

Name of Document: The Moray Council Records
Retention Schedule
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Manager
Description of Content: Records retention and disposal
schedule for council records.
Distribution: Council wide
Status: Version 16.2
Date Feb 2018 ~~2013~~

Trigger	Retention	Fate
<i>The retention trigger is the action that starts the retention period e.g.</i>	<i>This is the length of time the record should be kept for. Certain retention periods are stipulated in legislation e.g.</i>	<i>The fate is what happens to the record once it reaches the end of its retention period e.g.</i>
Case closed	+5 years	<p>Destroy</p> <p>Review - record is reviewed by the service. A decision can then be made to keep the record for longer if required or it can be destroyed</p>
End of financial year	+18 months	<p>Transfer to Archives - record will be kept in the Archives once it reaches the end of its retention period</p> <p>Offer to Archivist - services can offer these records to the Archivist at the end of their retention period but the Archivist is not obliged to keep them in the Archives</p> <p>Offer to Archivist to Sample - services should give these records to the Archivist who will then sample them and transfer the most important records to the Archives and destroy the remainder</p>

	Schedule	Services	Service Manager	Service Contact	Date Schedule Agreed	RM Sign Off	Date Information Assurance Group Approved	Date Published
1.0	<u>Social Care</u>							
		1.1 Social Care Admin		Nina Garrick	July 2017	June2017	Feburary 2018	Feburary 2018
		1.2 Adoption and Fostering	Jennifer Gordon	Jennifer Gordon	July 2017	June2017	Feburary 2018	Feburary 2018
		1.3 Looked After Children	Jennifer Gordon	Jennifer Gordon	July 2017	June2017	Feburary 2018	Feburary 2018
		1.4 Child Protection	Jennifer Gordon	Jennifer Gordon	July 2017	June2017	Feburary 2018	Feburary 2018
		1.5 Children Looked After in Care	Jennifer Gordon	Jennifer Gordon	July 2017	June2017	Feburary 2018	Feburary 2018
		1.6 Residential Homes	Donna McDonald	Donna McDonald	July 2017	June2017	Feburary 2018	Feburary 2018
		1.7 Supporting Children	Jennifer Gordon	Jennifer Gordon	July 2017	June2017	Feburary 2018	Feburary 2018
		1.8 Youth Justice	Alan Johnston	Jacqueline McCreddie	July 2017	June2017	Feburary 2018	Feburary 2018
		1.9 Addiction	Blair Dempsie	Evelyn Smith	July 2017	June2017	Feburary 2018	Feburary 2018
		1.10 Adult Care	Alex Morrison	Alex Morrison	July 2017	June2017	Feburary 2018	Feburary 2018
4.0	<u>Consumer Affairs</u>							
		4.1 Consumer Affairs	Karen Sievewright	Fiona Duncan	June 2017	April 2017	Feburary 2018	Feburary 2018
		4.2 Trading Standards	Peter Adamson	Fiona Duncan	June 2017	April 2017	Feburary 2018	Feburary 2018
5.0	<u>Council Property</u>							
		5.1 Estates	Eddie Milne / Moray MacLeod	Pamela McLeod	July 2017	July 2017	Feburary 2018	Feburary 2018
		5.2 Council Building & Land Management	Eddie Milne / Moray MacLeod	Pamela McLeod	July 2017	July 2017	Feburary 2018	Feburary 2018
		5.3 Design & Construction - Architects and Engineers Practice, Quantity Surveyors & Maintenance, Clerk of Works	Eddie Milne / Moray MacLeod	Pamela McLeod	July 2017	July 2017	Feburary 2018	Feburary 2018
		5.4 Property & Land Management	Eddie Milne / Moray MacLeod	Pamela McLeod	July 2017	July 2017	Feburary 2018	Feburary 2018
		5.5 Asset Management	Andrew Gray	Andrew Gray	March 2017	April 2017	Feburary 2018	Feburary 2018
		5.6 Building Services DLO	Mike Rollo	Tracey McKie	March 2017	April 2017	Feburary 2018	Feburary 2018
		5.7 Fleet	Leslie Thompson	Leslie Thompson	December 2016	April 2017	Feburary 2018	Feburary 2018
7.0	<u>Criminal Justice</u>							
		7.1 Adult Criminal Justice	Blair Dempsie	Evelyn Smith	July 2017	June2017	Feburary 2018	Feburary 2018
		7.2 Supporting Offenders	Blair Dempsie	Evelyn Smith	July 2017	June2017	Feburary 2018	Feburary 2018
		7.3 Court Social Work Services Management	Blair Dempsie	Evelyn Smith	July 2017	June2017	Feburary 2018	Feburary 2018
8.0	<u>Democratic Services</u>							
		8.1 Council & Committees	Moira Patrick	Moira Patrick	June 2017	June 2017	Feburary 2018	Feburary 2018
		8.2 Members Support	Moira Patrick	Moira Patrick	June 2017	June 2017	Feburary 2018	Feburary 2018
		8.3 Elections and Voting	Moira Patrick	Moira Patrick	June 2017	June 2017	Feburary 2018	Feburary 2018
		8.4 Community Councils	Moira Patrick	Moira Patrick	June 2017	June 2017	Feburary 2018	Feburary 2018
9.0	<u>Economic Development</u>							
		9.1 Economic Development	Reni Millburn	Mairi McIntosh	August 2017	April 2017	Feburary 2018	Feburary 2018
10.0	<u>Education & Skills</u>							
		10.1 Administration	Fiona Michie	Fiona Michie	July 2017	June 2017	Feburary 2018	Feburary 2018
		10.2 Home Education	Fiona Michie	Fiona Michie	July 2017	June 2017	Feburary 2018	Feburary 2018
		10.3 Parent Council (School Boards)	Fiona Michie	Fiona Michie	July 2017	June 2017	Feburary 2018	Feburary 2018
		10.4 Early Learning & Child Care (Pre-School)	Fiona Michie	Fiona Michie	July 2017	June 2017	Feburary 2018	Feburary 2018
		10.5 Work Experience	Fiona Michie	Fiona Michie	July 2017	June 2017	Feburary 2018	Feburary 2018
		10.6 Care Inspectorate (HM Inspectorate of Education)	Fiona Michie	Fiona Michie	July 2017	June 2017	Feburary 2018	Feburary 2018
		10.7 Music Instrucation	Fiona Michie	Fiona Michie	July 2017	June 2017	Feburary 2018	Feburary 2018
		10.8 Governors and Management	Fiona Michie	Fiona Michie	July 2017	June 2017	Feburary 2018	Feburary 2018

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	10.9 Pupil Records	Fiona Michie	Fiona Michie	July 2017	June 2017	February 2018	February 2018
11.0	<u>Environmental</u>						
	11.1 Environmental Protection	Colin Bell	Susanne Greer	January 2017	April 2017	February 2018	February 2018
	11.2 Environmental Health	Karen Sievwright	Fiona Duncan	June 2017	April 2017	February 2018	February 2018
	11.3 Contaminated Land	Karen Sievwright	Fiona Duncan	June 2017	April 2017	February 2018	February 2018
	11.4 Flooding	Frank Knight	Frank Knight	April 2017	April 2017	February 2018	February 2018
	11.5 Anti Social Behaviour	Willie Findlay	Willie Findlay	May 2017	April 2017	February 2018	February 2018
12.0	<u>Financial Services</u>						
	12.1 Finance	Deborah Brands / Diane Beattie	Linda Cameron	June 2017	June 2017	February 2018	February 2018
	12.2 Financial Asset Management	Deborah Brands	Linda Cameron	June 2017	June 2017	February 2018	February 2018
	12.3 Financial Provisions Management	Deborah Brands	Linda Cameron	June 2017	June 2017	February 2018	February 2018
	12.4 Financial Transactions Management	Deborah Brands	Linda Cameron	June 2017	June 2017	February 2018	February 2018
	12.5 Internal Audit	Atholl Scott	Atholl Scott	May 2017	April 2017	February 2018	February 2018
13.0	<u>Health & Safety</u>						
	13.1 Health & Safety	Doug Reid	Doug Reid	November 2016	November 2016	February 2018	February 2018
14.0	<u>Housing</u>						
	14.1 Housing	David Munro	June Jones	January 2017	December 2016	February 2018	February 2018
15.0	<u>Human Resources</u>						
	15.1 Human Resources	Grant Cruickshank	Kara Morrison	June 2017	June 2017	February 2018	February 2018
	15.2 Organisational Development	Andrea Elder / Carol Sheridan	Oonagh Neilson	January 2017	November 2017	February 2018	February 2018
16.0	<u>Information & Communications Technology</u>						
	16.1 Information and Communications Technology	Phil MacDonald / Graham Cooper	Phil MacDonald / Graham Cooper	June 2017	May 2017	February 2018	February 2018
17.0	<u>Information Management</u>						
	17.1 Information Management	Alison Morris	Alison Morris	November 2016	December 2016	February 2018	February 2018
	17.2 Freedom of Information (Scotland) Act 2002	Alison Morris	Alison Morris	November 2016	December 2016	February 2018	February 2018
	17.3 Data Protection Act 1998	Alison Morris	Alison Morris	November 2016	December 2016	February 2018	February 2018
	17.4 Environmental Information Scotland Regulations	Alison Morris	Alison Morris	November 2016	December 2016	February 2018	February 2018
18.0	<u>Legal</u>						
	18.0 Legal	Alasdair McEachan	Angusina Higgins	January 2017	January 2017	February 2018	February 2018
19.0	<u>Leisure & Culture</u>						
	19.1 Libraries	Sheila Campbell	Joan Wood	March 2017	February 2017	February 2018	February 2018
	19.2 Archives and Local Heritage	Alison Morris	James Nock	February 2017	February 2017	February 2018	February 2018
	19.3 Sports & Leisure Facilities	Ken Brown	Ken Brown	April 2017	April 2017	February 2018	February 2018
	19.4 Museums	Anne Owen	Anne Owen	April 2017	April 2017	February 2018	February 2018
20.0	<u>Corporate</u>						
	20.1 Business Continuity	Jeanette Netherwood	Jeanette Netherwood	January 2017	January 2017	February 2018	February 2018
	20.2 Emergency Planning	Donna McLean	Donna McLean	January 2017	January 2017	February 2018	February 2018
	20.3 Corporate Admin & Policy Unit	Andrea McArthur	Andrea McArthur	June 2017	June 2017	February 2018	February 2018
21.0	<u>Planning & Building Standards</u>						
	21.4 Building Standards	Kevan Sturgeon	Fiona Duncan	June 2017	June 2017	February 2018	February 2018
	21.5 Planning & Development	Gary Templeton	Fiona Duncan	May 2017	May 2017	February 2018	February 2018
	21.6 Development Management	Beverly Smith	Fiona Duncan	June 2017	June 2017	February 2018	February 2018
23.0	<u>Procurement</u>						

	Schedule	Services	Service Manager	Service Contact	Date Schedule Agreed	RM Sign Off	Date Information Assurance Group Approved	Date Published
		23.1 Procurement	Diane Beattie	Linda Cameron	June 2017	June 2017	February 2018	February 2018
23.0	Registrars							
		23.1 Registrars	Heather Greig	Heather Greig	June 2017	April 2017	February 2018	February 2018
25.0	Transportation & Infrastructure							
		25.1 Transportation	Nicola Moss	Karen McGilly	January 2017	January 2017	February 2018	February 2018
		25.2 Roads	Mark Atherton	Alison Main	January 2017	January 2017	February 2018	February 2018
		25.3 Marine Services; Harbours	Duncan Brown	Karen McGilly	January 2017	January 2017	February 2018	February 2018
		25.4 Marine Service; Dredger	Duncan Brown	Karen McGilly	January 2017	January 2017	February 2018	February 2018

1.0 Social Care

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
1.1 Social Care Administration						
1.1.1	Disclosure Scotland Checks		Date completed	+5 years	Destroy	Code of Practice, issued by Scottish Ministers, regarding the correct handling and destroying of Disclosure Information provided by Disclosure Scotland under Part V of the Police Act 1997 for the purposes of assessing applicants' suitability for positions of trust. Data Protection Act 1998
1.1.2	Short Cases and Referrals		Case closure	+1 year	Destroy	
1.1.3	Club Pick Up List		Current year	+1 year	Destroy	
1.1.4	Diaries		Date of last entry	+5 years	Destroy	
1.2 Adoption and Fostering						
1.2.1	Adoption Client Case Files	Children	Date of birth	+100 years	Destroy	Adoption Agencies (Scotland) Regulations 1996 reg. 23
1.2.2	Adoption Client Case Files	Adopters	Date of birth	+100 years	Destroy	Adoption Agencies (Scotland) Regulations 1996 reg. 23
1.2.3	Foster Carers Files		Termination of approval	+50 years	Review	Looked After Children (Scotland) Regulations 2002 reg. 32
1.2.4	Fostering and Adoption Panel Records	Records documenting the appointment of a person as a member of a fostering or adoption panel	Termination of appointment	+5 years	Destroy	
1.2.5	Certificate of Registration		Continuous working document			
1.2.6	Case file - pre approval carers and adopters initial enquiry	Records where case progressed to initial enquiry only	Case closure	+1 year	Destroy	
1.2.7	Case file - pre approval carers and adopters initial interview only (concerns)	Records where case progressed to initial enquiry only - concerns about enquirer or enquirer advised not to proceed	Case closure	+10 years	Destroy	
1.2.8	Case files - pre approval carers and adopters not approved / withdrawn	Records where case progressed to panel / agency decision not approved / approved but carer withdraws	Date of decision or date of prospective carer / adopter's death if earlier	+25 years	Destroy	
1.2.9	Case file - prospective adopters - no adoption order	Prospective adopters in relation to whom an adoption order is not made	Last action on case	+10 years	Destroy	
1.2.10	Case file - private fostering	Records documenting the monitoring of a private fostering arrangement	Case closure	+50 years	Destroy	
1.2.11	Indexes to adoption case files		Continuous working document			
1.2.12	Adoption Counselling	Counselling provided before access to adoption records is given	i. Form part of existing adoption record ii. Conclusion of counselling	i. See above ii. +25 years	i. See above ii. Destroy	
1.2.13	Letterbox Correspondence		i. Form part of existing adoption record ii. Date of last action	i. See above ii. +10 years	i. See above ii. Review	
1.3 Looked After Children						
1.3.1	Client Case File	Looked after children	i. Date of birth ii. Date of death where child dies before 21st birthday	i. +100 years ii. +25 years	i. Destroy ii Destroy	Looked After Children (Scotland) Regulations 2009

