



Records Retention and Disposal Schedule

2017

Records Retention and Disposal Schedule

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COMPANY PROPERTY - Cross-organisational records

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
N/A	invoicing, budgeting etc..	See Schedule : Finance					
N/A	Health and Safety monitoring, inspections etc..	See Schedule: Health and Safety					
N/A	management and training of staff delivering or receiving ICT services within the Company	See Schedule 15: Human Resources					
N/A	strategy, planning, performance policies, procedures, meetings, inter-agency working, communications, events mgmt., promotion. Enquiries and complaints, project management	See Schedule : Management					
N/A	Tendering and contracts management	See Schedule: Procurement					

COMPANY PROPERTY: Maintenance of records typically organised by property

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
5.001.001	Records documenting routine inspections of property.	Property Condition Surveys	Date of inspection	5 years	Destroy	Business requirement	Retaining inspection records provides evidence of effective property management.
5.001.002	Records documenting major maintenance works on property.		Disposal of property	Nil	Transfer	Business requirement	Transfer records to new owners when land/property is sold.
5.001.003	Records documenting minor maintenance works on property - assets over £50,000		Completion of works	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
5.001.004	Records documenting minor maintenance works on property - assets		Completion of works	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

COMPANY PROPERTY: Maintenance of records typically organised by property

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	under £50,000						
5.001.005	Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises		Review of assessment	10 years	Destroy	Business requirement	As required by Regulation 4(3) of the Control of Asbestos Regulations 2006 (SI 2006/2739). - this regulation does not stipulate a retention period
5.001.006	Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.		Removal of asbestos or subsequent inspection	10 years	Destroy	Business requirement	Retaining these records provides evidence of compliance with SI 2006/2739.
5.001.007	Records documenting the carrying out of routine maintenance and repairs to fixtures, fittings and interior decoration.		End of current year	2 years	Destroy	Business requirement	

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COMPANY PROPERTY: Maintenance of records typically organised by property

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
5.001.008	Records documenting the maintenance of equipment: major items.		Decommissioning/disposal of item	5 years	Destroy		
5.001.009	Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations.		Decommissioning / Disposal of item	40 years	Destroy	Business requirement	
5.001.010	Records documenting the maintenance of equipment provided to control exposure to asbestos.		Current	5 years	Destroy	Business requirement	S.I. 2002 / 2675
5.001.011	Records documenting the inspection and testing of equipment.		Disposal of item	1 year	Destroy	Business requirement	
5.001.012	Records documenting the		Disposal of item	5 years	Destroy	Business requirement	S.I. 1997/1840

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COMPANY PROPERTY: Maintenance of records typically organised by property

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	inspection and testing of equipment: items which are safety critical or are associated with hazardous operations.						

COMPANY PROPERTY: Acquisition and Disposal

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.002.001	Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets over £50,000	surveys, valuations, correspondence	Disposal of property	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8	
05.002.002	Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets under £50,000	surveys, valuations, correspondence	Disposal of property	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

COMPANY PROPERTY: Acquisition and Disposal

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.002.003	Title Deeds		Disposal of property	Nil	Transfer to new owner	Business requirement	
05.002.004	Records documenting negotiations for the acquisition of a property by the Company, where the property was not acquired.		Closure of negotiations	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	
05.002.005	Records documenting the acquisition of a property through lease - assets over £50,000	lease agreement, correspondence	Expiry of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.006	Records documenting the acquisition of a property through lease - assets under £50,000	lease agreement, correspondence	Expiry of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.007	Records documenting negotiations for the lease of a property by the Company, where the property was not leased.		Closure of negotiations	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	
05.002.008	Company property design and construction	Project Files – includes feasibility studies, brief,	Completion of project (end of	20 years	Review for business and	Prescription and Limitation	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

COMPANY PROPERTY: Acquisition and Disposal

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	project files - assets over £50,000	correspondence, minutes of site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation	defects liability period and completion of all outstanding payments)		historical value	(Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.009	Company property design and construction project files - assets under £50,000	Company property design and construction project files - assets under £50,000	Project Files – includes feasibility studies, brief, correspondence, minutes of site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation	Completion of project (end of defects liability period and completion of all outstanding payments)	5 years	Review for business and historical value	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
05.002.010	Records documenting the development of specifications for consumables		Superseded	3 years	Destroy	Business requirement	
05.002.011	Records documenting the development of specifications for equipment: major items.	Records documenting the development of specifications for equipment: major items.	Disposal of item	3 years	Destroy	Business requirement	

COMPANY PROPERTY: Acquisition and Disposal

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.002.012	Records documenting the disposal of properties by sale, transfer or donation		Disposal of item	20 years for assets over £50,000; 5 years for assets under £50,000	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	
05.002.013	Records documenting the termination of a property lease - assets over £50,000	Records documenting the termination of a property lease - assets over £50,000	Termination of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.014	Records documenting the termination of a property lease - assets under £50,000 Records documenting the termination of a property lease - assets under £50,000	Records documenting the termination of a property lease - assets under £50,000	Termination of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8	
05.002.015	Records documenting cleansing, sanitisation and authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.	Records documenting cleansing, sanitisation and authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.	Disposal of item	5 years	Destroy	Business requirement	

COMPANY PROPERTY: Acquisition and Disposal

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.006.001	Records documenting the preparation and submission of the Company's tax returns.	Records documenting the preparation and submission of the Company's tax returns.	End of current tax year	6 years	Destroy	Taxes Management Act 1970, c.9;	

Company Property: Property and land management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
05.003.001	Records documenting the on going management of Company property and land - assets over £50,000	property case files	Date of lease expiry or disposal	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	
05.003.002	Records documenting the on going management of Company property and land - assets under £50,000	property case files	Date of lease expiry or disposal	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8	
05.003.003	Records documenting the lease of Company	e.g. allotments	Termination of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act	

Company Property: Property and land management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	property to a third party.					1973 c. 52 ss 6	
05.003.004	Property compliance - inspection and enforcement	Records documenting the conduct and outcomes of an inspection of a property by an enforcing authority, and action taken to deal with matters raised.	Completion of subsequent inspection	Nil	Destroy	Business requirement	Or as specified by the requirements of specific enforcing authorities
05.003.005	Property compliance - safety certificates	Fire and gas safety certificates	Issue of new certificate	5 years	Destroy	Business requirement	
05.003.006	Property security - inspection and enforcement	Records documenting the conduct and outcomes of a security inspection of a property, and action taken to deal with matters raised.	Completion of subsequent inspection	Nil	Destroy	Business requirement	
05.003.007	Property security - Records documenting property access controls to secure areas (e.g. access	Access registers, key registers	Date superseded	2 years	Destroy	Business requirement	

Company Property: Property and land management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	registers, key registers, security data logs).						
05.003.008	Property security - Register of security passes issued to staff		Expiry of pass	1 year	Destroy	Data Protection Act 1998 c.29	
05.003.009	Property security - Register of security passes issued to visitors		Expiry of pass	1 month	Destroy	Data Protection Act 1998 c.29	
05.003.010	Property security - Records documenting the investigation of a security incident in a property, and action taken.		Last action on incident	1 year	Destroy	Business requirement	
05.003.011	Equipment and consumables - storage records	stock inventory, stock taking records, condition monitoring, movement to and from storage	End of current year	1 year	Destroy	Business requirement	Subject to specific requirements for particular categories of items
05.003.012	Fleet management - Allocation and maintenance		Disposal of the vehicle	7 years	Destroy	Business requirement	
05.003.013	Fleet management - Recording drivers usage		Date closed	7 years	Destroy	Business requirement	
05.003.014	Fleet management		Disposal of the	3 years	Destroy	Business	

Company Property: Property and land management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	- Recording vehicle usage		vehicle			requirement	
05.003.015	Fleet management - Vehicle records, lease or purchase		Disposal of the vehicle	7 years	Destroy	Business requirement	

Company Property: Environmental Protection

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
11.001.004	Records documenting the conduct and results of formal reviews of the Company's use and consumption of energy, and action taken to address issues raised.		Date review completed	5 years	Destroy	Business requirement.	
11.003.002	Energy use and consumption.	Routine monitoring	End of current year	5 years	Destroy	Business requirement.	
11.003.003	Environmental impact assessment		Date superseded.	1 year	Review for historical value.	Business requirement.	
11.003.004	Environmental incidents on the institution's premises or caused	Environmental incident report.	Date investigation completed.	40 years	Destroy	Business requirement.	

