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Reference	Record Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
1	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.
2	Records documenting major maintenance works on property.		Disposal of property	Nil	Transfer	Business Requirement	Transfer records to new owners when land/property is sold.
3	Records documenting minor maintenance works on property - assets over £50,000		Completion of works	20 Years	Destroy	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
4	Records documenting minor maintenance works on property - assets under £50,000		Completion of works	5 Years	Destroy	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
5	Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises		Date of assessment	10 years	Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 4 (7)

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6	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	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 4 (7)
7	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	
8	Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations.		Decommissioning / Disposal of item	5 years	Destroy	Business requirement	Amended retention period from 40 years. 2014-07
9	Records documenting the maintenance of equipment provided to control exposure to asbestos.	Test and examination records of exhaust ventilation equipment or respiratory protective equipment	Date of test or examination	5 years	Destroy	Statutory	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 13 (3). See also PPE/COSHH
10	Records documenting the inspection and testing of equipment.		Disposal of item	1 year	Destroy	Business requirement	

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11	Records documenting the inspection and testing of equipment: items which are safety critical or are associated with hazardous operations.		Disposal of item	5 years	Destroy	Business requirement	
12	Plan identifying parts of premises affected by asbestos		Whilst relevant		Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 4 (8). Measures taken to implement plan to be recorded. To be in writing
13	Asbestos Risk Assessment		Whilst relevant		Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 6. Copy of the significant findings of the risk assessment to be kept at the premises at which, and for such time as the work is being carried out.

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14	Asbestos - Plan of work		Completion of works	6 months	Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 7. Copy to be kept at those premises, and for such time as the work to which the plan relates is being carried out. To be in writing
15	Licence to work with asbestos		While current	Nil	Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 8. Existing licences issued under previous legislation continue to have effect. Must return licence to Executive if revoked. To be in writing

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16	Notification of work with asbestos		Completion of works	3 years	Destroy	Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 9 To be in writing
17	Site clearance certifications		Recommend add to the premise health and safety file and retain for the life of the building			Business requirement	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 20
Property acquisition and disposal							
18	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	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8
19	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	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8

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20	Title Deeds		Disposal of property	Nil	Transfer to new owner	Business requirement	
21	Records documenting negotiations for the acquisition of a property by the Council, where the property was not acquired.		Closure of negotiations	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6
22	Records documenting the acquisition of a property through lease - assets over £50,000	lease agreement, correspondence	Expiry of lease	20 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
23	Records documenting the acquisition of a property through lease - assets under £50,000	lease agreement, correspondence	Expiry of lease	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
24	Records documenting negotiations for the lease of a property by the Council, where the property was not leased.		Closure of negotiations	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6
25	Records documenting the development of specifications for consumables		Superseded	3 years	Destroy	Business requirement	

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26	Records documenting the development of specifications for equipment: major items.		Disposal of item	3 years	Destroy	Business requirement	
27	Records documenting the disposal of properties by sale, transfer or donation		Disposal of property	20 years for assets over £50,000; 5 years for assets under £50,000	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8
28	Records documenting the termination of a property lease - assets over £50,000		Termination of lease	20 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
29	Records documenting the termination of a property lease - assets under £50,000		Termination of lease	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8

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30	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	
Property and Land Management							
31	Records documenting the on going management of property and land - assets over £50,000	property case files	Date of lease expiry or disposal	20 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8
32	Records documenting the on going management of property and land - assets under £50,000	property case files	Date of lease expiry or disposal	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8
33	Records documenting the lease of an investment property to a third party.	e.g. allotments	Termination of lease	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6

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34	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
35	Property compliance	Gas safety certificates	Date of check	2 years	Destroy	Business requirement	Gas Safety (Installation and Use) (Amendment) Regulations 1998 SI 1998 No 2451 Part F 36 (3)(c). Refers to landlords' responsibilities
36	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	

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37	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	
38	Property security - Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Access registers, key registers	Date superseded	2 years	Destroy	Business requirement	
39	Property security - Register of security passes issued to staff		Expiry of pass	1 year	Destroy	Data Protection Act 1998 c.29	
40	Property security - Register of security passes issued to visitors		Expiry of pass	1 month	Destroy	Data Protection Act 1998 c.29	
41	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	

