

## Community Safety Glasgow: Records Retention & Disposal Schedule.

**VERSION 2.2:** March 31st 2018. Next review date: March 31st 2020

**OWNER:** Corporate Support

### CONTENTS

#### INTRODUCTION

RRDS.

#### SCHEDULE 1: LEADERSHIP

Decision-making, Governance, Planning.

#### SCHEDULE 2: HR

Administration, Monitoring, Recruitment, Occupational Health.

#### SCHEDULE 3: FINANCE

Accounts, Audit, Transactions, Payroll.

#### SCHEDULE 4: PROCUREMENT

Contracting, Tendering.

#### SCHEDULE 5: INFORMATION MANAGEMENT

Data Protection (DP), Freedom of Information (FOI), Information Assets, Records Management.

#### SCHEDULE 6: HEALTH & SAFETY

Compliance, Monitoring, Risk Assessment.

#### SCHEDULE 7: MANAGEMENT

Communication, Enquiries, Complaints, Strategic Planning, Business Processes, Performance, Reporting.

#### SCHEDULE 8: CLIENT RECORDS (ADULTS)

#### SCHEDULE 9: CLIENT RECORDS (CHILDREN & YOUNG PEOPLE)

#### SCHEDULE 10: COMMUNITY SERVICES

CCTV, ASB, Enforcement.

#### SCHEDULE 11: BUSINESS CONTINUITY

Business Continuity, Risk Management.

#### SCHEDULE 12: ASSETS

Fleet, Property, Security.

## Records Retention and Disposal Schedule (RRDS)

### 1.1 Purpose

The **Records Retention and Disposal Schedule (RRDS)** has been created to support Community Safety Glasgow staff in the areas of Records Management, Data Protection, Freedom of Information, and to support Glasgow City Council and the Scottish Police Authority to fulfil their obligations under the Public Records (Scotland) Act 2011.

The RRDS has been developed to set out the **types of records**, known as record series, that are required to be kept for This schedule applies to any particular **format** that records and information may come in (paper, electronic and IT business systems). Any records and information which have a dedicated **retention and disposal** life cycle as shown in this document, aim to be managed in accordance with the schedule. Any **backup copies** that may exist, which are stored on **alternative media formats**, for example, a server/microfilm/paper copy, also aim to be managed and disposed of at the appropriate time, as outlined in this schedule.

### 1.2 RRDS Objectives

The aim of the RRDS is to:

- ☐- **Assist** staff in **identifying records** that may be worth preserving permanently as part of our archives.
- ☐- **Prevent** the **premature destruction** of records and information that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
- ☐- **Provide consistency** for the **disposal** of records and information not required permanently after specified periods.
- ☐- **Promote** improved **records management** practices within the Company.
- ☐- **Optimise storage capacity** by disposing of records not required permanently, after specific periods.

### 1.3 Disposal of Records and Information

Each **Group Manager** must ensure that the appraisal, selection and recording of records for disposal in their service area

**Documentation** of the destruction or transfer to archive of records showing their reference, description and date of destruction/transfer should be completed and retained. A specific **template** is available for this purpose, which is to be

If a record due for destruction is known to be the subject of a **request for information**, destruction must be delayed until disclosure has taken place or, if CSG has decided not to disclose the information, until the complaint and appeal provisions Where there is the possibility of **litigation**, relevant records or information should not be amended or disposed of until the

### 1.4 Amendments to Schedule

Any requests for **amendments** to this RRDS should be forwarded to the **Corporate Support Manager** for review, approval and implementation. This is necessary to ensure that any amendments do not conflict with professional or statutory regulations or guidance. The current version of this document, and the next scheduled review date, is provided in the

**NB: Any Company records not covered by this schedule should be managed with a minimum retention period of 3 years.**

## OFFICIAL

1 LEADERSHIP							
1.1 Decision making							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes
LEAD1	Board and Committee meeting records - major records.	Agenda, major business papers & reports, proceedings.	Date of meeting.	6 years (available for inspection by public under 1973 Act).	Retain.	Business requirement.	Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985.
LEAD2	Board and Committee meeting records - minor records.	Meeting notices, administrative arrangements for meetings.	End of calendar year.	None.	Destroy.	Business requirement.	
LEAD3	Calendar of meetings of Board and Committees.		When superseded.	None.	Destroy.	Business requirement.	
LEAD4	External committees, partnerships and agencies meeting records where CSG owns the record.	Documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings.		Permanent.	Retain.	Business requirement.	Retain master record; copies should be destroyed.
LEAD5	External committees, partnerships and agencies meeting records where the Council does <u>not</u> 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.
LEAD6	Records of minute-taking.	Shorthand notes, audio tapes, draft minutes.	Date of confirmation of the minutes.	None.	Destroy.	Business requirement.	
1.2 Executive							
LEAD7	Records of Board appointments.	See Retention Schedule 2: Human Resources.					
1.3 Governance							
LEAD8	Records documenting CSG's Scheme of Administration and Delegation.			Permanent.	Retain.	Business requirement.	
LEAD9	Records documenting the development of CSG's constitution and decision-making structures and procedures.			Permanent.	Retain.	Business requirement.	
1.4 Board support							
LEAD10	Records documenting Board Members' declarations of interests.	Members' register of interest.	Date member leaves post.	10 years.	Review for archival value.	Business requirement.	
LEAD11	Members' Code of Conduct.		After administrative use is concluded.	6 years.	Destroy.	Business requirement.	
LEAD12	Register of gifts and hospitality.		Date member leaves post.	10 years.	Review for archival value.	Business requirement.	
LEAD13	Records documenting routine communications between CSG officers and individual Board members (not service-related matters).		Last action.	5 years.	Review for archival value.	Business requirement.	
LEAD14	Advice.		Current year.	2 years.	Destroy.	Business requirement.	
1.5 Planning							

<b>LEAD15</b>	Business Plan.			Permanent.	Retain.	<b>OFFICIAL</b>	Business requirement.
<b>LEAD16</b>	Business Plan - management team minutes.			Permanent.	Retain.		Business requirement.
<b>LEAD17</b>	Business Plan - Reviews.		Date closed.	5 years.	Destroy.		Business requirement.

2 HUMAN RESOURCES							
2.1 Administering Employees							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes
HR1	Employee files	Counselling.	Termination.	6 years.	Destroy.	Statutory.	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45.
		Absence monitoring.	End of current tax year.	3 years.	Destroy.	Business requirement.	
		Discipline - Documentation relating to the discipline of employees.	Termination.	6 years.	Destroy.	Business requirement.	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention. See also ACAS code of practice on disciplinary and grievance procedures. <a href="http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf">http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf</a>
		Discipline - Final disciplinary warnings.	Date of warning.	18 months / 6 months after warning.	Destroy.	Business requirement.	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention. ACAS Code of Practice - Recommends continued retention on Employee File.
		Discipline - No warning given.	Date of decision not to proceed.	Immediately.	Destroy.	Business requirement.	Proceedings where accusation proved to be unfounded. <b>DPA</b> .
		Discipline - Oral disciplinary warnings.	Date of warning.	6 months.	Destroy.	Business requirement.	Discipline and Grievance at Work - The ACAS Guide lists documents for recommended retention.
		Discipline - Disciplinary warnings involving children or vulnerable adults.	Termination.	25 years.	Destroy.	Business requirement.	
		Discipline - Written disciplinary warnings.	Date of warning.	12 months.	Destroy.	Business requirement.	Discipline and Grievance at Work - The ACAS Guide lists documents for recommended retention.
		Disciplinary action - Written statement to employee who is dismissed while absent during adoption leave.	Termination of employment.	6 years.	Destroy.	Statutory.	The Employment Rights Act 1996 Section 92 (4A) To be in writing.
		Disclosure of interest.	Superseded.	1 year.	Destroy.	Business requirement.	
		Employee details (posts <b>not</b> subject to disclosure checks).	Termination of employment.	6 years.	Destroy.	Statutory.	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for superannuation and pension purposes.
		Employee details (posts subject to disclosure checks).	Termination of employment.	25 years.	Destroy (See note).	Business requirement.	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for superannuation pension purposes.
		Employment conditions.	Termination of employment.	6 years.	Destroy.	Business requirement.	Will be destroyed when employment file is destroyed.
		Grievances.	Termination of employment.	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 25 years.	Destroy.	Business requirement.	
Induction.	Date of completion.	Completion date + 2 years.	Destroy.	Business requirement.	Retain on personnel file.		
Leave.	Current year.	Current year + 2 years.	Destroy.	Business requirement.			