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Company Property: Environmental Protection

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	by its operations.						
11.003.005	Environmental risk identification of, or caused by, the Company's premises or operations, and the conduct of a risk assessment.		Date audit completed.	3 years	Destroy	Business requirement.	
11.003.006	Environmentally sensitive areas		Date superseded.		Retain for historical value.	Business requirement.	

Company Property: Community Safety

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
03.001.001	Contingency planning		Date superseded.	2 years	Destroy	Business requirement.	
03.001.002	Emergency response plan	Advice and assistance	End of current year	5 years	Destroy	Business requirement.	Given to an external organisation to prepare and maintain an emergency response plan.
03.001.003	Business continuity plan	Records documenting the provision of advice and assistance to	End of current year	5 years	Review for on-going value	Business requirement.	

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Company Property: Community Safety

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
		an external organisation in relation to business continuity planning.					
03.001.004	Fire safety planning	Advisory information	End of current year	5 years	Destroy	Business requirement	
03.002.001	CCTV surveillance	?procedures	Date of last action.	3 years			
03.003.001	Emergency agencies	Contact details.	Date superseded.	Nil			

COMPANY PROPERTY– Waste Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
26.004.003	Bulk waste collection		Date of last action.	2 years or 5 years	Destroy	Business requirement	
26.004.004	Controlled waste collection		Date of last action.	5 years	Destroy	Business requirement	
26.004.005	Discarded needles - advice and general information		Date superseded.	Nil or 5 years	Destroy	Business requirement	
26.004.006	Discarded needles - general enquiries		End of current year.	1 year or 5 years	Destroy	Business requirement	
26.004.007	Discarded needles - report and removal		Date of last action.	3 years or 5 years	Destroy	Business requirement	
26.006.001	Quarterly Composting /		End of current	3 years or 6 years	Destroy	Data returns to	

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COMPANY PROPERTY– Waste Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Recycling Returns		year.			Scottish Environmental Protection Agency (SEPA)	
26.006.002	Recycling targets and performance statistics		End of current year.	5 years or 6 years	Destroy	Business requirement	

GOVERNANCE: Decision-making

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
08.001.001	Board, CIC , and committee meeting records including Scrutiny and Members Panels - major records	agenda, minutes, business papers & reports, proceedings		Permanent	Retain - Archives	Business requirement	Retain master record; copies should be destroyed
08.001.002	Board, CIC , and committee meeting records - minor records	meeting notices	End of calendar year	None	Destroy	Business requirement	
08.001.003	Calendar of meetings of Board, CIC, and committees		When superseded	None	Destroy	Business requirement	
No SCA Ref	Directorate/Directorate& Heads of Service Meeting Records - Major records	agenda, minutes, business papers & reports, proceedings		Permanent	Retain - Archives	Business requirement	Retain master record; copies should be destroyed
No SCA Ref	Directorate/Directorate& Heads of Service Meeting		End of calendar year	None	Destroy	Business requirement	

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GOVERNANCE: Decision-making

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Records - Minor records						
No SCA Ref	Director/Head of Service meeting records		End of Calendar year	3 years	Review of Archival Value	Business requirement	Retain master record; copies should be destroyed
No SCA Ref	Extended Management team Meeting Records	documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings	End of Calendar year	2 years	Destroy	Business requirement	
No SCA Ref	Service Management Team meeting records	documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings	End of Calendar year	3 years	Destroy	Business requirement	
No SCA Ref	Service Senior Management Team Meeting records	documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers,	End of Calendar year	2 years	Destroy	Business requirement	

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GOVERNANCE: Decision-making

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		proceedings					
No SCA Ref	Unit Team meetings	documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings	End of Calendar year	1 year	Destroy	Business requirement	
08.001.004	External committees, partnerships and agencies meeting records where the Company does own the record	documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings		Permanent	Retain - Archives	Business requirement	Retain master record; copies should be destroyed
08.001.005	External committees, partnerships and agencies meeting records where the Company & does not own the record	Documents establishing the committee; Agendas; Minutes; Reports; Recommendations; Supporting documents such as briefing and discussion papers	Current	5 years	Destroy	Business requirement	Ensure that there is an authority copy appropriately retained elsewhere prior to disposal.
08.001.006	Records of minute-taking	Shorthand notes, audio tapes, draft	Date of confirmation of	None	Destroy	Business requirement	

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GOVERNANCE: Decision-making

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		minutes	the minutes				

Governance: Executive

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
N/A	Records of statutory appointments	See retention schedule human resources					

Governance – Legal framework

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
08.003.001	Records documenting the Company's Scheme of Administration and Delegation to Committees			Permanent	Retain - Archives	Business requirement	Retain master record; copies should be destroyed
08.003.002	Records documenting the development of the Company's standing orders			Permanent	Retain - Archives	Business requirement	Retain master record; copies should be destroyed

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Governance – Legal framework

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	and decision-making structures and procedures.						

Governance – Honours and Awards

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
08.004.001	Records of Honours submissions	Honours nomination form Covering documentation Letters of support Referral for comment from lord lieutenant					

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

Governance – Members and support

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
08.005.001	Records documenting Board Members declarations of interests.	Member's register of interest	Date member leaves office	10 years	Destroy	Business requirement	
08.005.002	Board Code of Conduct		After administrative use is concluded	6 years	Retain	Business requirement	
08.005.003	Register of gifts and hospitality		Date member leaves office	10 years	Destroy	Business requirement	
08.005.004	Records documenting routine communications between Company officers and individual Company/Board members/MSPs (not service-related matters)		Last action	5 years	Destroy	Business requirement	

Managing the Company: Ceremonial

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.001.001	Formal record of a civic event or an	Visitors book, photographs,		Permanent	Retain-Archives	Business requirement	Retain one set of records only -

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Managing the Company: Ceremonial

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	official visit to the Company	video and audio recordings, programme, text of speeches delivered, press cuttings, commemorative gifts					copies to be destroyed once business use concluded
20.001.002	Records documenting the planning of a civic event and/or official visit to the Company		Date of last action	3 years	Destroy	Business requirement	
20.001.003	Formal record of official Company representation at events, ceremonies etc. other than those which the Company organises.	Photographs, video and audio recordings, programme, text of speeches delivered, press cuttings	Date of last action	3 years	Review for archival value	Business requirement	
20.001.004	Records documenting the planning of official Company representation at events, ceremonies etc. other than those		Date of last action	3 years	Destroy	Business requirement	

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Managing the Company: Ceremonial

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	which the Company organises.						