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
1.3.2	Kinship Carer Records	Adults	i. Date of birth ii. Date of death where child dies before 21st birthday	i. +100 years ii. +25 years	i. Destroy ii Destroy	Looked After Children (Scotland) Regulations 2009
1.3.3	Residential Homes	Looked after children's files, log books	Date of birth	+100 years	Offer to Archivist	Looked After Children (Scotland) Regulations 2009
1.3.4	Children's Home Inspection Records		Date of inspection	+100 years	Offer to Archivist	
1.4	Child Protection					
1.4.1	Case file - child investigated and placed on the Child Protection Register		Case closure	+50 years	Review	
1.4.2	Case file - child investigated but not placed on the Child Protection Register		Date of birth	+25 years	Review	
1.5	Children Looked After in Care					
1.5.1	Case file - throughcare and aftercare	Pathway assessments, pathway views, pathway plans, reviews of the pathway plans, procedures for making representations	i. Date of birth ii. Date of death where child dies before 26th birthday	i. +100 years ii. +25 years	i. Destroy ii Destroy	The Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. SSI No 608 Regulations 3, 15
1.6	Residential Homes					
1.6.1	Service file - residential home / home care service management records - major records	i. Strategy, planning, monitoring ii. Meetings, correspondence iii. Visitors books	i. Superseded ii. DOM iii. Date of last entry	i. +30 years ii. +20 years iii. +10 years	i. Offer to Archivist ii. Destroy iii. Destroy	Records required by Residential Establishments Child Care (Scotland) Regulations 1996 SI 1996/3256 Regulation 5. Records required by The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002 SSI 2002/114. The Regulation of Care (Application and Provision of Advice) (Scotland) Regulations 2002 SSI 2002/113 Regulation 1(3)
1.6.2	Service file - residential home / home care service management records - minor records		Current year	+2 years	Destroy	
1.6.3	Notification records from a residential home to the Care Inspectorate	Death of service user, details of medication administered to service user without their consent (or the consent of people authorised) the appointment of a manager for a home care service for a continuous period of 28 days or more, proposed changes to the management of a home care service	End of calendar year	+5 years	Destroy	Records required by The Regulation of Care (Requirements as to Care Services (Scotland) Regulations 2002 SSI 2002/114 Regulations 17, 20, 21, 22, 23. Details of medication administered should be added to case file
1.6.4	Children's Home Register		Last entry on register	+1 year	Transfer to Archive	
1.7	Supporting Children					
1.7.1	Voluntary Allocation Client Case File	Children in need including Self Directed Support (SDS)	Closure date	+25 years	Destroy	
1.7.2	Short Contact Client Case Files	Including referrals	Closure date	+5 years	Review	
1.7.3	Short Contact Client Case Files	Child Protection referrals and events	Date of birth	+25 years	Review	
1.8	Youth Justice					
1.8.1	Case file - young offenders	Records of court procedures, action plan orders, implementation of orders, reparation orders, supervision orders probation and referral orders	Closure date	+5 years	Review	
1.8.2	Case file - young offenders schedule 1 offender		Case closure	+100 years	Destroy	
1.8.3	Case file - young offenders	Looked After Children	Case closure	+100 years	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
1.8.4	Movement Restriction Care Plan		Date of birth	+25 years	Destroy	Intensive Support and Monitoring (Scotland) Regulations 2005. SSI 2005 No. 201 Regulation 2
1.9	Addiction					
1.9.1	Client Case File	Including referrals and risk assessments	Closure date	+5 years	Destroy	
1.9.2	Client Case File	Short contact	Closure date	+1 year	Destroy	
1.9.3	Single Shared Assessment	Original signed copy	Date of completion	+75 years	Destroy	
1.9.4	Correspondence		End of drug treatment and testing order	+3 years	Destroy	
1.9.5	Child Care Meetings	Case conferences	Case closure	+50 years	Review	
1.1	Adult Care					
1.10.1	Client Case Files	Day services, learning disabilities (mental handicap)	Current year	+100 years	Destroy	
1.10.2	Client Case Files (Mental Health Officer)	Learning disabilities (mental handicap) guardianship	Current year	+75 years	Destroy	
1.10.3	Client Case Files (Mental Health Officer)	Learning disabilities (mental handicap) Sec of state	Current year	+75 years	Destroy	
1.10.4	Client Case File	Learning disabilities (mental handicap) Curator Bonis	Current year	+5 years	Destroy	
1.10.5	Client Case File	Mental illness - health social work	Current year	+100 years	Destroy	
1.10.6	Client Case File	Deceased clients - not fostering and adoption records or learning disability records	Closure date	+5 years	Destroy	
1.10.7	Power of Attorney	Welfare	PoA ceases	+5 years	Destroy	
1.10.8	Client Case Files	Advice and general assistance	Current year	+3 years	Destroy	
1.10.9	Client Case Files	Sensory Impaired	Closure date	+5 years	Destroy	
1.10.10	Client Case Files	Occupational therapy	i. Last action ii. Death of adult	i. +5 years ii. +3 years	i. Destroy ii Destroy	
1.10.11	Client Case Files	Aids and adaptations	Closure date	+5 years	Destroy	
1.10.12	Client Case File	Elderly residential care, nursing home care, respite	Closure date	+10 years	Destroy	
1.10.13	Residential Establishments	Diaries, log books, home inspections, registration files, enquiries etc. No longer produced	Closure date	+25 years	Review then Offer to Archivist	
1.10.14	Notification of rates for Community Care Services		End of financial year	+2 years	Destroy	
1.10.15	Registration of Staff (SSSC)	Copy of applications, copy reports, copy certificates	Termination of employment	+25 years	Destroy	
1.10.16	Grant Claim Related Forms	Scottish Welfare Fund	End of financial year	+6 years	Destroy	
1.10.17	Adult Protection Patient Care Records		i. Date of birth ii. Date of death	i. +75 years ii. +25 years	i. Destroy ii Destroy	
1.10.18	Guardianship Orders		Date guardianship ceases	+5 years	Destroy	
1.10.19	Adult Protection Investigation	Files that conclude the adult is not designated as vulnerable / requiring adult protection	Closure of investigation	+5 years	Destroy	
1.10.20	Service User File	Records documenting the preparation, review and revision of a personal plan for a service user, financial transactions undertaken for a service user, liaison with social workers regarding the type of care being provided to a service user or problems with providing home care, administration of medicines to a service user.	i. Last action ii. Death of adult	i. +5 years ii. +3 years	i. Destroy ii Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
1.10.21	Service User File	Records of service users names, addresses, date of birth, details of next of kin or person authorised to act on their behalf. Details of users GP and the date a service was first provided	i. Last action ii. Death of adult	i. +5 years ii. +3 years	i. Destroy ii Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No. 114 Regulation 19(1)
1.10.22	Service User File	Details of any restraints used; incidents detrimental to the health or welfare of a service user, complaints, outcomes and actions taken, money and valuables deposited by a service user/when returned/what used for. Date and time of death of any service user who has died including doctor certifying death, details of medication without consent	i. Last action ii. Death of adult	i. +5 years ii. +3 years	i. Destroy ii Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No. 114 Regulation 19(3)
1.10.23	Case file - adult with mental health problems, where statutory measures were taken	Referral / request for service or service transferred to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant)	i. Last action ii. Death of adult	i. +10 years ii. +5 years	i. Destroy ii Destroy	
1.10.24	Case file - adult with mental health problems, where statutory measures were not taken	Referral / request for service or service transferred to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant)	i. Last action ii. Death of adult	i. +10 years ii. +5 years	i. Destroy ii Destroy	
1.10.25	Part 9 Care Plan (under Mental Health (Care and Treatment) (Scotland) Act 2003 Part 9 Compulsion Orders	Retain on case file	i. Last action ii. Death of adult	i. +10 years ii. +5 years	i. Destroy ii Destroy	
1.10.26	Social Circumstances Report - under the Mental Health (Care and Treatment Scotland) Act 2003	Retain on case file	i. Last action ii. Death of adult	i. +10 years ii. +5 years	i. Destroy ii Destroy	
1.10.27	Adult Protection Committee	Procedures, minutes, report, practices, arrangements, Grampian Wide	Superseded	+5 years	Offer to Archivist	

4.0 Consumer Affairs

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
4.1	Consumer Affairs					
4.1.1	Enforcement Policy		Continuous working document			
4.1.2	Fixed Penalty Notices	Smoking, dog fouling, littering, EPA etc	Date notice discharged	+6 years	Destroy	
4.1.3	Records connected with the enforcing of restrictions on the movement of animals		Date of the restriction order	+6 years	Review / Offer to Archivist	
4.1.4	Animal Health - BSE	Notices	While current	+3 years	Offer to Archivist	
4.1.5	Animal Health - Foot and Mouth	Notification of disease or suspected disease	Date of notification	+3 years	Offer to Archivist	
4.1.6	Animal Health - Avian Flu	Declaration, notices, notice of restriction, notice to prohibit the keeping of poultry or other captive birds, notice directing the birds specified to be killed, emergency vaccination notice, declaration of zone, approvals, designation, decisions of notices	Date of notification	+3 years	Offer to Archivist	
4.1.7	Animal Control Licences		Date administrative use ceases	+5 years	Destroy	
4.2	Trading Standards					
4.2.1	Prosecution Files	Including prosecution report	Case closure	+25 years	Offer to Archivist	
4.2.2	Investigation Files (not leading to prosecution)		Closure of investigation	+6 years	Destroy	
4.2.3	Enforcement Record	Inspections and other enforcement activities including statutory notices	Closure date	+6 years	Destroy	
4.2.4	Business or Other Entity Subject to Regulation	Records of current details	Closure date	+6 years	Destroy	
4.2.5	Business or Other Entity Subject to Regulation	Specifically with underground petrol storage	Closure date	+100 years	Review / Offer to Archivist	
4.2.6	Money Advice Files	Debt Arrangement Scheme case files and bankruptcy case files	Closure date	+10 years	Destroy	
4.2.7	Money Advice Files and Welfare Benefits	Non DAS or bankruptcy	Closure date	+6 years	Destroy	
4.2.8	Project Files	Including campaigns and reports	Closure date	+6 years	Destroy	
4.2.9	Service Requests	Consumer complaints, business advice	Resolution of complaint	+5 years	Destroy	
4.2.10	Instrument Calibration Records		End of current year	+6 years	Destroy	

5.0 Council Property

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
5.1	Estates					
5.1.1	Adverts	To provide templates for future adverts	Closure	+3 years	Destroy	
5.1.2	Condition Schedules – Leases		Duration of tenancy	+5 years	Destroy	
5.1.3	Energy files/information		Closure	+5 years	Review	
5.1.4	Enquires to purchase properties/lease properties		Last action	+3 years	Destroy	
5.1.5	Flood Compensation files	Agreements should be held in deed safe and electronically on CAPS	Settlement	+10 years	Review	
5.1.6	Settlement files (eg BK/1reference)		Date of settlement	+10 years	Offer to archivist	
5.1.7	Industrial Revenue Budget information		End of financial year	+6 years	Destroy	
5.1.8	Notices to Quit		Date of notice	+5 years	Destroy	
5.1.9	Performance Information		End of financial year	+5 years	Review	
5.1.10	Application for leases, licences and rental revision		Expiry of lease	+15 years	Destroy	
5.1.11	Property Lease Agreements	Formal documents to be archived permanently - electronically	Expiry of lease	+15 years	Review	
5.1.12	Property Lease Management documents	Formal documents to be archived permanently - electronically	Expiry of lease	+15 years	Review	
5.1.13	Plans - Lease	Destroy paper copies if property sold	Life of asset	+1 year	Transfer to archives	
5.1.14	Plans – Report	Can be retained electronically	Last action	+5 years	Destroy	
5.1.15	Plans – miscellaneous	Subject to exceptions	Last action	+5 years	Review	
5.1.16	Plans of services, floor plans, drainage, levels etc		Life of asset	+1 year	Transfer to archives	
5.1.17	Plans - property acquisition and disposal		Life of asset	+1 year	Offer to archivist	
5.1.18	Property files (specific owned properties)	Subject to retention of any particular documents/records	Life of asset	+1 year	Transfer to archives	
5.1.19	Legal documents relating to sale, conditions of contract etc	Formal documents to be archived permanently - electronically	Date of disposal	+15 years	Offer to archivist	
5.1.20	Property Particulars	Retain/archive electronically	Life of asset	+1 year	Offer to archivist	
5.1.21	Rating Notifications		End of year	+1 year	Destroy	
5.1.22	Rating files		End of year	+10 years	Review	
5.1.23	Space Audit information		End of year	+5 years	Review	
5.1.24	Title reports	Scan in & link to Uniform	Life of asset	+1 year	Transfer to archives	
5.1.25	Valuations – asset valuations		Life of asset	+1 year	Transfer to archives	
5.1.26	Wayleaves/Servitudes correspondence	Formal documents to be archived permanently - electronically	Last action	+5 years	Review	
5.1.27	Records documenting negotiations and acquisition of a property through purchase, transfer, donation	Surveys, valuations, correspondence	Disposal of property	+20 years	Review	
5.1.28	Title Deeds and Title Reports	Formal documents to be archived permanently - electronically	Disposal of property	nil	Transfer to new owners	
5.1.29	Records documenting negotiations for the acquisition of a property by the Council, where the property was not acquired		Closure of negotiations	+5 years	Review	
5.1.30	Records documenting the acquisition of a property through lease	Lease agreements, correspondence	Expiry of lease	+10 years	Review	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
5.1.31	Records documenting negotiations for the lease of a property by the council where the property was not leased		Closure of negotiations	+5 years	Destroy	
5.1.32	Records documenting negotiations for the sale of a property by the council where the property was not sold		Closure of negotiations	+5 years	Review	
5.1.33	Records documenting the disposal of properties by sale, transfer or donation		Disposal of property	+20 years	Review	
5.1.34	Records documenting the termination of a property lease		Termination of Lease	+10 years	Review	
5.1.35	Records documenting the lease of council property to a third party		Termination of Lease	+5 years	Review	
5.2	Council Building & Land Management					
5.2.1	Property Annual Reports	Performance	End of year	+10 years	Transfer to archives	
5.2.2	Special interest buildings - plans etc		Life of asset	+1 year	Transfer to archives	
5.2.3	Work Orders		Last action	+7 years	Destroy	
5.2.4	Tenant Movement Forms		Last action	+5 years	Destroy	
5.2.5	Job files		End of job	+5 years	Destroy	
5.2.6	Requests for work contracts, cleaning etc		Current	+5 years	Destroy	
5.2.7	Stock Monitoring Records		Last action	+4 years	Destroy	
5.2.8	Site Register, Register of Leases		Period of ownership	+2 years	Transfer to archives	
5.2.9	Other buildings - plans etc		Life of property	+1 year	Transfer to archives	
5.3	Design & Construction - Architects and Engineers Practice, Quantity Surveyors & Maintenance, Clerk of Works					
5.3.1	Main contract files - correspondence	10 yrs relates to council house sales	Certificate of practical completion	+6 years (+10 years for Housing Clients)		
5.3.2	Certificate of Practical Completion		Certificate of practical completion	+6 years (+10 years for Housing Clients)		
5.3.3	Schedule Defects		Certificate of practical completion	+6 years (+10 years for Housing Clients)		
5.3.4	Certificate of Making Good Defects		Certificate of practical completion	+6 years (+10 years for Housing Clients)		
5.3.5	Letter of Acceptance		Certificate of practical completion	+6 years (+10 years for Housing Clients)		
5.3.6	Post Project Reviews		End of project	+6 years	Offer to archivist	
5.3.7	Architects site layout drawings, location plans, general arrangement drawings, plans	including detail drawings, sketch prop, design options	Life of property	+20 years	Transfer to archives	
5.3.8	Project file	geotechnical drawings, structural drawings, structural specifications and calculations Service layout drawings Surveyors working files including interim payment back up Final measurement/accounts Clerk of works - contract drawing, bill of quantities, personal contract files Clerk of works - contract site diaries	Certificate of practical completion	+6 years (+10 years for Housing Clients)	Offer to archivist	
5.3.9	Contract - council house sales	No longer produced	Termination of contract	+10 years	destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
5.3.10	Building Warrant/planning drawings		Certificate of practical completion	+6 years (+10 years for Housing Clients)		
5.3.11	House type drawings		Life of property	+50 years	Offer to archivist	
5.3.12	Record photographs		Continuous working document			
5.3.13	Site Investigation Reports		Completion of report	+10 years	Review then offer to Archivist	
5.3.14	General servicing information oil/gas		Current	+1 year	destroy	
5.3.15	Landlord certificate of gas appliance safety		Current	+1 year	destroy	
5.3.16	Certification of gas appliance safety - corporate buildings		Current	+1 year	destroy	
5.3.17	Cyclical Servicing Certification - fixed electrical installation testing reports		Current	+1 year	destroy	
5.3.18	Cyclical Servicing Certification - gas boiler plant certificates		Current	+1 year	destroy	
5.3.19	Cyclical Servicing Certification - oil boiler plant certificates		Current	+1 year	destroy	
5.3.20	Cyclical Servicing Certification - fire alarms and emergency lighting		Current	+1 year	destroy	
5.3.21	Cyclical Servicing Certification - intruder alarms, fire fighting equipment, portable appliances testing (PAT), lighting conductor testing, roof anchor testing, CCTV, card access services, kiln servicing (school), stage lighting (schools), electric kitchen equipment servicing (schools)		Current	+5 years	destroy	
5.3.22	Cyclical Servicing Certification - gas kitchen equipment (schools)		Current	+5 years	destroy	
5.3.23	Cyclical Servicing Certification - generator servicing		Current	+1 year	destroy	
5.3.24	Cyclical Servicing Certification - air conditioning		Current	+1 year	destroy	
5.3.25	Cyclical Servicing Certification - lift plant		Current	+1 year	destroy	
5.3.26	Priced bills of quantity		Life of property	+20 years	offer to archivist	
5.3.27	Probable cost files		Life of property	+20 years	offer to archivist	
5.3.28	Legionella Risk Assessment		Superseded	+2 years	destroy	
5.3.29	Asbestos Register, survey and sample certificates		Date of assessment	+20 years	Review then offer to Archivist	
5.3.30	Asbestos removal certification		Date of assessment	+20 years	Review then offer to Archivist	
5.3.31	records documenting the carrying out of routine maintenance and repairs to fixtures, fittings and interior decoration		End of current year	+2 years	Destroy	
5.4	Property & Land Management					
5.4.1	Records documenting the ongoing management of council property and land - assets over £50,000	Property case files	Date of lease expiry or disposal	+20 years	Offer to archivist	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
5.4.2	Records documenting the ongoing management of council property and land - assets under £50,000	Property case files	Date of lease expiry or disposal	+5 years	Destroy	
5.4.3	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	+2 years	Destroy	
5.4.4	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	Closure date	+6 years	Destroy	
5.4.5	Property security - records documenting access controls to secure areas	Access registers, key registers	Last entry	+10 years	Destroy	
5.4.6	Property security - register of security passes issued to staff		Last entry	+10 years	Destroy	
5.4.7	Property security - register of security passes issued to visitors		Last entry	+10 years	Destroy	
5.4.8	Property security - records documenting the investigation of a security incident in a property, and action taken		Closure date	+4 years	Review	
5.4.9	Equipment and consumables - storage records	Stock inventory, stock taking records, condition monitoring, movement to and from storage	Date of last action	+7 years	Destroy	
5.5	Asset Management					
5.5.1	Office Furniture Sheet		Date superseded	+1 year	Destroy	
5.5.2	Accommodation Change Request - Staff		Date of last action	+5 years	Destroy	
5.5.3	Accommodation Change Request - Property		Date of last action	+5 years	Destroy	
5.5.4	Accommodation Change Approval		Date of last action	+3 years	Destroy	
5.5.5	Move Plan		Date of last action	+2 years	Destroy	
5.5.6	Conditions Surveys		Date superseded	+5 years	Offer to Archivist to Sample	
5.5.7	Suitability Assessments		Date superseded	+5 years	Destroy	
5.5.8	Suitability Assessment Statistics		Date superseded	+2 years	Destroy	
5.5.9	Programme Preparation and Costing		Date superseded	+2 years	Destroy	
5.5.10	Programme Delivery and Approval		Date superseded	+2 years	Destroy	
5.5.11	Programme Delivery Core Fact Sheet		Date superseded	+5 years	Destroy	
5.5.12	Programme Delivery Conditions Survey		Date of inspection	+5 years	Offer to Archivist	
5.5.13	Annual Budget Review		End of financial year	+2 years	Destroy	
5.5.14	5 Year Budget Forecasting		End of financial year	+6 years	Destroy	
5.5.15	Asset Management Drawings		Date superseded	+20 years	Offer to Archivist	
5.5.16	Option Appraisal and Report		Date of last action	+20 years	Offer to Archivist to Sample	
5.5.17	Property Capacity Spreadsheets		Date superseded	5 years	destroy	
5.6	Building Services DLO					
5.6.1	Main Contract Files; including correspondence		Completion of certificate	+10 years	Destroy	
5.6.2	Certificate of Making Good Defects		Date certificate received	+9 years	Destroy	
5.6.3	Electrical Testing		Date of electrical certificate	+12 years	Offer to Archivist	
5.6.4	General Servicing Information for Oil and Gas		Date of last action	+7 years	Destroy	
5.6.5	Landlord certificate of gas appliance safety		Date of last action	+7 years	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
5.6.6	Priced bills of quantity		Receipt of bill of quantity	+10 years	Destroy	
5.6.7	Final measurements and accounts		Date of final account	+10 years	Offer to Archivist	
5.6.8	Equipment and Consumables - storage records for stock inventory, taking records, conditions monitoring, movement to and from storage		Date of last action	+7 years	Destroy	
5.7	Fleet					
5.7.1	Vehicle Log Sheet		Completion of log	+2 years	Destroy	Goods Vehicle Operators Licensing
5.7.2	Vehicle Registration Files		Disposal of vehicle/plant	Life of asset	Pass to auction or return to DVLA	Road Traffic Act 1991
5.7.3	Vehicle Inspection Sheets		Completion of inspection	+18 months	Destroy	Goods Vehicle Operators Licensing
5.7.4	Driver Defect Books		Completion of book	+18 months	Destroy	Goods Vehicle Operators Licensing
5.7.5	Taxi Test Certificate		Life of taxi	+10 years	Destroy	Civic Government (Scotland) Act 1982
5.7.6	Fuel Movement Reports		Life of asset	+2 years	Destroy	
5.7.7	Material Requisition Forms		Completion of form	+1 year	Destroy	
5.7.8	Vehicle Hire		Current hire	+2 years	Destroy	Goods Vehicle Operators Licensing
5.7.9	DVLA Correspondence		Until vehicle superseded	+1 year	Destroy	Road Traffic Act 1991
5.7.10	Motor Insurance Certificates		Insurance closed	+6 years	Destroy	Civic Government (Scotland) Act 1982
5.7.11	Fleet Management - allocation and maintenance		Life of asset	+1 year	Destroy	Goods Vehicle Operators Licensing
5.7.12	Fleet Management - recording driver usage		Date of completion OR driver leaves employment	+18 months	Destroy	Goods Vehicle Operators Licensing
5.7.13	Fleet Management - vehicle records, lease or purchase		Life of asset	+1 year	Destroy	Goods Vehicle Operators Licensing
5.7.14	Driver CPC Records (Certificate of Professional Competence)		Termination of employment	+2 years	Destroy	Goods Vehicle Operators Licensing
5.7.15	Driver Assessment Records		Termination of employment	+2 years	Destroy	Goods Vehicle Operators Licensing
5.7.16	Audits		Date audit closed	+5 years	Review	
5.7.17	Internal Recharges		End of financial year	+6 years	Destroy	
5.7.18	Vehicle Tracking Records		Life of asset	+1 year	Destroy	

