Records Retention Policy.	
Key control sheets.	Cy+3.	R.	Paper and Electronic.	Council.	As per D and I and Housing Records Retention Policy.	
Radar key sheets.	T.	D.	Electronic.	Council.	Record held until key returned to Council.	
Ness Campsite bookings from customers.	Cy+1.	D.	Paper and Electronic.	Council.	Records to be destroyed for bookings from previous financial year.	
Course bookings from customers recorded on OIC portal.	Cy+1.	D.	Paper and Electronic.	Council.	Records to be destroyed for bookings from previous financial year.	
Customer Service survey results and Comments Cards.	Cy+1.	D.	Paper and Electronic.	Council.	Records only to be destroyed once responses have been analysed.	
Unacceptable Behaviour Incident Reports.	P.	P.	Paper and Electronic.	Council.		
Franking Machine reports and Mail Journal Entries.	Cy+3.	D.	Paper and Electronic.	Council.	Information may be useful for comparison and statistical purposes.	
Staff information – holiday cards, letters,	T.	A.	Paper and	Council.	Record to be held for	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
emails, sickness, PRDs, training etc.			Electronic.		duration of employment.	
Emails, memos and general correspondence between internal services.	Cy+1.	R.	Paper and Electronic.	Council.		
<b>Democratic Services</b>						
New Elected Members Induction Procedures and Programme.	Cy+4.	R.	Paper.	Council.	Recommended to keep any Induction papers for the lifetime of the current term for Councillors as they are referred to throughout the term.	
General Correspondence to and from Elected Members.	Cy+4.	R.	Paper and Electronic.	Council.	Kept for the lifetime of the Council.	
Community Councils – Agendas and Minutes.	Cy+4.	P.	Electronic.	Council.	Electronic copies of both agendas and minutes are archived and retained.	
Community Councils – General Correspondence.	Cy+1.	R.	Paper and Electronic.	Council.	Up to 2 years.	
Diaries.	Cy+4.	R.	Electronic.	Council.	This is dependent on IT system.	
Twinning Correspondence.	Cy+4.	A.	Paper and Electronic.	Council.	Programmes of main events are archived and retained.	
Lord Lieutenant Correspondence.	Cy+4.	A.	Paper and Electronic.	Council.	Main information is archived and retained.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Electoral Support</b>						
UK, Scottish, European Parliamentary, Local Government Elections and Referenda – public inspection of election documentation.	1 year.	D.	Paper.	Council.	Guidance is followed as provided by the Electoral Commission after each election event as to what is and is not for public inspection.	
Project Plans, Risk Register and General Correspondence.	Cy+4.	D.	Paper and Electronic.	Council.		
Election expenditure claims.	Cy+4.	D.	Paper and Electronic.	Council.		
<b>Executive Support</b>						
Enquiries – General correspondence to and from MPs/MSPs/MEPs and Scottish Government.	Cy+3.	D.	Paper and Electronic.	Council.		
General Correspondence.	Cy+3.	D.	Paper and Electronic.	Council.		
Diaries.	Cy+5.	D.	Paper and Electronic.	Council.		
Administrative Procedures/Notes.	C.	R.	Paper and Electronic.	Council.		
Project/Conference Files and relative mailing lists.	Cy+5.	R.	Electronic.	Council.		
Mail/Signing Logs.	Cy+2.	D.	Paper and Electronic.	Council.		

## Development and Infrastructure

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Administration</b>						
Administrative Procedures, notes, manuals etc.	P.	P.	Paper and Electronic.	Council.	Procedures are continually updated so old versions can be destroyed.	
Incoming mail recorded in databases.	Cy+5.	R.	Electronic.	Council.		
General Administration Files.	Cy+5.	D.	Paper and Electronic.	Council.	Some of the files may have to be retained for longer depending on subject area.	
<b>Marine Services</b>						
<b>Business Development</b>						
Cruise.	Cy+3.	D.	Paper and Electronic.	Council.		
Scapa Flow Development excluding Flotta.	Cy+6.	R.	Paper and Electronic.	Council.		
Oil and Gas including bunkering and shore facilities.	Cy+3.	D.	Paper and Electronic.	Council.		
Renewables including ERDF and 3 port strategy.	Cy+6.	D.	Paper and Electronic.	Council.		
Aquaculture and fishing including processing and landing.	Cy+3.	D.	Paper and Electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Tourism and leisure including marinas.	Cy+6.	D.	Paper and Electronic.	Council.		
Investment – plans, appraisals, finance.	Cy+6.	R.	Paper and Electronic.	Council.		
Links to Economic Development.	Cy+6.	D.	Paper and Electronic.	Council.		
<b>Strategy</b>						
Port Strategy.	Cy+6.	R.	Electronic.	Council.		
Governance and Legislation.	P.	P.	Paper.	Statutory.	Acts of Parliament and Council Governance.	
Committee Reports.	P.	P.	Paper.	Council.		
Annual Performance report.	P.	P.	Paper.	Council.		
Bye Laws and General Directions.	P.	P.	Paper.	Council and legislation.		
<b>Launches</b>						
Launch Safety and inspection Certificates.	Cy+1.	D.	Paper.	Statutory.		
Launch log sheets.	Cy+6.	D.	Paper.	Council.		
Launch crews.	T+6.	D.	Paper.	Council.	Retain crew records for 6 years.	
Launch operations.	Cy+6.	D.	Paper.	Council.		
Surveys.	Cy+10.	D.	Paper.	Council.	On vessel paying off.	



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Marine Environment</b>						
Environment Plan.	C.	D.	Paper.	Statutory.	As required by legislation.	
Environment surveys.	P.	P.	Electronic.	Statutory.		
Ballast Water surveys.	Cy+6.	D.	Electronic.	MCA and SEPA.	For non-native species in Scapa Flow.	
Species records.	P.	P.	Electronic.	SNH.		
Water tests and surveys.	Cy+6.	D.	Electronic.	Council and SEPA.	Including water for re-sale.	
Weather records.	Cy+2.	D.	Electronic.	Council.	For sale.	
<b>Marine Technical</b>						
Ferries and Tugs classification society records.	T.	D.	Electronic.	Statutory.	Files updates on Classification society database. Deleted on disposal of Vessel.	
Lifting equipment.	T.	D.	Electronic.	Contractor.	Files updated on Lifting equipment contractor's data base. Deleted when equipment scrapped or disposed of.	
Refit specifications and records.	Cy+10.	D.	Paper.	Council.		
Ferries and Tugs defect reports.	T.	D.	Paper.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Ferries improvement requests.	T.	D.	Paper.	Council.	Destroyed on disposal of Vessel.	
<b>Oil Pollution</b>						
Pollution response plans.	C.	D.	Paper and Electronic.	Legislation .	MCA.	
Audit.	Cy+10.	D.	Paper and Electronic.	Legislation .		
Exercise and Training.	Cy+3.	D.	Paper and Electronic.	Legislation .		
Equipment.	T.	D.	Paper and Electronic.	Council.		
Legislation.	P.	P.	Paper and Electronic.	Legislation .		
Oil Transfer licence – including application and scientific evidence.	Cy+6.	D.	Paper and Electronic.	Legislation .		
Incident records and investigation.	Cy+10.	D.	Paper and Electronic.	Council.	Potential evidence for prosecution.	
Contracts.	T.	D.	Paper and Electronic.	Council.		
<b>Pilots</b>						
Legislation, authority and governance.	Cy+10.	D.	Paper and Electronic.	Statutory.	Pilotage Act.	
Examination and qualification.	P.	P.	Paper and	Statutory.	Pilotage Act.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			Electronic.			
Investigation.	Cy+10.	D.	Paper and Electronic.	Council.		
Pilotage Directions.	P.	P.	Paper and Electronic.	Statutory.	Pilotage Act.	
Staff – recruitment, training and employments.	T+6.	D.	Paper and Electronic.	Council.	Retain staff documents until 6 after leaving.	
<b>Port Operations</b>						
ATON database.	T.	D.	Electronic.	Statutory.	Northern Lighthouse Board.	
Defect reports.	Cy+10.	D.	Paper and Electronic.	Council.		
VTS – equipment and service.	T.	D.	Paper and Electronic.	Council.	Including ERDF funding.	
VTS marine officers.	T+6.	D.	Paper and Electronic.	Council.		
Port Security including Port Marine Security.	Cy+10.	D.	Paper and Electronic.	Statutory.		
Port Waste – management, collection and disposal.	Cy+3.	D.	Paper and Electronic.	Statutory.		
Conservancy including dredging.	Cy+6.	D.	Paper and electronic.	Council.		
Hydrography and survey.	P.	P.	Paper and electronic.	Council.	Surveys to be retained indefinitely.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Navigation.	Cy+6.	D.	Paper and electronic.	Council.		
Port Marine Safety Code including audit.	P.	P.	Paper and electronic.	Council and statutory.	MCA administered.	
Port administration.	Cy+10.	D.	Paper and electronic.	Council.		
Harbour Dues – setting, approval and collection.	Cy+6.	D.	Paper and electronic.	Council.		
Stakeholders and customers.	Cy+10.	D.	Paper and electronic.	Council.		
Port contracts, sales and purchases.	T.	D.	Paper and electronic.	Council.		
Pier Operations.	Cy+6.	D.	Paper and electronic.	Council.		
Health and Safety.	Cy+10.	D.	Paper and electronic.	Council and legislation.		
Parking and road layout/regulation.	Cy+6.	D.	Paper and electronic.	Council and legislation.	Bye Laws.	
Lifesaving equipment.	Cy+3.	D.	Paper and electronic.	Council and HSE.		
Dues and charges – setting, collection, debts.	Cy+10.	D.	Paper and electronic.	Council and MCA.		
Safety Management System – procedures.	Cy+10.	D.	Paper and	Council.	Port Marine Safety	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			electronic.		Code.	
Risk Assessments.	P.	P.	Paper and electronic.	Council.	Refresh – destroy predecessors.	
Berthing Plans, gangways and bollards.	Cy+10.	D.	Paper and electronic.	Council.	Retain for all ships visits.	
Dangerous goods and other cargo procedures.	Cy+10.	D.	Paper and electronic.	Council and legislation.		
Staff Training and other matters.	T+6.	D.	Paper and electronic.	Council.	Retain until 6 years after leaving.	
Personal Protective equipment.	Cy+3.	D.	Paper and electronic.	Council.		
<b>Orkney Ferries</b>						
<b>Ferry Operations</b>						
Crew matters, records, pay and training.	T+6.	D.	Paper and electronic.	Council.	Including union discussions.	
Operational and vessel audit.	P.	P.	Paper and electronic.	Statutory.		
Routes and service levels.	Cy+10.	D.	Paper and electronic.	Council and Board.		
Timetabling.	Cy+3.	D.	Paper and electronic.	Council.		
Ticketing.	Cy+6.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Fares – fares reviews, setting and concessions.	Cy+6.	D.	Paper and electronic.	Council.		
Vessel replacement.	T+2.	D.	Paper and electronic.	Council.	On vessel leaving service.	
Vessel standards and certification.	T+3.	D.	Paper and electronic.	Council.	Until after vessels are out of service.	
Board papers and reports.	Cy+10.	D.	Paper and electronic.	Board.	Unless required to be retained for longer under the Companies Act.	
Safety Management System.	Cy+10.	D.	Paper and electronic.	Council.		
Customers and stakeholders.	Cy+3.	D.	Paper and electronic.	Council.		
<b>Orkney Towage</b>						
Towage Operations – routines, procedures and methods.	Cy+10.	D.	Paper and electronic and manuals.			
Crew matters, records, pay and training.	T+6.	D.	Paper and electronic.	Council.	Including union discussions.	
Operational and vessel audit.	P.		Paper and electronic.	Statutory.		
Routes and service levels.	Cy+10.	D.	Paper and electronic.	Council and Board.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Towage equipment.	Cy+3.	D.	Paper and electronic.	Council.		
Towage and tug capabilities.	Cy+6.	D.	Paper and electronic.			
Towage Fees and charges.	Cy+6.	D.	Paper and electronic.	Council and Board.		
Vessel replacement.	T.	D.	Paper and electronic.			
Vessel standards and certification.	T+3.	D.	Paper and electronic.	Council.	Until after vessels are out of service.	
Board papers and reports.	Cy+10	D	Paper and electronic	Board	Unless required to be retained for longer under the Companies Act	
Safety Management System	Cy + 10.	D.	Paper and electronic.	Council.		
Customers and stakeholders.	Cy+3.	D.	Paper and electronic.	Council.		
<b>Planning and Regulatory Services</b>						
<b>Building Standards</b>						
Part 1 of the Building Standards Register containing data relating to Application forms; approval documents; completion certificate submission; completion acceptance/rejection; certificates of	P.	P.	Paper and Electronic.	Council.	Paper 1948 – current day. Electronic – current day.	V (as required by the Building (Scotland))

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
construction/design; energy performance certificates; statement of sustainability; fire safety design summaries; and particulars of notices.						Acts.
Part 2 of the Building Standards Register containing copy documents relating to building warrants and completion certificates; principal drawings and specification; certificates of construction/design; energy performance certificate; statement of sustainability; and fire design summaries.	C+25.	A.	Paper and Electronic.	Council.	For complex applications the retention period is 50 years or until the building is demolished.	V (as required by the Building (Scotland) Acts.
<b>Development Management (Planning)</b>						
Parts 1 and 2 of the Planning Register including: Application forms; approved or refused plans; decision documents; reports of handling; appeal or review decision documents and associated plans; and any post-approval non material variations.	P.	P.	Electronic.	Council.		V.
Discharge of conditions; Legal Agreements (mainly under S75 of the Planning Act); Environmental Statements following Environmental Impact Assessments; Statutory Design and Access Statements; and Pre Application Consultation Reports accompanying applications for Major or National developments.	P.	P.	Electronic.	Council.		V.