Managing the Company: Communication

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.002.02	Mail processing	Incoming and outgoing mail logs and registers	Current	3 years	Destroy	Business requirement	
20.002.03	Publications - major publications	Guides, books and other Company publications		Permanent	Retain - Archives	Business requirement	Retain one set of records only - copies to be destroyed once business use concluded
20.002.04	Publications - minor publications	Guides, books and other Company publications	Date published	3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed once business use concluded
20.002.05	Publications - preparatory records		Conclusion of campaign	1 year	Destroy	Business requirement	
20.002.06	Staff communications	Staff memos, newsletters	Administrative use ends	3 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: Corporate Communication

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.003.001	Campaigns - final outputs	Final outputs - presentations, leaflets	Conclusion of campaign	3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed
20.003.002	Campaigns - preparatory records		Conclusion of campaign	1 year	Destroy	Business requirement	
20.003.003	Corporate identity and branding - artwork	Final artwork for corporate identity marks		Permanent	Retain - Archives	Business requirement	
20.003.004	Corporate identity and branding - preparatory records	Records documenting the development of corporate style guides for official use of corporate identity marks.	Current	1 year	Destroy	Business requirement	
20.003.003	Original artwork exhibitions - major	Original artwork of exhibitions	On Completion	Permanent	Retain - Archives	Business requirement	
20.003.003	Original artwork exhibitions - minor	Original artwork of exhibitions	On Completion	Permanent	Retain - Archives	Business requirement	
20.003.003	Original photography of Company events	Original photography of Company events, launches, public events, corporate events	On Completion	Permanent	Retain - Archives	Business requirement	
20.003.003	DVD/video original footage and	DVD/video original footage and finished	On Completion	Permanent	Retain - Archives	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: Corporate Communication

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	finished media	media of events, public information					
20.003.005	Marketing materials - final outputs	presentations, leaflets, posters	Superseded	3 years - review for re-use value	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed
20.003.006	Marketing materials - preparatory records		Approval of final outputs	1 year	Destroy	Business requirement	
20.003.007	Communications with other public sector organisations	requests for information and other general correspondence	Last action	3 years	Review for archival and re-use value	Business requirement	Includes other Local Government authorities, Local Government organisations, Central Government departments and agencies and parliamentary organisations
20.003.008	Consultations - Company responses to external consultations	Records documenting the Company's response to a consultation/survey carried out by an external organisation	Last action	3 years	Review for on-going value	Business requirement	see above

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: Corporate Communication

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.003.009	Consultations - Company consultation of external organisations - Final outputs	Reports, presentations, anonymised statistics	Publication date	5 years	Review for on-going value	Business requirement	see above
20.003.010	Consultations - Company consultation of external organisations - preparatory records	Records documenting the design of a consultation/survey.	Completion of survey/consultation	3 years	Review for on-going value	Business requirement	
20.003.011		Records documenting the administration of a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business requirement	
20.003.012		Records documenting a response from another organisation to a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business requirement	
20.003.013		Records documenting the analysis of responses to a consultation/survey.	Completion of survey/consultation	3 years	Destroy	Business requirement	
20.003.014	Media relations records - final outputs	Media reports, briefings, press releases, published	Publication/release date	5 years	Review for archival and re-use value	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: Corporate Communication

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		version of a media interview,					
20.003.015	Media relations records - preparatory records	organisational records, drafts, correspondence	Last action	1 year	Review for archival and re-use value	Business requirement	
20.003.016	Media relations records - Media liaison		Date of last action	5 years	Review for archival and re-use value	Business requirement	
20.003.017	Media relations records - media coverage	Records documenting the monitoring of media coverage of the Company.	Current	5 years	Review for Archives	Business requirement	
20.003.018	Customer satisfaction surveys - survey design	Records documenting the design of the survey.	Completion of survey	3 years	Review of on-going value / Review for Archives	Business requirement	
20.003.019	Customer satisfaction surveys - individual responses	Records documenting identifiable individual responses to the survey.	Completion of analysis of responses	None	Destroy	Statutory	Data Protection Act 1998 c. 29 Destroy immediately anonymised summaries have been created
20.003.020	Customer satisfaction surveys - analysis	Records documenting summaries and analyses of responses to the survey.	Completion of survey	5 years	Review for archival and re-use value	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: Corporate Communication

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.003.021	Public relations - Statistics, trends and customer satisfaction data	Anonymised summaries and reports	Current	5 years	Review for archival value	Business requirement	

Managing the Company: Enquiries and Complaints

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.004.001	Comments and enquiries - case files	Records documenting the processing of customer comments and enquiries about the Company	Last action on comments	1 year	Destroy	Business requirement	
No SCA Ref	Enquiries Requiring Research, e.g. from collections	Records recording answers to enquiries which required research	Last action on Enquiry	3 years	Review for on-going value F41		
20.004.002	Comments and enquiries - analysis	Statistics and anonymised responses	Current	3 years	Review for archival and re-use value	Business requirement	
20.004.003	Complaints - case file	Records documenting the handling of a customer	Last action on complaint	5 years	Destroy	Statutory	

Managing the Company: Enquiries and Complaints

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
		complaint.					
20.004.004	Complaints - case file	Statistics and anonymised responses	Current	5 years	Review for on-going value / Review for Archives	Business requirement	
20.004.005	Complaints - case file	Complaints Register	Current	10 years	Destroy	Business requirement	

MANAGING THE COMPANY: ICT Systems Operations Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
16.003.001	Routine monitoring and testing of an ICT system, and action taken to rectify problems and optimise performance.		End of current year	1 year	Destroy	Business Requirement	
16.003.002	Investigation of faults reported by users of an ICT system, and action taken to rectify problems.		Close of investigation	3 years	Destroy	Business Requirement	
16.003.003	Management of data in an ICT		End of current year	1 year	Destroy	Business Requirement	

MANAGING THE COMPANY: ICT Systems Operations Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	system, including the operation of routine data backup, archiving and deletion routines.						
16.003.004	Maintenance of the software licence(s) for an ICT system.		Expiry/Termination of licence	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	
16.003.005	Management of an ICT system - system file	handover documents, user guides, system support, technical and knowledgebase documentation	Decommissioning of system	5 years	Destroy	Business Requirement	
16.003.006	Removal / return of mobile ICT systems hardware & software from / to the Company's premises	register or log	Return of equipment	5 years	Destroy	Business Requirement	
16.003.007	Arrangements for the sanitisation and disposal of institutional ICT equipment	disposal log	Disposal of equipment	5 years	Destroy	Business Requirement	ensure record of disposals added to Company asset disposal register - this will typically be held within Finance

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGINGTHE COMPANY: ICT Systems Training and Support

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
16.004.001	Development of technical & application training and guidance for IT system users		superseded	1 year	Destroy	Business Requirement	for administration of training and individual staff training records see HR Retention Schedule
16.004.002	Logging, investigation and resolution of user requests for technical and application support		Close of call	1 year	Review for business value	Business requirement	May be of use for future development plans and support knowledgebase

MANAGINGTHE COMPANY: ICT User Training and Support

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
16.004.001	Development of technical & application training and guidance for IT system users		superseded	1 year	Destroy	Business Requirement	for administration of training and individual staff training records see HR Retention Schedule
16.004.002	Logging, investigation and resolution of user		Close of call	1 year	Review for business value	Business requirement	May be of use for future development

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: ICT User Training and Support

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	requests for technical and application support						plans and support knowledgebase

GOVERNANCE : Information Management - Access to Information

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
17.001.001	Data Protection - record of subject access request processing	initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	Statutory	Data Protection Act 1998 c.29, s.7
17.001.002	Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	6 years	Destroy	Statutory	Data Protection Act 1998 c.29, s.7
17.001.003	Data protection - general compliance records	Files re. DP audit, general compliance, data breaches, security, training, etc.,	Current year	3 years	Destroy	Business requirement	
17.001.004	Data protection -		Current year	3 years	Destroy	Statutory	Data Protection

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

GOVERNANCE : Information Management - Access to Information

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Notification and changes						Act 1998 c.29, s.20.
17.001.005	Freedom of information (FoISA) - processing of requests for information	initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13
17.001.006	Freedom of information (FoISA) - processing of requests for information where appeal made to Scottish Information Commissioner	initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	6 years	Destroy	Statutory	Freedom of Information (Scotland) Act 2002 asp 13
17.001.007	Company Publication Scheme		Superseded	3 years	Review for historical value	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13
17.001.008	Environment Information Regulations - processing of requests for information	initial request, response, related correspondence and other supporting documentation	Completion of request	3 years	Destroy	Business requirement	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
17.001.009	Environment Information Regulations -	initial request, response, appeal records, related	Outcome of appeal	6 years	Destroy	Business requirement	The Environmental Information (Scotland)

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

GOVERNANCE : Information Management - Access to Information

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	processing of requests for information where appeal made to Scottish Information Commissioner	correspondence and other supporting documentation					Regulations 2004 SSI 2004/520
17.002	Archives Management is covered under Leisure and Culture, SCA Ref 19						

MANAGING THE COMPANY: Information Management – Knowledge management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
17.003.001	Contacts lists		Superseded	None	Destroy	Business requirement	
17.003.002	Information asset lists		Superseded	2 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: Records Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
17.004.001	Records surveys	Information relating to record audits	Current	2 years	Destroy	Business requirement	
17.004.002	Classification schemes	Classification schemes	Current	Until superseded	Review for historical value	Business requirement	Consider historical value.
17.004.003	Forms development	Standard templates	Superseded	1 year	Sample for historical value	Business requirement	
17.004.004	Image capture		Current	2 years	Destroy	Business requirement	To establish scanning quality control
17.004.005	Retention schedules		Current	2 years	Destroy	Business requirement	Retain in line with currency of the records series.
17.004.006	Lists of Records destroyed	records destruction register		Permanent	Retain - Archives	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
17.004.007	Records disposal certificated	Disposal certificates		Permanent	Retain - Archives	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
17.004.008	Records retention issues log		Date of last action	6 years	Destroy	Business requirement	Consider retaining the summary statistics as a measurement of service delivery and for appraising the effectiveness of retention

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: Records Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
							schedules.