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42	Equipment and consumables - storage records	Stock inventory, stock taking records, condition monitoring, movement to and from storage	End of current year	3 years	Destroy	Business requirement	Subject to specific requirements for particular categories of items
43	Fleet management - Allocation and maintenance		Disposal of the vehicle	7 years	Destroy	Business requirement	
44	Fleet management - Recording drivers usage		Date closed/returned to employer	1 year	Destroy	Statutory	Transport Act 1968 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421 Regulation 11 Preservation of driver's record books.
45	Fleet management - Recording vehicle usage		Disposal of the vehicle	3 years	Destroy	Business requirement	
46	Fleet management - Vehicle records, lease or purchase		Disposal of the vehicle	7 years	Destroy	Business requirement	

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Management

Reference	Record Series	Examples/Purpose	Trigger	Period	Action	Authority	Citation/Notes
	Communication Support						
47	Staff communications	Staff memos, newsletters	Administrative use ends	3 years	Destroy	Business requirement	
	Corporate Communication						
48	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
49	Campaigns - preparatory records		Conclusion of campaign	1 year	Destroy	Business requirement	
50	Corporate identity and branding - artwork	Final artwork for corporate identity marks	Superseded	Permanent	Retain	Business requirement	Transfer to archives
51	Corporate identity and branding - preparatory records	Records documenting the development of corporate style guides for official use of corporate identity marks.	Superseded	1 year	Destroy	Business requirement	
52	Marketing materials - final outputs	presentations, leaflets, posters	Superseded	3 years	Sample for archival value	Business requirement	Retain one set of records only - copies to be destroyed

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53	Marketing materials - preparatory records		Approval of final outputs	1 year	Destroy	Business requirement	
54	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
55		Records documenting the administration of a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business requirement	
56		Records documenting a response from another organisation to a consultation/survey.	Completion of survey/consultation	1 year	Destroy	Business requirement	
57		Records documenting the analysis of responses to a consultation/survey.	Completion of survey/consultation	3 years	Destroy	Business requirement	

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58	Media relations records - final outputs	Media reports, briefings, press releases, published version of a media interview,	Publication/release date	5 years	Review for archival and re-use value	Business requirement	
59	Media relations records - preparatory records	organisational records, drafts, correspondence	Last action	1 year	Review for archival and re-use value	Business requirement	
60	Media relations records - Media liaison		Date of last action	5 years	Review for archival and re-use value	Business requirement	
61	Media relations records - media coverage	Records documenting the monitoring of media coverage of the Council.	Current	5 years	Review for Archives	Business requirement	
62	Customer satisfaction surveys - survey design	Records documenting the design of the survey.	Completion of survey	3 years	Review of ongoing value / Review for Archives	Business requirement	

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63	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
64	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	
65	Public relations - Statistics, trends and customer satisfaction data	Anonymised summaries and reports	Current	5 years	Review for archival value	Business requirement	
	Enquiries and Complaints						
66	Comments and enquiries - case files	Records documenting the processing of customer comments and enquiries about the LLP including responses	Last action on comments	1 year	Destroy	Business requirement	See also Information Management schedule for enquiries under Data Protection, Freedom of Information and Environmental Information legislation

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67	Comments and enquiries - case files	Records documenting the processing of customer comments and enquiries about the LLP including responses	Last action on comments	1 year	Destroy	Business requirement	See also Information Management schedule for enquiries under Data Protection, Freedom of Information and Environmental Information legislation
68	Comments and enquiries - analysis	Statistics and anonymised responses	Current	3 years	Review for archival and re-use value	Business requirement	
69	Complaints - case file	Records documenting the handling of a customer complaint.	Last action on complaint	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
70	Complaints - analysis	Statistics and anonymised responses	Current	5 years	Review for archival and re-use value	Business requirement	
71	Complaints - register	Complaints Register	Current Paper-last entry Electronic-review yearly	10 years	Destroy	Business requirement	
	Project Management						