		Medical assessments.	Date of birth / Termination of employment /Current year.	Termination of employment plus 6 / 25 years as appropriate unless a longer requirement is needed under health and safety legislation.	Destroy.	Business requirement.	Dependant on whether Health & Safety or Monitoring requirements are relevant. See Health and Safety schedule.
		Maternity/paternity leave.	Current tax year.	Current tax year + 3 years.	Destroy.	Business requirement.	HMRC guidelines for reference.
HR2	Reporting (terms and conditions, working hours).		Current tax year.	3 years.	Destroy.	Business requirement.	
HR3	Termination requests and notices (other than retirement).		Date of leaving.	6 years.	Destroy.	Business requirement.	Retain on personnel file.
HR4	Human Resources Guidelines.		Superseded.	Date superseded.	Retain.	Business requirement.	Consider historical value.
<b>2.2</b>	<b>Employee Relations</b>						
HR5	Disciplinary matters reporting.	Disciplinary matters - reporting.	Once appropriate action taken.	Until superseded.	Destroy.	Business requirement.	
HR6	Employment Tribunals.	Applications.	Termination of employment.	6 years.	Destroy.	Business requirement.	
HR7	Trade union liaison - Strategy.	Partnership Agreement.	Superseded.	Permanent.	Retain for historical value.	Business requirement.	
HR8	Trade union liaison - Administration.	Supporting and routine documentation.	Superseded.	2 years.	Destroy.	Business requirement.	
<b>2.3</b>	<b>Equal Opportunities</b>						
HR9	Equalities and diversity - guidelines.		Until superseded.	1 year.	Destroy.	Business requirement.	
HR10	Equalities and diversity - Investigations - Case Files.		Investigation concludes and action is spent / Retain current information throughout employment.	5 years / Employment term.	Destroy.	Business requirement.	Place on personnel file.
HR11	Harassment Statistics Monitoring Forms.		Current year.	1 year.	Review.	Business requirement.	Consider historical value.
HR12	Dignity at Work.		Current year.	2 years.	Destroy.	Business requirement.	
<b>2.4</b>	<b>Monitoring Employees</b>						
HR13	Performance appraisal (Probationary reports and performance plans).		Date completed.	5 years.	Destroy.	Business requirement.	
HR14	Reporting.		Current.	5 years.	Destroy.	Business requirement.	
HR15	Staff directory.		Current.	Current.	Destroy.	Business requirement.	Consider historical value.
<b>2.5</b>	<b>Occupational Health</b>						
HR16	Absence reporting.		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.

HR17	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 retained for 40 years after last consul, or 75 years after DOB, whichever is longest. See also Health and Safety.
HR18	Occupational health - staff training (separate from Health & Safety file).		Date course completed.	50 years Attach to personnel file / occupational health file.	Destroy.	Business requirement.	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.
HR19	Personal risk assessments.		After revised risk assessment takes place or termination of employment.	6 years.	Destroy.	Business requirement.	Where risk assessments relate to the statutory health surveillance then the assessments should be retained for the same timescale as the occupational health records. Place latest assessment on personnel file / occupational file.
HR20	Sickness monitoring.		Termination of employment.	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.
HR21	Major injuries.		Termination of employment.	40 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. Section 6. Retention of reports. A copy of any medical report which a medical practitioner has supplied for employment or insurance purposes shall be retained by him for at least six months from the date on which it was supplied. Retention period may be dependent on which health and safety legislation the information falls under. May need relevant information for superannuation payments.
<b>2.6 Recruitment</b>							
HR22	Authorisation.		Recruitment finalised.	6 months.	Destroy.	Business requirement.	
HR23	Job descriptions.		Date superseded.	6 months.	Destroy.	Business requirement.	
HR24	Recruitment.		Recruitment finalised.	6 months.	Destroy.	Business requirement.	
HR25	Recruitment process.		Recruitment finalised.	6 months.	Destroy.	Business requirement.	
HR26	Secondment.		Termination of employment.	6 years.	Destroy.	Business requirement.	
HR27	Volunteers.		Termination of employment.	6 years.	Destroy.	Business requirement.	
<b>2.7 Terms and Conditions of Employment</b>							
HR28	Staff benefits.		Termination of employment.	6 years.	Destroy.	Business requirement.	
HR29	Staff facilities.		Termination of employment.	6 years.	Destroy.	Business requirement.	
HR30	Staff recognition.		Termination of employment.	6 years.	Destroy.	Business requirement.	
HR31	Terms and conditions.		Termination of employment.	6 years.	Destroy.	Business requirement.	
<b>2.8 Training</b>							
HR32	Driver training.		Termination of employment.	6 years.	Destroy.	Business requirement.	
HR33	Reporting.		Date after action completed.	5 years.	Destroy.	Business requirement.	
HR34	Support training.		Termination of employment.	6 years.	Destroy.	Business requirement.	

HR35	Training courses.		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.
HR36	Training plan.		Date after action completed.	2 years.	Destroy.	Business requirement.	
<b>2.9</b>	<b>Workforce Planning</b>						
HR37	Workforce development planning.		Date of last action.	5 years.	Destroy.	Business requirement.	
<b>2.1.1</b>	<b>Job Evaluation</b>						
HR38	Job evaluation.	Final report.	Current.	Retain permanently.	Retain.	Business requirement.	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.
HR39	Job evaluation.	Results of large scale job evaluation.	Date evaluation finalised.	5 years.	Destroy.	Business requirement.	
HR40	Job evaluation.	Working papers.	Date evaluation finalised.	5 years.	Destroy.	Business requirement.	