7.0 Criminal Justice

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
7.1 Adult Criminal Justice						
7.1.1	Client Case File	Including alternative to custody offenders, section 198/406 offenders, after care offenders, section 206/413 offenders and probation except sex offenders	Closure date	+3 years	Destroy	
7.1.2	Client Case File	Life parole	Closure date	+75 years	Destroy	
7.1.3	Client Case File	Life license	Closure date	+75 years	Destroy	
7.1.4	Client Case File	Non parole license	Closure date	+5 years	Destroy	
7.1.5	Client Case File	Parole license	Closure date	+5 years	Destroy	
7.1.6	Client Case File	Probation - sex offenders	Closure date	+75 years	Destroy	
7.1.7	Client Case File	Circular 11 / schedule 1 / sex offenders	Last action on case	+100 years	Destroy	
7.1.8	Client Case File	Voluntary through care	Last action on case	+3 years	Destroy	
7.1.9	Criminal Justice Social Work Report Requests		Closure date	+3 years	Destroy	
7.1.10	Diversion Services	Referrals & Assessments	Closure date	+3 years	Destroy	
7.1.11	Supervised Attendance Scheme Client Case File		Closure date	+3 years	Destroy	
7.1.12	Community Service Orders		Closure date	+3 years	Destroy	
7.1.13	Home Background Report		Last action on case	+3 years	Destroy	
7.1.14	Home Leave Report		Last action on case	+3 years	Destroy	
7.1.15	Community Service Orders	Log of work requested, squad leader record, receipt	Current year	+5 years	Destroy	
7.2 Supporting Offenders						
7.2.1	Case File	Community Service Order where offender is 16-21 years old	Completion of order	+10 years	Destroy	
7.2.2	Case File - Community Supervision Order / 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 and Testing Order (DTTO)	i. Completion of order ii. Death of offender	i. +5 years ii. +3 years	i. Destroy ii. Destroy	
7.2.3	Case File - Community Supervision Order / Community Payback Order where offender is 16-21 years old	Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment and Testing Order (DTTO)	Completion of order	+10 years	Destroy	
7.2.4	Case File - where service user found not guilty, not proven or who have had their appeal upheld, resulting in a conviction being overturned	Referral forms, indictments or complaints, case management system records, letters of appointment, correspondence pertaining to the case, SER, associated reports	Notification of court disposal	NIL	Review and Destroy	
7.3 Court Social Work Service Management						
7.3.1	Records documenting the provision of social work services to a court	Council reports, record of post sentence interviews with offenders, records of liaison with sheriff court	Date record approved	+5 years	Destroy	

8.0 Democratic Services

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
8.1 Council & Committees						
8.1.1	Calendar of meetings of Council and Council Committees		Superseded	Nil	Destroy	
8.1.2	Council and Committee Minutes	Online published versions available indefinitely	End of calendar year	+6 years	Transfer to Archive	
8.1.3	Council and Committee meeting records: council agenda and business papers & reports, council notice papers and proceedings	Online published versions available indefinitely	End of calendar year	+6 years	Transfer to Archive	Local Government (Scotland) Act 1973
8.1.4	Working Party Minutes		Date of meeting	+10 years	Offer to Archivist	
8.1.5	Minute taking draft / scroll or rough minutes		Date of meeting	+2 years	Destroy	
8.1.6	DVD of webcast of committee proceedings	Initially available to public online for 12 months then taken down	Date of meeting	+10 years	Destroy	
8.1.7	Register of Interests		End of term (5 yearly)	+10 years	Offer to Archivist	
8.1.8	Minutes of the Shadow Moray Council 1995-1996		End of calendar year	+6 years	Transfer to Archive	
8.1.9	Minutes of the Moray District Council 1975-1996		End of calendar year	+6 years	Transfer to Archive	
8.1.10	Draft notes of meetings		Until minutes finalised	Nil	Destroy	
8.1.11	Scheme of Delegation Scheme of Administration Standing Orders	Councils constitutional documents	Continuous Working Document			
8.1.12	External committees, partnerships and agencies meeting records where the Council does own the record	Documents establishing the committee, agenda, minutes, business papers and reports, meeting notice papers, proceedings e.g. Integrated Joint Board	End of calendar year	+6 years	Transfer to Archive	
8.1.13	External committees, partnerships and agencies meeting records where the Council does not own the record	Documents establishing the committee, agenda, minutes, reports, recommendations, supporting documents such as briefing and discussion papers e.g. Moray Economic Partnership	End of calendar year	+5 years	Destroy	
8.1.14	Register of gifts and hospitality	Check register for officers is held by each department	Date of last action	+5 years	Destroy	
8.1.15	Records of Honours submissions	Honours nomination form, covering documentation, letters of support, referral for comment for Lord Lieutenant	Date member leaves	+10 years	Offer to Archivist	
8.2 Members Support						
8.2.1	Members Support including correspondence and diaries		End of term (5 yearly)	+1 year	Destroy	
8.2.2	Copy invoices		End of term (5 yearly)	+1 year	Destroy	
8.2.3	Leader of the Council	Correspondence (internal and external)	End of term (5 yearly)	+1 year	Destroy	
8.2.4	Leader of the Council	Service files	End of term (5 yearly)	+1 year	Destroy	
8.2.5	Leader of the Opposition	Correspondence (internal and external)	End of term (5 yearly)	+1 year	Destroy	
8.2.6	Leader of the Opposition	Service files	End of term (5 yearly)	+1 year	Destroy	
8.3 Elections and Voting						
8.3.1	Electoral Register - full version	Owned by the Grampian Joint Valuation Board	Superseded	+1 year	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
8.3.2	Ballot papers, completed Corresponding Numbers Lists, certificate of employment and documents relating to the administration of the Election - European Parliamentary, Westminster, Scottish Parliamentary, Local Government		Date of election	+1 year	Destroy	Scottish Parliament (Elections) Order 2007
8.3.3	Local Government Election Nomination Papers		Close of Poll	+1 year	Destroy	
8.3.4	Marked Registers and any other document relating to the election (except Ballot Papers, completed Corresponding Numbers Lists, Certificates of Employment and data relating to Electronic Counting Systems)		Close of Poll	+1 year	Destroy	
8.3.5	Electronic Counting Systems Data		Close of Poll	+1 year	Destroy	Scottish Parliament (Elections) Order 2007
8.3.6	Ballot papers and paper work relating to Cairngorm National Park Elections		Close of Poll	+1 year	Destroy	
8.3.7	Candidates Election Expenses Returns		Close of Poll	+2 years	Destroy	
8.3.8	Records of Election Results		End of calendar year	+10 years	Transfer to Archive	
8.4 Community Councils						
8.4.1	Community Council Minutes	Published online	Date of meeting	+1 year	Offer to Archivist	
8.4.2	Community Council Correspondence	Including emails	End of community council term	+4 years	Destroy	
8.4.3	Community Council Membership Lists		End of community council term	+4 years	Offer to Archivist	
8.4.4	Membership Handbook		End of community council term	+4 years	Offer to Archivist	
8.4.5	Inaugural Briefing		Superseded	+1 year	Destroy	
8.4.6	Inaugural Data Permission Slips		Superseded	+1 year	Destroy	
8.4.7	Joint Community Council (JCC) Liaison Update		End of community council term	+4 years	Destroy	
8.4.8	Grant Allocation Data		End of financial year	+1 year	Destroy	

9.0 Economic Development

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
9.1	Economic Development					
9.1.1	Record Grant Files		End of current year	+5 years	Destroy	
9.1.2	Project Files		Completion of project	+2 years	Destroy	
9.1.3	Community Grant Files	No longer produced	End of current year	+5 years	Destroy	
9.1.4	Project Files (non European funded)	Heritage Lottery Fund, Historic Scotland etc	Completion of project	+5 years	Review then Offer to Archivist	
9.1.5	European Funded Programmes and Projects. Note: The retention date will depend upon the date on which the Scottish Government receives final payment from the EU Commission and it is important to keep all documents related to projects funded under this programme period until notified.	Including: East Objective 2 ERDF 1994-1996 (94091301794UK) East Objective 2 ERDF 1997-1999 (97UK16003) East Scotland 97-99 (940913003) Eastern Scotland 1994-1996 (942201UK2) Eastern Scotland ESF 1997-1999 (972202UK2) Highlands and Islands (941201UK1) Highlands and Islands ERDF (94UK16003) Highlands and Islands Objective 1 ERDF (940913014) IC PME Scotland (SME Lowland ERDF) (940910024) IC Rechar II Eastern Scotland (940910011) Konver ERDF (959901UK8) Konver ESF (959901UK8) Leader II 5(b) ESF (949022UK8) Leader II ESF (949023UK8) Leader II Highlands and Islands (940910033) Leader II Scotland (940910034) North West Grampian ERDF 5(b) (94091300994UK) North West Grampian ESF 5(b) (94520UK5) Objective 4 ESF (984001UK4) Retex ERDF (95823UK8) Retex ERDF GB Obj 2 5b (930910001) Retex ESF (958233UK8) SME Highland 94-99 (94091022) SME Highland ESF (949734UK8) SME Highlands (94UK16034) SME Lowlands (94UK16034)	Closure of project by Scottish Government or Completion of asset	+20 years	Review then Offer to Archivist	
9.1.6	Records of the establishment and operation of a Business Improvement District (BID)	Including developing a BID proposal, BID notice, BID ballot, information for canvassing, appeals against veto, BID revenue account, alterations, termination	Date of record	+5 years	Offer to Archivist	
9.1.7	Establishment and operation of business forum or networking group	Meeting minutes and papers, correspondence	Life of group	+5 years	Review then Offer to Archivist	
9.1.8	Business development advice and assistance to a specific business		Last contact with business	+5 years	Review then Offer to Archivist	
9.1.9	Direct support given to a social enterprise / economic regeneration organisations	Including Community Partnerships	Last contact with organisation	+5 years	Review then Offer to Archivist	
9.1.10	Participation in a lobbying group to represent council geographic area in economic development planning at regional, national and European level		End of current year	+10 years	Review then Offer to Archivist	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
9.1.11	Direct support given to an inward investment project		End of current year	+10 years	Review then Offer to Archivist	
9.1.12	Council funding and financial support for a tourism project where the council is not a project partner	Including; Money for Moray	Termination of funding agreement	+5 years	Review then Offer to Archivist	
9.1.13	Enquiries	E.g. Moray Film Liasion, events	Date of enquiry	+1 year	Destroy	