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Representations; consultation responses; photographs; Initiation and Completion of Development Notices; Design Statements.	Cy+10.	D.	Electronic.	Council.		V.
<b>Development and Marine Planning</b>						
Orkney Biodiversity Action Plan.	Cy+20.	R.	Paper and Electronic.	Council.		
Conservation and Heritage Grants.	C+5.	D.	Electronic.	Council.	Personal data will be destroyed but a digital archive of plans and specified works will remain.	
Core Paths Plan.	Cy+20.	R.	Paper and Electronic.	Council.		
Open Space Strategy.	Cy+20.	R.	Paper and Electronic.	Council.		
Local Development Plans – Drafts, Reports, Frameworks, Inquiries, correspondence.	Cy+5.	D.	Electronic.	Council.		
Adopted Local Development Plan including Background Technical Appendices.	Cy+15.	A.	Paper and Electronic.	Council.		
Draft Development Briefs, Supplementary Guidance, etc.	Cy + 5	D	Electronic	Council		
Adopted Development Briefs, Supplementary Guidance and Planning Policy Advice.	Cy + 15	R	Paper and Electronic	Council		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Draft Urban Design Frameworks and Masterplans and associated supporting information.	C + 5	D	Electronic	Council		
Adopted Urban Design Frameworks and Masterplans.	Cy + 15	R	Paper and Electronic	Council		
Records relating to investigations regarding access disputes.	P digital). C+10 (paper).	A. D.				
Conservation Area and Listed Building Survey Work.	C+10.	R.	Paper and Electronic.	Council.		
Adopted Conservation Area Management Plans, Conservation Area Appraisals, and Development Management Guidance related to the Historic Environment.	Cy+20.	A.	Electronic.	Council.		
Development Management Consultations.	Cy+5.	D.	Electronic.	Council.		
Planning Project Files.	C+10.	D.	Paper or Electronic.	Council.		
<b>Environmental Health</b>						
Air Quality Review and Assessment.	P.	P.	Paper and Electronic.	Council.	Records maintained in office – not passed to Archivist.	V.
Asbestos Sample Results.	P.	P.	Paper and Electronic.	Council.	Records maintained in office – not passed to Archivist.	
Contaminated Land Register.	P.	P.	Paper and	Statutory.	Records maintained in	V.

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			Electronic.		office – not passed to Archivist.	
Contaminated Land Site Categorisation Requests.	P.	P.	Paper and Electronic.	Council.	Records maintained in office – not passed to Archivist.	
Contaminated Land Strategy.	P.	P.	Paper and Electronic	Statutory.	Records maintained in office – not passed to Archivist.	
Contaminated Site Investigation Requests.	R.		Paper and Electronic.	Council.	Records maintained in office – not passed to Archivist.	
Environmental Health – Public Registers – Litter Control Area Order etc. (copy).	C.	R.	Paper and Electronic.	Statutory.	Environmental protection Act S90 – original served on owner.	
Environmental Health – Enforcement Policy.	Cy.	R.	Paper and Electronic.	Council.	Annual Review.	
Environmental Health – Sample Register.	P.	R.	Paper and Electronic.	Council.	Records maintained in office – not passed to Archivist.	
Environmental Health Statutory Notices.	Cy+6.	R.	Paper and Electronic.	Council.	Records maintained in office.	
Environmental Health – Property Files.	Cy+5.	D.	Paper and Electronic.	Council.	Details of any legal activity relating to a property in terms of environmental health legislation.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Environmental Health – Nuisances (Public Health and Noise).	Cy+4.	D.	Paper and Electronic.	Council.	Public Health Act – Public Health and Noise.	
Pet Shops. Riding and Animal Boarding Establishment Licenses.	C.	D.	Paper and Electronic.	Council.	Retain while premises in operation.	
Public Analyst Certificates.	Cy+5.	D.	Paper and Electronic.	Council.	Records maintained in office.	
Radiation Monitoring.	P.	P.	Electronic.	Council.	Records maintained in office – not passed to Archivist.	
Register of Below Tolerable Standard Houses.	P.	P.	Paper and Electronic.	Statutory.	Records maintained in office.	
Below Tolerable Standard Register (private houses).	P.	P.	Paper and Electronic.	Council.	Records maintained in office – not passed to Archivist.	
Environmental Information Regulation Requests Research.	P.	R.	Paper and Electronic.	Council.	Research Purposes.	
Prosecution / Sanction Files.	Cy+6.	D.	Paper.	Council.	Records maintained in office.	
Applications for Certificates, Permits, Licenses, Infringement Notices, Correspondence.	Cy+2.	D.	Paper and Electronic.	Council.	Destroy 2 years after Cert expired or penalty payment made or matter finished or correspondence ceased.	
Inspection Report Forms / Service Request Details.	Cy+5.	D.	Paper and Electronic.	Council.	Records maintained in office.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Housing Files.	Cy+5.	R.	Paper and Electronic.	Council.	Records maintained in office.	
Housing Condition Survey.	P.	P.	Paper and Electronic.	Council.	Records maintained in office.	
BSE Over 30 months Carcasses and Incident Reports.	Cy+10.	R.	Paper and Electronic.	Council.	Records maintained in office.	
Register of Cooling Towers.	P.	P.	Paper and Electronic.	Council.	Records maintained in office	
Communicable Diseases / Infectious Diseases.	Cy+3.	D.	Paper and Electronic.	Council.	Records maintained in office	
Anti-Social Behaviour Orders Register.	P.	P.	Paper.	Council.	Antisocial Behaviour etc. (Scotland) Act 2004 Part II Section 15(1).	
Housing – Repairs and Maintenance of Property.	P.	P.	Paper and Electronic.	Council	Records maintained in office.	
Water Sample Register.	Cy+5.	R.	Electronic.	Council	Records maintained in office.	
Bulletins from FSA.	Cy+1.	D.	Electronic.	Council	Records maintained in office.	
Communicable Diseases Notification.	Cy+1.	D.	Paper and Electronic.	Council.	Records maintained in office.	
Dairy and Food Bacteriological Register.	Cy+6.	D.	Paper and Electronic.	Council.	Records maintained in office.	
Food Complaints.	Cy+6.	D.	Paper and Electronic.	Council.	Records maintained in office.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Food Hazard Warnings.	Cy+1.	D.	Electronic.	Council.	Records maintained in office.	
Food Premises Register.	P.	P.	Electronic.	Statutory.	Records maintained in office.	
Food Safety Service Plan.	Cy.	R.	Electronic.	Council.	Records maintained in office.	
Inspection Report Forms.	Cy+6.	D.	Electronic.	Council.	Records maintained in office.	
Public Analyst Certificates.	Cy+6.	D.	Paper and Electronic.	Council.	Records maintained in office.	
Section 23 Certificates.	Cy+3.	D.	Electronic.	Council.	Records maintained in office.	
Applications for Registration of Food Premises.	Cy+2.	D.	Paper and Electronic.	Council.	Records maintained in office.	
Fatal Accident Investigations.	P.	P.	Paper and Electronic.	Council.	Records maintained in office.	
Health and Safety Service Plan.	Cy.	D.	Electronic.	Council.	Records maintained in office.	
Swimming Pool Sample Results.	Cy+1.	D.	Paper and Electronic.	Council.	Records maintained in office.	
Public Register – Abstract of Health and Safety Notices Affecting Public.	Cy+6.	D.	Paper and Electronic.	Statutory.	Records maintained in office.	
Criminal Reports to Procurator Fiscal.	Cy+6.	D.	Paper and Electronic.	Council.	Original report held by procurator fiscal.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Trading Standards</b>						
Trading Standards Consumer Surveys.	Cy+5.	D.	Paper.			
Trading Standards Equipment Calibration Records.	Cy+5.	D.	Paper and Electronic.			
Trading Standards Explosive Registrations.	C.	D.	Paper.			
Trading Standards Notices / Warning Letters re Breaches of Legislation.	Cy+5.	D.	Paper and Electronic.			
Trading Standards Petroleum License Records Including Plans.	P.	P.	Paper.		Originals retained in office as required by builders etc. for checks before building works commence.	
Trading Standards Poisons Registrations.	P.	P.	Paper.		Originals retained in office as required by builders etc. for checks before building works commence.	
Trading Standards Reports to Procurator Fiscal (copy).	Cy+5.	D.	Paper.		Original report held by procurator fiscal.	
Trading Standards Sample and Inspection Records.	Cy+5.	D.	Paper and Electronic.			
Trading Standards Self Verification Notification (copy).	Cy+5.	D.	Paper.		Original with self-verifier.	
Trading Standards Complaints – Statutory	Cy+5.	D.	Paper.	Statutory.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Investigations.						
Trading Standards Complaints Register.	P.	P.	Paper and Electronic		Consumer Protection Laws.	
Trading Standards Register of Food Premises.	C.	D.	Paper.	Electronic.		
Trading Standards Prosecution Register.	P.	P.	Paper.			
<b>Strategic Development and Regeneration</b>						
<b>Architecture</b>						
Project Files (plans, designs, project progress).	T+5.	R.	Paper and Electronic.	Council.		
Premises/Property plans.	T+5.	R.	Paper and Electronic.	Council.	Files on properties are held by the service which uses the property as well as other relevant services. These are likely to be of long term historical use and may not be adequately documented in planning and building warrants, review by archives required before destruction.	



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Economic Development and Business Gateway</b>						
Application to Council for Grant and loan funding – application rejected.	5 years.	D.	Paper and Electronic.	Council.		
Application to Council for Grant and loan funding – application approved.	Obligation period 5- 20 years +1 year.	D.	Paper and Electronic.	EU regs. OIC Policy.		
Strategies (Sectoral and thematic).	Period of Strategy + 5.	D.	Paper and Electronic.	Council.		
<b>EU Liaison and LEADER</b>						
EU Grant Files (European Funding Application Claim Forms).	As per period stated on the Letter of Offer.	D.	Paper.	ESF Regs.	Match Funding back-up documents.	V (for period stated).
Applications to LEADER for Grant Funding - application rejected.	End of the project life.	D.	Paper.			V (for period stated).
Applications to LEADER for Grant Funding – application approved.	As per period stated on the Letter of Offer.	D.	Paper.			V (for period stated).