MANAGING THE COMPANY: Legal

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
18.001.002	Provision of legal advice	Case file	Date file closed	5 years	Advice where expert opinion of counsel received is to be retained permanently. Review for historical value if a major precedent otherwise destroy.	Business requirement	
18.005.006	Litigation between the company and 3rd parties (civil)	Documents recording litigation cases where legal precedents set	Settlement of case	10 years	Destroy		
		Documents recording litigation cases where legal precedents set		Retain as Archives			
18.006.001	Archive deposits	Agreements relating to the terms of deposit of a collection,					Sometimes councils accept archives as long term deposit where ownership remains with the depositor.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: Legal

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
							Sometimes ownership is passed legally to the council. The archive collections should be kept permanently unless the deposit terms allow for weeding or disposition.
18.006.002	Agreements	Concordat. Process of agreeing terms between organisations Note: this does not include contractual agreements.	Date agreement expires or is terminated	6 years	Destroy	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 agreements can be destroyed as suggested.
18.006.013	Copyright	Advice on IPR and copyright ownership.	Date superseded.	Nil	Destroy	Business requirement	
18.006.014	Trusts	Correspondence/admin papers. Trust doc being kept permanently with council's deeds	Date superseded.	10 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

MANAGING THE COMPANY: Performance and Quality

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.008.001	Assessments for accreditation, e.g.. Chartermark, IIP		Assessment completed	5 years	Destroy	Business requirement	
20.008.002	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - major records	Final reports - Best Value Review; Policy review; Strategic plan review; operational plan review	Approval of review report	5 years	Destroy	Business requirement	
20.008.003	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - preparatory records	Supporting and preparatory documentation including minor drafts, correspondence, meeting records	Approval of review report	1 year	Destroy	Business requirement	
20.008.004	Inspections - external inspections received in relation to corporate or service specific performance	Inspection report	Date of inspection report	5 years	Destroy	Business requirement	

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MANAGING THE COMPANY: Performance and Quality

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	management indicators (PFI)						
20.008.005	Process maps		When superseded or obsolete	3 years	Destroy	Business requirement	
20.010.001	Audit and Inspection (Internal)	Internal Audit Exercises e.g. Governance Audit	On request	5 years	Review for historical value	Business requirement	
20.010.001	Audit and Inspection (External)		As scheduled	5 years	Review for historical value	Business requirement	
20.010.001	Core Issues Report	Report highlighting key issues for consideration by SMT	On request	5 years	Review for historical value	Business requirement	

MANAGING THE COMPANY: Risk Management and Insurance

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
24.001.001	Claims processing	Claims records	Date all obligations and entitlements concluded.	5 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	There are circumstances where files are closed and then have to be reopened. Claims involving minors, even where

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MANAGING THE COMPANY: Risk Management and Insurance

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
							settled, can still be reopened by the minor after they reach the age of 16. From 16 they then have 3 years within which to intimate a claim. Other claims relating to subsidence or tree roots are left open for 6 years by our insurers after the file has been closed. By destroying files after 5 years from closure you lose the ability to defend the Company's position
24.002	Insuring against loss	See also Finance RRS					
24.002.001	Insurance policy document		Date all obligations and entitlements concluded.	5 years or Permanent	Destroy or Permanent	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	
24.002.002	Certificate of		Date all	5 years or	Destroy	Prescriptions and	

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MANAGING THE COMPANY: Risk Management and Insurance

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	insurance		obligations and entitlements concluded.	Permanent		Limitations (Scotland) Act 1973 and 1984.	
24.002.003	Certificate of insurance: employers' liability insurance.		Date all obligations and entitlements concluded.	40 years or Permanent	Destroy or PermanMnt	Prescriptions and Limitations (Scotland) Act 1973 and 1984.	Forms part of the policy documentation
24.002.004	Policy and tender renewal documents.		Date policy renewed	5 years	Destroy	Business requirement	
24.002.005	Summary arrangements		Date superseded	Permanent - offer to archivist	Review for historical value	Business requirement	

Managing the Company: Risk Management and Business Continuity

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
24.003.001	Business continuity planning	Approved plans	Date superseded	1 year	Destroy	Business requirement	
24.003.002	Education	Campaigns	Date superseded	1 year	Destroy	Business requirement	
24.003.003	Business continuity plan - final approved version		Date superseded	5 years	Retain for historical value	Business requirement	
24.003.004	Business continuity plan -		Date superseded	5 years	Review for historical value	Business requirement	

Managing the Company: Risk Management and Business Continuity

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	training programme development						
	Business continuity - training programme delivery		Date superseded	1 year	Destroy	Business requirement	
	Business continuity - training programme delivery		Date superseded	1 year	Destroy	Business requirement	
24.003.005	Emergency response records.		Date of last action.	5 years	Review for historical value	Business requirement	
24.003.006	Risk register - assessment of the risk of an emergency occurring which would affect the Company's ability to carry out its functions		Date superseded	5 years	Review for historical value	Business requirement	
24.003.007	Valuations		Date superseded	5 years	Review for historical value	Business requirement	

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Managing the Company: Statutory Returns

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.009.001	Reports to statutory bodies - Outputs	Final version of statutory performance data submitted	Date of return	5 years	Destroy	Business requirement	
20.009.002	Reports to statutory bodies-preparatory records	Records documenting the collection, collation and submission of statutory performance data as required by a statutory authority.	Current	2 years	Destroy	Business requirement	

MANAGING THE COMPANY: Strategic Planning

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.010.001	Corporate initiatives		End of initiative	5 years	Review for re-use and archival value	Business requirement	Owning function and responsible service is responsible for ensuring that a master copy is held permanently;
20.010.002	Records documenting	Agenda,		Permanent	Retain - Archives	Business	

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MANAGING THE COMPANY: Strategic Planning

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	the preparation of business for consideration by the Company's strategic management group/ Senior Management Team, and the record of discussion and decisions.	reports/papers for consideration, minutes				requirement	
20.010.003	Company Corporate Plan.			Permanent	Retain - Archives	Business requirement	
20.010.004	Strategic service plan			Permanent	Retain - Archives	Business requirement	
20.010.005	Operational service plan		Superseded	3 years	Destroy	Business requirement	
20.010.006	Organisational structure		Superseded	1 year	Sample for archival value	Business requirement	
20.010.007	Corporate major policies - master records	including significant records documenting policy development, impact studies		Permanent	Retain - Archives	Business requirement	
	Corporate minor policies - master records	including records documenting policy development	Superseded	3 years	Retain - Archives	Business requirement	
20.010.008	Corporate policies - Departmental/service copies		Superseded	None	Destroy	Business requirement	
20.010.009	Corporate policies -		Authorisation of	1 year		Business	

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MANAGING THE COMPANY: Strategic Planning