3 FINANCE							
3.1 Accounts and Audit							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes
FIN1	Records documenting the preparation of CSG'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).	5 years.	Destroy.	Statutory.	Local Authority Accounts (Scotland) Regulations 2014 SSI 2014 No 200 Regulation 11(2).
FIN2	Published copy of consolidated annual accounts and financial statements.			Permanent.	Retain for business and historical value.	Business requirement.	The Local Authority Accounts (Scotland) Regulations 1985. SI 1985 No. 267 (S. 24).
FIN3	Periodic financial reports.	Consolidated monthly & quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports.	Date superseded.	None.	Destroy.	Business requirement.	
FIN4	Internal auditing records - <b>no investigations.</b>		Date audit closed.	5 years.	Review for historical value.	Business requirement.	
FIN5	Internal auditing records - <b>investigations.</b>	Investigations involving prosecution, disciplinary action etc.	Completion of court proceedings/ disciplinary process.	5 years.	Review for historical value.	Business requirement.	Prescription and Limitation (Scotland) Act 1973.
FIN6	Internal auditing records - <b>general papers.</b>	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.	Prescription and Limitation (Scotland) Act 1973.
3.2 Asset Management							
FIN7	Records documenting the value of the Company's tangible assets ( <b>excluding Common Good assets</b> ).	Asset registers.	End of financial year (on completion of audit).	6 years.	Review for historical value.	Business requirement.	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; VAT Act 1994; Audit Commission Act 1998.
FIN8	Records documenting decisions (and authorisations) to dispose of capital assets ( <b>excluding Common Good assets</b> ).	Disposal registers.	Date sold/ disposal of asset.	6 years.	Review for historical value.	Business requirement.	Taxes Management Act 1970 c9; Audit Commission Act 1998.
FIN9	Records documenting the value of the Company's Common Good assets.	Asset registers.	Keep up to date.	Permanent.	Retain for business and historical value.	Business requirement.	Separate records for Common Good assets required by LASAAC <i>Accounting for the common good fund: a guidance note for practitioners</i> , 2007.
FIN10	Records documenting decisions (and authorisations) to dispose of Common Good assets.	Disposal registers.		Permanent.	Retain for business and historical value.	Business requirement.	Separate records for Common Good assets required by LASAAC <i>Accounting for the common good fund: a guidance note for practitioners</i> , 2007.
3.3 Financial Provisions Management							
FIN11	Preparation of CSG's annual capital and revenue budgets: <b>consolidated budget.</b>		End of current financial year.	6 years.	Destroy.	Business requirement.	Review for historical value.
FIN12	Records documenting budget planning processes.	Draft budgets, departmental budgets.	End of current financial year.	3 years.	Destroy.	Business requirement.	

FIN13	Budget monitoring and actions to deal with variances: - <b>consolidated annual budget reports.</b>		End of current financial year.	6 years.	Destroy. <b>OFFICIAL</b>	Business requirement.	
FIN14	Budget monitoring and actions to deal with variances: - <b>departmental budget reports; budget virement transfers.</b>		End of current financial year.	3 years.	Destroy.	Business requirement.	
FIN15	Records documenting the overall management of the institution's financial investment portfolio.		Divestment.	6 years.	Destroy.	Business requirement.	
FIN16	Records documenting the purchase / sale of investments.		While investment held.	6 years.	Destroy.	Business requirement.	
FIN17	Records relating to the borrowing of money by the council.	Mortgage and other loan records.	Termination of loan agreement.	6 years.	Destroy.	Business requirement.	Prescription and Limitation (Scotland) Act 1973.
FIN18	Loan register.			Permanent.	Retain for business and historical value.	Business requirement.	
FIN19	Management of government funding.	Scottish Government (SG) circulars notifying CSG of funding allocations; preparation and submission of financial reports to SG.	End of current financial year.	6 years.	Destroy.	Business requirement.	
FIN20	Management of non-government grant funding - <b>bid approved.</b>	Funding bid, funding agreement, payment claims and reports to external funding organisation.	Termination of funding agreement.	6 years.	Destroy.	Business requirement.	Prescription and Limitation (Scotland) Act 1973.
FIN21	Management of non-government grant funding - <b>bid rejected.</b>	Funding bid.	Rejection of bid.	1 year.	Destroy.	Business requirement.	
FIN22	Records documenting the management of gifts, bequests and other donations of funds to CSG.			Permanent.	Retain.	Business requirement.	
FIN23	Register of gifts and hospitality received by individual members of staff.		Register entry date.	10 years.	Destroy.	Business requirement.	
FIN24	Debt management records – debts owed to CSG.	Agreements and schedules between debtor and CSG.	Date debt discharged.	6 years.	Destroy.	Business requirement.	Prescription and Limitation (Scotland) Act 1973.
FIN25	Long term strategy and planning -major records.	3 year financial plan; financial strategic forecast.		Permanent.	Retain for business and historical value.	Business requirement.	
FIN26	Long term strategy and planning -preparatory records.	Working papers, drafts, meeting papers, correspondence.	Approval date.	2 years.	Destroy.	Business requirement.	
<b>3.4 Financial Transactions Management</b>							
FIN27	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of CSG.	Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	End of delegation arrangement.	6 years.	Destroy.	Business requirement.	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45.
FIN28	Records documenting the opening and closure and routine administration of bank accounts.		Closure of account.	6 years.	Destroy.	Business requirement.	
FIN29	Records documenting regular payment instructions for bank accounts.		Termination of instruction.	6 years.	Destroy. <b>OFFICIAL</b>	Business requirement.	

<b>FIN30</b>	Records documenting the deposits/withdrawals/transfer of funds.		End of financial current year.	6 years.	Destroy. <b>OFFICIAL</b>	Business requirement.	Keeping VAT records HMRC Reference:Notice 700/21 (October 2013).
<b>FIN31</b>	Processing and payment of purchase and sales invoices.		End of current financial year.	6 years.	Destroy.	Business requirement.	Taxes Management Act 1970 c9; Keeping VAT records HMRC Reference:Notice 700/21 (October 2013).
<b>FIN32</b>	Petty cash records.		End of current financial year.	6 years.	Destroy.	Business requirement.	Keeping VAT records HMRC Reference:Notice 700/21 (October 2013).
<b>FIN33</b>	Processing and payment of expenses claims.		End of current financial year.	6 years.	Destroy.	Business requirement.	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference:Notice 700/21 (October 2013).
<b>FIN34</b>	Fraud investigation records.		Completion of court proceedings/disciplinary process.	5 years.	Destroy.	Business requirement.	Taxes Management Act 1970 c.9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45.
<b>FIN35</b>	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.	Business requirement.	
<b>FIN36</b>	Internal recharging.	Internal claims/payments between business units for goods and services provided/received; control of petty cash allocations held by business units.	End of current financial year.	1 year.	Destroy.	Business requirement.	
<b>FIN37</b>	National insurance numbers - Notification and input records.		End of employment.	2 years.	Destroy.	Business requirement.	Tax Management Act 1970.
<b>FIN38</b>	Reconciliation.	Processes that Balance and reconcile financial accounts.	Administrative use ends.	2 years.	Destroy.	Business requirement.	
<b>FIN39</b>	Refunds.		End of financial year in which the records were created.	6 years.	Destroy.	Business requirement.	
<b>3.5</b>	<b>Payroll and Pensions</b>						
<b>FIN40</b>	Payroll records - major records.	Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips.	End of current tax year.	6 years.	Destroy.	Statutory.	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.
<b>FIN41</b>	Payroll records - minor records.	Timesheets, monthly payroll prints.	End of current tax year.	3 years.	Destroy.	Statutory.	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.
<b>FIN42</b>	P45 (Income tax - employee leaving).		End of employment.	5 years.	Destroy.	Statutory.	Taxes Management Act 1970.
<b>FIN43</b>	P60.		End of current year.	2 years.	Destroy.	Statutory.	Taxes Management Act 1970.
<b>FIN44</b>	Statutory Sick Pay scheme records.		End of current tax year.	3 years.	Destroy.	Statutory.	Statutory Sick Pay (General) Regulations S.I. 1982 / 894.
<b>FIN45</b>	Statutory Maternity Pay scheme records.		End of current tax year.	3 years.	Destroy. <b>OFFICIAL</b>	Statutory.	The Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960 as amended by SI 2005 No 989.