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Facilities</b>						
Project files regarding building works associated with Council owned properties.	C+6.	R.	Paper and Electronic.	Council	Guidance: 1 – All contracts with historical significance should be referred to the Council Archivist. 2 – Chief Officers may decide to retain contracts beyond the normal periods if particular circumstances require, for example, the risk of latent defects appearing in works.	
CDM (Construction, Design and Management) Health and Safety.	P.	P.	Paper and Electronic.	Council.	Construction (Design and Management) Regulations 2007.	
Electrical Performance Certificates.	P.	P.	Paper and Electronic.	Council.		
Asbestos Register/Surveys/Findings.	P.	P.	Paper and electronic.	Council.	The Control of Asbestos Regulations (2006).	
Energy Management Data.	C+5.	D.	Paper and Electronic.	Council.		
Energy Management Information.	C.	D.	Paper and Electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Heating System "front end" Database.	C+5.	D.	Paper and Electronic.	Council.		
<b>Regeneration</b>						
Correspondence re enquiries/projects/contracts, etc.	C+5.	D.	Paper and electronic.	Council.		
<b>Renewables and Connectivity</b>						
<b>THI Projects</b>						
HLF/HS/ERDF/Leader grant files.	Cy+10.	D.	Paper and electronic.	Funders' Regs.	Can go in storage until destruction date.	
<b>Works' Inspection</b>						
Property Files – Routine Repairs and Maintenance.	P.	P.	Paper and Electronic.	Council.	Information relating to repairs and maintenance on Council owned properties requires to be retained so analysis of costs associated with Council owned property can take place.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Engineering</b>						
<b>Airfields</b>						
Airfield Manuals.	P.	P.	Paper and Electronic.	Statutory.	The Civil Aviation Authority requires the Council to hold airfield manuals on each of the Island airfields in Orkney. They are reviewed at regular intervals and pages in the manuals are replaced and updated as required.	
Airfield Log books.	Cy+5.	D.	Paper.	Council and CAA.		
Airfield files.	Cy+10.	R.	Paper and electronic.	Council.	Files may contain useful record information and should be reviewed before destruction.	
Airfields incidents and investigations.	P.	P.	Paper.	Council and CAA.		
Training records.	T+5.	D.	Paper and electronic.	Council and CAA.		
SMS Documentation.	P.	P.	Paper and electronic.	Council and CAA.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Airfield Inspection Records.	Cy+5.	D.	Electronic.	Council and CAA.		
Airfield Condition Records.	P.	P.	Paper and electronic.	Council.		
<b>Grounds Maintenance</b>						
Complaints.	T.	D.	Paper and Electronic.	Council.		
Contract files.	T+6.	R.	Paper and electronic.	Council.	Files may contain useful information and should be reviewed before destruction.	
<b>Projects</b>						
Health and Safety files.	P.	P.	Paper and electronic.	Council plus legislation.	Permanent means for the lifetime of the structure.	
Design files.	T+5.	D.	Paper and electronic.	Council plus legislation.		
Procurement files.	T+20.	R.	Paper and electronic.	Council plus legislation.	Files may contain useful record information and should be reviewed before destruction.	
Contract files.	T+20.	R.	Paper and electronic.	Council plus	Files may contain useful record	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
				legislation.	information and should be reviewed before destruction.	
Quality inspection files.	T.	D.	Paper and electronic.	Council.		
<b>Flood Risk Management</b>						
Flood Risk Management Plans.	P.	P.	Paper and electronic.	Council.		
Flood Risk Management Files.	Cy+10.	R.	Paper and electronic.	Council	Files may contain useful record information and should be reviewed before destruction.	
Flood Risk Management Studies.	Cy+20.	D.	Paper and electronic.	Council.		
<b>Miscellaneous</b>						
Road and bridge inspections.	P.	P.	Paper and electronic.	Council	Permanent means for the lifetime of the structure.	
<b>Roads Infrastructure</b>						
<b>Fleet</b>						
Emergency Breakdowns Reports.	Cy+1.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			Electronic.			
MOT certificates.	Cy+1.	D.	Paper.	Council.		
New Plant Sheets.	Cy+1.	D.	Paper and Electronic.	Council.		
<b>Roads Operations</b>						
Gritter Status Report.	Cy+1.	D.	Paper.	Council.		
Winter Weather Forecast Alerts.	Cy+5.	D.	Paper and Electronic.	Council.	Retain for claim purposes.	
Duty Officer Logs.	Cy+6.	D.	Paper and Electronic.	Council.		
Lining Works Lists and Plans.	C+3.	D.	Paper and Electronic.	Council.		
Lighting Fault sheets.	C+2.	D.	Paper and Electronic.	Council.		
Gritting Routes Documentation.	C+6.	D.	Paper and Electronic.	Council.	Part of winter service plan.	
Gulley Emptying.	C+2.	D.	Paper and Electronic.	Council.		
List of Grit Bins.	C.	D.	Paper and Electronic.	Council.	Part of winter service plan.	
Drainage Inspections.	C.	D.	Paper and Electronic.	Council.		
Job Cards.	Cy+6.	D.	Paper and Electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Plant Sheets.	Cy+6.	D.	Paper and Electronic.	Council.		
<b>Roads Support</b>						
Construction Consents.	C+6.	D.	Paper and Electronic.	Council.		
Car Parking – Excess Charges.	Cy+6.	D.	Paper and Electronic.	Council.		
Temporary Traffic Regulation Orders.	C+5.	D.	Paper and Electronic.	Council.		
Permanent Traffic Regulation Orders.	C+5.	R.	Paper and Electronic.	Council.		
Traffic Regulation Orders – Working files.	Cy+5.	D.	Paper and Electronic.	Council.		
Flooding – Sustainable Drainage System Assessments.	P.	P.	Paper and Electronic.	Council.		
Watercourses, Flooding Assessments and Reports.	P.	P.	Paper and Electronic.	Council.	Files retained within Service. Not passed to Archivist. New assessments are continually added.	
Bridges – Contract drawings.	P.	P.	Paper and Electronic.	Council.		
Bridges Files.	C+6.	D.	Paper and Electronic.	Council.		
Street Lighting – contract drawings.	P.	P.	Paper and	Council.		



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			Electronic.			
Street Lighting files.	C+6.	D.	Paper and Electronic.	Council.		
Road Accident Data.	P.	P.	Paper and Electronic.	Council.	Review by appropriate professional road safety engineering practitioner. This data is essential to the discharge of the Council's obligations under s.39 of the Road Traffic Act 1988.	
Road Safety Audits.	Cy+21.	D.	Paper and Electronic.	Council.	21 years for legal reasons due to possible court action. (If a child is injured the parent has 3 years from their 18th birthday to claim).	
<b>Quarries</b>						
Records of blasting.	Cy+5.	D.	Paper and Electronic.	Council.		
<b>Strategic Transport</b>						
Concessionary Travel Scheme – Local and National Entitlement Card (NEC) – bus, ferries and air.	Cy+2.	D.	Electronic.	Council	Applications are destroyed after expiry date or on date of	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					death.	
Bus service timetabling.	Cy+6.	D.	Electronic and paper.			
Transport Contracts – PSO.	T+5.	R.	Electronic and paper.	Council.	Duration of Contract plus 5.	
Committee and MOWG reports.	P.	P.	Electronic and paper.	Council.		
Air service timetabling.	Cy+6.	D.	Electronic and paper.	Council.		
External Ferry Transport.	Cy+3.	D.	Electronic and paper.	Council.		
Ferry timetabling.	Cy+3.	D.	Electronic and paper.	Council.		
Electric vehicles and green transport – project, grant funding and technology.	T+3.	D.	Electronic and paper.	Council.	Duration of programme.	
Transport Strategies.	P.	P.	Electronic and paper.	Council and Transport Scotland.		
HITRANS.	P.	P.	Electronic and paper.	HITRANS.		
	Cy+10.	D.	Electronic and paper.	Council.		
Travel centre administration – building, info services, bus station operations.	Cy+6.	D.	Electronic and paper.	Council and VAO.		
Transport support – EDRTI, subsidies,	Cy+10.	D.	Electronic	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
community transport, green transport.			and paper.			
Disabled transport and facilities for persons of limited mobility.	P.	P.	Electronic and paper	Council and Equalities legislation.		

## Education and Skills

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Administration</b>						
Accident reports – children.	DOB+25.	D.	Paper.	Council.		
Accident reports – staff.	Cy+6.	D.	Paper.	Council.		
Accident reports – visitors (unless children, see above).	Cy+6.	D.	Paper.	Council.	School management records for a given school.	
Business Continuity Plans.	C+3.	D.	Paper and electronic.	Statutory.		
Business/private hire applications.	Cy+5.	R.		Statutory.	Prescription and Limitations Act Applications and booking forms. Review for continuing business value.	
Complaints, compliments and comments – case files.	Cy+5.	D.	Paper and electronic.		See also the information Management Schedule for enquiries under Data Protection, Freedom of Information and Environmental Information	
Complaints, compliments and comments – analysis	Cy+5.	D.	Paper and electronic.			
Complaints, compliments and comments – register	Cy+10.	D.	Paper and electronic.			

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					legislation.	
Correspondence created/received.	Cy+3.	D.		Council.		
Diaries.	Cy+1.	D.	Paper.	Council.	This refers to paper diaries not note pads.	
Databases holding personal data of service users.	C.	D.		Statutory.	Data Protection Act 1998.	
Employee Personnel Files (for posts not subject to disclosure/PVG checks).	T+6.	D.	Paper and electronic.	Statutory and Council.	See HR briefing for more details of what should be in the file and legislative requirements.	
Employee Personnel Files (for posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults).	T+50.	D.	Paper and electronic.	Statutory and Council.		
Fire Alarm Test Records.	Cy+2.	D.		Statutory.		
Fire Drill Log Books/Records.	Cy+1.	D.		Council.		
Minutes of Business Meetings.	Cy+5.	D.		Council.		
Performance Review and Development (PRD).	T+6.	D.	Paper and electronic.	Council.		
Performance (including Best Value).					Refer to HR and Performance.	
Purchase Orders/Requisition (including e-purchases).	Cy+6.	D.	Paper.	Council	.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Vehicle Records Sheets.	Cy+1.	D.		Council.		
Volunteers - administration.	Cy+1.	D.		Statutory.	Data Protection Act 1998.	
<b>Schools – Educational Psychology Service</b>						
Education Psychology Files (up to 18).	DoB+26.	D.	Paper.	Statutory.		
Education Psychology Files (18-25).	T+7.	D.	Paper.			
Co-ordinated Support Plan (CSP).	T+5.	D.	Paper and electronic.	Statutory.		
<b>Schools – Pupil Support</b>						
Inclusion Policy + records documenting the development and project management of access and inclusion related projects.	C+7.	D.	Paper and electronic.	Council.		
Support Service Records (including Hearing/Visual Impairment; Behaviour Support; Autistic Spectrum Support; Language Unit).	DoB+26.	D.	Paper and electronic.	Statutory.	The general provision is covered by the Special Educational Needs and Disability Act 2001 (SENDA) and revised regulations were effective from 1 January 2002, Special Educational	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					Needs Code of Practice (2001).	
<b>Schools – Business Support</b>						
Accessibility strategy, including policies documenting the conditions of access to education services.	C+12.	D.	Paper and electronic.	Council.		
Admission and Enrolment Registers and School Rolls.	P.	P.	Electronic.	Council.	Consider historical value and address the permanent preservation of digital registers. Councils typically use SEEMIS or Phoenix and these collect and collate much more information than the paper registers. They may download onto CD only such information as was found in the paper registers and transfer these to the archives. These records are currently closed for 30 years.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Admission Appeals.	C+7.	D.	Paper and electronic.	Council.		
Admission Policies.	Cy+15.	D.	Paper and electronic.	Council.	Legal liability.	
ASL (Additional Support for Learning) transport requests.	T+5.	D.	Paper and electronic.	Council.		
Attainment results.	C+6.	D.	Electronic.	Council.	Records documenting curriculum development or effect of changes.	
Attendance Registers/Records.	Cy+5.	A.	Paper and Electronic.	Statutory. *SCA advises that Cy+4 is statutory.	Archive administer the registers according to data protection guidelines which state that registers are closed for 100 years from the date of the last pupil discharged if they contain personal information. If not access is permitted but only allow access to names not to dates of birth etc, if less than 75 years has passed.	