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72	Projects funded by the LLP major records	Business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	Project close	6 years	Review for archival and re-use value	Business requirement	
73	Projects funded by the LLP preparatory records	minor drafts, correspondence, copies of financial and contractual records	Project close	6 years	Review for archival and re-use value	Business requirement	For records relating to the procurement of services in relation to projects see Retention Schedule 12 - Finance
74	Projects - funded through European and other external funds	All documentation relating to the project: Specifications, plans, reports, correspondence, consultations ..etc, Feasibility studies, copies of financial documents,	Closure of the European Funding Programme(s) which funded the project	3 years	Review for archival and re-use value	Statutory	Retention and Disposal depends on the length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention. Seek expert advice on European Funding.
CORPORATE SERVICES							
	Records documenting laptop, phone, desktop information	Asset Tag Register	Date of creation	3 years	Destroy	Business Requirement	

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	Policy Documents	Corporate Policies and Procedures	Policy superseded	Indefinitely	Archive	Business Requirement	
	Business Continuity Plans	Current and Previous versions Business Impact Assessments	Plan superseded	Period of Current Plan	Retain Current and Previous version of plan until current plan is superseded. In which case current plan becomes the previous version and the former previous version can be destroyed	Business Requirement	
	Retention schedules		Superseded	Permanent	Retain	Business Requirement	
	Staff communications	Staff memos, newsletters	Administrative use ends	3 years	Destroy	Business Requirement	
	Mail processing	Incoming and outgoing mail logs	Current	3 years	Destroy	Business Requirement	

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PEOPLE MANAGEMENT – Personal Details							
	Employee files / personal information	Application Form(s)	Termination	Permanent	Retain	Management decision	No statutory guidance
	Employee files / personal information	Letter(s) of appointment	Termination	Permanent	Retain	Management decision	No statutory guidance
	Employee files / personal information	Contract(s) and Statement of Particulars	Termination	Permanent	Retain	Management decision	No statutory guidance
	Employee files / personal information	Previous Service Documentation	Termination	Permanent	Retain	CIPD Best Practice	
	Employee files / personal information	Disclosure Scotland and PVG scheme membership	Receipt	Not to be retained	Record reference number and destroy	Disclosure Scotland guidelines	
	Employee files / personal information	Bank details	Change of details	Previous details not to be retained	Destroy	CIPD Best Practice	
	Employee files / personal information	Address details	Change of details	Previous details not to be retained	Maintained via MyPortal and previous details overwritten	Management decision	

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	Employee files / personal information	Qualifications	Termination	Permanent if relevant to post or funded by council	Retain	Management decision	
	Employee files / personal information	ID e.g. passport, driving licence, identity card	Termination	Duration of employment or licence	Destroy	Management decision	
	Employee files / personal information	Driving licence	Termination of employment or licence renewal	Duration of employment or licence	Destroy	Management decision	
	Employee files / personal information	Vehicle insurance	Termination of employment or renewal of policy	6 years	Destroy	Management decision	
	Employee files / personal information	V5 / MOT certificate	Termination of employment or renewal of MOT or vehicle	6 years	Destroy	Management decision	
	Employee files / personal information	Employee vehicle checklist	Annual renewal	1 year	Destroy	Management decision	
	Employee files / personal information	DVLA checks	Annual renewal	1 year	Destroy	Management decision	
PEOPLE MANAGEMENT – Administering Employees							

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	Recruitment (CPG employees)	PTR, Job specs, adverts, application forms, PTO, correspondence with candidates and HR.	Appointment date	2 years	Destroy	Statutory	
	Recruitment (Agency)	CVs, invoices, timesheets	Appointment date	1 year from termination	Destroy	Statutory	
	Employee Administration	Induction	Date of completion	Completion date + 2 years	Destroy	Business Requirement	Retain on personnel file
	Other Employee Related Information	Jury Duty	Date of completion	6 years	Destroy	Business Requirement	
	Employee Administration	Absence monitoring	Date after action completed	5 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. Place on personnel or occupational health file