<b>FIN46</b>	Pension scheme reports.	Accounts, returns, valuation.	End of current year.	6 years.	Destroy. <b>OFFICIAL</b>	Statutory.	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988.
<b>FIN47</b>	Individual staff pension files.		End of current year after date of payment.	10 years.	Destroy.	Business requirements.	Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 (SSI 2010/233).
<b>FIN48</b>	Pension scheme management.	Statement of Principles governing decisions about investments.	Until superceded.	10 years.	Destroy.	Statutory.	T+A1:H55he Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010. S.S.I. 2010/233 Reg 12.

## PROCUREMENT

4							
4.1 Contracting							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes
PROC1	Approved supplier evaluation criteria records.		Superseded.	5 years.	Destroy.	Business requirement.	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45.
PROC2	Invitations to prospective suppliers to apply for contract.		Date of invitation for approval issued for current suppliers.	3 years.	Destroy.	Business requirement.	
PROC3	Evaluations of applications for approval from prospective suppliers & notification of the outcome: <b>contracted suppliers.</b>		End of approval.	3 years.	Destroy.	Business requirement.	
PROC4	Evaluations of applications for approval from prospective suppliers & notification of the outcome: <b>rejected supplier.</b>		Date unsuccessful notice issued.	1 year.	Destroy.	Business requirement.	
PROC5	Contracted supplier lists or databases.		When superseded.	None.	Destroy.	Business requirement.	
PROC6	Contract management files.	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.	Destroy.	Business requirement.	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.
PROC7	Records containing data on, and analyses of, performance against the plans for the implementation of the Council's procurement strategy.		End of current financial year.	5 years.	Destroy.	Statutory.	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46.
PROC8	Records of purchasing authorisation limits.		Superseded.	1 year.	Destroy.	Business requirement.	
PROC9	Internal authorisations for procurement.		End of current financial year.	1 year.	Destroy.	Business requirement.	
PROC10	Purchase ordering records (for VAT-registered bodies).	Purchase orders; goods received notes.	End of current financial year.	6 years.	Destroy.	Statutory.	<i>Keeping VAT records</i> HMRC Reference: Notice 700/21 (October 2013).
PROC11	Information on tender and award of contracts made by an authority acting in the capacity of a Utility.		Award of contract.	4 years.	Destroy.	Statutory.	Utilities Contracts (Scotland) Regulations 2006 SSI 2006 No 2 Regulation 37 As amended by Public Contracts and Utilities Contracts (Scotland) Amendment Regulations 2009 SSI 2009 No 428 As amended by SSI 2009 No 439 By electronic means Reg 12.

PROC12	Register of contracts.	Register of all an authority's current contracts.	Expiration/ conclusion of contract.	Nil.	Delete.	Statutory.	Procurement Reform (Scotland) Act 2014. Section 35. The statutory requirement is that register entries for contracts cannot be deleted until the contract expires or is terminated. The authority may choose to keep the entries for a longer period for historical purposes.
PROC13	<b>Market information</b>						
PROC14	Product evaluation.		Current.	None.	Destroy.	Business requirement.	If part of a contract then until the contract ends plus 5 years.
PROC15	Product information.		Current.	None.	Destroy.	Business requirement.	
4.2	<b>Tendering</b>						
PROC16	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.
PROC17	Contract award reports (OJEU).		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.
PROC18	Issue of Invitations to Tender and handling of incoming tenders records.		Award of contract.	1 year.	Destroy.	Business requirement.	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46.
PROC19	Tender evaluation, negotiation and notification records <b>Unsuccessful tenders.</b>		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.
PROC20	Tender evaluation, negotiation and notification records <b>Successful tenders.</b>		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.
PROC21	Statistical reports to Scottish Government on contracts awarded.		Date of creation.	3 years.	Destroy.	Business requirement.	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45.

5 INFORMATION MANAGEMENT							
5.1 Access to Information							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes
INFO1	Data Protection - record of subject access request processing.	Initial request, response, related correspondence and other supporting documentation.	Completion of request.	3 years.	Destroy.	Business requirement.	Data Protection Act 1998 c.29, s.7 (citation to be updated for Data Protection Act 2018).
INFO2	Data Protection - record of subject access request processing <b>where appeal made to UK Information Commissioner.</b>	Initial request, response, appeal records, related correspondence and other supporting documentation.	Outcome of appeal.	6 years.	Destroy.	Business requirement.	Data Protection Act 1998 c.29, s.7 (citation to be updated for Data Protection Act 2018).
INFO3	Data protection - general compliance records.	Files re. DP audit, general compliance, data breaches, security, training, etc.	Current year.	3 years.	Destroy.	Business requirement.	
INFO4	Data protection - Notification and changes.		Current year.	3 years.	Destroy.	Business requirement.	Data Protection Act 1998 c.29, s.20. (citation to be updated for Data Protection Act 2018).
INFO5	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.
INFO6	Freedom of information (FoISA) - processing of requests for information <b>where appeal made to Scottish Information Commissioner.</b>	Initial request, response, appeal records, related correspondence and other supporting documentation.	Outcome of appeal.	6 years.	Destroy.	Business requirement.	Freedom of Information (Scotland) Act 2002 asp 13.
INFO7	CSG Publication Scheme.		Superseded.	3 years.	Review for historical value.	Business requirement.	Freedom of Information (Scotland) Act 2002 asp 13.
INFO8	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.
INFO9	Environment Information Regulations - processing of requests for information <b>where appeal made to Scottish Information Commissioner.</b>	Initial request, response, appeal records, related correspondence and other supporting documentation.	Outcome of appeal.	6 years.	Destroy.	Business requirement.	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520.
5.2 Knowledge Management							
INFO10	Contacts lists.		Superseded.	None.	Destroy.	Business requirement.	
INFO11	Information asset lists.		Superseded.	2 years.	Destroy.	Business requirement.	
INFO12	Geographic Information System (GIS).	I&R Source data for SVDLS for loading to GIS. System itself to be kept up to date.	Date of survey completion.	5 years.	Transfer to archive.	Business requirement.	
5.3 Records Management							
INFO13	Records surveys.	Information relating to record audits.	Current.	2 years.	Destroy.	Business requirement.	
INFO14	Classification schemes.	Classification schemes.	Current.	Until superseded.	Review for historical value.	Business requirement.	Consider historical value.
INFO15	Forms development.	Standard templates.	Superseded.	1 year.	Sample for historical value.	Business requirement.	
INFO16	Image capture.		Date of scan.	Nil.	Destroy.	Business requirement.	Paper information may be destroyed immediately after the scanned image has been checked and accepted if the scanning is completed to the relevant BSI standard.