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Case Files (including appeals).	DoB+26.		Paper and electronic.		SCA comment – “These records are unlikely to be required for Legal purposes, as any litigation would have been dealt with at the time of record creation. Litigation now being commenced 20 years or more after leaving school. Longer retention required, possibly 20 years after 18th birthday?”	
Correspondence created.	Cy+3.	D.	Paper and electronic.			
Correspondence received.	Cy+3.	D.	Paper and electronic.			
Development Plans/Service Reviews.	C+6.	R.	Paper and electronic.	Council.	Standards in Scotland’s Schools Act 2000.	
Education Maintenance Allowance.	Cy+7.	D.	Paper and electronic	Council.		
Expressive Arts Service – administrative records, including tuition provided within schools.	C+7.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Minutes/notes of business meetings.	Cy+5.		Paper and electronic.			
Newsletters.	Cy+3.	D.	Paper and electronic.	Council.		
Placing Requests.	Cy+3.					
Policies (procedures and guidance) generic.	C.	D.	Electronic.		This refers to general service specific polices (not including corporate polices and guidance) not detailed elsewhere in this schedule.	
School Transport (policy).	C.	D.	Paper and electronic.	Council.		
School Transport (eligibility).	C+3.	D.	Paper and electronic.	Council.		
School Transport (correspondence).	Cy+3.	D.	Paper and electronic.	Council.		
School Transport (contracts).	C+7.	D.	Paper and electronic.	Council		
Workplace Training.	Cy+3.				e.g. Student and work experience placements.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Schools – Individuals Establishments</b>						
Admission Forms.	Cy.	D.	Paper.	Council	Retain current enrolment/admission forms, transfer data to SEEMIS, destroy at the end of the school year	
Admission and Enrolment Registers and School Rolls – Electronic MIS.	P.	P.	Electronic.	Council.	Consider historical value and address the permanent preservation of digital registers. Councils typically use SEEMIS or Phoenix and these collect and collate much more information than the paper registers. They may download onto CD only such information as was found in the paper registers and transfer these to the archives. These records are currently closed for 30 years.	
Assessment Outcomes – e.g. 5-	Cy+6.	D.		Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
14, CfE or other current initiative.						
Attendance Registers/Records and School Roll.	Cy+5. *SCA advises that Cy+4 is statutory.	D.	Electronic.	Statutory.	Education and Inspections Act 2006 c.40 s.109-110. The Act extends to England and Wales only, with the exception of section 162 and certain general provisions contained in Part 10 which extend to the whole of the UK. Explanatory Notes to the Act, Paragraph 16.	
Business Continuity/Recovery Plan.	C.	D.	Paper and electronic.			
Careers advice.	C.	D.	Paper and electronic.	Council.	Information about job skills or work experience opportunities.	
Child Protection records.	DoB +75.	D.	Paper and electronic.	Statutory.	Held by Council social work department.	
Child's Plan.	DoB +75.	D.	Paper and electronic.	Statutory.	Awaiting national guidance (as a multiagency plan)	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					this could have a retention period similar to either a CSP T+5 or Child Protection Plan DoB + 75).	
Class lists.	C+1.	D.	Paper and electronic.	Council.		
Correspondence created by Head Teachers, Deputy Head Teachers, Heads of year and other members of staff with administrative responsibilities (including letters authorising absence).	Cy+3.	D.	Paper and electronic.			
Correspondence received.	Cy+3.		Paper and electronic.			
Curriculum - course materials/schemes of work.	Cy+1.	D.	Paper and electronic.	Council.		
Curriculum Development.	Cy+6.	D.	Paper and electronic.	Council.		
Curriculum monitoring and Assessment Reports.	Cy+6.	D.	Paper and electronic.	Council.		
Curriculum Returns.	Cy+3.	D.	Paper and electronic.	Council.	e.g. SGED and other bodies, including Education Authority.	
Curriculum Support Guidelines.	Cy+5.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			electronic.			
Emergency contacts.	C.	D.	Paper and electronic.	Council.		
Examination results (internal and external).	Cy+6.	D.	Paper and electronic.	Council.		
Exclusion Letters.	Cy+7.	D.	Paper and electronic.	Council.		
Excursions Forms, including international visits (Including parental consent forms, contact details, risk assessments, staff ratios etc.).	DoB+26.	D.	Paper and electronic.	Council.	Original documents are retained in schools (copies in Authority Cy+3).	
Guidance/pastoral care notes (primary and secondary).	DoB+26.	D.	Paper and electronic.	Statutory.		
Individual Education Plan (IEP).	T+5.	D.	Paper and electronic.	Statutory.		
Inspection (eg HMIE, Care Inspectorate) Reports.	P.	P.	Paper and electronic.	Offer to archivist for review. Transfer to place of deposit after administrative use is concluded.		
Minutes of internal meetings (eg SMT, Staff).	Cy+5.	D.	Paper and electronic.	Council.	Consider offering sample to Archivist.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					In deciding whether to give a sample consider cultural/historical significance.	
Physical Intervention Reports.	C+26.	D.	Paper and electronic.	Council.		
Pupil record cards - PPR's.	DoB+26.	D.	Paper and electronic.	Statutory.	Schools General (Scotland) Regulations 1975 SI 1135/176 regulation 10(2) - pupil progress record; retention of pupil records is governed by The Pupils' Educational Records (Scotland) Regulations 2003 SSI 2003/581, regulation 4.	
Records created by Head Teachers, Depute Head Teachers, Heads of Year and other staff with administrative responsibility (e.g. Business Manager, Principal Teacher).	Cy+5.		Paper and electronic.			

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Report cards.	DoB+25.	D.	Paper and electronic.	Council.		
School Census Return.	C+10.	D.	Paper and electronic.	Council.		
School Handbooks/Brochures.	Cy+4.	A.	Paper and electronic.	Council.	Copy of each to be transferred to Archive.	
School Improvement Plan.	Cy+6.	D.	Paper and electronic.	Council.	Standards in Scotland's Schools Act 2000.	
School Policies.	C.	D.	Paper and electronic.			
Standards and Quality Report.	Cy+6.		Paper and electronic.	Council.	Standards in Scotland's Schools Act 2000.	
Teacher plans/records.	C+3.	D.	Paper and electronic.	Council.		
Timetable	Cy +3	D	Paper and electronic	Council		
School Travel Plans.	C+10.	D.	Paper and electronic.	Council.	As recorded in Safety and Contingency.	
Workplace Training.	Cy+3.	D.	Paper and electronic.	Council.	e.g. Student and work experience placements.	



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Schools – Parents Councils</b>						
Parent Council accounts.	Cy+7.	D.	Paper and electronic.	Council.		
Parent Council correspondence.	Cy+3.	D.	Paper and electronic.	Council.		
Parent Council minutes of meetings.	P.	P.	Paper and electronic.	Council.	Offer to archivist for review. Transfer to place of deposit every 3 years.	

## Finance

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Corporate Finance</b>						
<b>Accountancy</b>						
Annual Report and Accounts.	P.	P.	Paper and electronic.	Statutory.	Signed copy in permanent in Place of Deposit.	V.
Annual Report Working Papers.	Cy+6.	D.	Paper and electronic.	Statutory.		V.
Annual Abstract Working Papers.	Cy+6.	D.	Paper and electronic.	Statutory.		V.
Charity Accounts and Working Papers.	Cy+6.	D.	Paper and electronic.	Statutory.		V.
Common Good Fund Accounts and Working Papers.	Cy+6.	D.	Paper and electronic.	Statutory.		V.
Albacs Report for BACS Payments	Cy+6.	D.	Paper and electronic.	Council.		
Bank Reconciliation.	Cy+6.	D.	Paper and electronic.	Council.		V.
Bank Statements	Cy+6	D	Paper	Council		
LFRS Rating Review Returns/POBE (to Scottish Executive and CIPFA).	Cy+6.	D.	Paper and electronic.	Council	.	
Time Recording Information.	Cy+6.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			electronic.			
Budget Working Papers.	Cy+6.	D.	Paper and electronic.	Council.		
Asset Register.	P.		Electronic.	Council.		V.
Capital Monitoring.	Cy+6.	D.	Paper and electronic.	Council.		
Grant claim records.	Cy+6.	D.	Paper and electronic.	Council	.End of financial year of final receipt of grant payment +6 or +12 for ERDF/ESF Grants.	V.
Daily dealing sheets (investments).	Cy+6.	D.	Paper.	Council.		
<b>Insurance</b>						
Combined Liability Insurance – Liability Claim.	Cy+7.	D.		Council.		
Council Buildings Insurance – Property Claims.	Cy+7.	D.		Council.		
Employers Liability Certificate of Insurance.	40 years.	D.		Statutory.		V.
Insurance fund Actuarial Valuation.	Cy+7.	D.		Council.		
Insurance Tender/Contract Information/Policy Documents.	Cy+5.	D.		Council.		
Motor Fleet (including leased cars)	Cy+7.	D.		Council.		

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
– Motor claims.						
Property/Liability/Motor Insurance Claims (database).	Cy+7.	D.		Council.		
Insurance Policies.	C.	D.			Until discontinued or superseded.	V.
Insurance Claims – employer Liability Official Copies.	T+7.	D.		Statutory.	7 years after settlement of claims. Limitation Act 1680. Workman’s Compensation Act.	V.
Insurance Claims – Public Liability, Property and Vehicle Official copies.	C+5.	D.		Council.		
Insurance Claims (working papers).	Cy+2.	D.		Council.	Services retain copies for statistical purposes and for information.	
<b>Benefits Administration</b>						
Council Tax – computer system records on outstanding debts.	Cy+20.	D.	Electronic.	Council.		
Housing Benefit/Council Tax Benefit/Council Tax Reduction/Scottish Welfare Fund - application forms and supporting documentation.	Cy+6.	D.	Paper and electronic.	Council.		V.
Forms to determine liability and	Cy+6.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
award reductions in Council Tax and Non-Domestic rates.			electronic.			
Record of payments received/refunds.	Cy+6.	D.	Paper and electronic.	Council.		V.
Write-off records.	Cy+6.	D.	Paper and electronic.	Council.		
Direct Debit and Standing Order originating documents.	Cy+6.	D.	Paper and electronic.	Council.		V.
Computer system access requests received.	Cy+2.	D.	Paper and electronic.	Council.		
Meeting Records – including internal team meetings and external meeting records.	Cy+5.	D.	Electronic.	Council	Paper records to be destroyed after Cy+1.	
Financial reconciliations/controls of payments received – including reconciliations to the Council's main financial ledger and budget monitoring reports.	Cy+3.	D.	Paper and electronic.	Council	Paper records to be destroyed after Cy+1.	
Performance and monitoring documents – including arrears reports/year-end processing documents/FOI responses.	Cy+5.	D.	Electronic.	Council	Used for long-term analysis.	
Correspondence received and issued, including debt recovery actions.	Cy+6.	D.	Paper and electronic.	Council.		
Property records relating to liability of Council Tax/Non-Domestic Rates/Rents – including death	Cy+6.	D.	Paper and electronic.	Council.		V.

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
intimations.						
Guidance notes/manuals/instructions/legislation/policies/procedures – including internal and external guidance (for example government legislation and guidance).	C.	D.	Paper and electronic.	Council.		
Diary Action records – prompts to follow up information requests.	Cy+1.	D.	Paper and electronic.	Council.		
Service Level Agreements.	Cy+5.	D.	Paper and electronic.	Council.		V.
Contract Agreements – including software contracts.	C.	D.	Paper and electronic.	Council.		V
Governmental Returns – including benefit subsidy/Scottish Government Ctax and NDR returns/Scottish Water/HMRC.	Cy+5.	D.	Paper and electronic.	Council.		
Audit Reports.	Cy+5.	D.	Paper and electronic.	Council.		
Staff Records – those held within Revenues.	Cy+5.	D.	Paper and electronic.	Council.	Records not to be destroyed for current employees.	
Diaries.	Cy+5.	D.	Paper.	Council.		
<b>Pensions</b>						
Fund Information - Accounts, Returns, Valuation and Other	P.		Paper and electronic.	Statutory.	Taxes Management Act 1970. Income	V

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Reports.					and Corporation Taxes Act 1988: Cy+6.	
Individual Staff Pension Files.	Later of death of scheme member or last beneficiary.	D.	Paper and electronic.	Council.		V.
Pension Opt-Ins and Opt-Out Forms.	Cy+6.	D.	Paper.	Statutory.	Pension Reform.	
Life certificates (pensions).	Cy+2.	D.	Paper.	Council.		
Fund Manager Quarterly investment reports.	Cy+6.	D.	Paper and electronic.	Council.		
Employer contribution returns	Cy+6	D	Paper	Council		
Pension increase notifications, and updates (copies).	Cy+6.	D.	Paper and electronic.	Council.		
<b>Strategic Finance</b>						
<b>Payments (including Ledgers and Payroll)</b>						
Construction Industry Authenticated VAT Receipts.	Cy+6.	D.	Paper.	Statutory.		V.
Petty Cash Books/Imprest.	Cy+6.	D.		Council.		V.
Cheque Requests.	Cy+5.	D.		Council.		V..

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Corporate Data Provided to Other Services and government Agencies and Used to Inform the Councils Annual Report and Accounts.	Cy+5.	D.		Council.		V
Documentation for New Starts, Leavers, Changes, Tax and National Insurance etc.	Cy+6.	D.		Council.		V.
Payroll Personal Files.	T+6.	D.	Paper.	Council.		V.
Creditors – completed amend and Create forms.	Cy+6.	D.	Paper.	Council.		V.
Creditors – Completed BACS Mandates.	Cy+6.	D.	Paper.	Council.		V.
Creditors Control Reconciliations.	Cy+6.	D.	Paper.	Council.		V.
Creditors – Feeder Pick Up Reports.	Cy+6.	D.	Paper.	Council.		V.
Creditors – Payment run Stationery/Reports including BACS.	Cy+6.	D.	Paper.	Council.		V.
Creditors – System Manuals.	C.	D.	Paper.	Council.		V.
Invoices.	Cy+6.	D.	Paper.	Council.		V.
VAT Returns and Working Papers.	Cy+6.	D.	Paper.	Council.		V.
Landfill tax returns.	Cy+6.	D.	Paper.	Council.		
Landfill Tax credits.	Cy+6.	D.	Paper.	Council.		
Purchase Card Transactions.	Cy+2.	D.	Paper.	Council.		V.



Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Daily Income vouchers.	Cy+6.	D.	Paper.	Council.		V.
Purchase Orders/Requisition (including e-purchases).	Cy+6.	D.	Paper.	Council.		V.
Housing Loan fund Advances Register.	P.		Paper.	Council.	Current database.	
Sickness Payments.	Cy+6.	D.	Paper.	Council.		V.
Cheque Stationery/Reports.	Cy+6.	D.	Paper.	Council.		V.
Error Suspense reports.	Cy+6.	D.	Paper.	Council.		V
Batch Reports.	Cy+6.	D.	Paper and electronic.	Council.		V.
Journals.	Cy+6.	D.	Paper and electronic.	Council.		V.
Staff Expenses.	Cy+6.	D.	Paper and electronic.	Council.		V.
Staffing Forms (New Starts, Notification of change, Sickness Records etc).	Cy+6.	D.	Paper.	Council.		V.
Timesheets.	Cy+3.		Paper.	Council.		V.
Overtime Records (Official Copies).	Cy+6.	D.	Paper.	Council.		V.
Imprest Claim forms.	Cy+6.	D.				V.
<b>Revenue Accountancy</b>						
Cash books.	Cy+6.	D.		Council.		

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Correspondence (income).	Cy+6.	D.		Council.		
Debtor accounts (records).	Cy+6.	D.		Council.		
Sundry Debtor Invoices/Credit Notes.	Cy+6.	D.	Paper and electronic.	Council.	Records not to be destroyed for unpaid invoices.	V.
Debit/Credit card receipts – merchant copy.	Cy+2.	D.	Paper.	Statutory.		V.

## Health and Care

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>All Age Learning Disabilities</b>						
Case File – Adult with learning disabilities: <ul style="list-style-type: none"> <li>• Referral.</li> <li>• Transfer to another provider.</li> <li>• Assessments.</li> <li>• Reports.</li> <li>• Care Plan.</li> <li>• Service User Contact information.</li> <li>• Carer contact information.</li> <li>• Carer Reviews.</li> </ul>	C + 5.	D.	Paper and electronic.	Council.	Carer Reviews.	C + 5.
Case File – Children with learning disabilities: <ul style="list-style-type: none"> <li>• Referral.</li> <li>• Transfer to another provider.</li> <li>• Assessments.</li> <li>• Reports.</li> <li>• Care Plan.</li> <li>• Service User Contact information.</li> <li>• Carer contact information.</li> <li>• Carer Reviews.</li> </ul>	C + 5.	D.	Paper and electronic.	Council.	If child also involved with Children's Services, file to be archived with Children's Services file.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<ul style="list-style-type: none"> <li>• Summer Playscheme.</li> </ul>						
<b>Children's Services</b>						
<b>NB: Files relating to children in the looked after system should not be destroyed until the inquiry into historic child abuse is completed.</b>						
Service File – Residential home/Home Care Service management records: <ul style="list-style-type: none"> <li>• Strategy.</li> <li>• Planning.</li> <li>• Monitoring.</li> <li>• Register of Admissions/Discharges.</li> <li>• Visitor Books.</li> <li>• Meetings.</li> <li>• Correspondence.</li> </ul>	Cy + 6.	D.	Paper and electronic.	Statutory.	Records required by Residential Establishments – child Care (Scotland) Regulations 1996 SI 1996/3256 Regulation 5, The regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113(3).	
Notification records from a residential home/home care service to the Scottish Commission for the Regulation of Care <ul style="list-style-type: none"> <li>• Death of Service user.</li> <li>• Details of Medication Administered without consent.</li> <li>• Appointments of Management.</li> <li>• Proposed absence of a</li> </ul>	Cy + 3.	D.	Paper and electronic.	Statutory.	The Regulation of Care (Requirements as to Care services) (Scotland) SSI 2002/114 Regulations 17, 20, 21, 22, and 23 stipulates records that should be kept.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<p>manager for continuous period of 28 days or more.</p> <ul style="list-style-type: none"> <li>Proposed service changes.</li> </ul>						
Register of "looked after" Children.	Cy (Date Registered) +100.	D.	Paper and electronic.	Council.		
Permanence Panel Minutes relating to specific children.	As per case file.	D.	Paper and electronic.	Statutory.	Same as for case file.	
Permanence Panel Minutes relating to specific carer.	C + 25.	D.	Paper and electronic.	Statutory.		
Permanence Panel Agenda and Minutes relating to other business kept in a central folder, plus copies of the minutes relating to specific individuals for reference.	Cy + 6.	D.	Paper.	Business.	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1) and 16(1).	
Permanence Panel Papers - Excluding Minutes.	C.	D.	Paper.	Business.		
Preapproval foster, kinship and adoption carers (Initial Enquiry and Initial Interview record – No Concerns).	Cy + 1.	D.	Paper and electronic.	Council.		
<p>Preapproval foster, kinship and adoption carers (Background Preparation Only):</p> <ul style="list-style-type: none"> <li>Records where case progressed to preparation group/home/reference checks only.</li> </ul>	C + 10.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Preapproval foster, kinship and adoption carers (Initial Interview – Concerns): <ul style="list-style-type: none"> <li>Concerns about enquirer or enquirer advised not to proceed.</li> </ul>	C + 10.	D.	Paper and electronic.	Council.		
Case File (Not approved/Withdrawn): <ul style="list-style-type: none"> <li>Preapproval foster, kinship and adoption carers.</li> </ul>	C + 25.	D.	Paper and electronic.	Statutory.	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1).	
Case File: <ul style="list-style-type: none"> <li>Approved Carers.</li> <li>Kinship Carers.</li> </ul>	C + 25.	D.	Paper and electronic.	Statutory.	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1) and 16(1)..	
Case File – Prospective Adopters – (no adoption order made).	C + 10.	D.	Paper and electronic.	Statutory.	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)b.	
Case File: <ul style="list-style-type: none"> <li>Adopted Children.</li> <li>Adopters.</li> </ul>	Date of Adoption order + 100.	D.	Paper and electronic.	Statutory.	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a.	
Case File – Private Fostering.	C+ 5.	D.	Paper and electronic.	Statutory.	Foster Children (Scotland) Act 1984; foster Children (Private Fostering)	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					(Scotland) Regulations 1985.	
Case File – Child Protection (Investigation but not placed on Register).	C + 10.	D.	Paper and electronic.	Council	Unless looked after where 100 years retention period applies or DOD+25.	
Case File – Child Protection (Investigation and placed on Register).	C (Date of Decision) +35.	D.	Paper and electronic.	Council.	Unless looked after where 100 years retention period applies or DOD+25.	
Child Protection Register.	Cy + 100.	D.	Paper and electronic.	Council.		
Case File – Looked after Children, including children freed for adoption but not adopted, fostered children and children on a Residential Supervision Requirement.	DOB + 100. DOD + 25 if dies before 18.	D.	Paper and electronic.	Council.	The Looked After Children (Scotland) Regulations SI/2009 No. 210 43(1).	
Case File – Throughcare/Aftercare: <ul style="list-style-type: none"> <li>• Pathway assessment/reviews.</li> <li>• Pathway views.</li> <li>• Pathway plans.</li> <li>• Procedure for making representations.</li> </ul>	DOB + 100. DOD + 25.	D.	Paper and electronic.	Council.	The Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. SSI 2003 No 608 Regulations 3, 15.	
Children’s Panel Records.	As per case file.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Childminding – Register of registered Childminders.	Cy + 50.	D.	Electronic.	Council.		
Case file – Children and families not included in any other categories.	C + 5.	D.	Paper and electronic.	Council.		
<b>Community Care</b>						
Service File – Residential home/Home Care Service/Supported Accommodation/Daycare/Telecare Services management records, which may include documents such as: <ul style="list-style-type: none"> <li>• Strategy.</li> <li>• Planning.</li> <li>• Monitoring.</li> <li>• Register of Admissions/Discharges.</li> <li>• Visitor Books.</li> <li>• Meetings.</li> <li>• Activity log/day books.</li> <li>• Correspondence.</li> </ul>	Cy + 6.	D.	Paper and electronic.	Statutory.	The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113(3) stipulate records that should be kept.	
Notification of death, illness and other events sent to the Care Inspectorate.	Cy + 3.	D.	Paper and electronic.	Council	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI	