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	Employee Administration	Sickness monitoring	Date after action completed	6 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. Place on personnel file of occupational health file.
	Accidents and incident reporting - reporting accidents to adults	Accident report/ register	Date of entry/ Accident book - date of last entry	7 years Note - If asbestos, noise, HAVS or chemicals involved then 40 years	Destroy	Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471
	Employee Performance Monitoring	PCRs, PIPs	Date after action completed	5 years	Destroy	Management Decision	
	Employee Administration	Approval / Rejection of Increments and additional payments	Date after action completed	5 years	Destroy	Management Decision	
	Employee Administration - overtime	Requests, approvals, justifications	End of tax year in which payment made	6 years	Destroy	Statutory	

PEOPLE MANAGEMENT – Training Information

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	Training courses	Records documenting routine training	Current year	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. Individual records placed on personal files.
	Training Information	Request for Training courses	Attendance at course	Variable	Destroy	Management decision	
	Training Information	Training Courses Attended	Attendance at course	Permanent	Retain	Management decision	
	Training Information	Expenses for attendance at Courses	End of the tax year in which the expenses were received	6 years	Destroy	Taxes Management Act 1970	
	Training Information	Training Agreement	Completion of course, termination of employment	2 years	Destroy	Management decision	
PEOPLE MANAGEMENT – Disciplinary Information							
	Disciplinary Information	Verbal warning	Expunged as per disciplinary procedure	Permanent	Retained in file for information purposes only	Council policy	

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	Disciplinary Information	Written warning	Expunged as per disciplinary procedure	Permanent	Retained in file for information purposes only	Council policy	
	Disciplinary Information	Suspension (Paid/ Unpaid)	Expunged as per disciplinary procedure	Permanent	Retained in file for information purposes only	Council policy	
	Disciplinary Information	Final Written warning	Expunged as per disciplinary procedure	Permanent	Retained in file for information purposes only	Council policy	
	Disciplinary Information	Letter of dismissal	Termination of employment	Termination date + 6 years	Destroy	Management decision	
	Disciplinary Information	Removal from Self Certificated Absence	Expunged as per disciplinary procedure	Permanent	Retained in file for information purposes only	Management decision	
PEOPLE MANAGEMENT – Disciplinary Information							

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Individual Grievance Files	Submissions, correspondence, investigation files, outcomes.	End of current year
Collective Grievance Files	Submissions, correspondence, investigation files, outcomes.	End of current year

FINANCE – Financial Provisions Management

Preparation of the annual capital and revenue budgets: consolidated budget		End of current financial year	6 years	Destroy	Business Requirement	Review for historical value
Records documenting budget planning processes.	Draft budgets, departmental budgets	End of current financial year	3 years	Destroy	Business Requirement	
Budget monitoring and actions to deal with variances: consolidated annual budget reports	Periodic budget monitoring	End of current financial year	6 years	Destroy	Business Requirement	
Register of gifts and hospitality received by individual members of staff		Register entry date	5 years	Remove entry from register	Business Requirement	
Debt management records	Agreements and schedules between debtor and CPG / CPGI	Date debt discharged.	6 years	Destroy	Business Requirement	Prescription and Limitation (Scotland) Act 1973

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	Strategic Business Plan	3 year business plan;		Permanent	Retain for business and historical value	Business Requirement	
	Strategic Business Plan - preparatory records	working papers, drafts, meeting papers, correspondence	Approval date	2 years	Destroy	Business Requirement	
	Financial Strategy	Financial Strategy for lenders	Approval date	6 years	Destroy	Lenders' agreements	
GOVERNANCE – Boards, Committees and Forums							
	Strategic and Tactical Board Papers – Final Versions	Final copies of agendas, papers, minutes, reports	Creation of final version	Permanent	Retain	Business Requirement	
	Calendar of meetings		Date superseded	None	Destroy	Business Requirement	SCARRS - Democracy > Decision making
	Correspondence of Chair, Vice-Chair, Members	Correspondence (Internal and external)	Current year	3 years	Destroy	Business Requirement	SCARRS - Democracy > Member Support
	Records documenting Members' -contact information	Name, GCC Address, Phone number, email address	Date member leaves	10 years	Review for archival value	Business Requirement	SCARRS - Democracy > Governance
	Members' completed Code of Conduct and Declaration of Interests.	Member's Code of Conduct and register of interest	Date member leaves	10 years	Review for archival value	Business Requirement	SCARRS - Democracy > Member Support