10.0 Education and Skills

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
10.1 Administration						
10.1.1	Children's Performance Licence	Administered by HQ. Very small number issued per year	Date of licence	+3 years	Destroy	
10.1.2	Copyright Correspondence	Licence agreements	Current year	+2 years	Destroy	
10.1.3	Placing Requests and Correspondence		Review and update as required	+3 years	Destroy	
10.1.4	Trusts and Endowments	Terms of criteria	Lifetime of trust	+10 years	Transfer to Archive	
10.1.5	Trusts and Endowments	Applications	End of financial year	+5 years	Destroy	
10.1.6	School Fundraising, School Funds	Policy, planning, performance, procedures and development	Current year	+6 years	Offer to Archivist	
10.1.7	School Fundraising, School Funds	Individual details of donors	Statistical use	Nil	Destroy	
10.1.8	School Fundraising, School Funds	Financial records	Current year	+6 years	Destroy	
10.1.9	Inventories of equipment and furniture		Continuous working document			
10.1.10	School Brochure / Prospectus		Date superseded	Nil	Offer to Archivist	
10.1.11	Visitors Book		Completion of book	+2 years	Offer to Archivist	
10.1.12	Parent Teacher Association / Old Pupil's Associations		Current year	+3 years	Offer to Archivist	
10.1.13	Class Lists		Date superseded	+1 year	Destroy	
10.1.14	Emergency Contacts		Date superseded	Nil	Destroy	
10.1.15	Emergency Regulations		Date superseded	Nil	Destroy	
10.1.16	Identification and School Badges		Date superseded	+1 year	Destroy	
10.1.17	Parental Consent Forms		Date superseded	Nil	Destroy	
10.1.18	Performance - school files		Date of last action	+7 years	Destroy	
10.1.19	Photographs (by class and year)		Date of photograph	+5 years	Review then Offer to Archivist	
10.1.20	Plans and Policies - school files	including log books	Date superseded	+3 years	Offer to Archivist	
10.1.21	Prize Giving		10 years after last action or 10 years after last action when student reaches 25 years of age	Nil	Offer to Archivist	
10.1.22	Strategies and policies documenting the conditions of access to educational services	Accessibility Strategy	Date superseded	Nil	Transfer to Archive	
10.1.23	Records documenting the development and project management of access and inclusion related projects	Project plans, project target and milestone reports	Closure date	+7 years	Destroy	
10.1.24	Promotion of health annual statement	Annual statement and report (Potentially part of Equal Opportunities Report)	Date superseded	Nil	Offer to Archivist	
10.1.25	Parental Involvement annual statement	Annual report	Date superseded	Nil	Transfer to Archive	
10.1.26	Gaelic Medium Primary Education Assessments	Assessments	Date superseded	Nil	Offer to Archivist	
10.1.27	Admissions Appeals		Closure date	+10 years	Destroy	
10.1.28	Alternative Provisions Forms		Current school year	+1 year	Destroy	
10.1.29	Exclusion Records		Once superseded	+7 years	Destroy	
10.1.30	Referrals	New referrals for admission	Date of last entry	+4 years	Destroy	
10.1.31	Teacher development plans	including provision of learning mentors	Date of last action	+2 years	Destroy	
10.1.32	Staff meeting minutes		Date of last action	+4 years	Destroy	
10.1.33	SQH Meetings		Date of last action	+4 years	Destroy	
10.2 Parent Councils (School Boards)						
10.2.1	Constitutional Documents		End of school year	+5 years	Transfer to Archive	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
10.2.2	Office Bearers		End of school year	+1 year	Destroy	
10.2.3	Minutes		End of school year	+5 years	Transfer to Archive	
10.3	Early Learning & Child Care (Pre School)					
10.3.1	Annual Partnership Contracts		End of school year	+2 years	Destroy	
10.3.2	Centre Listings	Contact details, opening hours of centres	Continuous working document			
10.3.3	Development Plans		End of school year	+2 years	Destroy	
10.3.4	Early Assessment Records	Assessment for pupils entering education early	End of school year	Nil	Destroy	
10.3.5	Grant Payments	Each child gets a set amount per session	End of school year	+2 years	Destroy	
10.3.6	Registration Forms		End of school year	+5 years	Destroy	
10.4	Work Experience					
10.4.1	Employers Questionnaires	Contact details, ensuring employers have liability insurance	End of work experience	+6 years	Destroy	
10.5	Care Inspectorate (HM Inspectorate of Education)					
10.5.1	Establishment Files	Enables school to prepare for inspection	End of school year	+1 year	Destroy	
10.5.2	Inspection Reports	No longer produced. Electronically published by Care Inspectorate			Offer to Archivist	
10.6	Music Instruction					
10.6.1	Invoice Details	Spreadsheet for which pupils need to pay or if they are funded	End of school year	+1 year	Destroy	
10.6.2	Music Instructors Timetables		End of school year	+1 year	Destroy	
10.7	Governors and Management					
10.7.1	Minutes	Principal signed set	Date of meeting	+1 year	Transfer to Archive	
10.7.2	Annual Parents Meeting Papers		End of year	+2 years	Offer to Archivist	
10.7.3	Action Plans		Date superseded	+2 years	Destroy	
10.7.4	Policy Documents		Expiry of policy/ Policy superseded	Nil	Offer to Archivist	
10.7.5	Annual Reports		End of year	+2 years	Offer to Archivist	
10.7.6	Newsletters	For staff, parents and pupils	Current year	+1 year	Offer to Archivist	
10.7.7	Reports made by the Head Teacher or the Management Team		Date of report	+3 years	Offer to Archivist	
10.7.8	School Capacities / Roll		Closure date	+6 years	Destroy	
10.7.9	Projections		Date superseded	+25 years	Offer to Archivist	
10.8	Pupil Records					
10.8.1	Admissions Register		Date of last entry	Nil	Transfer to Archive	
10.8.2	Admission and Leavers Information	Seemis system	End of school year	+5 years	Destroy	
10.8.3	Attendance Registers		End of school year	+5 years	Destroy	
10.8.4	Pupil Files	Nursery - then transferred to next school	Date of leaving school education	+5 years	Destroy	The Pupils Education Records (Scotland) Regulations 2003
10.8.5	Pupil Files	Primary - then transferred to next school	Date of leaving school education	+5 years	Destroy	The Pupils Education Records (Scotland) Regulations 2003
10.8.6	Pupil Files	Secondary	Date of leaving school education	+5 years	Destroy	The Pupils Education Records (Scotland) Regulations 2003
10.8.7	Special Educational Needs files, reviews and individual education plans	Additional Support Needs records	Date of leaving school education	+5 years	Destroy	The Pupils Education Records (Scotland) Regulations 2003
10.8.8	Examination Results	Public statistics	End of school year	+5 years	Destroy	
10.8.9	Examination Results	Internal - added to Pupil File	Date of leaving school education	+5 years	Destroy	
10.8.10	Administration of Medicines		Date of leaving school education	+5 years	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
10.8.11	Employment of Children	Workplace applies to the school for licence. Held in pupil file	Date of leaving school education	+5 years	Destroy	
10.8.12	Home Education Records	If pupil moved between mainstream or home education then file transferred until end of education	Date of leaving school education	+5 years	Destroy	The Pupils Education Records (Scotland) Regulations 2003
10.8.13	Educational Psychology Files		Date of last action or when student reaches 25 (whichever is later)	Nil	Destroy	
10.8.14	Sacramental Records		10 years after last action or 10 years after last action when student reaches 25 years of age (whichever is later)	Nil	Destroy	
10.9 Curriculum						
10.9.1	Curriculum Development		Continuous working document			
10.9.2	Curriculum Returns		Continuous working document			
10.9.3	School Syllabus		Continuous working document			
10.9.4	Schemes of Work		End of year	Nil	Destroy	
10.9.5	Timetable		End of year	Nil	Destroy	
10.9.6	Class Record Books		Continuous working document			
10.9.7	Mark Books		End of year	Nil	Destroy	
10.9.8	Record of Homework Set		End of year	Nil	Destroy	
10.9.9	Pupil's Work		End of year	Nil	Destroy	
10.9.10	Value Added Records		Continuous working document			
10.9.11	Records documenting curriculum development or effect of changes	Curriculum Support Guidelines	Current school year	+5 years	Destroy	
10.9.12	Records documenting curriculum development or effect of changes	International Projects	Date of last action	+7 years	Offer to Archivist	
10.9.13	Records documenting curriculum development or effect of changes	Out of School Projects	Date of last action	+7 years	Offer to Archivist	
10.9.14	Records documenting curriculum development or effect of changes	Outdoor Education	Date of last action	+7 years	Offer to Archivist	
10.9.15	Records documenting curriculum development or effect of changes	Schools Curriculum	Date of last action	+7 years	Offer to Archivist	
10.1 School Meals						
10.10.1	School Meals Summary Sheet	Including dinner register	End of financial year	+3 years	Destroy	
10.11 Education Maintenance Allowance						
10.11.1	Student Data		End of financial year	+6 years	Destroy	
10.11.2	Applications	Including supporting evidence	End of financial year	+6 years	Destroy	
10.11.3	EMA Contracts		End of financial year	+2 years	Destroy	
10.11.4	Payment Authorisations		End of financial year	+6 years	Destroy	
10.11.5	Payment Transactions		End of financial year	+6 years	Destroy	
10.11.6	Student Correspondence		End of financial year	+6 years	Destroy	
10.11.7	Management Information		End of financial year	+6 years	Destroy	

11.0 Environmental

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
11.1	Environmental Protection					
11.1.1	Fishery Returns		End of current year	+6 years	Destroy	
11.1.2	Estate Consultations		End of current year	+5 years	Destroy	
11.1.3	Forres Burn of Mosset Flood Alleviation Scheme		End of current year	+10 years	Offer to Archivist	
11.1.4	Lhanbryde Flood Alleviation Scheme		End of current year	+10 years	Offer to Archivist	
11.1.5	Roths Flood Alleviation Scheme		End of current year	+10 years	Offer to Archivist	
11.1.6	Moray Flood Alleviation Project		End of current year	+10 years	Offer to Archivist	
11.1.7	Property Enquiries		Enquiry response date	+2 years	Destroy	
11.1.8	Design and Construction - drawings photographs, design, calculations, ground investigations, inspection reports		Completion of project	+5 years	Offer to Archivist	
11.1.9	Flood Risk Management Plans and Strategies - business case, appraisals, plans, strategies, management arrangements		Date of completion	+18 years	Offer to Archivist	
11.1.10	Asset Management - mapping water bodies, analysis, assessments, inspections, clearance and repair records		Date of completion	+18 years	Offer to Archivist	
11.1.11	Cemetery Diaries		End of current year	+5 years	Offer to Archivist	
11.1.12	Notification of Burial		Last action	+6 months	Offer to Archivist	
11.1.13	Request for Works Cleaning Contracts		End of current year	+5 years	Destroy	
11.1.14	Environmental Impact Assessment		Date superseded	+1 year	Offer to Archivist	Environmental Impact Assessment (Scotland) Regulations 1999
11.1.15	Partnership Plans and Area Waste Plans		Closure of landfill	+50 years	Offer to Archivist	
11.1.16	Strategy Development		Date superseded	+5 years	Destroy	Environmental Protection (Duty of Care) Regulations 1991
11.1.17	Controlled Waste Collection	Records documenting the movement of consignment of controlled waste	Date of last action	+3 years	Destroy	
11.1.18	Discarded Needles		Date superseded	+6 months	Destroy	
11.1.19	Discarded Needles - enquiries		End of current year	+1 year	Destroy	
11.1.20	Discarded Needles - report and removal		Date of last action	+5 years	Destroy	
11.1.21	Domestic Waste Collection		Date of last action	+2 years	Destroy	
11.1.22	Trade Waste Collection		Date of last action	+3 years	Destroy	
11.1.23	Waste Sites - enquiries		End of current year	+1 year	Destroy	
11.1.24	Waste Sites - exempt activity returns		End of current year	+2 years	Destroy	
11.1.25	General information and advice about waste treatment and disposal		Superseded	+6 months	Destroy	
11.1.26	Management Plan - operation of a landfill waste disposal site		End of current year	+5 years	Offer to Archivist	
11.1.27	Licensed / Permitted waste management site returns		Closure of landfill	+25 years	Offer to Archivist	
11.1.28	Records documenting the testing of waste when it is accepted at landfill including samples and results of analysis		End of financial year	+6 years	Destroy	
11.1.29	Records documenting annual reporting to SEPA of monitoring and other data		End of current year	+5 years	Destroy	
11.1.30	Site Inspection Reports		End of current year	+5 years	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
11.1.31	Records documenting the closure, restoration and aftercare of a landfill site		Date of closure	+20 years	Offer to Archivist	
11.1.32	Waste Sites Development		Date of last action	+10 years	Offer to Archivist	
11.1.33	Waste Site Plans - as built and photographs		Date of last action	+20 years	Offer to Archivist	
11.1.34	Permit - obtaining and maintaining a landfill permit from the Scottish Environmental Protection Agency (includes pollution prevention & control)	Keep until surrendered to SEPA	Termination of permit	+5 years	Destroy	Pollution Prevention and Control (Scotland) Regulations 2000
11.1.35	Records documenting the collection, treatment and disposal of leachate and gas		End of current year	+6 years	Destroy	
11.1.36	Annual local authority waste arising's survey		End of current year	+6 years	Destroy	
11.1.37	Pollution Prevention and Control - proposed changes in operation		Until superseded	+6 months	Destroy	Pollution Prevention and Control (Scotland) Regulations 2000
11.1.38	Pollution Prevention and Control - monitoring information		Date of entry	+5 years	Destroy	Pollution Prevention and Control (Scotland) Regulations 2000
11.1.39	Mercury Storage		Termination of storage of metallic mercury	+3 years	Destroy	Landfill (Scotland) Amendment Regulations 2013
11.1.40	Quarterly composting and recycling returns		End of life	+25 years	Transfer to Archive	
11.1.41	Recycling targets and performance statistics		End of life	+25 years	Transfer to Archive	
11.1.42	Site Conditioning plans - records documenting the monitoring of ground water, surface water, leachate and gas including sampling results		End of current year	+6 years	Destroy	
11.1.43	Site Rainfall Data		End of current year	+6 years	Destroy	
11.1.44	Water Balance Data		End of current year	+6 years	Destroy	
11.1.45	Fly Tipping Enquiries		End of current year	+1 year	Destroy	
11.1.46	Fly Tipping General Information and Advice		Superseded	+1 year	Destroy	
11.1.47	Fly Tipping Reports and Action Taken		Date of last action	+3 years	Destroy	
11.1.48	Bulk Waste Collection		Date of last action	+2 years	Destroy	
11.2	Environmental Health					
11.2.1	Abandoned Vehicles		End of current year	+1 year	Destroy	
11.2.2	Air Quality Files	Including impact assessments	End of current year	+25 years	Offer to Archivist	
11.2.3	Approved Premises	Businesses that manufacture products of animal origin correspondence, letters etc	End of current year	+6 years	Offer to Archivist	
11.2.4	Approved Premises	Approval Decision	Date superseded	NIL	Destroy	
11.2.5	Approved Premises	Approval decision upon closure	Closure of business	+6 years	Destroy	
11.2.6	Burial of the Dead	Indigent dead	End of current year	+25 years	Offer to Archivist	
11.2.7	Caravan Site Files	License, plans	Until superseded	+6 years	Destroy	
11.2.8	Caravan Site Files	Correspondence	End of current year	+6 years	Destroy	
11.2.9	Chemical / Bacteriological Results		End of current year	+6 years	Destroy	
11.2.10	Commercial Premises Files	Including street traders, correspondence	Date of last correspondence / inspection	+6 years	Offer to Archivist	
11.2.11	Commercial Premises Files	Including street traders, food registration documentation, building plans, building layouts and notices	Date superseded	NIL	Offer to Archivist	
11.2.12	Communicable Diseases	Investigation results	End of current year	+6 years	Destroy	
11.2.13	Communicable Diseases Outbreak		End of current year	+25 years	Offer to Archivist	
11.2.14	COSLA Correspondence		End of current year	+3 years	Destroy	
11.2.15	Dog Warden Register		End of current year	+6 years	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
11.2.16	Export Health Certificates		End of financial year	NIL	Destroy	
11.2.17	Environmental Protection Act Notices		End of current year	+25 years	Offer to Archivist	
11.2.18	Farmers Markets (Food)		End of current year	+6 years	Destroy	
11.2.19	Fishery Returns	No longer produced	End of current year	+6 years	Destroy	
11.2.20	Food Alerts		Date of alert	+6 years	Destroy	
11.2.21	Food Complaints	Investigation results	Resolution of complaint	+6 years	Destroy	
11.2.22	FSS Consultations	Food Standards Scotland	End of current year	+1 year	Destroy	
11.2.23	FSS Returns		End of current year	+6 years	Destroy	
11.2.24	FSS Audit		Date superseded	+1 year	Destroy	
11.2.25	Housing Conditions Survey	Below tolerable standard for domestic dwelling	Date of survey	+50 years	Offer to Archivist	
11.2.26	Housing File Below Tolerable Standards	Orders	Date revoked	+1 year	Destroy	
11.2.27	Housing File Below Tolerance Tolerable Standards	Correspondence	End of current year	+3 years	Destroy	
11.2.28	Housing BTS Register		Continuous working document			
11.2.29	HMO (House of Multiple Occupation)	Plans / Layout	Date superseded	NIL	Destroy	
11.2.30	Intruder Alarms	Non Moray Council buildings	Continuous working document			
11.2.31	LACORS circulars and guidance	Local authority co-ordinated office for regulatory services. Replaced by Knowledge Hub	Date superseded	NIL	Destroy	
11.2.32	Licensing Consultations	Second hand dealers, late hours, game dealers, premises drink licence	Date licences lapse	+2 years	Destroy	
11.2.33	Pest Control Reference Manual		Date superseded	+1 year	Destroy	
11.2.34	Noise Impact Assessment		Date superseded	+2 years	Transfer to Archive	
11.2.35	Pig Movement Files		End of current year	+1 year	Destroy	
11.2.36	Production Holdings	Dairy Farms	End of current year	+6 years	Destroy	
11.2.37	Prohibition and Improvement Notices		Date of notice	+25 years	Destroy	
11.2.38	Proposed Files	Proposed commercial business	End of current year	+1 year	Review	
11.2.39	Prosecutions		Date investigation complete	+25 years	Offer to Archivist	
11.2.40	Public Health	Non commercial	End of current year	+6 years	Destroy	
11.2.41	Private Water Supply Files		End of current year	+25 years	Offer to Archivist	
11.2.42	Swimming Pool Results		End of current year	+6 years	Destroy	
11.2.43	Riding Establishment Files	Inspection and enforcing	End of current year	+6 years	Destroy	
11.2.44	Sampling	Food sampling details, surveys and results	End of financial year	+6 years	Destroy	
11.2.45	Unsound Food	Paperwork relating to voluntary surrender seizure and destruction	End of current year	+6 years	Destroy	
11.2.46	Continuous Professional Development of Professional EH Staff	Demonstrate a minimum of 10 hours food training, 10 hours of training for animal officers to demonstrate competency etc	Termination of employment	+6 years	Destroy	
11.2.47	Planning and Building Standards Consultation Responses		End of current year	+2 years	Destroy	
11.2.48	Pest Control	Including enquiries and action taken	Closure date	+3 years	Destroy	
11.3	Contaminated Land					
11.3.1	Elgin Flood Alleviation Scheme	Main file held by Environmental Protection	End of current year	+10 years	Offer to Archivist	
11.3.2	Estate Consultations	Main file held by Environmental Protection	End of current year	+5 years	Destroy	
11.3.3	Forres Burn of Mosset Flood Alleviation Scheme	Main file held by Environmental Protection	End of current year	+10 years	Offer to Archivist	
11.3.4	Forres Findhorn Flood Alleviation Scheme	Main file held by Environmental Protection	End of current year	+10 years	Offer to Archivist	
11.3.5	Lhanbryde Flood Alleviation Scheme	Main file held by Environmental Protection	End of current year	+10 years	Offer to Archivist	
11.3.6	Part IIA Investigations	businesses using toxins e.g. tanneries and gas works, including contracts and site investigations	End of current year	+5 years	Transfer to Archive	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
11.3.7	Roths Flood Alleviation Scheme	Main file held by Environmental Protection	End of current year	+10 years	Offer to Archivist	
11.3.8	Soil Remediation Centre		Date of commencement	+5 years	Destroy	
11.3.9	Council House and Land Sales	Risk of contamination	End of current year	+1 year	Destroy	
11.3.10	Contaminated Land Registry		Date superseded	+1 year	Destroy	
11.4	Flooding					
11.4.1	Flood Alleviation Project(s)	Scheme development and design	Construction complete	+15 years	Transfer to Archive	
11.4.2	Flood Alleviation Project(s)	Construction	Life of assets	+20 years	Transfer to Archive	
11.4.3	Flood Alleviation Project(s)	Operational Maintenance	Life of assets	+20 years	Transfer to Archive	
11.4.4	Development Control		Date of planning decision	+25 years	Destroy	
11.4.5	Flood Risk Management Plans and Strategies	Note: Created on a 6 year cycle and implemented over the following 6 years	Date of completion	+18 years	Destroy	
11.4.6	Flood Risk Management	Mapping water bodies, analysis, assessments, inspections, clearance and repair records	Date of completion	+18 years	Destroy	
11.4.7	Raising awareness documents and flood forum		Date of completion	+18 years	Destroy	
11.4.8	Non Structural Measures - insurance and flood advice for properties	Flood reports for people having trouble with home insurance	Completion of report	+5 years	Offer to Archivist to sample	
11.5	Anti Social Behaviour					
11.5.1	Anti Social Behaviour Records	Reports and applications for Anti Social Behaviour Orders	Expiry, revoked or recalled	+2 years	Destroy	
11.5.2	Anti Social Behaviour Orders		Expiry, revoked or recalled	+2 years	Destroy	
11.5.3	Crime Reduction	Community Strategy documents including local authority anti social behaviour strategy	Until superseded	+3 years	Destroy	
11.5.4	Graffiti Removal Notice	Including flyposting	Date of last complaint for the offending property	+2 years	Destroy	
11.5.5	CCTV Surveillance (for public spaces, i.e. outwith buildings)	Including Procedures	Date of last action	+3 years	Destroy	
11.5.6	CCTV Footage	Including noise monitoring	Date of recording	+28 days	Destroy	
11.5.7	Community Warders	Incident logs, notebooks etc	Date of last action	+3 years	Destroy	