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					2002 No 114. Regulation 21.	
Notification of absence sent to the Care Inspectorate - Proposed absence of manager for a continuous period of more than 28 days.	C (end of absence) + 3.	D.	Paper and electronic.	Council.	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations.	
Notification of changes sent to the Care Inspectorate: <ul style="list-style-type: none"> <li>• Change of provider.</li> <li>• Change of manager.</li> <li>• Change of premises.</li> <li>• Change of name of an individual.</li> <li>• Change of ownership of a body corporate or identity of its officers.</li> <li>• Change of identity of partners.</li> </ul>	Cy + 3.	D.	Paper and electronic.	Council.	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114.	
Notification of complaints procedure sent to the Care Inspectorate - Copy of complaints procedure.	C.	D.	Paper and electronic.	Council.	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 25.	
Notification from a care service to the Care Inspectorate - Notification of unfitness.	Cy + 5.	D.	Paper and electronic.	Council.	Regulation of Care (Requirements as to Care Services)	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					(Scotland) Regulations SSI 2002 No 114.	
Case file – Home Care, Care Home, Supported Accommodation or Daycare user: <ul style="list-style-type: none"> <li>• Personal Plan details including reviews/revisions.</li> <li>• Financial transactions undertaken for a service user.</li> <li>• Administration of medicines to a service user.</li> <li>• Communication with Social Workers regarding all care aspects.</li> </ul>	C + 5.	D.	Paper and electronic.	Statutory.	The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002, SSI 2002/114 Regulation 19 (1) (3) and (5); stipulate records that should be kept. T + 10 if mental health information contained in file.	
Case File – Adult Protection: <ul style="list-style-type: none"> <li>• Referrals.</li> <li>• Casenotes.</li> <li>• Contact Details.</li> </ul>	C + 10.	R.	Paper and electronic.	Council.		
Case File – Adults with Incapacity: <ul style="list-style-type: none"> <li>• Guardianship/Power of Attorney Authorisation.</li> </ul>	C (until power of attorney ends) + 5.	D.	Paper and electronic.	Council.	"Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Section 15. The Adults with Incapacity (Certificate in Relation to Powers of Attorney)	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					(Scotland) Regulations 2001. SSI 2001 No 80. To be in writing".	
Case File – Adults with Incapacity - "Records – Attorneys. A continuing or welfare attorney shall keep records of the exercise of his powers".	C (until power of attorney ends) + 5.	D.	Paper and electronic.	Council.	"Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Sections 21, 30. To be in writing".	
Case File – Adults with Incapacity - Statement of resident's affairs.	C (until power of attorney ends) + 5.	D.	Paper and electronic.	Council.	"Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Sections 21, 30. To be in writing".	
Case File – Adults with Incapacity - "Intervention orders. A person authorised under an intervention order shall keep records of the exercise of his powers."	C (until power of attorney ends) + 5.	D.	Paper and electronic.	Council.	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Section 43. To be in writing.	
Case File – Adults with Incapacity - "Guardianship Order. A guardian shall keep records of the exercise of his powers".	C (until power of attorney ends) + 5.	D.	Paper and electronic.	Council.	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Section 53 (3), 54. To be in writing.	
Case File – Adults with Incapacity - Management Plan.	C (until power of	D.	Paper and electronic.	Council.	Adults with Incapacity	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
	attorney ends) + 5.				(Scotland) Act 2000. 2000 asp 4. Sections 57, 65. To be in writing.	
Case File – Adults with Incapacity - Inventory of estate.	C (until power of attorney ends) + 5.	D.	Paper and electronic.	Council.	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2-1. To be in writing.	
SDS Direct Payments Monitoring - Monitor and audit of spend	Cy + 1	D	Electronic	Council	No guidance under legislation so local authority agreement between audit and Head of Finance. Access through Accounting Officer	
Guardianship/Power of Attorney Register.	Cy + 5.	D.	Paper and electronic.	Council.		
Case File - Occupational Therapy, Physical Disability or all other adult files which do not fit into categories above: <ul style="list-style-type: none"> <li>• Referral.</li> <li>• Transfer to another provider.</li> <li>• Assessments.</li> <li>• Reports.</li> <li>• Care Plan.</li> </ul>	C + 5.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<ul style="list-style-type: none"> <li>• Service User Contact information.</li> <li>• Carer contact information.</li> <li>• Carer Reviews.</li> </ul>						
Blind Register.	DOD + 1.	D.	Paper and electronic.	Council.		
<b>Criminal Justice Service</b>						
Case File – Client found Not Guilty.	C.	D.	Paper and electronic.	Council.		
Case File – <ul style="list-style-type: none"> <li>• Supervision/Unpaid Work.</li> <li>• Criminal Justice Social Work Report.</li> <li>• Diversion.</li> <li>• Bail Supervision.</li> <li>• Supervised Release Order.</li> <li>• DTTO.</li> <li>• Voluntary Throughcare.</li> </ul>	C+ 5.	D.	Paper and electronic.	Council.		
Case File - Young Offender (16-21 year old). (Excluding Schedule 1 Offenders and Registered Sex Offenders)	C + 10. DOD + 5.	D.	Paper and electronic.	Council.	Unless child looked after where Cy+100 or DOD+25.	
Statutory Throughcare – <ul style="list-style-type: none"> <li>• Life Licence.</li> <li>• Extended Sentence.</li> </ul>	C + 10. DOD + 5.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<ul style="list-style-type: none"> <li>• Non-Parole Licence.</li> <li>• Parole Licence.</li> </ul>						
Extended Retention – <ul style="list-style-type: none"> <li>• Schedule 1 Offenders.</li> <li>• Registered Sex Offenders.</li> <li>• MAPPA cases.</li> </ul>	C + 75. DOD + 10.	D.	Paper and electronic.	Council.		
<b>Mental Health Service</b>						
Case File – Adult with Mental Health Problems: <ul style="list-style-type: none"> <li>• Referral.</li> <li>• Transfer to another provider.</li> <li>• Assessments.</li> <li>• Reports.</li> <li>• Care Plan.</li> <li>• Service User Contact information.</li> <li>• Carer contact information.</li> <li>• Carer Reviews.</li> </ul>	C + 5.	D.	Paper and electronic.	Council.		
Case File – Adult with Mental Health Problems: <ul style="list-style-type: none"> <li>• Compulsory Treatment Order.</li> <li>• Emergency Detention Certificates.</li> <li>• Short Term Detention Certificate.</li> </ul>	C + 20. DOD + 3.	D.	Paper and electronic.	Statutory.	Mental Health (Care and Treatment) (Scotland) Act 2003.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Case File – Children with Mental Health Problems: <ul style="list-style-type: none"> <li>• Referral.</li> <li>• Transfer to another provider.</li> <li>• Assessments.</li> <li>• Reports.</li> <li>• Care Plan.</li> <li>• Service User Contact information.</li> <li>• Carer contact information.</li> <li>• Carer Reviews.</li> </ul>	Retain until service user's 25th birthday or 26th birthday if person was 17 at the end of service provision.	D.	Paper and electronic.	Council.	NB: The retention period follows the NHS Schedule: located here: <a href="http://www.gov.scot/Publications/2012/01/10143104/7">http://www.gov.scot/Publications/2012/01/10143104/7</a>	
<b>Management and Administration</b>						
General Advisory Services.	Cy + 1.	D.	Paper and electronic.	Council.		
Staff Training Records.	T (End of Employment) + 25.	D.	Paper and electronic.	Council.		
Invoices / Purchase orders.	Cy + 1.	D.	Paper and electronic.	Council.	Convenience copy. Finance has original copies.	
Section 12, Section 27 Payments.	Cy + 6.	D.	Paper and electronic.	Council.	Convenience copy. Finance has original copies.	
Expenses.	Cy + 1.	D.	Paper and electronic.	Council.	Convenience copy. Payroll has original	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					copies.	
Timesheets.	Cy + 3.	D.	Paper and electronic.	Council.	Convenience copy. Payroll has original copies.	
Insurance Services.	Cy + 3.	D.	Paper and electronic.	Council.	Convenience copy. Insurance has original copies.	
H and S Accident/Incident book Forms.	Cy + 3.	D.	Paper and electronic.	Council	Convenience copy. H and S has original copies.	
Incident Monitoring Forms.	Cy + 6.	D.	Paper and electronic.	Council.		
Diaries.	Cy + 1.	D.	Paper and electronic.	Council.	Relevant information to be made electronic i.e. PARIS/outlook etc.	
Message Books.	Cy + 1.	D.	Paper and electronic.	Council.	Relevant information to be added to service user file or shared with management, HR or H and S.	
Asset Records.	T (Sale/ disposal) + 6.	D.	Paper and electronic.	Council.		
Asset Register.	Cy + 3.	D.	Paper and electronic.	Council.		



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Vehicle Management – log books, usage reports.	Cy + 3.	D.	Paper and electronic.	Council.		
Complaints.	As per Case file.	D.	Paper and electronic.	Council.		
Register of Complaints.	Cy + 10.	D.	Paper and electronic.	Council.		
Consultation.	Cy + 5.	D.	Paper and electronic.	Council.		
Service User Survey – Replies and Feedback.	Anonymise then destroy immediately.	D.	Paper and electronic.	Council.		
Anonymised data from User Surveys and Feedback.	Cy + 5.	D.	electronic.	Council.		
Statutory Returns.	Cy + 5.	D.	Paper and electronic.	Council.		
OHAC Service Plan.	C + 1.	A.	Paper and electronic.	Council.		
Quality and Performance Reports.	Cy + 5.	D.	Paper and electronic.	Council.		
Strategy, Planning, Policies, Procedures, Meetings, Minutes, Events, Promotion.	Cy + 6.	R.	Paper and electronic.	Council.		
Business Continuity / Emergency Plans.	Cy+6.	R.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Equality Impact Assessments.	Cy+6.	D.	Paper and electronic.	Council.		
Staff Records.	See Notes.				HR retain all necessary staff information for those who have been PVG/Disclosure checked for T+50.	

## Housing

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Administration</b>						
See 'Education Skills'						
<b>Housing Management</b>						
Abandonment Correspondence.	C + 6.	D.	Paper and electronic.	Statutory.	Where abandonment did not take place.	
Abandoned Property Register.	C + 6.	D.	Electronic.	Statutory.	The Scottish Secure Tenancies (Abandoned Property) Order 2002, SSI 2002 No 313 Regulation 8.	
Allocations – Waiting List.	C.	D.	Electronic.	Council.	Maintain current only, and update as required.	
Alteration and Improvement Applications and Response Letters (where application is approved).	P.	P.	Paper and electronic.	Statutory.		
Alteration and Improvement Applications and Response Letters (where application is rejected).	C + 6.	D.	Paper and electronic.	Statutory.		
Anti-Social Behaviour Orders and Associated Paperwork (Conflict Resolution Service).	C + 6.	D.	Paper.	Statutory		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Anti-Social Behaviour Orders Paperwork (Associated with Council Property).	C + 6.	D	Paper.	Statutory.	Destroy upon termination of tenancy.	
Anti-Social Behaviour Orders Register.	P.	P.	Paper.	Statutory.	Antisocial behaviour etc. (Scotland) Act 2004 Part II Section 15(1).	
Application Form for Housing.	P.	P.	Paper.	Council.		
Asbestos Register/Surveys/Findings.	P.	P.	Paper and electronic.	Statutory.	The Control of Asbestos Regulations (2006).	
Corgi or Gas Safe - Declaration of safety certificate for the installation of new or replacement gas appliance.	C.	D.	Paper and electronic.	Statutory.		
Care and Repair Files.	C + 6.	D.	Paper.	Council.		
Care and Repair Cancelled Files.	6 months.	D.	Paper.	Council.		
Electrical Safety / Installation Work Certificates.	C +3.	D.	Paper and electronic.	Statutory.		
Electrical Safety – Periodic Checks (Condition Survey of Electrical Wiring).	C +10.	D.	Paper and electronic.	Statutory.		
Eviction Records (Copy). Papers relating to short Scottish secure tenancies, recovery of possession notices and ASBOs.	Cy +		Paper and electronic.	Statutory.	Original served by Sheriff Court.	
Homelessness Records.	C + 6.	D.	Paper and	Statutory.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			electronic.			
Homelessness - temporary accommodation allocated to homeless person.	C + 6.	D.	Paper and electronic.	Statutory.		
Housing Allocations Offer.	C.	D.	Paper and electronic.	Council.		
Housing Applications - Change of Circumstance Forms.	C.	D.	Paper.	Council.		
Housing Application Correspondence.	C + 6.	D.	Paper.	Council.		
Improvement/Repair Grant Files.	C +10.	D.	Paper.	Council.		
Improvement/Repair Grant Files - Expired/Refused/Cancelled.	Cy +1.	D.	Paper.	Council.		
Key receipt.	C.	D.	Paper.	Council.	Issue of keys.	
Kitchen Replacement Surveys.	Cy +2.	D.	Paper.	Council.	Including where no kitchen replacement is required.	
Landlord Registration.	C + 6.	D.	Paper and electronic.	Statutory.		
Leasing Agreements (windows and heating).	C + 6.	D.	Paper and electronic.	Statutory.		
Medical Applications Forms - Feedback from Orkney Health Board.	C + 6.	D.	Paper and electronic.	Council.		
Neighbour Nuisance and Anti-Social Behaviour (Conflict	C + 6.	D.	Paper and electronic.	Statutory.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Resolution Case Notes and Correspondence).						
Notice of Court Proceedings.	Cy + 6.	D.	Paper and electronic.	Statutory		
Records documenting arrangements with a hostel/bed and breakfast establishment used to provide temporary accommodation.	C + 6.	D.	Paper and electronic.	Council.	Records documenting the booking of accommodation and monitoring payments.	
Recovery of Possession Notices (Copy).	Cy + 6.	D.	Paper and electronic.	Statutory.	The legal document is required to be in place before Court proceedings can be initiated for eviction. Original lodged in Court when legal proceedings are initiated.	
Private Sector Landlord Files.	C + 6.		Paper and electronic.	Statutory.		
Register of Tenants Organisations.	C.	R.	Paper.	Statutory.	Housing (Scotland) Act 2001. 2001 asp 10, Section 53 (3). Keep up to date.	
Repair Orders (Empty Houses).	Cy +5.	D.	Paper and electronic.		See Environmental Health.	
Repairs and Maintenance	Cy + 6.	D.	Paper and	Statutory.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
(Routine).			electronic.			
Scottish Secure Tenancy Record (Tenancy File).	T + 6.	D.	Paper and electronic.	Statutory.	Housing (Scotland) Act 2001.2001 asp 10, Section 23.	
Sheltered Housing Case Files.	Cy +7.	D.	Paper and electronic.	Council.		
Sold File - including Advice of Sale Memo and all information previously in Tenancy File.	C +30.	R.	Paper and electronic.	Statutory.		
Supported Accommodation.	C +5.	D.	Paper and electronic.	Council.	Support Services received by tenants.	
Tenant Participation Records.	Cy +5.	D.	Paper and electronic.	Statutory.		
Unsuccessful Sale.	C +30.	D.	Paper and electronic.	Statutory.		
Grants to Organisations/Private Sector.	C +5.	D.	Paper and electronic.	Council.		
<b>Strategy and Planning</b>						
Housing Capital Programme.	C + 6.	D.	Paper and electronic.	Council.		
Planned/Capital Repairs and Maintenance or Contracts.	T +10.	D.	Paper and electronic.	Council.		
Scottish Executive Funded Projects.	C + 6.	R.	Paper and electronic.	Council.	To be reviewed by Service, although dependent upon agreement with	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					Scottish Executive.	