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	preparatory records		policy			requirement	
20.010.010	Service specific policies and procedures		Superseded	2 years	Sample for archival value	Business requirement	
20.010.011	Policy consultation - major policies	The process of consulting the public and staff in the development of significant policies of the local authority	Consultation completed	5 years	Destroy	Business requirement	
20.010.012	Policy consultation - minor policies	The process of consulting the public and staff in the development of minor policies of the local authority	Consultation completed	1 year	Destroy	Business requirement	

LEISURE AND CULTURE: Archives

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
19.002.01	Accession register/files			Permanent	Retain - Archives	Business requirement	
19.002.02	Catalogue of all archival holdings			Permanent	Retain - Archives	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

LEISURE AND CULTURE: Archives

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
19.002.03	Depositor records	including liaison with owner on conditions of donation	End of life of deposit	5 years	Destroy	Business requirement	
19.002.04	Loans to third parties	loan agreement	End of loan period	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984	
19.002.05	Loans to third parties	record of loan	End of life of deposit	5 years	Destroy	Business requirement	
19.002.06	Loans from third parties	record of loan	End of loan period	5 years	Destroy	Business requirement	
19.002.07	Conservation records		End of life of deposit	5 years	Destroy	Business requirement	
19.002.08	Register of individual visitors to the archives centre.	Visitors' Books Visitor Registration Forms user database	Current	5 years	Destroy	Business requirement	Security purposes
19.002.09	Research services		End of current year	5 years	Review for re-use value	Business requirement	Used for compilation of info for future work plans, FAQs on a collection etc.. For Financial records relating to fee payment see Schedule 12: Finance
19.002.10	Reprographic services provision - where no fees charged	Copying/Photographic orders, copyright forms	End of financial year	3 years	Destroy	Copyright Act 1988	For Financial records relating to fee payment see Schedule 12:

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

LEISURE AND CULTURE: Archives

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
							Finance
19.002.11	Environmental monitoring	Temp/RH reading records	End of current year	5 years	Destroy	Business requirement	BS 5454
19.002.12	Environmental monitoring	Report on environmental conditions		Permanent	Retain - Archives	Business requirement	BS 5454
19.002.13	Production of archives	Production/Request slips	End of current year	3 years	Destroy	Business requirement	
19.002.14	Archival item withdrawal			Permanent	Retain - Archives	Business requirement	

LEISURE AND CULTURE: Community Facilities

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
19.004.001	Business/ private hire applications	applications and booking forms	End of current year	5 years	Review	Prescription and Limitations Act	
19.004.002	Subsidised rate (Category 2 forms) - Successful applications		End of financial year	5 years	Destroy	Prescription and Limitations Act	
19.004.003	Subsidised rate (Category 2 forms) - Unsuccessful applications		End of financial year	1 year	Destroy	Business requirement	

LEISURE AND CULTURE: Libraries

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
19.006.001	Book ordering		End of financial year	6 years	Destroy	Statutory	
19.006.002	Catalogue	on line database and paper lists		Permanent	Retain - Archives	Business requirement	-
19.006.003	Fines		End of financial year	6 years	Destroy	Statutory	
19.006.004	Library development records	Stock plans, reader development	Superseded	3 years	Destroy	Business requirement	
19.006.005	Inter-library loan agreements		End of loan period	5 years	Destroy	Business requirement	
19.006.006	Community information files	details of local groups, community organisations etc.	Superseded	1 year	destroy	Business requirement	Maintain current only, and update as required
19.006.007	Membership	registration and renewals	Termination	1 year	Destroy	Data Protection Act 1998	
19.006.008	Public access IT administration	Acceptable use of IT/registration form	Termination	5 years	Destroy	Prescription & Limitation Act	

LEISURE AND CULTURE: Museums and Art Galleries

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
No SCA ref	Acquisitions - communications re declined objects		End of current year	1 year	Destroy	Business Requirement	
19.007.001	Acquisitions	Agreements; accession register;		Permanent	Retain	Business Requirement	
	Acquisitions - unsuccessful bids		File closed	6 years	Destroy	Business Requirement	
19.007.002	Loans to third parties	loan agreement	End of loan period	5 years	Destroy	Business requirement	
19.007.003	Loans to third parties	record of loan	End of life of deposit	5 years	Retain	Business requirement	
19.007.004	Loans from third parties	record of loan	End of loan period	5 years	Retain	Business requirement	
19.007.005	Museum catalogue		Superseded	Nil	Review for historical value	Business requirement	
19.007.006	Museum development records		Superseded or project closure	3 years	Review for historical value	Business requirement	
19.007.007	Accreditation	working documents	notification of registered status	3 years		Business requirement	
19.007.008	Accreditation.	notification of registered status		Permanent	Retain - Archives	Business requirement	
19.007.009	Environmental monitoring	Temp/RH reading records	End of current year	10 years	Destroy	Business requirement	required for Accreditation
19.007.010	Environmental monitoring	Report on environmental conditions		Permanent	Review for historical value	Business requirement	required for Accreditation
19.007.011	Gallery /museum object withdrawal			Permanent	Review for historical value	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

LEISURE AND CULTURE: Sports Development

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Records indicating participation in lifelong learning initiatives	Basic skills development targets and coursework	Date superseded	Until superseded	Destroy	Business requirement	Records indicating participation in lifelong learning initiatives
	Records indicating participation in lifelong learning initiatives	Course directory - Basic skills development	Date superseded	Until superseded	Destroy	Business requirement	

LEISURE AND CULTURE: Sports and Leisure Facilities

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
19.011.001	Membership	registration and renewals	Termination	1 year	Destroy		
19.011.002	Bookings	booking forms including equipment bookings	End of financial year	1 year	Destroy		
N/A	Events management & promotion	See Managing the Company					
N/A	Contracts management e.g. with outsourced	See Schedule 22 - Procurement					

LEISURE AND CULTURE: Sports and Leisure Facilities

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	services						
N/A	health and Safety e.g. pool test sheets; equipment testing, accident reports etc..	See Schedule 13 Health & Safety					
N/A	Financial records - including ticket sales	See Schedule 12 – Finance					

PROJECT MANAGEMENT AND DESIGN: Management/General

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.001.006	Contract management files - ordinary contracts	Fee Agreements, Payment Records	End of project	6 years from end of project		Business requirement.	
22.001.006	Contractual Arrangements	Change Control Forms; Draft Architect's Instructions; Architect's Instructions; Extension of Time;	Contract completion date	6 years from end of contract	Review	Business requirement.	Note ERDF specific retention requirements

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

PROJECT MANAGEMENT AND DESIGN: Management/General

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
		Revision to Completion Date; Practical Completion; Making Good Defects.					
22.001.006	Contract Certification	Contractor Correspondence- Letters, Emails, Faxes, etc.	End of project	6 years from end of project		Business requirement.	
	Correspondence	Project Correspondence - Site Progress meetings minutes; Technical meeting minutes; Correspondence Meeting held.	5 years after issue	Review	Business requirement.		

PROJECT MANAGEMENT AND DESIGN: Projects

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.007.001	Project Preparation	Feasibility Studies & Design Brief	End of contract	10 years after issue	Destroy	Business requirement.	Note ERDF specific retention requirements
		Budget Costs.	End of contract	10 years from end of contract	Review	Business requirement.	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

PROJECT MANAGEMENT AND DESIGN: Projects

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
20.007.001	Project Documents	Project Brief, Cost Plans, specifications, Life Cycle Cost Analyses.	End of contract	10 years from end of contract	Review	Business requirement.	Note ERDF specific retention requirements
20.007.002		Design Team minutes.	Meeting held.	10 years after issue	Destroy	Business requirement.	
20.007.002		Client minutes.	Meeting held.	10 years after issue	Destroy	Business requirement.	
20.007.001		Calculations, risk assessments, Interim Valuations; Financial Statements; Cost Reports; Final Accounts	Document issue date	10 years after issue	Review	Business requirement.	
20.007.002		Structural Calculations; Specifications	date produced	Building life	Retain	Business requirement.	
20.007.002	Drawings	Planning Application and Building Warrant Application drawings.	Document issue date	5 years after issue		Statutory requirement.	
20.007.002		Licensing drawings.	Document issue date	10 years after expiry	Destroy	Statutory requirement.	
20.007.002		Structural and M&E Technical Design drawings, Concept Design Drawings, Design Development Drawings, Contract Drawings, Production Information drawings and	Document issue date	Building life	Review	Business requirement.	Note European Regional Development Fund (ERDF) specific retention requirements