<b>INFO17</b>	Retention schedules.		Superseded.	Permanent.	Retain.	Business requirement.	Cf. Uk National Archives guidance on Info Mgmt Records <a href="http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf">http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf</a>
<b>INFO18</b>	Lists of Records destroyed.	Records destruction register.	Date of destruction.	Permanent.	Retain.	Business requirement.	Cf. Uk National Archives guidance on Info Mgmt Records <a href="http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf">http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf</a>
<b>INFO19</b>	Records disposal certificated.	Disposal certificates.	Date of destruction.	Permanent.	Retain.	Business requirement.	Cf. Uk National Archives guidance on Info Mgmt Records <a href="http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf">http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf</a>
<b>INFO20</b>	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 schedules.
<b>INFO21</b>	Records Management Plan (Glasgow City Council/SPA).	Plan and supporting evidence.	Superseded.	5 years.	Destroy.	Business requirement.	Public Records (Scotland) Act 2011.



6 HEALTH AND SAFETY							
6.1 Compliance							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
HS1	Strategy and planning.	System processes.	Date process ceases or is superseded.	1 year.	Destroy.	Business requirement.	
HS2	Health and Safety Policy.		Date superseded.	1 year.	Destroy.	Business requirement.	
HS3	Fire Safety training.	Proof of suitable training. Attach to personnel file.	End of current year.	10 years.	Destroy.	Business requirement.	Fire Safety (Scotland) Regulations 2006. SSI 2006 No 456 Regulation 20.
HS4	First-aid – Letter advising of award of certificate.		End of current year.	3 years.	Destroy.	Business requirement.	Certificates are valid for three years.
HS5	First-aid – Course attendance sheet.		End of current year.	3 years.	Destroy.	Business requirement.	These are signed copies of attendance and their retention matches the period of validation.
HS6	Manual Handling – Course attendance sheet.		End of current year.	3 years.	Destroy.	Business requirement.	These are signed copies of attendance. Should attend training at three year intervals or sooner if significant changes in health or job content.
HS7	Manual Handling – Letter advising of award of certificate.		End of current year.	3 years.	Destroy.	Business requirement.	Should attend training at three year intervals or sooner if significant changes in health or job content.
6.2 Monitoring							
HS8	Accidents and incident reporting - reporting accidents to adults.	Accident report/ register.	Date of entry/ Accident book - date of last entry.	3 years.	Destroy.	Statutory.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2). Prescription and Limitation (Scotland) Act 1973.
HS9	Accidents and incident reporting - reporting accidents to children.	Accident report/ register.	Date of birth of child.	25 years.	Destroy.	Business requirement.	See 10.009.004 in Education and Skills retention schedule.
HS10	Equipment safety inspections.	Yearly inspection Daily / month/ weekly inspection.	Date of inspection Date of inspection.	2 years 1 year.	Destroy.	Business requirement.	Amended retention period from 6 years 2014-07.
HS11	Hazardous substances COSHH reports.		Date of last action.	40 years.	Destroy.	Statutory.	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11 Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2).
HS12	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.	1 year.	Destroy.	Business requirement.	These are not directly related to investigation of specific incidents.
HS13	Radon Monitoring.	Dose assessment and recording of classified person (approved dosimetry service).	Date made.	50 years or until person's 75th birthday.	Destroy.	Statutory.	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3).
HS14	Radon Monitoring.	Monitoring Results.	Date recorded.	2 years.	Destroy.	Statutory.	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3).
HS15	Asbestos control.	Employee information/ instruction/ training - Recommend add to	Termination of employment.	6 years.	Destroy.	Business requirement.	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 10.

HS16	Asbestos control.	Arrangements to deal with accidents, incidents and emergencies.	In case of any accident, incident or emergency OR Supcerceded.	40 years 3 years.	Destroy.	Business Requirement.	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 15. Information to be displayed in the work place and made available to accident and emergency services.
<b>6.3 Health &amp; Safety</b>							
HS17	Asbestos control.	Record or suitable summary of air monitoring of employees exposure to asbestos.	Date of monitoring.	5 years or 40 years if medical record is required.	Destroy.	Statutory.	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 19.
HS18	Asbestos control.	Health records - where exposure exceeds the action level.	Date of last incident.	40 years.	Destroy.	Statutory.	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 22 (b) Original or copy may be kept. Any employee is allowed access to the record if reasonable notice is given.
HS19	Asbestos control.	Medical examination certificates.	Date of issue.	4 years.	Destroy.	Statutory.	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 22(4).
HS20	Asbestos control.	Exemption certificate.	Expired/revoked.	40 years.	Destroy.	Statutory.	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 32. Consider adding a copy of the certificate to the health records and retaining for 40 years.
<b>6.4 Risk Management</b>							
HS21	Risk assessments.		Date of last assessment / last action.	3 years.	Destroy.	Business requirement.	Management of Health and Safety at Work Regulations 1992.

7 MANAGEMENT							
7.1 Communication Support							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes
MAN1	Language translation services.	Record of translation.	Current year.	3 years.	Destroy.	Business requirement.	Offer to archivist once administrative use has concluded.
MAN2	Mail processing.	Incoming and outgoing mail logs and registers.	Current.	3 years.	Destroy.	Business requirement.	
MAN3	Publications - major publications.	Guides, books and other CSG publications.	Date published.	Permanent.	Retain.	Business requirement.	Retain one set of records only - copies to be destroyed once business use concluded. Comply with legal deposit requirements: <a href="http://www.nls.uk/about-us/what-we-are/legal-deposit">http://www.nls.uk/about-us/what-we-are/legal-deposit</a>
MAN4	Publications - minor publications.	Guides, books and other CSG 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. Comply with legal deposit requirements: <a href="http://www.nls.uk/about-us/what-we-are/legal-deposit">http://www.nls.uk/about-us/what-we-are/legal-deposit</a>
MAN5	Publications - preparatory records.		Conclusion of campaign.	1 year.	Destroy.	Business requirement.	
MAN6	Staff communications.	Staff memos, newsletters.	Administrative use ends.	3 years.	Destroy.	Business requirement.	
7.2 Corporate Communication							
MAN7	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.
MAN8	Campaigns - preparatory records.		Conclusion of campaign.	1 year.	Destroy.	Business requirement.	
MAN9	Corporate identity and branding - artwork.	Final artwork for corporate identity marks.	Superseded.	Permanent.	Retain.	Business requirement.	Transfer to archives.
MAN10	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.	
MAN11	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.
MAN12	Marketing materials - preparatory records.		Approval of final outputs.	1 year.	Destroy.	Business requirement.	
MAN13	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.
MAN14	Consultations - CSG responses to external consultations.	Records documenting CSG's response to a consultation/survey carried out by an external organisation.	Last action.	3 years.	Review for ongoing value.	Business requirement.	
MAN15	Consultations - CSG consultation of external organisations - Final outputs.	Reports, presentations, anonymised statistics.	Publication date.	5 years.	Review for ongoing value.	Business requirement.	
MAN16	Consultations - CSG consultation of external organisations - preparatory records.	Records documenting the design of a consultation/survey.	Completion of survey/consultation.	3 years.	Review for ongoing value.	Business requirement.	