12.0 Financial Services

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
12.1	Finance					
12.1.1	Annual Accounts and Reports	Published online for 5 years, paper copies also available	End of financial year	+6 years	Offer to Archivist	
12.1.2	Annual Accounts	Working File	End of financial year on completion of audit	+5 years	Destroy	
12.1.3	General Ledger	All held electronically	Closure of European Grant Funding programmes	+10 years	Review	Some EU Funding records may have to be retained for more than 10 years. Depends on EU directives. Check with EU funding section before destroying GL archive records.
12.1.4	Receipts		End of financial year	+6 years	Destroy	
12.1.5	Original Accounts Payable Invoices, Credit Notes and Imprest	Purchase Ledger now known as Accounts Payable	End of financial year	+3 years	Destroy	
12.1.6	Scanning PL Invoices, Credit Notes and Imprest	Purchase Ledger now known as Accounts Payable. Note retention agreed with HMRC	End of financial year	+6 years	Destroy	
12.1.7	PL Reports, Payment Register etc	Purchase Ledger now known as Accounts Payable	End of financial year	+6 years	Destroy	
12.1.8	Purchase Orders	Held electronically	End of financial year	+1 year	Destroy	
12.1.9	Goods Receipt Notice		End of financial year	+1 year	Destroy	
12.1.10	SL Invoices, CR Notes	Held electronically	End of financial year	+1 year	Destroy	
12.1.11	SL IDS	Interdepartmental settlements	End of financial year	Nil	Destroy	
12.1.12	Till Rolls	Full till rolls held by departments	End of financial year	+6 months	Destroy	
12.1.13	Till Rolls	Z prints	End of financial year	+6 years	Destroy	
12.1.14	Bank statements		End of financial year	+6 years	Destroy	
12.1.15	Credit Card Statements		End of financial year	+6 years	Destroy	
12.1.16	Cash Book		End of financial year	+6 years	Destroy	
12.1.17	Cancelled Cheques		End of financial year	+2 years	Destroy	
12.1.18	Cheque Lists	Creditors, accounts payable	End of financial year	+2 years	Destroy	
12.1.19	Returned Cheque Records		End of financial year	+2 years	Destroy	
12.1.20	European Grant Funding Records		Closure of programme	+10 years	Review	Some EU Funding records may have to be retained for more than 10 years. Depends on EU directives. Check with EU funding section
12.1.21	EU Grant Funding Invoices		Closure of programme	+10 years	Review	Some EU Funding records may have to be retained for more than 10 years. Depends on EU directives. Check with EU funding section
12.1.22	Loans	Loans provided by the council	Termination of loan	+6 years	Destroy	
12.1.23	Car Loans	Not provided by the council but held for Valuation Joint Board (VJB)	End of financial year on completion of audit	+5 years	Destroy	
12.1.24	Taxation Records	Including employee P60 & P45	Financial year termination processed	+6 years	Destroy	
12.1.25	Payroll Prints		End of financial year	+6 years	Destroy	
12.1.26	Time Cards	On system	End of financial year	+6 years	Destroy	
12.1.27	Employee Pay Records	Including taxation records	End of financial year	+6 years	Destroy	
12.1.28	Original Travel and Subsistence Claims		End of financial year	+6 years	Destroy	
12.1.29	Employee Relocation Expenses Invoices		End of financial year	+3 years	Destroy	
12.1.30	Insurance Policies		Lifetime of Moray Council	Nil	Transfer to Archive	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
12.1.31	Public Liability Claims	Including property, vehicle, fire	End of financial year	+6 years	Destroy	
12.1.32	Council Tax Records		Closure of account	+6 years	Destroy	
12.1.33	Records Relating to Property Rates		Closure of account	+6 years	Destroy	
12.1.34	Grants		End of financial year	+6 years	Destroy	
12.1.35	HMRC Documentation	Inland Revenue now HM Revenue and Customs	End of financial year	+6 years	Destroy	
12.1.36	Records documenting the preparation and submission of the council's tax returns		End of financial year	+6 years	Destroy	
12.1.37	Records Containing VAT Account		Lifetime of Moray Council	Nil	Transfer to Archive	
12.1.38	National Insurance Numbers	Notification and input records	End of employment	+2 years	Destroy	
12.1.39	Delivery Notes	Held by departments	End of financial year	+1 year	Destroy	
12.1.40	Pay In Book	Held by departments	End of financial year	+1 year	Destroy	
12.1.41	Summary Employee Pay Reports	Held by departments	Date administrative use ceases	Nil	Destroy	
12.1.42	Receipt Books	Including record of books issued, held by departments	End of financial year	+2 years	Destroy	
12.1.43	Copy Invoices	Departments please note these are not retained	Not retained	Nil	Destroy	
12.2	Financial Asset Management					
12.2.1	Records documenting the value of the council's tangible assets (excluding Common Good Assets and Trust Assets)	Asset Register	End of financial year on completion of audit	+6 years	Review / Offer to Archivist	
12.2.2	Records documenting decisions and authorisations to dispose of capital assets (excluding Common Good Assets and Trust Assets)	Disposal Register	Date sold / disposal of asset	+6 years	Review / Offer to Archivist	
12.2.3	Records documenting the value of the council's Common Good and Trust Assets	Asset Register Finance keep values of records. The provenance of the assets will be kept by legal (and property services)	End of financial year	+6 years	Transfer to Archive	
12.3	Financial Provisions Management					
12.3.1	Loan Register		Lifetime of Moray Council	Nil	Transfer to Archive	
12.3.2	Preparation of the council's annual capital and revenue budget	Consolidated budget	End of financial year	+6 years	Destroy	
12.3.3	Budget monitoring and actions to deal with variances	Consolidated annual budget reports	End of financial year	+6 years	Destroy	
12.3.4	Budget monitoring and actions to deal with variances	Departmental budget reports	End of financial year	+6 years	Destroy	
12.3.5	Records documenting the management of the institution's financial investment portfolio	Including purchase and sale of investments	End of financial year	+6 years	Destroy	
12.3.6	Management of Government Funding	Scottish Government Circulars notifying the council of funding allocations; preparations and submission of financial reports to the Scottish Government	End of financial year	+6 years	Destroy	
12.3.7	Debt Management Records - debts owed to the council	Agreements and schedules between debtor and council	Date debt discharged	+6 years	Destroy	
12.3.8	Management of non Government grant funding - bid approved	Funding bid, funding agreement, payment claims and reports to external funding organisations	Termination of funding agreement	+6 years	Destroy	
12.3.9	Management of non Government grant funding - bid rejected	Funding bid	Rejection of bid	+1 year	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
12.3.10	Long Term Strategy and Planning - preparatory records	Working papers, drafts, meeting papers, correspondence	Publication of Strategy/Plan	+6 years	Destroy	
12.4 Financial Transactions Management						
12.4.1	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council	Budget manager Authorisation files, Budget Manager declarations	Termination of appointment	Nil	Destroy	
12.4.2	Records documenting the opening, closing and routine administration of bank accounts		Closure of account	+6 years	Destroy	
12.4.3	Records documenting regular payment instructions for bank accounts		Termination of instruction	+6 years	Destroy	
12.4.4	Records documenting the deposits, withdrawal or transfer of funds		End of financial year	+6 years	Destroy	
12.4.5	Funding Applications	Activities relating to the process of considering and administering applications to the authority for grant funding	End of financial year	+6 years	Destroy	
12.4.6	Internal Recharging	Internal claims / payments between business units for goods and services received; control of petty cash allocations held by departments	End of financial year	+6 years	Destroy	
12.4.7	Reconciliation	Processes that balance and reconcile financial accounts	End of financial year	+6 years	Destroy	
12.5 Internal Audit						
12.5.1	Auditing	Including evidence, reports and background papers	Closure date	+3 years	Review	There may be some audits that could last more than 3 years e.g. Flood alleviation contract covered a 10 year period.
12.5.2	Special Investigations	Including evidence, reports and background papers	Closure date	+10 years	Review / Offer to Archivist	
12.5.3	Certification Claims	Including supporting evidence	Closure date	+10 years	Destroy	
12.5.4	Risk Registers		Closure date	+2 years	Destroy	
12.5.5	Joint Integration Board	Including report	Closure date	+2 years	Destroy	
12.5.6	Value for Money Records		Closure date	+3 years	Destroy	
12.5.7	Housing Benefit Fraud		Closure date	+2 years	Destroy	
12.5.8	Quarterly Reporting		Closure date	+2 years	Destroy	
12.5.9	End of year stock verification		Closure date	+2 years	Destroy	
12.5.10	Ad - Hoc Consultancy	Including correspondence and supporting evidence. Potentially including social work records	Closure date	+25 years	Destroy	
12.5.11	Ad - Hoc Investigations	Including supporting evidence and case details	Closure date	+2 years	Destroy	

13.0 Health & Safety

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
13.1	Health & Safety					
13.1.1	System Processes		Superseded	+1 year	Destroy	
13.1.2	Accident Books - Adults		Date of last entry	+3 years	Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012
13.1.3	Accident Books - Children		Date of birth of child	+25 years	Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012
13.1.4	Asbestos Inspections/Monitoring/Exemption Certificates		Date of incident, accident or emergency	+40 years	Destroy	Control of Asbestos at Work Regulations 2012
13.1.5	Safety Inspections		Closure date	+6 years	Destroy	
13.1.6	COSHH Inspections		Closure date	+40 years	Review	Control of Substances Hazardous to Health Regulations 2002
13.1.7	Radon Monitoring		Closure date	+40 years	Review	The Ionising Radiations Regulations 1985
13.1.8	Risk Assessments		Closure date	+3 years	Destroy	Management of Health & Safety at Work Regulations
13.1.9	Accident Reporting - Adults		Closure date	+3 years	Review	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
13.1.10	Accident Reporting - Children		Date of birth	+25 years	Review	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
13.1.11	Incident Reports		Current year	+20 years	Destroy	
13.1.12	Violent Incident Forms		Current year	+20 years	Destroy	
13.1.13	Policy Statements		Date superseded	+1 year	Destroy	
13.1.14	Radiation Exposure/Monitoring		Date of last action	+50 years	Destroy	
13.1.15	Fire Precautions Log Books		Current years	+6 years	Destroy	
13.1.16	Fire Safety Training - proof of suitable training		End of current year	+10 years	Destroy	Fire Safety (Scotland) Regulations 2006
13.1.17	First Aid - letter advising of award certificate		End of current year	+3 years	Destroy	
13.1.18	H&S course attendance sheet		End of current year	+3 years	Destroy	
13.1.19	Manual Handling - letter advising of award certificate		Closure date	+3 years	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
13.1.20	Equipment Safety Inspections		Date of inspection	+2 years	Destroy	
13.1.21	Asbestos Control - employee information, instruction, training		Termination of employment	+6 years	Destroy	Control of Asbestos at Work Regulations 2012
13.1.22	Asbestos Control - record of suitable summary of air monitoring of employees exposure to asbestos		Date of monitoring	+5 years (+40 years if medical record is required)	Destroy	Control of Asbestos at Work Regulations 2012
13.1.23	Asbestos Control - medical examination certificates		Date of issue	+4 years	Destroy	Control of Asbestos at Work Regulations 2012
13.1.24	Asbestos Control - exemption certificates		Expired or revoked	+40 years	Destroy	Control of Asbestos at Work Regulations 2012
13.1.25	Asbestos Inspections/Monitoring		Date of incident, accident or emergency	+40 years	Destroy	Control of Asbestos at Work Regulations 2012
13.1.26	Occupational Health files separate from HR Personnel File		Date of assessment	+40 years	Destroy	Guidance from the Health & Safety Executive

14.0 Housing

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
14.1 Tenancy Files						
14.1.1	Council housing applications - successful applications		Termination of tenancy	+7 years	Destroy	
14.1.2	Tenancy files, tenancy applications, correspondence etc		Termination of tenancy	+7 years	Destroy	
14.1.3	Homeless applications - permanently housed		Termination of tenancy	+7 years	Destroy	
14.1.4	Agreements, ordinary tenancy, Scottish Secure Tenancy Agreement		Termination of tenancy	+7 years	Destroy	Housing (Scotland) Act 2001. 2001 asp 10 Section 23
14.1.5	Housing needs assessment		Termination of tenancy	+7 years	Destroy	
14.1.6	Evictions		Termination of tenancy	+7 years	Destroy	
14.1.7	Housing repairs		Termination of tenancy	+7 years	Destroy	The Form of Repair Notice (Scotland) Regulations 2003 SSI 2003 No 335. Regulation 2
14.1.8	Rent arrears - council property		Termination of tenancy	+7 years	Destroy	
14.1.9	Rent settling		Termination of tenancy	+7 years	Destroy	
14.1.10	Right to buy		Termination of tenancy	+7 years	Destroy	The Right to Purchase (Application Form) (Scotland) Order 2000 SSI 2000 No 120 Regulation 2
14.1.11	Welfare services - disadvantaged persons		Termination of tenancy	+7 years	Destroy	
14.1.12	Register of abandoned property		Termination of tenancy	+7 years	Destroy	The Scottish Secure Tenancies (Abandoned Property) Order 2002 SSI 2002 No 313 Regulation 8
14.2 Applications						
14.2.1	Council housing applications - unsuccessful applications		Closure date	+18 months	Destroy	
14.2.2.	Homeless applications - not permanently housed		Closure date	+18 months	Destroy	
14.2.3	Garage rentals - successful application		End of ownership	+2 years	Destroy	
14.2.4	Garage rentals - unsuccessful applications		Current year	+1 year	Destroy	
14.2.5	House through nomination		Closure date	+18 months	Destroy	
14.2.6	Supporting medical forms with no housing application		Current year	+1 year	Destroy	
14.2.7	Welfare benefit advice		Closure date	+1.5 years	Destroy	
14.2.8	Correspondence files		Last action	+2 years	Destroy	
14.2.9	Tenant/House files (Home Care Services)		Closure date	+6 years	Destroy	
14.2.10	Supporting people database system - printouts		Last action	+1 year	Destroy	
14.2.11	Homeless housing support services assessment		Superseded	+3 years	Destroy	The Homeless Persons Interm Accommodation (Scotland) Regulations 2002. SSI 2002 No 412 Regulation 4b
14.2.12	Homeless interview record		Date of interview	+3 years	Destroy	The Homeless Persons Interm Accommodation (Scotland) Regulations 2002. SSI 2002 No 412 Regulation 6c
14.2.13	Case file - Sheltered Housing		Last action	+7 years	Destroy	
14.2.14	Register of tenant organisations		Superseded	+1 year	Destroy	Housing (Scotland) Act 2001. 2001 asp 10 Section 53