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

PROJECT MANAGEMENT AND DESIGN: Projects

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
		specifications; Bills of Quantities; Preliminaries / Conditions of Contract; Descriptions of Work.					
20.007.002	Contractor designed items	Boilers, Heating systems, alarms, sprinklers, etc.		Building life	Retain	Business requirement.	
N/A	Photographic records	Project photographs		Building life	Retain	Business requirement.	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

PROGRAMME MANAGEMENT AND DESIGN: Programmes

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
01.003	Records Documenting minor maintenance works on property - assets over £50,000	Structural surveys, reports & calculations; Structural and M&E Technical design drawings and specifications. M&E surveys, reports & calculations. Documentation & correspondence	Completion of works	Building Life		Business requirement.	
05.001.004	Records Documenting minor maintenance works on property - assets under £50,000	Structural surveys, reports & calculations; Structural and M&E Technical design drawings and specifications. M&E surveys, reports & calculations. Documentation & correspondence	Completion of works	Building Life		Business requirement.	

FINANCE: Accounts and audit

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.001.001	Records documenting the preparation of the Company's consolidated annual accounts and financial statements	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	End of financial year (on completion of audit)	6 years	Destroy	Statutory	Taxes Management Act 1970, c9
12.001.002	Published copy of consolidated annual accounts and financial statements.	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger		Permanent	Retain - Archives	Statutory	Taxes Management Act 1970, c9
12.001.003	Periodic financial reports		End of current year	6 YEARS	Destroy	Business requirement	
12.001.004	Internal auditing records - no investigations	Consolidated monthly & quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports.	Date audit closed	5 years	Review for Historical Value (Archivist)	Business requirement	
12.001.005	Internal auditing records - investigations		Completion of court proceedings/ disciplinary process	5 years	Review for Historical Value (Archivist)	Business requirement	
12.001.006	Internal auditing records - general papers	General papers re provision and management of internal audit service (not specific to individual audits)	End of financial year	5 years	Review for historical value	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

Finance: Asset Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.002.001	Records documenting the value of the Company's tangible assets	Asset registers	End of financial year (on completion of audit)	6 years	Review for Historical Value (Archivist)	Statutory	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; VAT Act 1994; Audit Commission Act 1998
12.002.004	Records documenting decisions (and authorisations) to dispose of Common Good assets	Disposal registers		Permanent	Retain for business and historical value	Taxes Management Act 1970 c9; Audit Commission Act 1998	Separate records for Common Good assets required by LASAAC Accounting for the common good fund: a guidance note for practitioners, 2007

Finance: Financial Provision Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the Company.	Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	End of financial current year	6 years	Destroy	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
12.004.002	Records documenting the opening and closure and routine administration of bank accounts.	Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	Closure of account	6 years	Destroy	Business requirement	
12.004.003	Records documenting regular payment instructions for bank accounts.		Termination of instruction	6 years	Destroy	Business requirement	
12.004.004	Records documenting the deposits/withdrawals/transfer of funds.		End of financial current year	6 years	Destroy	Business requirement	
12.004.005	Processing and payment of purchase and sales invoices		End of current financial year	6 years	Destroy	Taxes Management Act 1970 c9; HMRC 700/21	
12.004.006	Petty cash records		End of current financial year	6 years	Destroy	HMRC 700/21	
12.004.007	Processing and payment of expenses claims		End of current financial year	6 years	Destroy	Taxes Management	

Finance: Financial Provision Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.008	Fraud investigation records		Completion of court proceedings/disciplinary process	5 years	Destroy	Act 1970 c.9; Taxes Management Act 1970 c.9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
12.004.009	Funding applications - Activities relating to the process of considering and administering applications to the authority for grant funding		End of financial year in which the records were created	6 years	Destroy	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
12.004.010	Internal recharging		End of current financial year	1 year	Destroy	Business requirement	
12.004.011	National insurance numbers - Notification and input records	internal claims/payments between business units for goods and services provided/received; control of petty cash allocations held by business units.	End of employment	2 years	Destroy	Business requirement	

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Finance: Financial Provision Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.012	Reconciliation		Administrative use ends	2 years	Destroy	Business requirement	
12.004.013	Refunds	processes that Balance and reconcile financial accounts	End of financial year in which the records were created	6 years	Destroy	Business requirement	

Finance: Financial Transaction Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.001	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	End of financial current year	6 years	Destroy	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
12.004.002	Records documenting the opening and closure and routine administration of bank accounts.	Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	Closure of account	6 years	Destroy	Business requirement	
12.004.003	Records documenting regular		Termination of	6 years	Destroy	Business	

Finance: Financial Transaction Management

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	payment instructions for bank accounts.		instruction			requirement	
12.004.004	Records documenting the deposits/withdrawals/transfer of funds.		End of financial current year	6 years	Destroy	Business requirement	
12.004.005	Processing and payment of purchase and sales invoices		End of current financial year	6 years	Destroy	Taxes Management Act 1970 c9; HMRC 700/21	
12.004.006	Petty cash records		End of current financial year	6 years	Destroy	HMRC 700/21	
12.004.007	Processing and payment of expenses claims		End of current financial year	6 years	Destroy	Taxes Management Act 1970 c.9;	
12.004.008	Fraud investigation records		Completion of court proceedings/ disciplinary process	5 years	Destroy	Taxes Management Act 1970 c.9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
12.004.009	Funding applications - Activities relating to the process of considering and administering applications to the authority for grant funding		End of financial year in which the records were created	6 years	Destroy	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
12.004.010	Internal recharging		End of current	1 year	Destroy	Business	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

Finance: Financial Transaction Management

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
			financial year			requirement	
12.004.011	National insurance numbers - Notification and input records	internal claims/payments between business units for goods and services provided/received; control of petty cash allocations held by business units.	End of employment	2 years	Destroy	Business requirement	
12.004.012	Reconciliation		Administrative use ends	2 years	Destroy	Business requirement	
12.004.013	Refunds	processes that Balance and reconcile financial accounts	End of financial year in which the records were created	6 years	Destroy	Business requirement	

Finance: National taxation

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.006.001	Records documenting the preparation and submission of the Company's tax returns.		End of current tax year	6 years	Destroy	Taxes Management Act 1970, c.9;	

Financial: Payrolls and Pensions

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.007.001	Payroll records - major records	copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year	6 years	Destroy	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	
12.007.002	Payroll records - minor records	copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year	3 years	Destroy	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

Financial: Payrolls and Pensions

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
						1984 c.45;	
12.007.003	P45 (Income tax - employee leaving)	Timesheets, monthly payroll prints	End of employment	5 years	Destroy	Taxes Management Act 1970	
12.007.004	P60		End of current year	2 years	Destroy	Taxes Management Act 1970	
12.007.005	Statutory Sick Pay scheme records		End of current tax year	3 years	Destroy	Statutory Sick Pay (General) Regulations S.I. 1982 / 894	
12.007.006	Statutory Maternity Pay scheme records		End of current tax year	3 years	Destroy	The Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960	
12.007.007	Pension scheme reports		End of current year	6 years	Destroy	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988	
12.007.008	Individual staff pension files	Accounts, returns, valuation	End of current year after date of payment	10 years	Destroy	The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Amendment Regulations, SSI 2000 No. 74	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

HEALTH AND SAFETY: Compliance

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
13.002.001	Strategy and planning	System processes	Date process ceases or is superseded.	1 year	Destroy	Business requirement	
13.002.002	Health and Safety Policy	System processes	Date superseded.	1 year	Destroy	Business requirement	
13.002.003	Fire Safety training		End of current year.	10 years	Destroy	Business requirement	
13.002.004	First-aid – Letter advising of award of certificate		End of current year.	7 years	Destroy	Business requirement	
13.002.005	First-aid – Course attendance sheet		End of current year.	7 years	Destroy	Business requirement	These are signed copies of attendance and their retention matches the period of validation.
13.002.006	Manual Handling – Course attendance sheet		End of current year.	30 years	Destroy	Business requirement	These are signed copies of attendance.
13.002.007	Manual Handling – Letter advising of award of certificate		End of current year.	30 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