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FINANCE – Compliance with Funders' Requirements							
	Funders' Requirements - Financial Returns	Cashflows, Compliance Reports/Certificates/Management Accounts quarterly or bi-annual/Banking information	Start date of each funding agreement	30 years	Destroy	Business requirements	L&G loan £285m: commence 27.6.2019, end 30th June 2049
							AG Loan £195.2m: commence 28.10.2019, end 31st March 2048
							CL Loan £166m: commence 19.07.2019, end 30th July 2049
							AG Loan £209m: commence 01.04.2023, end 31st March 2052
	Funders' Requirements - Property Related Returns	Quarterly / bi-annual returns	Date of creation	30 years	Destroy	Business requirements	L&G loan £285m: commence 27.6.2019, end 30th June 2049
							AG Loan £195.2m: commence 28.10.2019, end 31st March 2048

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							CL Loan £166m: commence 19.07.2019, end 30th July 2049
							AG Loan £209m: commence 01.04.2023, end 31st March 2052
	Funder Requirement - Consents	Consent to acquire, dispose, adapt, carry out works to portfolio.	Start date of each funding agreement	30 years	Destroy		Business requirements
							AG Loan £195.2m: commence 28.10.2019, end 31st March 2048
							CL Loan £166m: commence 19.07.2019, end 30th July 2049
							AG Loan £209m: commence 01.04.2023, end 31st March 2052
FINANCE – Transactions Management							

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	Records documenting the opening, closure and routine administration of bank accounts		Closure of account	6 years	Destroy	Business Requirement	
	Records documenting regular payment instructions for bank accounts	Receipts for Cash	Termination of instruction	6 years	Destroy	Business Requirement	
	Records documenting the deposit/ withdrawals/ transfer of funds	Bank Pay-in Counterfoils; Bank statements; Cash books; Independent funds records; Bank pass books; Bank reconciliations; Cheque payments sheet; Cash received sheets (or similar).	End of current financial year	6 years	Destroy	Business Requirement	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)

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	Processing and payment of purchase and sales invoices	Suppliers' Invoices. Copy Debtors' Accounts. Four weekly income returns. Goods inwards and outwards records. Goods received notes. Royalty payments. Invoices. Paid cheques.	End of current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c9; HMRC 700/21
	Processing and payment of purchase and sales invoices - CONTRACT CERTIFICATES AND STATE FOR SETTLEMENTS AND BUSINESS CASES	Contract Certificates (Capital) and Statement for Settlement. Business cases for significant capital projects		Permanent	Retain	Business Requirement	
	Petty cash records	Petty cash records (e.g. cash book/claim forms and receipts). Copy receipt books. Imprest Statements.	End of current financial year	6 years	Destroy	Statutory	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)

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	Processing and payment of travel and expenses claims	Processed via My Portal however supporting evidence to be retained i.e. receipts, orders.	End of current financial year	6 years	Destroy	Statutory	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2023)
	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	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
	Reconciliation	Processes that balance and reconcile financial accounts	Administrative use ends	6 years	Destroy	Business Requirement	
	Refunds		End of financial year in which the records were created	6 years	Destroy	Business Requirement	
	Company credit card records	Statements, supporting invoices and receipts	End of financial year in which the records were created				
INSURANCE - Records Management							
	Insurance Policies	Liability (OI and PI), Property, Staff Life, PA and T and Other Insurance Policies	Receipt of Docs	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed as per Council guidance