15.0 Human Resources

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
15.1	HR					
15.1.1	Employment Register		Continuous working document			
15.1.2	Personnel Files		Termination of employment	+10 years	Destroy	
15.1.3	Personnel Files Held by Service		Termination of employment	+6 years	Destroy	
15.1.4	Personnel Files - staff working with children		Termination of employment	+25 years	Destroy	The Protection of Vulnerable Groups (Scotland) Act 2007 Part 6 Section 95
15.1.5	Agreements / Awards / Negotiations		Date of agreement/negotiation completed, superseded or redundant	+6 years	Offer to Archivist	
15.1.6	Disciplinary - oral warning		Date of warning	+6 months	Destroy	The Employment Act 2002
15.1.7	Disciplinary - written warning		Date of warning	+12 months	Destroy	The Employment Act 2002
15.1.8	Disciplinary - final warning		Date of warning	+18 months	Destroy	The Employment Act 2002
15.1.9	Disciplinary - incidents involving children		Termination of employment	+25 years	Destroy	
15.1.10	Disciplinary / Grievance / Harassment File		Termination of employment	+6 years	Destroy	
15.1.11	Appeal of Disciplinary / Grievance / Harassment File		Termination of employment	+6 years	Destroy	
15.1.12	Recruitment Records - unsuccessful applicants		Recruitment finalised	+6 months	Destroy	
15.1.13	Recruitment Records - successful applicants		Termination of employment	+10 years	Destroy	
15.1.14	Interview Notes		Date of interview	+6 months	Destroy	
15.1.15	Performance Records (ERDP)		Date completed	+3 years	Destroy	
15.1.16	Performance Records (ERDP) for PVG Staff		Date completed	+25 years	Destroy	
15.1.17	Staff Leave Records		End of leave year	+1 year	Destroy	
15.1.18	Absence Management Records		End of current tax year	+3 years	Destroy	
15.1.19	Minutes of Trade Union Meetings		Date of minuted agreement on event/decision	+6 years	Offer to Archivist	
15.1.20	Flexi Time Sheets		Current year	+2 years	Destroy	
15.1.21	Disclosure Scotland Spreadsheet		Continuous working document	+10 years	Offer to Archivist	Code of Practice, issued by Scottish Ministers regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part 5 of the Police Act 1997 for the purposes of assessing applicants suitability for positions of trust. Data Protection Act 1998
15.1.22	Individual Training Records		Termination of employment	+6 years	Destroy	
15.1.23	Individual Training Records - staff working with children		Termination of employment	+25 years	Destroy	
15.1.24	Dismissal of Social Worker - notification of Scottish Social Services Council		Dismissal	+6 years	Destroy	Smoking, Health & Social Care (Scotland) Act 2005 asp 13. Section 32
15.1.25	Dismissal of Social Worker (incidents involving children) - notification of Scottish Social Services Council		Dismissal	+25 years	Destroy	Smoking, Health & Social Care (Scotland) Act 2005 asp 13. Section 33
15.1.26	Equalities and Diversity Investigations - case files		Date of termination	+10 years	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
15.1.27	Gender Equality Scheme - annual reports		Current year	+3 years	Offer to Archivist	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32 Article 5
15.1.28	Equal Pay Statement		superseded	+3 years	Destroy	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32 Article 6
15.1.29	Equal Pay Audit - audit report published online		date of audit	+3 years	Offer to Archivist	Equality Act 2010 (Equal Pay Audits) Regulations 2014 SI 2014 No 2559 Section 3 (1)
15.1.30	Workforce Development Planning		Date of last action	+5 years	Destroy	
15.1.31	Training Plan - annual schedule of courses		Date of last action	+3 years	Destroy	
15.1.32	Job Evaluation - Individual job evaluations inc supporting papers, panel outcomes and consistency reviews	No longer produced but paper copies still exist	Date of superseded evaluation	+6 years	Destroy	
15.1.33	Job Evaluation - Benchmark jobs for creation of pay structure and supporting papers		Date of revised pay structure finalised and implemented	+6 years	Destroy	
15.2	Organisational Development					
15.2.1	Routine Training Records	Not occupational health or involving children Learn Pro within employees record	Termination of employment	+6 years	Destroy	
15.2.2	Training Records	Involving children	Termination of employment	+25 years	Destroy	
15.2.3	Training Materials	Lesson plans and associated docs inc. powerpoint	Training course no longer required	+2 year	Review	
15.2.4	SVQ Candidate File	Paper or electronic portfolio	Completion of course	+ 1 year	Return portfolio to candidate	SQA hold details of qualifications
15.2.5	Training Request Forms in a form	All services	Current	+ 5 years	Destroy	
15.2.6	Training Plan	Held electronically	Date of last action	+5 years	Destroy	
15.2.7	Manual Handling (safer people handling) course attendance sheet	Social Work Training Team	End of calendar year	+ 5 years	Destroy	
15.2.8	Positive Behaviour Support Documentation	Social Work Training Team	Termination of Employment	+25 years	Destroy	

16.0 Information & Communications Technology

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
16.1	Information & Communications Technology					
16.1.1	Licence Agreements		Termination of licence	+5 years	Destroy	
16.1.2	Disaster Recovery Plans		Superseded	+3 years	Destroy	
16.1.3	Information Security Documentation		Superseded	+3 years	Review then Offer to Archivist	
16.1.4	Initial development of and post implementation changes to an ICT system		Decommissioning of system	+5 years	Review then Offer to Archivist	
16.1.5	Initial development of an ICT system, which is not implemented		Last action on development	+1 year	Destroy	
16.1.6	Opening, maintenance and closure of a user account for an ICT system		Closure of account	+1 year	Destroy	
16.1.7	Routine monitoring and access to, and use of, an ICT system		End of current year	+1 year	Destroy	
16.1.8	Detection and investigation of security breaches of an ICT system, and action taken		Last action on incident	+3 years	Destroy	
16.1.9	Investigation of faults reported by users of an ICT system and action taken to rectify problems		Close of investigation	+3 years	Destroy	
16.1.10	Management of an ICT system - system file		Decommissioning of system	+5 years	Offer to Archivist	
16.1.11	Removal / return of mobile ICT systems hardware & software from / to the Council's premises		End of financial year	+1 year	Destroy	
16.1.12	Arrangements for the sanitation and disposal of institutional ICT equipment		Disposal of equipment	+5 years	Destroy	
16.1.13	Logging, investigation and resolution of user requests for technical and application support		Close of call	+1 year	Destroy	

17.0 Information Management

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
17.1 Information Management						
17.1.1	Policies and Procedures		Superseded	+2 years	Review for archival value	
17.1.2	Retention and Disposal Schedule		Superseded	Permanent	Offer to Archivist	National Archives Guidance
17.1.3	Guidance		Superseded	+6 years	Review	
17.1.4	Response to External Consultations		Date of response	+3 years	Review	
17.1.5	Waste Transfer Notice - Confidential Paper Waste		Date of transfer	+1 year	Destroy	
17.1.6	Destruction Certificates - Confidential Paper Waste		Date of destruction	Permanent	Offer to Archivist	
17.1.7	Closed Records Store Destruction lists		Date of destruction	Permanent	Offer to Archivist	National Archives Guidance
17.1.8	Information Survey		Superseded	+2 years	Destroy	
17.1.9	Records Management Plan		Superseded	+5 years	Review	Public Records (Scotland) Act 2011
17.1.10	DPA compliance records (data breaches, training etc)		Current year	+3 years	Destroy	
17.1.11	Publication Scheme		Superseded	+3 years	Sample/Retain for historical value	Freedom of Information (Scotland) Act 2002 asp 13
17.2 Freedom of Information (Scotland) Act 2002						
17.2.1	FOI guidance		Superseded	+2 years	Review	
17.2.2	FOI case files including consideration of exemptions and appeals		Completion of request	+3 years	Destroy	Freedom of Information (Scotland) Act 2002 asp 13
17.2.3	FOI papers regarding appeals to the Office of the Scottish Information Commissioner		Outcome of appeal	+6 years	Review	Freedom of Information (Scotland) Act 2002 asp 13
17.2.4	FOI statistical data		Date of creation	+10 years	Destroy	
17.3 Data Protection Act 1998						
17.3.1	DPA guidance		Superseded	+2 years	Review	
17.3.2	DPA Subject Access Request (SAR) case files including reviews, appeals and SAR Forms		Completion of request	+3 years	Destroy	Data Protection Act 1998 c.29, s.7
17.3.3	DPA SAR case escalated to UK Information Commissioner		Outcome of appeal	+6 years	Review	Data Protection Act 1998 c.29, s.7
17.3.4	DPA SAR statistical data		Date of creation	+10 years	Destroy	
17.4 Environmental Information Scotland Regulations						
17.4.1	EISR guidance		Superseded	+2 years	Review	
17.4.2	EISR processing of requests and information including exemptions and complaints		Completion of request	+3 years	Destroy	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
17.4.3	EISR requests and information escalated to the Office of the Scottish Information Commissioner		Outcome of appeal	+6 years	Review	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
17.4.4	EISR statistical data		Date of creation	+10 years	Destroy	

18.0 Legal

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
18.1	Legal					
18.1.1	Adoption Records		Date of order or closure of file	+100 years	Destroy	Adoption Agencies (Scotland) Regulations 2009 SSI 2009 No 154
18.1.2	Advice/Policy		Superseded	+10 years	Destroy	
18.1.3	Agreement/Joint Venture		Date agreement expires or is terminated	+10 years	Destroy	
18.1.4	Anti Social Tenant Records		Date of expiration of court order or conclusion of any court action	+10 years	Destroy	Law Society Guidelines
18.1.5	Civic Government General			+10 years	Destroy	
18.1.6	Civic Government Application Forms			+10 years	Destroy	
18.1.7	Compulsory Purchase		Disposal of Property	+10 years	Destroy	
18.1.8	Compulsory Purchase Order			Permanent	Permanent	Kept in Legal Deed Safe
18.1.9	Conveyancing Purchase Files		Date of file closure	+10 years	Destroy	
18.1.10	Conveyancing; Deeds and Missives			Permanent	Permanent	Kept in Legal Deed Safe
18.1.11	Conveyancing Sales Files		Date of file closure	+10 years	Destroy	
18.1.12	Council House Sales Conveyancing		Date of file closure	+10 years	Destroy	
18.1.13	Council House Sales; Title Deeds and Plans			Permanent	Permanent	Kept in Legal Deed Safe
18.1.14	Council House Sales Admin		Date of sale	+5 years	Destroy	
18.1.15	Debt Recovery/Rent Arrears		Date court action dismissed or completed	+10 years	Destroy	
18.1.16	General Correspondence			+10 years	Destroy	
18.1.17	Education Prosecution			+20 years	Destroy	
18.1.18	Employment Advice			+10 years	Destroy	
18.1.19	Employment; Industrial Tribunal		Date of file closure	+10 years	Destroy	
18.1.20	Employers Liability Claims		End of Obligations	+40 years	Destroy	
18.1.21	Enforcement		Date matter concluded	+10 years	Destroy	
18.1.22	Fatal Accident Enquiry		Date enquiry concluded	+10 years	Destroy	
18.1.23	Flooding			+10 years	Offer to Archivist	
18.1.24	General Files			+10 years	Destroy	
18.1.25	Harbours			+10 years	Destroy	
18.1.26	Homelessness		Until superseded	+10 years	Destroy	
18.1.27	Housing Loans; Standard Security			Permanent	Permanent	Kept in Legal Deed Safe
18.1.28	Improvement Grant Files		Date of last payment	+10 years	Destroy	
18.1.29	Insurance		End of entitlement	+10 years	Destroy	
18.1.30	Leases		Expiry of lease	+10 years	Destroy	
18.1.31	Leases; Copy of Leases/Missives			Permanent	Permanent	Kept in Legal Deed Safe
18.1.32	Legal Files			+10 years	Offer to Archivist to sample	
18.1.33	Licensing Board; General			+10 years	Destroy	
18.1.34	Licensing Board; Premises		Date license ceases	+5 years	Destroy	
18.1.35	Management and Staffing		Termination of employment	+6 years	Destroy	
18.1.36	Mental Health		Date of file closure	+10 years	Destroy	
18.1.37	Practicing Certificates			+2 years	Destroy	
18.1.38	Private Site Sales; Copies of Deeds			Permanent	Permanent	Kept in Legal Deed Safe
18.1.39	Public Enquiries		End of inquiry	+20 years	Offer to Archivist	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
18.1.40	Public Liability Claims			+10 years	Destroy	
18.1.41	Rights of Way			+20 years	Offer to Archivist	
18.1.42	Road Bonds			+5 years	Destroy	
18.1.43	Road Bonds; Copy of Bond			Keep while in force	Return to developer when liability ceases	
18.1.44	Road Traffic Order Files			+5 years	Destroy	
18.1.45	Road Traffic Orders; Copy of Order			Permanent	Permanent	Kept in Legal Deed Safe
18.1.46	Section 75 Agreement			+5 years	Destroy	
18.1.47	Section 75 Agreement; Copy of Agreement			Permanent	Permanent	Kept in Legal Deed Safe
18.1.48	Servitudes/Wayleaves			+5 years	Destroy	
18.1.49	Servitudes; Copy of Deed			Permanent	Permanent	Kept in Legal Deed Safe
18.1.50	Statutory Appeals			+10 years	Destroy	
18.1.51	Title Requests		Date superseded	+5 years	Destroy	
18.1.52	Trusts		Date superseded	+20 years	Destroy	
18.1.53	Trusts; Copy of Trust Deed			Permanent	Permanent	
18.1.54	Working Groups/Parties		Date superseded	+10 years	Destroy	
18.1.55	Bylaw Files		Date concluded	+10 years	Destroy	
18.1.56	Bylaw; Copy of Bylaw			Permanent	Permanent	Kept in Legal Deed Safe
18.1.57	Adult Protection		Current year	+10 years	Review	
18.1.58	Child Protection Case Files		Closure of case	+10 years	Review	
18.1.59	Common Good			Permanent	Permanent	Kept in Legal Deed Safe
18.1.60	Contracts/Tenders		End of contract	+5 years	Destroy	
18.1.61	Conveyancing Sales; Deeds			Permanent	Permanent	Kept in Legal Deed Safe
18.1.62	Excambion			Permanent	Permanent	Kept in Legal Deed Safe
18.1.63	Education Appeals			+10 years	Destroy	
18.1.64	European Funding Projects			+15 years	Review	
18.1.65	Flood Scheme Order			Permanent	Permanent	Kept in Legal Deed Safe
18.1.66	Harbours; Deeds, Opinions, Orders			Permanent	Permanent	Kept in Legal Deed Safe
18.1.67	Information Sharing Protocols			+20 years	Offer to Archivist	
18.1.68	Judicial Review			+10 years	Destroy	
18.1.69	Judicial Review; decision notes			Permanent	Offer to Archivist	
18.1.70	Licensing Board; Occasional			+2 years	Destroy	
18.1.71	Public Local Enquiry; Decision Notices			Permanent	Offer to Archivist	
18.1.72	Rights of Way/Core Paths/Footpath Divisions; Orders			+10 years	Offer to Archivist	
18.1.73	Title Investigations; Results of Investigation			Permanent	Permanent	Kept in Legal Deed Safe
18.1.74	Tree Preservation Order Files			+10 years	Destroy	
18.1.75	Tree Preservation Orders			Permanent	Permanent	Kept in Legal Deed Safe
18.1.76	Committee Papers; handwritten notes from committee where no further procedure involved			+6 months	Destroy	