<b>MAN17</b>		Records documenting the administration of a consultation/survey.	Completion of survey/consultation.	1 year.	Destroy <b>OFFICIAL</b>	Business requirement.	
<b>MAN18</b>		Records documenting a response from another organisation to a consultation/survey.	Completion of survey/consultation.	1 year.	Destroy.	Business requirement.	
<b>MAN19</b>		Records documenting the analysis of responses to a consultation/survey.	Completion of survey/consultation.	3 years.	Destroy.	Business requirement.	
<b>MAN20</b>	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.	
<b>MAN21</b>	Media relations records - preparatory records.	Organisational records, drafts, correspondence.	Last action.	1 year.	Review for archival and re-use value.	Business requirement.	
<b>MAN22</b>	Media relations records - Media liaison.		Date of last action.	5 years.	Review for archival and re-use value.	Business requirement.	
<b>MAN23</b>	Media relations records - media coverage.	Records documenting the monitoring of media coverage of the Council.	Current.	5 years.	Review for Archives.	Business requirement.	
<b>MAN24</b>	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.	
<b>MAN25</b>	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 (needs updated for Data Protection Act 2018).
<b>MAN26</b>	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.	
<b>MAN27</b>	Public relations - Statistics, trends and customer satisfaction data.	Anonymised summaries and reports.	Current.	5 years.	Review for archival value.	Business requirement.	
<b>7.3</b>	<b>Enquiries and Complaints</b>						
<b>MAN28</b>	Comments and enquiries - case files	Records documenting the processing of customer comments and enquiries about the Council 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.
<b>MAN29</b>	Comments and enquiries - analysis	Statistics and anonymised responses	Current.	3 years.	Review for archival and re-use value.	Business requirement.	
<b>MAN30</b>	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.
<b>MAN31</b>	Complaints - analysis	Statistics and anonymised responses	Current.	5 years.	Review for archival and re-use value.	Business requirement.	
<b>MAN32</b>	Complaints - register	Complaints Register	Current Paper-last entry Electronic-review yearly.	10 years.	Destroy.	Business requirement.	
<b>7.4</b>	<b>External Audits</b>						
<b>MAN33</b>	Refer to retention schedule of specific function that is being audited.						
<b>7.5</b>	<b>Business Preparation</b>						

<b>MAN34</b>	For Meetings, Officer representation and Partnership and agency working see Retention Schedule 8: Democracy.				<b>OFFICIAL</b>		
<b>MAN35</b>	Records documenting CSG's membership of a formal government network.		Termination of membership.	3 years.	Destroy.	Business requirement.	
<b>MAN36</b>	Records documenting CSG's representation in the work of a formal government network.	Records of nominations to positions in the local government organisation.	Termination of membership.	5 years.	Review for archival and re-use value.	Business requirement.	
<b>7.6</b>	<b>Project Management</b>						
<b>MAN37</b>	Projects funded by CSG - 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.	
<b>MAN38</b>	Projects funded by CSG - 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.
<b>MAN39</b>	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, case records.	Closure of the European Funding Programme(s) which funded the project.	7 years.	Review for archival and re-use value.	Business requirement.	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.
<b>7.7</b>	<b>Quality and Performance</b>						
<b>MAN40</b>	Assessments for accreditation, eg. Chartermark, IIP.		Assessment completed.	5 years Until superseded.	Destroy.	Business requirement.	
<b>MAN41</b>	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - <b>major records</b> .	Final reports - Best Value Review; Policy review; Strategic plan review; operational plan review.	Approval of review report.	5 years.	Destroy.	Business requirement.	
<b>MAN42</b>	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - <b>preparatory records</b> .	Supporting and preparatory documentation including minor drafts, correspondence, meeting records.	Approval of review report.	1 year.	Destroy.	Business requirement.	
<b>MAN43</b>	Inspections - external inspections received in relation to corporate or service specific performance management indicators (PFI).	Inspection report.	Date of inspection report.	5 years.	Destroy.	Business requirement.	
<b>MAN44</b>	Service Performance Reports/trend reports.	Final reports.	Date of report publication.	5 years.	Review for archival and re-use value.	Business Requirement.	
<b>MAN45</b>	Performance Indicator Data.	Annual data - Key Performance Indicators.	10 years from data collection date.	10 years.	Destroy.	Business Requirement.	
<b>MAN46</b>	Process maps.		When superseded or obsolete.	3 years.	Destroy.	Business requirement.	
<b>7.8</b>	<b>External Reporting</b>						
<b>MAN47</b>	Reports to government/regulator Outputs.	Final version of performance data submitted.	Date of return.	5 years.	Destroy.	Business requirement.	

**OFFICIAL**

<b>MAN48</b>	Reports to government/regulator preparatory records.	Records documenting the collection, collation and submission of statutory performance data as required by a statutory authority.	Current.	2 years.	Destroy <b>OFFICIAL</b>	Business requirement.	
<b>7.9</b>	<b>Strategic Planning</b>						
<b>MAN49</b>	Corporate initiatives.		End of initiative.	5 years.	Review for re-use and archival value.	Business requirement.	
<b>MAN50</b>	Records documenting the preparation of business for consideration by the Council's strategic management group/ Senior Management Team, and the record of discussion and decisions.	Agenda, reports/papers for consideration, minutes.	Current year.	Permanent.	Retain.	Business requirement.	
<b>MAN51</b>	CSG Business Plan.		Superseded.	Permanent.	Retain.	Business requirement.	
<b>MAN52</b>	Strategic service plan.		Superseded.	Permanent.	Retain.	Business requirement.	
<b>MAN53</b>	Operational service plan.		Superseded.	3 years.	Destroy.	Business requirement.	
<b>MAN54</b>	Organisational structure.		Superseded.	1 year.	Sample for archival value.	Business requirement.	
<b>MAN55</b>	Corporate policies - master records.	Including significant records documenting policy development.	Superseded.	Permanent.	Retain.	Business requirement.	Owning function and responsible service is responsible for ensuring that a master copy is held permanently.
<b>MAN56</b>	Corporate policies - Departmental/service copies.		Superseded.	None.	Destroy.	Business requirement.	
<b>MAN57</b>	Corporate policies - preparatory records.		Authorisation of policy.	1 year.		Business requirement.	
<b>MAN58</b>	Service specific policies and procedures.		Superseded.	2 years.	Sample for archival value.	Business requirement.	
<b>MAN59</b>	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.	
<b>MAN60</b>	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.	

8 ADULTS: NON-CJ							
8.1 ADULTS - non CJ							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
CLIENT1	Service file -management records.	Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence.	Current year.	6 years.	Destroy.	Business Requirement.	
CLIENT2	Service user file.	Records documenting the preparation, review and revision of a 'personal plan' for a service user, client interviews and correspondence, financial transactions undertaken for a service user; liaisons with social workers/health visitors/police etc regarding the type of care being provided to a service user or problems with providing care, onward referrals, administration of medicines to a service user.	1. Last action 2. Death of adult.	5 years 3 years.	Destroy.	Business Requirement.	
CLIENT3	Records of persons employed.	Full name, address, date of birth, qualifications, training and experience. Date of commencement. Date of termination Positions held Registration (if appropriate) Any disciplinary action and outcome.	Retained as Personal File - See HR schedule.				Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (2).
8.2 Supporting Offenders							
CRIMINAL JUSTICE							
CLIENT4	Case file - Community Service Order where offender is over 21 years old.		1. Completion of order 2. Death of offender.	1. 5 years 2. 3 years.	Destroy.	Business requirement.	See - Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8.
CLIENT5	Case file - Community Service Order/Community Payback Order where offender is 16 - 21 years old.		Completion of order.	10 years.	Destroy.	Business requirement.	Excluding: Schedule 1/Circular 11/Sex Offenders – Sexual Offences (Scotland) Act, Criminal Procedure (Scotland) Act 1995 as amended by the Sexual Offences (Procedure and Evidence) (Scotland) Act 2002; and Circular SWSG 11/1994 – none of which contain retention periods Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders.