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	Insurance Certification	Employer's Liability Insurance Certificate	Receipt of Docs	Permanent	Retain	Industry and Business Requirement	Retain Master record: Copies should be destroyed as per Council guidance
	Property Claim files	Claims Correspondence and relevant correspondence	Following settlement/ Closure of Claim	3 years	Destroy	Industry and Business Requirement	Record of incidents required electronically: Helps collate confirmed Claims Experience for Insurers
	Accident Record Book			Permanent	Retain	Business Requirement	Clarification required
PEOPLE MANAGEMENT – Working Details							
	Working Details	Changes to Working Patterns	Change of existing pattern	Previous details not to be retained	Maintained via MyPortal and previous details overwritten	Management decision based on CIPD best practice and Working Time Regulations	Council guidance

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	Working Details	Flexible Working Requests	Change to existing	Current request - Permanently, Previous requests - Current year plus 5 years	Retain	Management decision based on right to apply yearly under Work and Families Act	Council guidance
	Working Details	Unpaid Leave/Special Leave Request	Application	Current Year plus 5 years	Destroy	Management decision based on CIPD best practice and Working Time Regulations	Council guidance
	Working Details	Termination/ Leavers/ Retirement Paperwork	Application	Current Year plus 5 years	Destroy	Management decision as no Statutory Guidance based on CIPD Best Practice and Pension Regulations	Council guidance
	Working Details	Promotions, redeployments	Appointment date	Current Year plus 5 years	Retain	Management decision	

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	Working Details	Documents relating to maternity / adoption leave and pay	Notification by employee	Current Year plus 5 years	Destroy	Management decision	
	Working Details	Documents relating to paternity leave and pay	Notification by employee	Current Year plus 5 years	Destroy	Management decision	
	Employee pensions	Auto-enrolment, individual records					
	Pay scales - approval of pay awards	Board approval, confirmation to CBS to amend SAP	Agreement by Board	Current Year plus 5 years	Archive	Management decision	
	Payroll deductions	Confirmation by employee (where appropriate for voluntary deductions), approvals	End of tax year in which payment made	Current Year plus 5 years	Destroy	Management decision	
PEOPLE MANAGEMENT – Pensions							
	Pension scheme reports	Accounts, returns, valuations	End of current financial year	6 years	Destroy	Statutory	
	Individual member pension records	Auto-enrolment letters, requests to retire	End of current financial year	6 years	Destroy	Statutory	
PROCUREMENT – Contracting and Tendering							
	Approved supplier evaluation criteria records		Superseded	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45

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	Invitations to prospective suppliers to apply for approval		Date of invitation for approval issued for current suppliers	3 years	Destroy	Business Requirement	
	Evaluations of applications for approval from prospective suppliers and notification of the outcome: approved suppliers		End of approval	3 years	Destroy	Business Requirement	
	Evaluations of applications for approval from prospective suppliers and notification of the outcome: rejected supplier		Date unsuccessful notice issued	1 year	Destroy	Business Requirement	
	Approved supplier lists or databases		When superseded	None	Destroy	Business Requirement	

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	Contract management files - ordinary contracts	Including; Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions).	End of contract	5 years	To be held by Legal and Admin (original) and Procuring Service (Copy) for required period then destroyed.	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
	Internal authorisations for procurement		End of current financial year	1 year	Destroy	Business Requirement	

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	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 and Excise Notice 70 0/21: Keeping [VAT] records and accounts (December 2007)
	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

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	Initial proposal - contract under seal	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	20 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
	Issue of Invitations to Tender and handling of incoming tender		Award of contract	1 year	Destroy	Business Requirement	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46

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	Tender evaluation, negotiation and notification records Unsuccessful tenders		Award of contract	6 months	To be held by procuring service for required period then destroyed	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
	Tender evaluation, negotiation and notification records Successful tenders		End of contract	5 years	To be held by procuring service for required period then destroyed	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

HEALTH AND SAFETY – Compliance and Monitoring

	Health and Safety Policy		Date superseded	1 year	Destroy	Business Requirement	
	Fire Safety training		End of current year	10 years	Destroy	Business Requirement	
	First-aid – Letter advising of award of certificate		End of current year	7 years	Destroy	Business Requirement	