19.0 Leisure & Culture

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
19.1 Libraries						
19.1.1	Catalogue		Date superseded	+6 months	Offer to Archivist	
19.1.2	Statistics	TALIS, Netloan and Manual Counts	End of current year	+15 years	Review and Offer to Archivist	
19.1.3	Collated Service User Comments	Comments and Complaints Files	End of current year	+5 years	Review and Offer to Archivist	
19.1.4	Project Files		End of project	+5 years	Offer to Archivist	
19.1.5	Library Events		End of event	+5 years	Offer to Archivist	
19.1.6	Exhibition Research & Captions		Date of exhibition	+5 years	Review and Offer to Archivist	
19.1.7	Service Improvement Plans		Date superseded	+5 years	Destroy	
19.1.8	Library Membership Records		Retain while current	+6 months	Destroy	Data Protection Act 1998
19.1.9	Visitor Membership of Library	Including ICT Access Information	Registration date	+1 year	Destroy	Prescription and Limitations (Scotland) Act 1984
19.1.10	Learner Records	Paid for courses, either Independent Learner Allowance (ILA) or self funded	End of financial year	+6 years	Destroy	
19.1.11	Learner Portfolios	Portfolios for Scottish Qualifications Authority (SQA)	Date service informed of audit	+12 weeks	Return to learner / destroy	
19.1.12	Learner Records	British Computer Society (BCS) (completed courses only)	End of audit period	+6 weeks	Destroy	
19.1.13	Copyright / Reproduction Permission Forms		Current year	+5 years	Destroy	
19.1.14	Permission to publish photographs		End of use of photograph	+10 years	Destroy	
19.1.15	Surveys		Completion of survey	+5 years	Review	
19.1.16	Letters about Overdue Items	Fines, financial records, payments for lost/damaged books	End of financial year	+6 years	Destroy	
19.1.17	Letters about Overdue Items	All issue resolved, books returned, no financial transaction required	Date issues resolved	NIL	Destroy	
19.1.18	e-shop Heritage Request		Date of request	+5 years	Destroy	
19.1.19	Book Ordering		End of financial year	+6 years	Destroy	
19.1.20	Inter-Library Loans		End of loan period	+5 years	Destroy	
19.2 Archives & Local Heritage						
19.2.1	Accession Register		End of life of deposit	+5 years	Transfer to Archive	
19.2.2	Deposit Agreement		Date of deposit	+75 years	Offer to Archivist to Sample	
19.2.3	Correspondence with Depositors		End of life of deposit	+3 years	Destroy	
19.2.4	Catalogues	Including loan history, location, conservation history	End of life of deposit	+5 years	Transfer to Archive	Prescription and Limitation (Scotland) Act 1984
19.2.5	Indexes to Documents		End of life of deposit	+5 years	Transfer to Archive	
19.2.6	Correspondence / In depth Enquiries		Date of closure	+5 years	Offer to Archivist to Sample	
19.2.7	Copyright Correspondence		End of copyright use period	+10 years	Destroy	
19.2.8	Statistics Reports	CIPFA, TNA	End of financial year	+10 years	Offer to Archivist	
19.2.9	Statistics	Internal	End of financial year	+10 years	Offer to Archivist to Sample	
19.2.10	Loans to Third Parties	Loan agreement	End of life of deposit	+5 years	Destroy	Prescription and Limitation (Scotland) Act 1984

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
19.2.11	Loans from Third Parties	Record of loan	End of loan period	+5 years	Destroy	Prescription and Limitation (Scotland) Act 1984
19.2.12	Archives Retrieval Spreadsheet	Date of retrieval, location, initial of staff retrieving, contact details of requestor	End of life of deposit(s) retrieved	+10 years	Transfer to Archive	
19.2.13	Research Services	List of fees, forms etc	End of financial year	+10 years	Offer to Archivist to Sample	
19.2.14	Environmental Monitoring	Temp/RH reading records	End of financial year	+5 years	Destroy	
19.2.15	Environmental Monitoring	Report on environmental conditions	End of life of deposits in environmentally controlled store	+10 years	Transfer to Archive	
19.2.16	Production of Archives	Production slips	End of financial year	+3 years	Destroy	
19.2.17	Archival Item Withdrawal	Record of withdrawal	Date of withdrawal	+20 years	Transfer to Archive	
19.2.18	Exhibition Research & Captions		Date superseded	+5 years	Review	
19.2.19	Events and Talks	Finalised research material	Date superseded	+5 years	Review	
19.2.20	Events and Talks	Event organisation, feedback summary, lessons learned, operational records	End of financial year	+5 years	Destroy	
19.2.21	Project Files		End of project	+5 years	Offer to Archivist	
19.2.22	Equipment Inspection Records		Date of disposal of equipment	+5 years	Destroy	
19.2.23	Electoral Register - public version held by the Library Service		End of life of deposit	+5 years	Transfer to Archive	
19.3 Sports & Leisure Facilities						
19.3.1	Building Electrical Test Certificates	Hardwiring	Date of test	+5 years	Destroy	
19.3.2	Cleaning Schedule Checklists		End of financial year	+2 years	Destroy	
19.3.3	Course Register Records		End of financial year	+2 years	Destroy	
19.3.4	Daily Pool Water Testing Records		End of financial year	+2 years	Destroy	
19.3.5	Fire Alarm Checklists		End of financial year	+2 years	Destroy	
19.3.6	Fitness Room Equipment Inspection Checklists		End of financial year	+2 years	Destroy	
19.3.7	Fitness Room Records	Health check records	End of financial year	+5 years	Destroy	
19.3.8	Lost Property Books		End of financial year	+2 years	Destroy	
19.3.9	Monthly Biological Pool Water Testing Results		End of financial year	+2 years	Destroy	
19.3.10	Normal Operating Plans		Date superseded	+2 years	Destroy	
19.3.11	Sports Application Forms		Date of last action on application	+2 years	Destroy	
19.3.12	Staff Rotas		End of financial year	+2 years	Destroy	
19.3.13	Visitors / Contractors Signing In Book		End of financial year	+2 years	Destroy	
19.3.14	Records documenting the development of a sports development programme to encourage participation and progression in sports		Date superseded	+5 years	Review	
19.3.15	Membership	Registration and renewals	Service to check how to delete records from electronic till and look at aligning paper copies			
19.3.16	Bookings	Booking forms for rooms and equipment hire	End of financial year	+1 year	Destroy	
19.3.17	Weekly Financial Summaries and User Figures		End of financial year	+2 years	Destroy	
19.4 Museums						
19.4.1	Object Receipts		Lifetime of object	+10 years	Transfer to Archive	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
19.4.2	Object Entry Form	Including depositor agreements	Lifetime of object	+10 years	Transfer to Archive	
19.4.3	Data Capture / Documentation Entry Sheets		Confirmation of entry onto ICT system	+1 year	Transfer to Archive	
19.4.4	Day Book	Accession Register	Lifetime of museum	NIL	Transfer to Archive	
19.4.5	Provenance File	Including research relating to object	Lifetime of object	+10 years	Transfer to Archive	
19.4.6	Register of Loans		Lifetime of museum	NIL	Transfer to Archive	
19.4.7	Museum Catalogue		Date superseded	NIL	Transfer to Archive	
19.4.8	Museum Development Records		Date superseded or project closes	+3 years	Review	
19.4.9	Accreditation - notification of registered status	Working documents	Date of accreditation	+10 years	Review	
19.4.10	Accreditation	Notification of registered status, accreditation certificate	Lifetime of museum	NIL	Transfer to Archive	
19.4.11	Gallery / Museum Object Withdrawal		Lifetime of museum	NIL	Transfer to Archive	
19.2.3	Correspondence with Depositors		End of life of deposit	+3 years	Destroy	
19.2.6	Enquiry Logging Forms		Date of closure	+5 years	Offer to Archivist to Sample	
19.2.7	Copyright Correspondence		End of copyright use period	+10 years	Destroy	
19.2.9	Statistics	Including visitor statistics and social media statistics	End of financial year	+10 years	Offer to Archivist to Sample	
19.2.10	Loans to Third Parties	Loan agreement	End of loan period	+5 years	Destroy	
19.2.11	Loans from Third Parties	Record of loan	End of loan period	+5 years	Destroy	
19.2.14	Environmental Monitoring	Temp/RH reading records	End of financial year	+5 years	Destroy	
19.2.15	Environmental Monitoring	Report on environmental conditions	End of life of deposits in environmentally controlled store	+10 years	Transfer to Archive	
19.2.18	Exhibition Research		Date superseded	+5 years	Review	
19.2.21	Project Work		End of project	+5 years	Offer to Archivist	

20.0 Corporate

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
20.1	Business Continuity					
20.1.1	New Plan Development					
20.1.1.1	Process		Date of creation +3 months	+1 year	Destroy	
20.1.1.2	Business Continuity Plan Template		Superseded	+1 year	Destroy	
20.1.1.3	Business Continuity Plan Template - Residential Care		Superseded	+1 year	Destroy	
20.1.1.4	Business Continuity Plan		Superseded	+3 years	Offer to Archivist to Sample	
20.1.1.5	Business Continuity Plan - Residential Care		Superseded	+3 years	Offer to Archivist to Sample	
20.1.2	Business Impact Assessment					
20.1.2.1	Form ABC		Superseded	+3 years	Destroy	
20.1.2.2	Form B		Superseded	+3 years	Destroy	
20.1.2.3	Managers Toolkit		Superseded	+3 years	Destroy	
20.1.3	Testing, Exercising, Reviewing					
20.1.3.1	Test Scenario		Superseded	+1 year	Destroy	
20.1.3.2	Debrief Report		Completion of report +1 year	+10 years	Destroy	
20.1.4	Property Disruption Response					
20.1.4.1	Annual Property Services Operational Buildings List		Superseded	+5 years	Destroy	
20.1.4.2	Disruption Response Property		Superseded	+5 years	Destroy	
20.1.4.2	Operational Risk Register		Superseded	+5 years	Review - Offer to Archivist	
20.2	Emergency Planning					
20.2.1	Internal Emergency Plan		Superseded	+5 years	Review - Offer to Archivist	Civil Contingencies Act 2004
20.2.2	Information to Inform - plans, minutes, tests, debrief, emails		Superseded	+5 years	Review - Offer to Archivist	Civil Contingencies Act 2004
20.2.3	External Emergency Plan - Multi Agency		Superseded	+5 years	Review - Offer to Archivist	Civil Contingencies Act 2004
20.2.4	Emergency Plan Tests/Exercises/De-Brief/Emails relating to plans - Multi Agency		Superseded	+5 years	Destroy	Civil Contingencies Act 2004
20.2.5	External Emergency Plan - TMC Assisted		Superseded	+5 years	Offer to Archivist	Civil Contingencies Act 2004
20.2.6	Emergency Plan Tests/Exercises/De-Brief/Emails relating to plans - TMC Assisted		Superseded	+5 years	Destroy	Civil Contingencies Act 2004
20.2.7	External Emergency Plans - Produced by other Agencies		Superseded	NIL	Offer to Archivist	Civil Contingencies Act 2004
20.2.8	Emergency Plan Tests/Exercises/De-Brief/Emails relating to plans - Produced by other Agencies		Superseded	+5 years	Destroy	Civil Contingencies Act 2004
20.2.9	Incidents		Closure of incident	+20 years	Offer to Archivist	
20.2.10	Completed Incident Report Forms and Operational Logs		Closure of incident	+20 years	Offer to Archivist	
20.2.11	Emergency Contact Directory		Superseded	NIL	Destroy	
20.3	Corporate Admin and Policy Unit					
20.3.1	Agendas		Date of meeting	+6 months	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
20.3.2	Departmental Minutes		Date of meeting	+1 year	Destroy	
20.3.3	Minutes and Reports of Corporate Management		Date of meeting	+5 years	Offer to Archivist	
20.3.4	Minutes and Reports of Senior Management		Date of meeting	+5 years	Offer to Archivist	
20.3.5	Meetings and Reports of Service Development Groups		End of administration year	+10 years	Destroy	
20.3.6	Corporate Development Plans		Date superseded	NIL	Offer to Archivist	
20.3.7	Corporate Policies		Date superseded	NIL	Offer to Archivist	
20.3.8	Strategies		Date superseded	NIL	Offer to Archivist	
20.3.9	Meeting Notes		Date of meeting	+1 year	Destroy	
20.3.10	Chief Executive Meetings		Date of issue	+5 years	Offer to Archivist	
20.3.11	Diaries		Current year	+2 years	Destroy	
20.3.12	Committee Reports		End of administration year	+10 years	Destroy	
20.3.13	Webcasts		Date of creation	+1 year	Destroy	
20.3.14	Webcasts Training Manual		Date superseded	NIL	Destroy	
20.3.15	Webcast Procedures		End of administration year	+10 years	Destroy	
20.3.16	Webcast Diary		End of administration year	+10 years	Destroy	
20.3.17	Reports to Scottish Government		Current year	+1 year	Destroy	
20.3.18	Annual Reports		Date superseded	NIL	Offer to Archivist	
20.3.19	Best Value Review		Date of approval	+5 years	Review	
20.3.20	Citizens Panel Survey		Closure date	+5 years	Destroy	
20.3.21	Council Newsletter		Current year	+3 years	Offer to Archivist	
20.3.22	Publication Design		Date of issue	+3 years	Destroy	
20.3.23	Recording of Ceremonial Events and Civic Occasions		Date of last action	+3 years	Offer to Archivist	
20.3.24	Complaints		Last action on complaint	+5 years	Destroy	
20.3.25	Complaints - Minutes of Meetings		Last action on complaint	+5 years	Destroy	
20.3.26	Management of enquiries, complaints which result in significant changes to policy: reports		Last action on complaint	+5 years	Destroy	
20.3.27	Complaints - Procedures		Superseded	NIL	Offer to Archivist	
20.3.28	Correspondence Files		Date of last action	+3 years	Destroy	
20.3.29	Service Improvement Plan		Superseded	+5 years	Offer to Archivist	
20.3.30	Team Plans		End of Current Year	+2 years	Review	
20.3.31	Strategy Documents		Superseded	+5 years	Offer to Archivist	
20.3.32	Public Performance Reporting		Date of report	+3years	Destroy	
20.3.33	Performance Indicators		Date of report	+3years	Destroy	
20.3.34	Public Consultation		Seperesded	+2 years	Destroy	
20.3.35	Press Releases		Date of publication	+6months	Destroy	
20.3.36	Complaints Database		Closure of case	+5years	Destroy	
20.3.37	Complaints Statistics		Date compiled	+2years	Destroy	
20.3.38	Deletaged Authority Report		Date post filled	+2years	Destroy	
20.3.39	Disability Equality Scheme		Superseded	+3 years	Destroy	Disability Discrimination (Public Authorities) (Statutory Duties) (Scotland) Regulations 2005. SSI 2005 No 565 Regulation 2
20.3.40	Gender Equality Scheme		Superseded	+3 years	Destroy	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32 Article 3

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
20.3.41	Volunteers		Termination of volunteering	+6 years	Destroy	