HEALTH AND SAFETY: Monitoring

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
13.003.001	Accidents and incident reporting - reporting accidents to adults	Accident report/ register	Date of accident.	6 years	Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.	
13.003.002	Accidents and incident reporting - reporting accidents to children	Accident report/ register	Date of accident.	25 years	Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.	
13.003.003	Asbestos inspections		Either: Date of last action or until individual is age 75 years old.	Either: 50 years or till 75 years old (whichever is greater)	Destroy	Control of Asbestos at Work Regulations 1987.	
13.003.004	Equipment safety inspections		Date equipment is de-commissioned	6 years	Destroy	Business requirement	
13.003.005	Hazardous substances COSHH reports		Date of last action.	40 years	Destroy	Control of Substances Hazardous to Health Regulations 2002	
13.003.006	Health and safety	Routine inspection file –	Date	5 years	Destroy	Business	These are not

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

HEALTH AND SAFETY: Monitoring

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	inspections	containing inspection report, correspondence e.g. noise in the workplace, monitoring of display screens	superseded./ Date of last action			requirement	directly related to investigation of specific incidents.
13.003.007	Radon Monitoring		Date of last action.	40 years	Destroy	The Ionising Radiations Regulations 1985.	

HEALTH AND SAFETY: Risk Assessment

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
13.004.001	Risk assessments		Date of last assessment / last action.	3 years	Destroy	Management of Health and Safety at Work Regulations 1992.	

HUMAN RESOURCES: Administering Employees

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.001.001	Employee files	Counselling	Termination	6 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
		Absence monitoring		Destroy - 3 years from end of current tax year			
		Discipline - Documentation relating to the discipline of employees.	Termination	As per timescales noted below for disciplinary	Destroy	Business requirement	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention.
		Discipline - Final disciplinary warnings	Date of warning	12 months after warning as per disciplinary policy	Destroy	Business requirement	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention.
		Discipline - No warning given	Date of decision not to proceed	Immediately	Destroy	Business requirement	Proceedings where accusation proved to be unfounded.
		Discipline - Oral disciplinary warnings	Date of warning	6 months	Destroy	Business requirement	
		Discipline - Disciplinary	Current	Keep on personnel file permanently to	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

HUMAN RESOURCES: Administering Employees

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/ Notes
		warnings involving children or vulnerable adults		advise should not work with children			
		Discipline - Written disciplinary warnings	Date of warning	6 months	Destroy	Business requirement	
		Disclosure of interest	Current	1 year	Destroy	Business requirement	
		Employee details (posts not subject to disclosure checks)	Termination of employment	Termination date + 6 years	Destroy	Statutory	Statute of Limitation 1980. Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for pension purposes.
		Employee details (posts subject to disclosure checks)	Termination of employment	Termination date + 25 years	Destroy	Business requirement	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

HUMAN RESOURCES: Administering Employees

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
							of employment and for pension purposes.
		Employment conditions	Termination of employment	Termination date + 2 years	Destroy	Business requirement	
		Grievances	Termination of employment	Termination date + 6 years	Destroy	Business requirement	
		Individual training records	Termination of employment	Termination date + 6 years BUT if it relates to training for work with children or vulnerable adults retain for + 50years.	Destroy	Business requirement	
		Induction	Date of completion	Completion date + 2 years	Destroy	Business requirement	
		Leave	Current year	Current year + 2 years	Destroy	Business requirement	
		Medical assessments	Date of birth / Termination of employment /Current year	Date of birth +75 years / Termination date +6 years / Current year + 10 years	Destroy	Business requirement	Dependant on whether Health & Safety or Monitoring requirements are relevant.
		Maternity/patern ity leave	Current tax year	Current tax year + 3 years	Destroy	Business requirement	HMRC guidelines for reference
	Reporting (terms and conditions, working hours)		Current tax year	Current tax year + 3 years	Destroy	Business requirement	
15.001.002	Termination requests		Date of leaving	6 years	Destroy	Business	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

HUMAN RESOURCES: Administering Employees

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	and notices (other than retirement)					requirement	
15.001.003	Human Resources Guidelines	Current	Superseded	Date superseded	Retain	Business requirement	Consider historical value (Archivist)
15.001.004	Termination requests and notices (other than retirement)		Superseded	Date superseded	Retain	Business requirement	
15.001.004	Human Resources Guidelines	Current	Superseded	Date superseded	Retain	Business requirement	Consider historical value.

HUMAN RESOURCES: Employee Relations

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.002.001	Disciplinary matters reporting	Disciplinary matters - reporting	Once appropriate action taken	Until superseded	Destroy	Business requirement	
15.002.002	Employment Tribunals	Disciplinary matters - reporting	Termination of employment	Termination date + 6 years.	Destroy	Business requirement	
15.002.003	Trade union liaison	Strategy	Current	Permanent	Retain - Archives	Business requirement	Consider historical value.
		Current	Date superseded + 2 years	Destroy	Business requirement		
	Supporting and routine documentation	Current	Date superseded + 2 years	Destroy	Business requirement		

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

HUMAN RESOURCES: Equal Opportunities

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.003.001	Equalities and diversity - guidelines		Current	1 year	Destroy	Business requirement	
15.003.002	Equalities and diversity - Investigations - Case Files		Investigation concludes and action is spent / Retain current information throughout employment	5 years / Employment term	Destroy	Statutory?	Consider historical value (Archivist) H4
15.003.003	Harassment Statistics Monitoring Forms		Current year	Current year + 1 year	Review	Consider historical value.	
15.003.004	Dignity at Work		Current year	Current year + 2 years	Destroy	Business requirement	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989.

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

HUMAN RESOURCES: Monitoring Employees

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.004.001	Performance appraisal (Probationary reports and performance plans)		Date completed	5 years	Destroy	Business requirement	
15.004.002	Reporting		Current	5 years	Destroy	Business requirement	
15.004.003	Staff directory		Current	Current	Destroy	Business requirement	Consider historical value

HUMAN RESOURCES: Occupational Health

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.005.001	Absence reporting		Date after action completed	5 years	Destroy	Statutory?	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989.
15.005.002	Occupational health (separate from employee file)		Date of birth (unless see notes)	75 years	Destroy	Statutory?	Where statutory health surveillance has been undertaken records to be

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HUMAN RESOURCES: Occupational Health

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
							retained for 40 years after last consul, or 75 years after DOB, whichever is longest.
15.005.003	Occupational health - staff training (separate from Health & Safety file)		Date course completed	50 years	Destroy	Statutory?	Where records relate to training associated with the reasons for statutory Health Surveillance. Then these records should be retained for the same length of time as the individual's health record.
15.005.004	Personal risk assessments		After revised risk assessment takes place or termination of employment	6 years	Destroy	Statutory?	Where risk assessments relate to the statutory health surveillance then the assessments should be retained for the same timescale as the occupational health records.
15.005.005	Sickness monitoring		Termination of employment	Termination date + 6 years	Destroy	Statutory?	Access to Medical Reports Act 1988

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HUMAN RESOURCES: Occupational Health

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
							c28 provides the general provisions on the right of access to records created after 01 January 1989.
15.005.006	Major injuries		Termination of employment	Termination date + 40 years	Destroy	Statutory?	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989.