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	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.
	Manual Handling – Course attendance sheet		End of current year	30 years	Destroy	Business Requirement	These are signed copies of attendance.
	Management, Health and Safety	H&S Committee, H&S Group, other meetings	End of current year	30 years	Destroy	Business Requirement	
	Risk Assessments		End of current year	30 years	Destroy	Business Requirement	
	DSE - Assessors		End of current year	30 years	Destroy	Business Requirement	
	COSHH Assessors		End of current year	7 years	Destroy	Business Requirement	
	Health and safety inspections	Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, monitoring of display screens	Date superseded / Date of last action	7 Years: Note – If asbestos, noise, HAVS or chemicals involved then 40 years as detailed in sections below.	Destroy	Business Requirement	These are not directly related to investigation of specific incidents.

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	Risk assessments		Date of last assessment / last action	40 years	Destroy	Business Requirement	Management of Health and Safety at Work Regulations 1992.
PROPERTY TRANSACTIONS – Property Law							
	Acquisition		Closure of Main File	10 years	Destroy	Business Requirement	Signed Agreement should be retained in secure place for a further 5 years
	Assignment of leases		Closure of Main File	3 years	Destroy	Business Requirement	Documentation should be kept in secure place for a further 5 years. A copy of the document must be stored with other lease documents in secure place
	Consent to Assignment		Closure of Main File	3 years	Destroy	Business Requirement	Signed consent should be kept in secure place for a further 5 years. A Copy of the completed missives document must be stored with other lease documents in secure place

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	Deed of Servitude/ Wayleave		Closure of Main File	10 years	Destroy	Business Requirement	Formal documentation should be kept in secure place for a further 5 years
	Disposals		Closure of Main File	5 years	Destroy	Business Requirement	Signed Agreement should be kept in secure place for a further 5 years

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	Leases		Closure of Main File	5 years	Destroy	Business Requirement	Signed Lease should be kept for a further 3 years. Please note that: i) no lease file will be destroyed until it is verified that the lease is not continuing beyond the expiry date envisaged at the date of entry; ii) that if you have a file for the extension of the period of lease than the original lease file ought to be extended accordingly; (iii) if you have terminated sooner than the expiry date envisaged at the date of entry, both files ought to have the same destruction date.
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	Legal Advice		Closure of Main File	3 years	Destroy	Business Requirement	Substantive advice notes should be retained in the Knowledge Bank permanently.
	Rent Review		Closure of Main File	3 years	Destroy	Business Requirement	Completed documents should be kept in secure place for a further 5 years. Ensure that completed document is stored with other lease documents in secure place.
	Title Reports		Closure of Main File	3 years	Destroy	Business Requirement	Principal title report should be scanned and retained in the Knowledge Bank
	Irritancy Protection Agreement		Closure of Main File	5 years	Destroy	Business Requirement	Signed Agreement should be kept in secure place for a further 5 years. Ensure that completed document is stored with other lease documents in secure place.

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	Consent to grant a Sub-letting		End of current year	3 years	Destroy	Business Requirement	Signed consent should be kept in secure place for a further 5 years. A Copy of the completed missives document must be stored with other lease documents in secure place.
	Eviction records		Closure of Main File	10 years	Destroy	Business Requirement	Formal documentation should be kept in secure place for a further 5 years
	Concessionary rents	Reduced rent (or perhaps suspending rent entirely) for a particular period.	End of current year	3 years	Destroy	Business Requirement	Formal documentation should be kept in secure place for a further 5 years
	New leases of telecoms and substations		Closure of Main File	3 years	Destroy	Business Requirement	Formal documentation should be kept in secure place for a further 5 years
	Rent free periods for new leases		End of current year	3 years	Destroy	Business Requirement	Formal documentation should be kept in secure place for a further 5 years

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	Holding personal details for future property marketing.	Recording phone numbers and email addresses of parties who wish to be advised when certain property types are marketed. I.e. Housebuilders for sites.	End of current year	25 years	Destroy	Business Requirement	
	Terms of business and terms of engagement documents in relation to instructions	Instructions for external valuations	End of current year	10 years	Destroy	Business Requirement	