21.0 Planning & Building Standards

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
21.1 Building Standards						
21.1.1	Access Reports		Current year	+1 year	Destroy	
21.1.2	Building Standards Register Part 1	Electronic records	Continuous working document	Permanent		
21.1.3	Building Standards Register Part 2	Including warrants, completion certificates etc.	Date received	+30 years (+50 years if major application) E75	Offer to Archivist	
21.1.4	Copy Consents		Current year	Nil	Destroy	
21.1.5	Dangerous / Defective Buildings		Current year	+25 years	Offer to Archivist	
21.1.6	Enforcement Cases		Permanent		Offer to Archivist	
21.1.7	Written Enquiries	ENO's	Current year	+5 years	Destroy	
21.1.8	Letters of Comfort	Confirmation of completion	Date received	+25 years (+50 years if major application)	Destroy	
21.1.9	Letters of Comfort	Property Inspection	Date received	+25 years (+50 years if major application)	Destroy	
21.2 Planning and Development						
21.2.1	Tree Preservation Informal Register	Details of Confirmed Tree Preservation Orders	Date order revoked	+2 years	Transfer to Archive	Town and Country Planning (Scotland) Act 1997
21.2.2	Register of notifications of proposals to fell or lop trees in conservation areas		Date of enquiry	+2 years	Destroy	Town and Country Planning (Scotland) Act 1997
21.2.3	Employment Land GIS Data		Date of annual review	+5 years	Offer to Archivist	
21.2.4	Employment Land Survey Database	Annual Review and Audit	End of financial year	+1 year	Destroy	
21.2.5	Housing Land Audit Report and GIS Features		Date of review	+5 years	Transfer to Archive	
21.2.6	Housing Land Audit Supporting Data and Documentation		Date of review	+3 years	Destroy	
21.2.7	Scottish Vacant and Derelict Land Survey (SVDLS) Scottish Government Returns		End of financial year	+1 year	Destroy	
21.2.8	SVDLS Supporting Documentation	Analysis, reporting, GIS	End of financial year	+1 year	Destroy	
21.2.9	Local Plan	Final version of plan, including policies relating to agriculture, countryside and protected sites	Date of review	+25 years	Transfer to Archive	
21.2.10	Local Plan - examination	Written submissions, hearings and enquiries	Date superseded	+5 years	Transfer to Archive	
21.2.11	Local Plan - preparatory	Drafting of plans and consultations on the drafts	Date superseded	+5 years	Destroy	
21.2.12	Local Plan - action programmes		Date superseded	+2 years	Destroy	
21.2.13	Conservation Area Appraisal	Documentation relating to conservation area appraisals	Closure date	+7 years	Offer to Archivist	
21.2.14	Developer Obligation Assessments	Including financial and other sensitive information	Date of planning consent	+10 years	Review, then Offer to Archivist	
21.2.15	Supplementary Guidance	Including Open Space Strategy, Forestry and Woodland Strategy, Developer Obligation Guidance and Masterplans etc.	Closure date	+7 years	Offer to Archivist	
21.2.16	GIS Data	European Designated Conservation Sites, EU Inspire information sharing	Date of Creation	+100 years	Review, then Offer to Archivist	
21.2.17	Street Naming and Numbering		End of life of asset	+5 years	Transfer to Archive	
21.3 Development Management						
21.3.1	Advertisements	Available via DMS	Date of advertisement	+1 year	Destroy	
21.3.2	Informal Determinations	Available via DMS	End of current year	+ 10 years	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
21.3.3	Preliminary Enquiries	Available via DMS	End of current year	+ 2 years	Destroy	
21.3.4	Property Enquiries	Available via DMS	End of current year	+5 years	Destroy	
21.3.5	Planning Application Files	Includes Listed buildings, advertisement consent, conservation area consent, hazardous substances consent, high hedge, certificate of lawful use, section 36 and section 37 consents	Permanent		Offer to Archivist	
21.3.6	PANS (Planning advice notes)		Permanent		Offer to Archivist	
21.3.7	Enforcement Case Files		Permanent		Offer to Archivist	Town and Country Planning (Scotland) Act 1997
21.3.8	Enforcement Register	Served enforcement notices, breach of condition notices and stop notices	Permanent		Offer to Archivist	Town and Country Planning (Scotland) Act 1997
21.3.9	Register of planning applications	Includes register of applications for hazardous substances, register or notifications of proposals to fell or lop trees in conservation areas, register of listed building applications and applications for conservation area consent, register of applications for section 51 determinations, register of applications for certificates of lawfulness, register of telecommunication masts, register of wasteland / amenity notices served	Determination of application	+10 years	Review, then Offer to Archivist	

22.0 Procurement

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
22.1	Procurement					
22.1.1	Tender development documents, inc strategy (PR08), specification etc	PR08 and any working papers leading to the development of specification	Contract end date	+6 years	Destroy	Limitation Act 1980 and Prescription and Limitation (Scotland) Act 1973
22.1.2	Invitation to tender - PCST/OFF SYSTEM	development papers plus system records (if used)	Contract end date	+6 years	Destroy	Limitation Act 1980 and Prescription and Limitation (Scotland) Act 1973
22.1.3	Tender evaluation documents PCS/PCST/OFF SYSTEM	development papers plus system records (if used)	Contract end date	+6 years	Destroy	Limitation Act 1980 and Prescription and Limitation (Scotland) Act 1973
22.1.4	Contract award documents, inc award and rejection letters, contract PCST/OFF SYSTEM	development papers plus system records (if used)	Contract end date	+6 years	Destroy	Limitation Act 1980 and Prescription and Limitation (Scotland) Act 1973
22.1.5	Supplier debrief records	meeting records/documents exchanged	Contract end date	+6 years	Destroy	Limitation Act 1980 and Prescription and Limitation (Scotland) Act 1973
22.1.6	Contract management documents	scorecards, meeting records, record of actions taken through life of contract	Contract end date	+6 years	Destroy	Limitation Act 1980 and Prescription and Limitation (Scotland) Act 1973
22.1.7	Contract Register	Annual copy - extract information from awarded contracts	End of financial year	+6 years	Transfer to Archive	
22.1.8	Purchase orders/goods receipting/payment records - SYSTEM	system related data	Invoice date	+4 years	Destroy	Retention period agreed with HMRC
22.1.9	Procurement policy and strategy	development papers plus committee approval	Date superseded	NIL	Offer to Archivist	
22.1.10	Procurement performance records (annual report)	development papers plus committee report	End of calendar year	+6 years	Transfer to Archive	
22.1.11	Procurement procedures (part of financial regulations)	development papers plus	End of financial year	+6 years	Review	

23.0 Registrars

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
23.1	23.0 Registrars					
23.1.1	Birth Register		Date of inspection by examiner (usually once or twice a year)	Physical records go to NRS, then electronic details already inputted are then released on FER		
23.1.2	Death Register		Date of inspection by examiner (usually once or twice a year)	Physical records go to NRS, then electronic details already inputted are then released on FER		
23.1.3	Marriage Register		Date of inspection by examiner (usually once or twice a year)	Physical records go to NRS, then electronic details already inputted are then released on FER		
23.1.4	Civil Partnership		Date of inspection by examiner (usually once or twice a year)	Physical records go to NRS, then electronic details already inputted are then released on FER		
23.1.5	Marriage Schedule	Marriage schedule register	Date of inspection by examiner (usually once or twice a year)	Physical records go to NRS, then electronic details already inputted are then released on FER		
23.1.6	Register of Corrected Entries	Information from National Records of Scotland (NRS) covering births, deaths and marriages	End of calendar year	Lifetime of Birth, Death and Marriage registration (held by NRS)		

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
23.1.7	Registration of Birth Forms	SCHEDULE 11 - Regulation 13 Form 11 Medical certificate of cause of death Notes to about Registration of a Death SCHEDULE 18 - Regulation 20 Form 21 Certificate for recording of forename(s) or change of forename(s) of child under twelve months of age SCHEDULE 19 - Regulation 21 Form 23 Application for recording of change of forename(s) or surname(s) of child under 16 years of age SCHEDULE 20 - Regulation 22 Form 24 Application for recording of change of forename(s) or surname(s) or person over 16 years of age	End of current year	+5 years	Destroy	The Registration of Births, Still Births, Deaths and Marriages (Prescription of Forms) (Scotland) Regulations 1997
23.1.8	Records documenting the conduct and outcomes of annual visits by the District Examiner from the NRS	Report from examiner	End of current year	+5 years	Destroy	
23.1.9	Notice of Marriage		End of current year	+3 years	Destroy	
23.1.10	Forms including marriage, civil partnership notices, medical certificates, form 49 D, forms of particulars and form RR3		Date of completion	+5 years	Destroy	
23.1.11	List of Intended Marriages	Hard copy (displayed in window)	Continuous working document			
23.1.12	List of Intended Marriages	Electronic (Forward Electronic Register - FER)	Notification of marriage	+5 years	Destroy	
23.1.13	Records documenting the development of general information about Civil Marriage ceremonies		Date superseded	NIL	Destroy	
23.1.14	Regulation 4	DSR Declaration where a marriage is proposed between two parties related in a degree specified	End of current year	+5 years	Destroy	Marriage (Prescription of Forms) (Scotland) Amendment Regulations 2005
23.1.15	Regulation 6	Form M1 Certificate of no Impediment	End of current year	+5 years	Destroy	Marriage (Prescription of Forms) (Scotland) Amendment Regulations 2005
23.1.16	Headstones	Stonemasons requesting erections of headstones following funeral including sketches and details of inscription	End of current year	+5 years	Offer to Archivist	
23.1.17	Lair Books	Register and Lair Maps	Completion of register	+1 year	To be kept by Registrars until environmentally controlled archive store is available	
23.1.18	Sale of Lair	Application form and certificate stubs	Date of sale	+5 years	Destroy	
23.1.19	Funeral Arrangements	Notice of burial	End of current year	+5 years	Destroy	
23.1.20	Citizenship Ceremonies	Signed register	Completion of register	+1 year	Offer to Archivist	
23.1.21	Ancestry Research		Completion of request	+1 year	Destroy	
23.1.22	General Registration Enquiries	E.g. Civil Marriages and NRS correspondence	End of current year	+1 year	Destroy	
23.1.23	Communications from the NRS setting out policy and guidance to Registrars		Date superseded	NIL	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
23.1.24	Certificate Copy Applications		End of current year	+1 year	Destroy	
23.1.25	Regulation 3	Form set out in Schedule 10 of the Principle Regulations	End of current year	+5 years	Destroy	The Registration of Births, Still Births, Deaths and Marriages (Prescription of Forms) (Scotland) Regulations 1997
23.1.26	Regulation 4	Form set out in Schedule 17 of the Principle Regulations	End of current year	+5 years	Destroy	The Registration of Births, Still Births, Deaths and Marriages (Prescription of Forms) (Scotland) Regulations 1997

25.0 Transport & Infrastructure

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
25.1	Transportation					
25.1.1	Work Order		Once development complete	+7 years	Destroy	
25.1.2	Work Order (copies)		Once development complete	+2 years	Destroy	
25.1.3	Advice Notes		Current year	+2 years	Destroy	
25.1.4	Invoices (copies)		Current year	+2 years	Destroy	
25.1.5	Court Case Files (copies)		Completion	+2 years	Destroy	
25.1.6	General Correspondence in & out		Closure	+2 years	Destroy	
25.1.7	Manual/Road Workers Logs & Timesheets		Date of completion	+22 years	Destroy	Prescription and Limitation (Scotland) Act 1973
25.1.8	Car Parks - DVLA Reports		Date of closure	+1 year	Destroy	
25.1.9	Car Parks - Excess Notices		Date of closure	+1 year	Destroy	
25.1.10	Activities of planning, designing, programming and constructing roads, streets, bridges and tunnels		Lifetime of asset	+5 years	Offer to Archivist	
25.1.11	Project files, including documents, photos and drawings		Completion of project	+5 years	Review	
25.1.12	Transport/Road Maintenance Maps and Plans		Superseded	+1 year	Offer to Archivist	
25.1.13	Services Layout Drawings		Superseded	+1 year	Offer to Archivist	
25.1.14	Traffic - Temporary Regulation Orders		Current	+5 years	Destroy	
25.1.15	Roads/Development Control Comments regarding planning permission		Current year	+15 years	Destroy	
25.1.16	Traffic - Fatal Accident Enquiry		Date of accident	+100 years	Offer to Archivist	
25.1.17	Traffic - Accident Database		Date of accident	+100 years	Offer to Archivist	
25.1.18	Inspection and assessment of a harbour/pier to identify defects and priorities for maintenance		End of current year	+10 years	Review and Offer to Archivist	
25.1.19	Establishing planning scheme controls and providing for them to be amended and modified		Working document	Superseded	Offer to Archivist	
25.1.20	Applications and consents - builder skips, building materials, scaffolding, road opening and works relating to private apparatus on or over any part of the road		Expiry of consent	+3 years	Destroy	Roads (Scotland) Act 1984
25.1.21	Community transport scheme - development		Life of scheme	+5 years	Destroy	
25.1.22	Assessment of requirements/demands for the school transport service		Date child leaves education	+7 years (Primary) +6 years (Secondary)	Destroy	
25.1.23	Public Parking Area Management		Current year	+5 years	Destroy	
25.1.24	Resident/disabled parking permit application processing - rejected applications		Date of application	+1 year	Destroy	
25.1.25	Resident/disabled parking permit application processing - approved application		Date permit withdrawn	+1 year	Destroy	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
25.1.26	Records documenting the Council's involvement in the developments of a major transport scheme		Life of the project/road	+5 years	Offer to Archivist	
25.1.27	Route Action Studies		Superseded	+5 years	Destroy	
25.1.28	Traffic counts, studies and statistics		Date of statistics	+50 years	Offer to Archivist	
25.2	Roads					
25.2.1	Activities of planning, designing, programming and constructing roads, streets, bridges and tunnels, including photographs and drawings		Life of asset	+50 years	Offer to Archivist	
25.2.2	Project files e.g. resurfacing of roads		Completion of project	+5 years	Review	
25.2.3	Winter Maintenance Weather Forecasts		End of financial year	+22 years	Offer to Archivist to Sample	Prescription and Limitation (Scotland) Act 1973
25.2.4	Winter Maintenance Drivers Logs or Timesheets		End of financial year	+22 years	Destroy	Prescription and Limitation (Scotland) Act 1973
25.2.5	Structural Specifications/Calculations		Life of asset	+50 years	Offer to Archivist	
25.2.6	Transport/Road Maintenance Strategic Level Plans		Superseded	+2 years	Offer to Archivist to Sample	
25.2.7	Road Construction Consents		End of life of road or date of consent if road not constructed	+50 years if road constructed. +6 years if road not constructed	Transfer to Archive	Roads (Scotland) Act 1984 section 21
25.2.8	Lighting Scheme Design - bill of quantities, design drawings, calculations, correspondence		Life of asset	+50 years	Offer to Archivist	
25.2.9	Lighting Scheme Design - installation documents including plans, works requests and orders, contract documents, approval and remedial action		Life of asset	+50 years	Offer to Archivist	
25.2.10	Annual Works Programme		End of current year	+50 years	Offer to Archivist	
25.2.11	Conditions Assessment		End of current year	+10 years	Review	
25.2.12	Public Liability Enquiries		End of obligation	+10 years	Destroy	
25.2.13	Winter Maintenance including Gritting Routes and Treatment Logs		End of financial year	+22 years	Destroy	
25.2.14	Testing and Inspection of Street Lighting including structural tests and night inspection reports		Superseded	+5 years	Destroy	
25.2.15	Street Lighting Repair Sheets		End of financial year	+7 years	Destroy	
25.2.16	Investigation into a reported road safety hazard and action taken		Last action on case	+5 years	Offer to Archivist	
25.2.17	Roads Maintenance Records		Lifetime of asset	+5 years	Offer to Archivist	
25.2.18	Winter Maintenance Drivers' Log		Completion	+22 years	Destroy	Prescription and Limitation (Scotland) Act 1973
25.2.19	Roads Layout Drawings		Superseded	+1 year	Offer to Archivist	
25.2.20	Construction Consents		Superseded	+1 year	Offer to Archivist	
25.2.21	List of Public Roads		Working document	Superseded	Offer to Archivist	Roads (Scotland) Act 1984
25.2.22	Construction Consents Database		Working document	Superseded	Offer to Archivist	
25.2.23	Lighting Scheme Design		End of life of asset	+5 years	Offer to Archivist	

Ref No	Record	Description	Trigger	Retention	Fate	Legislation / Notes
25.2.24	Recording location of highways, bridle paths, foot paths and rights of way		Working document	Superseded	Offer to Archivist	
25.2.25	Annual Works Programme		End of current year	+10 years	Review	
25.2.26	Test and inspection of street lighting		Superseded	+5 years	Destroy	
25.3	Marine Services; Harbours					
25.3.1	Design and Construction of Harbours	Project management, design of works, procurement or works, construction, environmental assessments, public enquiries, navigation charts and lights	Life of asset	+100 years	Offer to Archivist	
25.3.2	Development of an adopted harbour/pier by the Council		Life of asset	+100 years	Offer to Archivist	
25.3.3	Inspection and assessment of an adopted harbour/pier to identify defects and priorities for maintenance		Date of inspection	+5 years	Destroy	
25.3.4	Maintenance work on an adopted pier/harbour		Date of inspection	+5 years	Destroy	
25.3.5	Log Books	Including daily log books, fish landings etc	End of financial year	+5 years	Offer to Archivist	
25.3.6	Berthings	Berthing Policy	End of financial year	+7 years	Offer to Archivist to Sample	
25.3.7	Pilot Boat Activities		End of financial year	+15 years	Offer to Archivist to Sample	
25.3.8	Marine Health & Safety	Port Marine Safety Code	Date superseded	+5 years	Offer to Archivist to Sample	
25.3.9	Port Security	Plans, drills, exercises, training etc	Date superseded	+5 years	Review	
25.3.10	Correspondence	Key correspondence held in project files	End of financial year	+3 years	Offer to Archivist to Sample	
25.3.11	Operational Agreements	Stevedore, off shore wind farm developments, Cullen Sea School	End of financial year	+5 years	Offer to Archivist to Sample	
25.3.12	Cargo Movements (Buckie)	Imports, exports, weigh bridge fees, charges	End of financial year	+7 years	Destroy	
25.3.13	Commercial Fishing	Fish landings, charges, berthing	End of financial year	+7 years	Destroy	
25.3.14	Consultation	Harbour Advisory Committee, Harbour Members Meeting	End of financial year	+5 years	Offer to Archivist to Sample	
25.4	Marine Services; Dredger					
25.4.1	MV Selkie	Project file including inspections, surveys, planned maintenance, log books, charts, oil book, excavator	Life of asset	+15 years	Offer to Archivist to Sample	
25.4.2	Safety Management System		Superseded	+5 years	Offer to Archivist to Sample	
25.4.3	External Commercial Activity		Life of asset	+15 years	Review	
25.4.4	Moray Harbours Dredging		Life of asset	+15 years	Review	
25.4.5	Marine Scotland	Licenses, sampling, annual reports	End of financial year	+10 years	Destroy	