<b>CLIENT6</b>	Case file - Community Supervision Orders/Community Payback Order where offender is over 21 years old.	Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence.	1. Completion of order 2. Death of offender.	1. 5 years 2. 3 years.	Destroy.	Business requirement.	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders.
<b>CLIENT7</b>	Case file - Community Supervision Orders/Community Payback Order where offender is 16 - 21 years old.	Including Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence.	Completion of order.	10 years.	Destroy.	Business requirement.	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders.
<b>8.3</b>	<b>Supporting Victims</b>						
<b>CLIENT 8</b>	Case file - Adult concern where domestic abuse is standard risk.	Criminal case information, court information, client information, other pertinent information.		1 day after 6 yrs from completion date on incident.	Destroy.	Business requirement.	
<b>CLIENT 9</b>	Case file - Adult concern where domestic abuse is high risk.	Criminal case information, court information, client information, other pertinent information.		1 day after 12 years from completion date on incident.	Destroy.	Business requirement.	



9 CLIENT RECORDS - C & YP							
9.1 Child Protection							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes
CYP1	Case file - Child investigated and placed on Child Protection Register.		Case closure.	35 years.	Destroy.	Business requirement.	Unless child looked after, where 100 years from date of birth retention period applies.
CYP2	Case file - Child investigated but not placed on Child Protection Register.		Case closure.	5years.	Destroy.	Business requirement.	Unless child looked after, where 100 years from date of birth retention period applies.
CYP3	Child Protection Register records.		Date of birth of child.	100 years.	Destroy.	Business requirement.	
CYP4	Register of Schedule 1 offenders.		Date of entry on register.	100 years.	Destroy.	Business requirement.	
9.2 Youth Justice							
CYP5	Case file - young offenders.	Records of court procedures, action plan orders, implementation of orders, reparation orders, supervision orders, probation orders and referral orders.	Closure.	5 years.	Destroy.	Business requirement.	Unless child looked after, where 100 years from date of birth retention period applies.
9.3 Youth Services							
CYP6	Records relating to youth leadership training for staff.		End of employment.	25 years.	Destroy.	Business requirement.	

10 COMMUNITY SERVICES							
10.1 Community Safety							
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes
SAFE1	CCTV surveillance.	Procedures.	Date of last action.	3 years.	Destroy.	Business requirement.	Not to be confused with RIPSAs authorisation forms or the actual cctv recordings min. 7 days if not needed for crime prevention.
SAFE2	CCTV footage.		Day of recording.	14 days (unless required for longer).	Destroy.	Business requirement.	Information Commissioner's Office Code of Practice on CCTV, s 8.3 says 28 days but CSG retains for 14 days due to capacity.
SAFE3	Bodycam footage.		Day of recording.	60 days for images that do not need to be saved for evidential purposes. If required for court purposes retain 1 year and destroy thereafter.	Destroy.	Business requirement.	Information Commissioner's Office Code of Practice on CCTV, s 8.3.
SAFE4	Community wardens.	Incident logs.	Date of last action.	3 years.	Destroy.	Business requirement.	
SAFE5	Crime reduction.	Community strategy documents.	Until superseded.	3 years.	Destroy.	Business requirement.	
SAFE6	Anti-Social Behaviour - Local authority Strategy.		Until superseded.	5 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 To be published Section 1 (2).
SAFE7	Implementation reports.		Until superseded.	5 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 To be published. Section 2.
SAFE8	Antisocial behaviour order Interim orders (Copies) (Original held by the court).		Expiry, revoked or recalled.	10 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Sections 8 (2) (b), 14 (1), 15, 119. To be in writing Criminal Procedure Act (Scotland) Act 1995. Section 234AB (1)(b) Data Protection Act – Principle 5.
SAFE9	Notice containing a statement to recover expenditure.		Payment - Current financial year.	6 years.	Destroy.	Statutory.	Antisocial Behaviour Notice (Landlord Liability) (Scotland) Regulations 2005. SSI 2005 No 562. Regulation 2. To be in writing.

<b>SAFE10</b>	Noise Control Notice.		Expiry, revoked or recalled.	2 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. To be in writing. Section 41.
<b>SAFE11</b>	Noise complaint.		Date of last complaint for the offending property.	2 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 43.
<b>SAFE12</b>	Noise Warning Notices.		Date of last complaint for the offending property.	2 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 44. To be in writing.
<b>SAFE13</b>	ASB Fixed Penalty Notices.		Current financial year.	6 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 55. To be in writing.
<b>SAFE14</b>	Littering/Dog Fouling Fixed Penalty Notices.		Current financial year.	6 years.	Destroy.	Business requirement.	
<b>SAFE15</b>	Removal of graffiti.		Date of last action.	3 years.	Destroy.	Business requirement.	
<b>SAFE16</b>	Antisocial Behaviour Notices.		Date of last complaint for the offending property.	2 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 68. To be in writing.
<b>SAFE17</b>	Advice and assistance to landlords or tenants.		Recommend 6 years after date advice given.			Statutory.	Private Landlord Registration (Advice and Assistance) (Scotland) Regulations 2005. SSI 2005 No 557 Regulations 2, 4  Antisocial Behaviour Notice (Advice and Assistance) (Scotland) Regulations 2005 SSI 2005 No 563 Regulation 2  Issued under part 8 of the Anti social behaviour etc Act (Scotland) Act 2004.
<b>10.2</b>	<b>Advice</b>						
<b>SAFE18</b>	Contingency planning.		Date superseded.	2 years.	Destroy.	Business requirement.	
<b>SAFE19</b>	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.
<b>SAFE20</b>	Business continuity plan.	Records documenting the provision of advice and assistance to an external organisation in relation to business continuity planning.	End of current year.	5 years.	Review for ongoing value.	Business requirement.	
<b>SAFE21</b>	Fire safety planning.	Advisory information.	End of current year.	5 years.	Destroy.	Business requirement.	
<b>SAFE22</b>	Home security.	Fire safety visits, home safety checks.	End of current year.	5 years.	Destroy.	Business requirement.	

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<b>SAFE23</b>	Advice to businesses.		Until superceded.	5 years.	Destroy.	Business requirement.	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 33.
<b>SAFE24</b>	Neighbourhood Watch.	Information about the responsibilities, set-up etc.	Until superseded.	3 years.	Destroy.	Business requirement.	
<b>SAFE25</b>	Controlled waste and litter fixed penalty notices.		Current financial year.	6 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 55. To be in writing.
<b>SAFE26</b>	Graffiti Removal Notice.		Date of last complaint for the offending property.	2 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 58. To be in writing.
<b>SAFE27</b>	Management Control Order.		Date expired or revoked.	2 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 74. To be in writing.
<b>SAFE28</b>	Management Control Orders – finance.		Current financial year.	6 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 Schedule 3 3.
<b>SAFE29</b>	Registers (Of certain landlords).		To be kept up to date.			Statutory.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8 Section 82 To be available for public inspection.
<b>SAFE30</b>	Application for registration.		Date of acceptance or refusal.	1 year.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Sections 83, 84.
<b>SAFE31</b>	Notice of notification or refusal to register.		Date of issue.	6 years.	Destroy.	Business requirement.	Antisocial Behaviour etc (Scotland) Act 2004. 2004 asp 8. Section 86 To be in writing Section 88(6) 90(2) .
<b>10.3</b>	<b>Emergency Planning</b>						
<b>SAFE32</b>	Emergency agencies.	Contact details.	Date superseded.	Nil.	Destroy.	Business requirement.	
<b>SAFE33</b>	Emergency call-outs.		Date of call-out.	3 years.	Destroy.	Business requirement.	
<b>SAFE34</b>	Emergency plan - development.	Development (includes community risk register).	Date superseded.	Permanent.	Retain for historical value.	Business requirement.	Civil Contingencies Act 2004.
<b>SAFE35</b>	Emergency plan - tests.		Date of last action.	5 years.	Destroy.	Business requirement.	Civil Contingencies Act 2004.
<b>SAFE36</b>	Radiation emergency - off-site plan.		Date superseded.	3 years.	Destroy.	Records documenting the preparation, review, revision and testing of an off-site emergency plan for premises which present a risk of a radiation emergency.	S.I. 2001/2975 Regulation 9.
<b>SAFE37</b>	Major accident plan.		Date superseded.	3 years.	Destroy.	Records documenting the preparation, review and revision of an off-site emergency plan for a major accident hazard pipeline.	S.I. 1996/825 Regulation 25; 1999 Control of Major Accident Hazards Regs SI 1999/743.