HUMAN RESOURCES: Recruitment

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.006.001	Authorisation		Recruitment finalised	6 months	Destroy		
15.006.002	Job descriptions		Date superseded	6 months	Destroy		
	Recruitment		Recruitment finalised	6 months	Destroy		
	Recruitment process		Recruitment finalised	6 months	Destroy		
	Secondment		Termination of	Termination date +	Destroy	Business	

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HUMAN RESOURCES: Recruitment

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
			employment	6 years		requirement	
	Volunteers		Termination of employment	Termination date + 6 years	Destroy	Business requirement	

HUMAN RESOURCES: Terms of Conditions of Employment

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.007.001	Staff benefits		Termination of employment	Termination date + 6 years	Destroy	Business requirement	
15.007.002	Staff facilities		Termination of employment	Termination date + 6 years	Destroy	Business requirement	
15.007.003	Staff recognition		Termination of employment	Termination date + 6 years	Destroy	Business requirement	
15.007.004	Terms and conditions		Termination of employment	Termination date + 6 years	Destroy	Business requirement	

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HUMAN RESOURCES: Training

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.008.001	Driver training		Termination of employment	Termination date + 6 years	Destroy	Business requirement	
15.008.002	Reporting		Date after action completed	5 years	Destroy	Business requirement	
15.008.003	Support training		Termination of employment	Termination date + 6 years	Destroy	Business requirement	
15.008.004	Training courses		Current	1 year	Destroy	Business requirement	Records of training on personal files concerning children or health and safety training e.g. manual handling, violence and aggression.
15.008.005	Training plan		Date after action completed	2 years	Destroy	Business requirement	

HUMAN RESOURCES: Workforce Planning

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.009.001	Workforce development planning		Date of last action	5 years	Destroy	Business requirement	

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HUMAN RESOURCES: Job Evaluation

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
15.010.001	Job evaluation		Final report	Current	Permanent	Retain - Archives	This is a distinct function from Employee Monitoring (which is primarily employee focussed). This is more process focussed and may be broken down into smaller activities, for example: initial evaluation process and appeals.
15.010.002			Results of large scale job evaluation	Date evaluation finalised	5 years	Destroy	
15.010.003			Working papers	Date evaluation finalised	5 years	Destroy	

PROCUREMENT: Contracting

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.001.001	Approved supplier evaluation criteria records		Superseded	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
22.001.002	Invitations to prospective suppliers to apply for contract		Date of invitation	3 years	Destroy	Business requirement	

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

PROCUREMENT: Contracting

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
			for approval issued for current suppliers				
22.001.003	Evaluations of applications for approval from prospective suppliers & notification of the outcome: contracted suppliers		End of approval	3 years	Destroy	Business requirement	
22.001.004	Evaluations of applications for approval from prospective suppliers & notification of the outcome: rejected supplier		Date unsuccessful notice issued	1 year	Destroy	Business requirement	
22.001.005	Contracted supplier lists or databases		When superseded	None	Destroy	Business requirement	
22.001.006	Contract management files - ordinary contracts		End of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 S.I. 1991 No. 2680 The Public Works Contracts Regulations 1991 S.I. 1993 No. 3228 The Public Services Contracts Regulations 1993 S.I. 1995 No. 201 The Public Supply Contracts Regulations 1995 S.I 2003/46 The Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations 2003
22.001.007	Contract management files - contracts under seal	Including; Contract award letters and agreements, post-tender negotiations, service level agreements,	End of contract	20 years	Destroy	Statutory	as above

IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

PROCUREMENT: Contracting

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		compliance reports, performance reports, variations to contracts (revisions, extensions).					
22.001.008	Records containing data on, and analyses of, performance against the plans for the implementation of the Company's procurement strategy	as above	End of current financial year	5 years	Destroy	Statutory	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
22.001.009	Records of purchasing authorisation limits		Superseded	1 year	Destroy	Business requirement	
22.001.010	Internal authorisations for procurement		End of current financial year	1 year	Destroy	business requirement	
22.001.011	Purchase ordering records	Purchase orders; goods received notes	End of current financial year	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts (December 2007)

PROCUREMENT: Market Information

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.002.001	Product evaluation		Current	None	Destroy	Business requirement	
22.002.002	Product information		Current	None	Destroy	Business requirement	

PROCUREMENT: Tendering

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
22.003.001	Initial proposal	Business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Records required by S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
22.003.002	Initial proposal - contract under seal	Business case/requisition; contract advertisement,	End of contract	20 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and

PROCUREMENT: Tendering

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
		statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender					1984 c.45; Records required by S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
22.003.003	Contract award reports (OJEU)	Business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
22.003.004	Issue of Invitations to Tender and handling of		Award of contract	1 year	Destroy	Business requirement	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI

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PROCUREMENT: Tendering

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	incoming tenders records						2003/46
22.003.005	Tender evaluation, negotiation and notification records Unsuccessful tenders		Award of contract	1 year	Destroy	Business requirement	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46; records relating to second and third choice contractors may be kept throughout contract to avoid re-tendering if successful contractor withdraws service
22.003.006	Tender evaluation, negotiation and notification records Successful tenders		End of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
22.003.007	Tender evaluation, negotiation and notification records Successful tenders Contracts under		End of contract	20 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I

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PROCUREMENT: Tendering

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Seal						1993/3228; S.I 1995/201; SI 2003/46
22.003.008	Statistical reports to Scottish Executive on contracts awarded		Date of creation	3 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Statistical reports to Scottish Executive on contracts awarded						

LEARNING AND SKILLS: Access and Inclusion

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
10.001.001	Strategies and policies documenting the conditions of access to services.	Accessibility strategy	Date superseded	Current	Retain - Archives	Business requirement	
10.001.002	Records documenting the	Project plans, project target and	Date closed	7 years	Destroy	Business requirement	May include "accessibility plans

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IMPORTANT - Where there is, or there is the possibility of, litigation, the records and information likely to be in scope must not be amended or destroyed until the litigation or threat of litigation has been resolved or removed. Where a request for information has been received, the records and information affected must not be destroyed or amended until after the request has been fulfilled.

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LEARNING AND SKILLS: Access and Inclusion

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	development and project management of access and inclusion related projects.	milestone reports.					- schools" (as required by the Disability Discrimination Act)

LEARNING AND SKILLS: Learning

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
10.001.001	Strategies and policies documenting the conditions of access to services.	Accessibility strategy	Date superseded	Current	Retain - Archives	Business requirement	
10.001.002	Records documenting the development and project management of access and inclusion related projects.	Project plans, project target and milestone reports.	Date closed	7 years	Destroy	Business requirement	May include "accessibility plans - schools" (as required by the Disability Discrimination Act)

LEARNING AND SKILLS: Advice and Support Provision

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Advice provision and support	Records documenting provision of advice and support	Date created	6 years	Destroy	Prescriptions & Limitation Act 1980	

LEARNING AND SKILLS: Financial support

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
12.004.009	Grant application administration		End of current financial year	6 years unless specified by external	Destroy	.	
	Grant application appeals processing		Date closed	6 years unless specified by external	Destroy	.	

LEARNING AND SKILLS: Learning and Activities Provision

SCA/Council Reference	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Consultation and needs analysis	Records documenting needs	after superseded	1 year	Destroy	Business requirement	
	Supporting research		after superseded	1 year	Destroy	Business requirement	
	Learning programme		after superseded	6 years	Destroy	Business requirement	

LEARNING AND SKILLS: Learning and Activities Provision

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	development						
	Course development and evaluation		after superseded	3 years	Destroy	Business requirement	
	Course risk assessment		after superseded	6 years		Prescriptions and Limitation act 1980	
	Learning Event/Course		date closed (date of learning course/event)	3 years)	Destroy	Business requirement	
	Attainment assessment for accredited and non-accredited learning		date of course	6 years	Destroy	Business requirement	

LEARNING AND SKILLS: Events

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Events portfolio development		after superseded	6 years	Destroy	Business requirement	
	Planning		after superseded	2 years	Destroy	Business requirement	
	Event risk assessment		after superseded	2 years	Destroy	Business requirement	
	Delegate info pack		Following one-off	2 years	Destroy	Business	

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LEARNING AND SKILLS: Events

SCA/Council Reference	Records Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
			event or after superseded			requirement	
	Delegate booking administration		Date closing (learning event)	2 years	Destroy	Business requirement	
	Event delivery		Event completion	2 years			
	Event evaluation		Date closed (date of event)	2 years	Destroy	Business requirement	