## Information and Communication Technology

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>User Information</b>						
IT Security Guidance.	C.	D.	Electronic.	Council.	When document is revised prior is deleted.	
IT Security Form.	T + 3.	D.	Electronic.	Council.	Originals are scanned then originals destroyed.	
IT Security Hierarchy (Documents held by systems owner).	C + 1.	D.	Electronic.	Council.	Copies of documents prepared by system administrators.	
User Changes (Change of circumstance form).	C + 2.	D.	Electronic.	Council.		
IT Security and Information Security or Policy Breaches.	C + 2.	D.	Electronic.	Council.	Summary data only, detailed information passed to legal.	
<b>Physical and Financial Asset Management</b>						
Operational Asset Management Policy and Plans.	C + 2.	D.	Electronic.	Council.		
Asset Management Records including asset disposal.	T + 5.	D.	Electronic.	Council.		
Tendering (See Procurement).	T.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Orders (See Payments (including ledgers and payroll)).	T.	D.	Paper and electronic.	Council.		
Invoicing, budgeting – See Finance.	T.	D.	Paper and electronic.	Council.		
<b>Software and Data Asset</b>						
Operational Backup Policy.	C +1.	D.	Electronic.	Council.		
Backup Records and Logs.	C + 2.	D.	Electronic.	Council.		
Email Archive.	C + 1.	D.	Electronic.	Council.	C+1 Proposed General Policy for Email archive. Bespoke policy for some accounts on request – some messages will need to be saved longer.	
Backups.	C + 1.	D.	Electronic.	Council.	Backups destroyed.	
Licences.	10 Y.	D.	Paper and electronic.	Council.		
<b>IT Processes</b>						
User Requests, Changes, Complaints, Customer Surveys, Asset management, Projects, Plans, Incidents, Problems, FOI requests.	C + 2.	D.	Electronic.	Council.	On service desk. Records over 1 year archived, closed records over 2 years purged.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Monitoring and Log Files.	C + 1.	D.	Electronic.	Council.	Records purged after 1 year.	
Health and Safety monitoring, inspections etc. – See Safety and Contingency (Health and Safety).						
Management and training of staff - See Human Resources and Performance.						
Audit Reports, Plans – See Audit.						

## Legal Services

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Legal Matters</b>						
Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following activities.						
Invoicing, budgeting – See Finance.						
Health and Safety monitoring, inspections etc. – See Safety and Contingency (Health and Safety).						
Management and training of staff delivering or receiving ICT services within the Council – See Human Resources and Performance.						
Strategy, planning, Performance Policies, procedures, Meetings, Interagency working, communications, events mgmt., promotion. Enquiries and complaints, project management – See Corporate Management.						
Tendering and contracts management – See Procurement						
<b>Advice</b>						
Advice to the public/Community legal advice.	C+5.	D.		Business requirement.		
Provision of legal advice/Case file.	C+5.	Advice where expert opinion of counsel received is to be retained permanently. Otherwise D.		Business requirement.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Byelaws</b>						
Enactment/Byelaws.	P	Retain for historical value.	Paper and electronic.	Business requirement.		
Enforcement/Papers relating to byelaw enforcement matters generally	C+5.	D.	Paper and electronic.	Business requirement.		
<b>Land and Highways</b>						
Acquisition/Road adoptions – land acquisitions and highways.	P.	P.	Paper and electronic.	Business requirement.		
Disposal/Road adoptions – land disposals and highways.	P.	P.	Paper and electronic.	Business requirement/historically informative.		
<b>Land Registration</b>						
Land charges/Searches.	C+12.	D.	Paper and electronic.	Statutory.	Prescription and Limitation (Scotland) Act 1973 and 1984.	
Land charges/Registers – land registration charges.	P.	P.	Paper and electronic.	Business requirement.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Litigation</b>						
Anti-social behaviour cases (All papers relating to court case including all file papers and any productions).	C+10.	D.	Paper and electronic.	Law Society Guidelines.		
Eviction actions (All papers relating to court cases).	C+10.	D.	Paper and electronic.	Law Society Guidelines.		
Adoption cases/Freeing for adoption, fostering; OR other cases involving children including child protection orders. (All papers relating to court case including all file papers and any productions).	C+100.	D.	Paper and electronic.	Statutory. Adoption Agencies (Scotland) Regulations 1996. See also Health and Care		
Employment tribunal (All papers).	C+10.	D.	Paper and electronic.	Business requirement.		
Land tribunals.	C+10.	D.	Paper and electronic.	Business requirement.		
Judicial reviews.	C+10.	D.	Paper and electronic.	Business requirement.		
Mental health (All papers).	C+10.	D.	Paper and electronic.	Business requirement.		
Any other civil action. (All papers relating to court action).	C+10.	D.	Paper and electronic.	Law Society Guidelines.		
Commercial/Case files (not	C+10.	Review	Paper and	Business requirement.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
relating to contracts).		major litigation cases for historical value, otherwise D.	electronic.			
Criminal/Case files.	C+10.	Review major litigation cases for historical value, otherwise D.	Paper and electronic.	Business requirement.		
Debt recovery/Simple debt collection actions.	C+5.	D.	Paper and electronic.	Business requirement.		
Sequestration.	C+6.	D.	Paper and electronic.	Business requirement.		
Precedent cases/Records documenting the conduct of litigation involving the Council, where a legal precedent was established.	P.	Transfer to Archives.		Business requirement.		
<b>Management of Legal Activities</b>						
Archive deposits/Agreements relating to the terms of deposit of a collection.	P.	P.	Paper and electronic.	Business requirement.	Sometimes a council will accept archives as long terms deposit where	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					ownership remains with the depositor. Sometimes ownership is passed legally to the council. The archive collections should be kept permanently unless the deposit terms allow for weeding or disposition.	
Agreements/Concordat. Process of agreeing terms between organisations Note: this does not include contractual agreements.	C+10.	D.	Paper and electronic.	Business requirement.	Any agreement recorded in the registers or the books of Council and Session should be retained indefinitely as it will appear in any searches made in these registers. The correspondence file associated with such	



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					agreements can be destroyed as suggested.	
Conveyancing files (including corrective conveyancing and covering the process of changing ownership of land or property).	C+10 or C+25 or P.	D or P.	Paper and electronic.	Business requirement.	Sale files to be retained for 10 years. Purchase files to be retained for 25 years at least. Some files should be retained longer as judged appropriate based on the circumstances of each particular property. Where for example titles complicated or the purchase was problematic it can be useful to retain purchase file permanently.	
Conveyancing files,( including Council House Sales (withdrawn, resiled, expired, refused).	T+5.	D.	Paper and electronic.	Business requirement.	Or longer as judged appropriate on a case by case	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					basis.	
Council House Sales – Discharge or ranking of Standard Securities.	C+5.	D.	Paper and electronic.	Business requirement.		
Charging Orders.	C+5.	D.	Paper and electronic.	Business requirement.		
Housing Loans.	C+5.	D.	Paper and electronic.	Business requirement.		
Performance Bonds.	C+5.	R.	Paper and electronic.	Business requirement.		
Burdens consent.	T+25.	D.	Paper and electronic.	Business requirement.	Where appropriate retain longer or on a permanent basis.	
Planning – Section 75 Agreements.	C+5 or until conditions are met +2.	D.	Paper and electronic.	Business requirement.	Some agreements have conditions attached hence two different retentions.	
Lease of premises.	T+5.	D.	Paper and electronic.	Business requirement.		
Government Circulars.	C+5.	D.	Paper and electronic.	Business requirement.		
Deeds (and any documents required along with deeds).	P.	Retain.	Paper and electronic.	Statutory.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Land charges.	C+10.	D.	Paper and electronic.	Business requirement.	To be retained for longer where appropriate.	
Purchase (open market). (correspondence, tax certificates, missives, letters or obligation).	C+10 or longer.	D (unless unusually complicated then retain until property disposed of).	Paper and electronic.	Business requirement.		
Compulsory purchase – Authorisations, Deeds etc.	P.	Will be required in future transactions for that property.	Paper and electronic.	Business requirement.		
Compulsory purchase – Correspondence and other papers including GVD.	P.	P.	Paper and electronic.	Business requirement.	.	
Sale or disposal – Titles and plans Deeds are transferred with the sale. General papers retained	C+10.	D	Paper and electronic.	Business requirement.		
Sale or disposal – Correspondence and other papers.	C+10.	D.	Paper and electronic.	Business requirement.		
Servitudes and wayleaves.	Deeds granted – P.	Retain.	Paper and electronic.	Business requirement.		
Servitudes and wayleaves –	C+10.	D.	Paper and	Business requirement.	Where	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Correspondence and other papers.			electronic.		transaction was complicated it may be useful to retain file permanently to answer questions which can arise on an ongoing basis.	
Copyright/Advice on IPR and copyright ownership.	C+5.	D.	Paper and electronic.	Business requirement.		
Trusts/Correspondence/admin papers. Trust document being kept permanently with council's deeds.	C+10.	D.	Paper and electronic.	Business requirement.	Where questions may arise in some circumstances it may be useful to retain permanently.	
<b>Planning</b>						
Planning – Appeals.	C+4.	D.	Paper and electronic.	Business requirement.		
Planning – Enforcement.	C+10.	D.	Paper and electronic.	Business requirement.		
Planning – Public enquiries.	C+25.	R.	Paper and electronic.	Business requirement.	Possible historic interest in major planning public enquiries.	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Planning – Tree preservation orders.	P.	P.	Paper and electronic.	Business requirement.		
Certificate of Lawful Use or Development/Certificate.	C+5.	R.	Paper and electronic.	Town and Planning (Scotland) Act 1997 and 2006.		
Other documentation.	C+20.	D.	Paper and electronic.	Prescription and Limitation (Scotland) Act 1973 and 1984.		
<b>Regulation of Investigatory Powers (Scotland) Act 2000 (RIP(S)A)</b>						
RIP(S)A authorisations.	C (end of authorisation) + 5.	D.	Paper and electronic.	Covert Surveillance and Property Interference Code of Practice.	RIP(S)A authorisations.	
<b>Licensing</b>						
Applications for licences under the Civic Government (Scotland) Act 1982.	C+6.	D.	Paper and electronic.	Council.	Listed on OIC website.	
Copy of licences under the Civic Government (Scotland) Act 1982.	C+6.	D.	Paper and electronic.	Council.	Original issued.	
Applications for miscellaneous permits.	C+6.	D.	Paper and electronic.	Council.	Listed on OIC website.	
Copy of miscellaneous permits.	C+6.	D.	Paper and electronic.	Council.	Original issued.	
Register of applications for	P.	A.	Paper and	Council.	Listed on OIC	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
licences and permits under the Civic Government (Scotland) Act 1982.			electronic.		website whilst current.	
Civic and miscellaneous licensing committee reports.	C+6.	D.	Paper and electronic.	Council.	Listed on OIC website if public information.	
Appeals re civic and miscellaneous licensing.	C+6.	D.	Paper and electronic.	Council.		
Applications for licences under the Licensing (Scotland) Act 2005.	C+6.	D.	Paper and electronic.	Council (Regulations stipulate 5 yrs retention period).	Listed on OIC website.	
Copy of licences under the Licensing (Scotland) Act 2005.	C+6.	D.	Paper and electronic.	Council (Regulations stipulate 5 yrs retention period).	Original issued.	
Applications for occasional licences under the Licensing (Scotland) Act 2005.	C+6.	D.	Paper and electronic.	Council (Regulations stipulate 5 yrs retention period).	Listed on OIC website whilst current.	
Copy of occasional licences under the Licensing (Scotland) Act 2005.	C+6.	D.	Paper and electronic.	Council (Regulations stipulate 5 yrs retention period).	Original issued.	
Register of applications for licences and permits under the Licensing (Scotland) Act 2005.	P.	P.	Paper and electronic.	Council (Regulations stipulate 5 yrs retention period).	Listed on OIC website whilst current.	
Appeals re Licensing (Scotland) Act 2005.	C+6.	D.	Paper and electronic.	Council.		
Applications for licences	C+6.	D.	Paper and	Council.	Listed on OIC	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
under the Gambling Act 2005.			electronic.		website.	
Copy of licences under the Gambling Act 2005.	C+6.	D.	Paper and electronic.	Council.	Original issued.	
Register of applications for licences and permits under the Gambling Act 2005.	P.	P.	Paper and electronic	Council.	Listed on OIC website whilst current.	
Appeals re Gambling Act 2005.	C+6.	D.	Paper and electronic.	Council.		
Licensing board reports.	C+6.	D.	Paper and electronic.	Council.	Listed on OIC website if public information.	
Detailed information provided to public on licensing matters.	C+6.	D.	Paper and electronic.	Council.		
<b>Registration</b>						
Correspondence regarding process of conducting marriage ceremonies.	Cy.	D.	Paper and electronic.			
Correspondence regarding process of registering birth, death, re-registration, change of name.	Cy+3.	D.	Paper.			
General Correspondence.	Cy.	D.	Paper and electronic.			
Register of Marriages.	P.	Transferred to NRS.	Paper.	NRS.		
Register of Births.	P.	Transferred	Paper.	NRS.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
		to NRS.				
Register of Deaths.	P.	Transferred to NRS.	Paper.	NRS.		
Register of Civil Partnerships.	P.	Transferred to NRS.	Paper.	NRS.		
Register of Still Births.	P.	Transferred to NRS.	Paper.	NRS.		
Marriage Notice Forms/Civil Partnership Forms.	Cy+3.	D.	Paper.			
Forms including Form 11, FOP etc.	Cy+3.	D.	Paper.			
<b>Citizenship Ceremonies</b>						
Records documenting arrangements for and conduct of citizenship ceremony.	Cy+3.	D.	Paper and electronic.			
General correspondence.	Cy.	D.	Paper and electronic.			
<b>Information and Records Management</b>						
<b>Access to Information</b>						
Data Protection – record of subject access request and processing.	Cy+3.	D.	Paper and electronic.	Council.		
Data Protection – record of	Cy+6.	D.	Paper and	Council.		