<b>SAFE38</b>	Radiation emergency warning.		Date superseded.	5 years.	Review for historical value.	Records documenting the preparation and maintenance of arrangements to inform and advise the public in the event of a radiation emergency.	S.I. 2001/2975 Regulation 17 Civil Contingencies Act 2004.
<b>SAFE39</b>	Radiation emergency plan.		Date of last action.	5 years* see note.	Review for historical value.	For a routine assessment of risk, see 03.003.009 if a radiation leak took place.	S.I. 2001/2975 Regulation 9.
<b>SAFE40</b>		As above – radiation leak took place.	Date of last action.	50 years.	Review for historical value.	Statutory.	Draft retention schedule for Fire Officers suggests 50 years if a radiation leak took place.
<b>SAFE41</b>	Details of meetings held under the Civil Contingencies Act 2004.		Date of meeting.	5 years.	Destroy.	Business requirement.	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 3.
<b>SAFE42</b>	Risk assessments.		Superseded.	5 years.	Destroy.	Business requirement.	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.  To be in writing; Regulation 11 (4) SSI 2005 No 494 Regulation 10.
<b>SAFE43</b>	Community risk register.		To be kept up to date.			Business requirement.	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 12.
<b>SAFE44</b>	Arrangements to warn.		Superseded.	5 years.	Destroy.	Business requirement.	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulation 14 and 23.
<b>SAFE45</b>	Plans.		Superseded.	5 years.	Destroy.	Business requirement.	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005. SSI 2005 No 494 Regulations 15 and 16.
<b>SAFE46</b>	Information sharing requests and responses.		Date of response.	3 years.	Destroy.	Business requirement.	Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.  To be in writing; Regulation 42. Can be electronic means including fax SSI 2005 No 494 Regulations 42, 43 and 44.
<b>SAFE47</b>	Incident response debriefing.	Review of incident response, lessons learned.	Date of incident.	5 years.	Destroy.	Business requirement.	
<b>10.4</b>	<b>Emergency Service</b>						
<b>SAFE48</b>	Notifications of emergency response.		Date of last action.	10 years.	Review for historical value.	Business requirement.	

<b>SAFE49</b>	Reclaim of finances.		Date of last action.	5 years.	<b>OFFICIAL</b> Destroy.	Business requirement.	Records documenting the preparation and submission of a claim for financial support from government to meet costs incurred in responding to an emergency.
<b>10.5</b>	<b>Measures Against Vandalism</b>						
<b>SAFE50</b>	Flyposting		Date of last action.	3 years.	Destroy.	Business requirement.	
<b>10.6</b>	<b>Training</b>						
<b>SAFE51</b>	Training exercises.		Date of last action.	5 years.	Destroy.	Business requirement.	
<b>10.7</b>	<b>Volunteering</b>						
<b>SAFE52</b>	Register of volunteers (environmental).		To be kept up to date.			Business Requirement.	Annual review.
<b>10.8</b>	<b>Membership</b>						
<b>SAFE53</b>	.		To be kept up to date.			Business Requirement.	Annual review.

11 BUSINESS CONTINUITY						
11.1 Risk management and business continuity						
Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation
BCP1	Business continuity planning.	Approved plans.	Date superseded.	1 year.	Destroy .	Business requirement.
BCP2	Business continuity plan - final approved version.		Date superseded.	5 years.	Retain for historical value.	Business requirement.
BCP3	Business continuity plan - training programme development.		Date superseded.	5 years.	Review for historical value.	Business requirement.
BCP4	Business continuity - training programme delivery.		Date superseded.	1 year.	Destroy.	Business requirement.
BCP5	Emergency response records.		Date of last action.	5 years.	Review for historical value.	Business requirement.
BCP6	Risk register - assessment of the risk of an emergency occurring which would affect the Council's ability to carry out its functions.		Date superseded.	5 years.	Review for historical value.	Business requirement.
BCP7	Valuations.		Date superseded.	5 years.	Review for historical value.	Business requirement.

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Ref.	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes
<b>12</b>	<b>ASSETS</b>						
<b>12.1</b>	<b>Fleet</b>						
<b>ASS1</b>	Fleet management - Allocation and maintenance.		Disposal of the vehicle.	7 years.	Destroy.	Business requirement.	
<b>ASS2</b>	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.
<b>ASS3</b>	Fleet management - Recording vehicle usage.		Disposal of the vehicle.	3 years.	Destroy.	Business requirement.	
<b>ASS4</b>	Fleet management - Vehicle records, lease or purchase.		Disposal of the vehicle.	7 years.	Destroy.	Business requirement.	
<b>12.2</b>	<b>Maintenance of Property</b>						
<b>ASS5</b>	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.
<b>ASS6</b>	Records documenting major maintenance works on property.		Disposal of property.	Nil.	Transfer.	Business requirement.	Transfer records to new owners when land/property is sold.
<b>ASS7</b>	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.
<b>ASS8</b>	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.
<b>ASS9</b>	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).
<b>ASS10</b>	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).
<b>ASS11</b>	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.	
<b>ASS12</b>	Records documenting the maintenance of equipment: major items.		Decommissioning/ disposal of item.	5 years.	Destroy.	Business requirement.	
<b>ASS13</b>	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.	
<b>ASS14</b>	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.

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<b>ASS15</b>	Records documenting the inspection and testing of equipment.		Disposal of item.	1 year.	Destroy. <b>OFFICIAL</b>	Business requirement.	
<b>ASS16</b>	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.	
<b>ASS17</b>	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.
<b>ASS18</b>	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.
<b>ASS19</b>	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.
<b>ASS20</b>	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.
<b>ASS21</b>	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.
<b>ASS22</b>	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.
<b>12.3</b>	<b>Management of Property</b>						
<b>ASS23</b>	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.
<b>ASS24</b>	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.	
<b>ASS25</b>	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.	
<b>ASS26</b>	Property security - Register of security passes issued to staff.		Expiry of pass.	1 year.	Destroy.	Data Protection Act 1998 c.29.	
<b>ASS27</b>	Property security - Register of security passes issued to visitors.		Expiry of pass.	1 month.	Destroy.	Data Protection Act 1998 c.29.	
<b>ASS28</b>	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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