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
subject access processing where appeal made to the UK Information Commissioner.			electronic.			
Data Protection – general compliance records.	Cy+3.	D.	Paper and electronic.	Council.		
Data Protection – notifications and charges.	Cy+3.	D.	Paper and electronic.	Council.		
Freedom of Information (FOISA) – processing of requests for information.	Cy+3.	D.	Paper and electronic.	Council.		
Freedom of Information – processing of requests for information where appeal made to Scottish Information Commissioner.	Cy+6.	D.	Paper and electronic.	Council.		
Council Publication Scheme.	Cy+3.	R.	Paper and electronic.	Council.		
Environmental Information Regulations – processing of requests for information.	Cy+3.	D.	Paper and electronic.	Council.		
Environmental Information Regulations – processing of requests for information where appeal made to Scottish Information Commissioner.	Cy+6.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Archives</b>						
Archives Management is covered under Library and Archives.						
<b>Knowledge Management</b>						
Contact list.	C.	D.	Paper and electronic.	Council.	Destroy once superseded.	
Information asset lists.	Cy+2.	D.	Paper and electronic.	Council.	Destroy two years after superseded.	
Geographical Information Systems (GIS).	Cy+5.	A.	Paper and electronic.	Council.		
<b>Records Management</b>						
Records Management – records surveys.	Cy+2.	D.	Paper and electronic.	Council.		
Classification schemes.	C.	R.	Paper and electronic.	Council.		
Forms development.	Cy+1.	R.	Paper and electronic.	Council.	Destroy one year after superseded.	
Image capture.	C.	D.	Paper and electronic.	Council.		
Retention schedules.	Cy+2.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Lists of records destroyed.	Cy+20.	D.	Paper and electronic.	Council.		
Records disposal certificated.	Cy+20.	D.	Paper and electronic.	Council.		
Records retention issues log.	Cy+6.	D.	Paper and electronic.	Council.		
<b>Registration</b>						
Registration – see appropriate function for retention and details of statutory and non-statutory registers; these will all have significant archival value.						

## Leisure and Lifelong Learning

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Administration</b>						
Diaries.	Cy +1.	D.		Council.		
Databases holding personal data of service users.	C.	D.	Paper and electronic.	Statutory.	Data Protection Act 1998	
Vehicle Records Sheets.	Cy +1.	D.	Paper and electronic.	Council.		
Volunteers - administration.	Cy +1.	D.	Paper and electronic.	Statutory.	Data Protection Act 1998.	
Fire Alarm Test Records.	Cy +2.	D.	Paper and electronic.	Statutory.		
Fire Drill Log Books/Records.	Cy +1.	D.	Paper and electronic.	Council.		
Business/private hire applications.	Cy +5.	R.	Paper and electronic.	Statutory.	Prescription and Limitations Act Applications and booking forms. Review for continuing business value.	
Accident Records - adults.	Cy +6.	D.	Paper and electronic.	Council. Statutory.		
Accident Records - children.	DOB +25.	D.	Paper and electronic.	Council. Statutory		
Correspondence	Cy + 3.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
created/received.			electronic.			
Minutes of Business Meetings.	Cy + 5.	D.	Paper and electronic.	Council.		
<b>Arts, Museums and Heritage</b>						
Accession Register – Museums.	P.	P.	Paper and electronic.	Council.	Museum Registration Standards.	
Accreditation.	P.	P.	Paper and electronic.	Council.	Working documents, notification of registered status.	
Arts development programme, project or event where Council is initiator or pays keys role.	T +5.	R.	Paper and electronic.	Council	Bids for funding from external organisations, organisation of sponsorship, collaboration with national, regional or local arts organisations, communications with artists/performers. Review for historical or business value.	
Artist details.	Cy +3.	R.	Paper and electronic.	Council.	Records documenting details of artists and their work. Review for historical or business value	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
Depositors' agreements.	P.	P.	Paper and electronic.	Council.	Retain for historical and business value.	
Loans from third parties - records.	T +5.	D.	Paper and electronic.	Council.		
Loan agreements to third parties - records.	T +5.	D.	Paper and electronic.	Council.		
Museum catalogues.	C.	R.	Paper and electronic.	Council.	Review for historical value.	
Museum development records.	C +3.	R.	Paper and electronic.	Council.	Review for historical value.	
Environmental monitoring: Temp/RH reading records.	Cy +5.	D.	Paper and electronic.	Council.		
Environmental monitoring: Report on environmental conditions.	P.	P.	Paper and electronic.	Council.	Review for historical value.	
Gallery/museum object withdrawal.	P.	P.	Paper and electronic.	Council.	Review for historical value.	
<b>Community Learning and Development</b>						
Basic skills development targets and coursework.	C.	D.	Paper and electronic.	Council.	Records indicating participation in lifelong learning initiatives.	
Basic skills development – Course Directory.	C.	D.	Paper and electronic.	Council.		
Generic information about Education and Skills	C +2.	D.	Paper and	Council.	Circulars. Keep one	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
provision in SLAs.			electronic.		set as master copy	
Records documenting the operation of field centres to deliver arts education.	C +7.		Paper and electronic.	Council.	Programme information, calendars, bookings.	
Annual Returns for Community Association Usage.	Cy + 10.	D.	Paper and electronic.	Council.	Record of usage over a specified period (1 week).	
Individual Booking Details.	C +1.	D.	Paper and electronic.	Council.		
Performance licences.			Paper and electronic.	Council.	See Licensing Section.	
Records of performance arts services.	Cy +2.	D.	Paper and electronic.	Council.	Orders and bookings – arts performances.	
<b>Library and Archive</b>						
Archive Accession Register.	P.	P.	Paper and electronic.	Council.	Retain for historical value.	
Bookings: rooms and equipment (booking forms, diaries).	Cy +1.	D.	Paper and electronic.	Statutory.	Data Protection Act 1998.	
Catalogue of archival holdings.	P.	P.	Paper and electronic.	Council.		
Depositor records.	T +5.	D.	Paper and electronic.	Council.	Includes liaison with owner on conditions of donation.	
Loans to third parties.	T +5.	D.	Paper and electronic.	Council.	Includes loan agreement and record	

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
					of loan.	
Loans from third parties.	T +5.	D.	Paper and electronic.	Council.	Record of loan.	
Conservation records.	T +5.	D.	Paper and electronic.	Council.		
Environmental monitoring: Temp/RH reading records.	Cy +5.	D.	Paper and electronic.	Council.	BS 5454: Recommendations for the storage and exhibition of archival documents.	
Environmental monitoring: report on environmental conditions.	P.	P.	Paper and electronic.	Council.	BS 5454: Recommendations for the storage and exhibition of archival documents.	
Production/Request slips - Archive.	Cy +3.	D.	Paper and electronic.	Council.		
Reprographic services provision.	Cy +3.	D.	Paper and electronic.	Council.	Copying/Photographic orders, copyright forms. Copyright Act 1988. For Financial records relating to fee payment see Cross Organisational Records section	
Withdrawal of archival item.	P.	P.	Paper and electronic.	Council.	Retain for historical value.	
Book ordering.	Cy + 6.	D.	Paper and	Statutory.		



Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			electronic.			
Library Catalogue.	C.	D.	Paper and electronic.	Council.		
Community information files: details of local groups, community organisations etc.	C +1.	D.	Paper and electronic.	Council.	Maintain current only, and update as required.	
Inter-library loan agreements.	C +1.	D.	Paper and electronic.	Council.		
Library development records: Stock plans, reader development.	C +3.	D.	Paper and electronic.	Council.		
Library user details: registration and renewals.	T +1.	D.	Paper and electronic.	Statutory.	Data Protection Act 1998.	
Public access IT administration: Acceptable use of IT/registration form.	T +5.	D.	Paper and electronic.	Statutory.	Prescription and Limitation Act.	
<b>Sports and Leisure</b>						
Allotments; establishment, development and closure of a site.	T +5.	D.	Paper and electronic.	Council.		
Allotments; maintenance of infrastructure and facilities at an allotment site.	Cy +5.	D.	Paper and electronic.	Council.		
Allotments; processing of an application for rental of an	Cy +1.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
allotment plot or to erect a structure, where the application is rejected.						
Allotments; processing of an application for rental of an allotment plot or to erect a structure, where the application is approved.	T +1.	D.	Paper and electronic.	Council.		
Coaching: administration of training programme for sports coaches.	T +1.	D.	Paper and electronic.	Council.		
Coaching: development of training programmes for sports coaches.	T.	R.	Paper and electronic.	Council.	Review for continuing business value.	
Community sports projects: advice and assistance given.	T +3.	D.	Paper and electronic.	Council.		
Parks and open spaces: Adoption of land as a public open space or recreational facility.	P.	P.	Paper and electronic.	Council.	Retain for business and historical value.	
Parks and open spaces: Closure of a public open space or a recreational facility.	T +5.	D.	Paper and electronic.	Council.		
Parks and open spaces: Development of land as a public open space or	T +5.	D.	Paper and electronic.	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
recreational facility.						
Parks and open spaces: Maintenance of infrastructure and facilities on public land or in a recreational facility.	Cy +5.	D.	Paper and electronic.	Council.		
Subscriptions for HLC - Direct Debit and Standing Order originating documents.	Cy + 6.	D.	Paper and electronic.	Council.	See Corporate Finance.	
Sport Development Programmes: records documenting the development of a programme to encourage participation and progression in sport.	C +5.	R.	Paper and electronic.	Council.	Review for business and historical value.	
Sports and Leisure facilities: Membership.	C +1.	D.	Paper and electronic.	Statutory.	Data Protection Act 1998. Registration and renewals.	
Sports and Leisure facilities: Bookings.	Cy +1.	D.	Paper and electronic.	Statutory.	Data Protection Act 1998, e.g. booking forms and equipment bookings.	
Subsidised rate (Category 2 forms) - Successful applications.	Cy +5.	D.	Paper and electronic.	Council.	Prescription and Limitations Act.	
Subsidised rate (Category 2	Cy +1.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual Fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
forms) - Unsuccessful applications.			electronic.			

## Waste Management

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
<b>Waste Strategy and Waste Awareness</b>						
Waste Minimisation Initiatives – Home Composting/Nappies/Office Recycling etc.	Cy+1.	D.	Paper and electronic.	Council.		
Area Waste Plan.	Cy+5.	D.	Paper and electronic.	Council.	Destruction will depend on the date of the area waste plan. Once a new one is agreed the old version will be destroyed after one year.	
<b>Waste Operations</b>						
Refuse Collection Routes.	P.	P.	Paper and electronic.	Council	Routes will be updated as required and old route information will be destroyed and replaced with the new information.	
Special Uplift Requests.	Cy+2.	D.	Paper and electronic.	Council.		
Replacement Bin Requests.	Cy+2.	D.	Paper and	Council.		

Title of Document.	Retention Period.	Eventual fate.	Current Format.	Authority.	Notes/Access.	Vital Records.
			electronic.			
Missed Bin Reports.	Cy+5.	D.	Paper and electronic.	Council.		
Kerbside Recycling.	Cy+2.	D.	Paper and electronic.	Council.		
<b>Waste Facilities</b>						
Monitor Gas Emissions at relevant sites.	P	Retain in Service.	Paper and electronic.	Council.	To be retained permanently as records are important when considering potential future use of the sites that were formerly landfill.	
Waste Transfer Notes and Trade Waste Transfer Notes.	T+5.	D.	Paper and electronic.	Council.		
Weighbridge Tickets.	Cy+2.	D.	Paper and electronic.	Council.		
Trade Waste Enquiries and Requests.	Cy+5.	D.	Paper and electronic.	Council.		
Trade Waste Invoices.	Cy+5.	D.	Paper and electronic.	Council.		
Recycling Centres – Waste Data Returns.	Cy+2.	R.	Electronic.	Council.	Review before being destroyed.	