Orkney Islands Council

Retention and Disposal Schedule

Version.	Date.	Owner.
2.0	27 November 2023.	Paul Kesterton

Document Control Sheet

Review/Approval History

Date.	Name.	Position.	Version Approved.
22 September 2016.	George Vickers.	Information Governance Officer.	1.7.
5 January 2017.	George Vickers.	Information Governance Officer.	1.8.
13 February 2018.	George Vickers	Information Governance Officer.	1.9.
23 November 2021.	George Vickers	Information Governance Officer.	1.9.1.
25 January 2022.	George Vickers	Information Governance Officer.	1.9.2.
27 November 2023	Paul Kesterton	Information Governance Officer.	2.0.

Change Record Table

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

				of universal EDRM, work to be done to ensure consistency across the Council.
30 May 2016.	George Vickers.	1.61.	Final.	Section on engineering under D and I reviewed and updated. Retention period for all timesheets for all services set at 3 years (previously some were 6 years). Updated website address on page 7.
22 September 2016.	George Vickers.	1.7.	Final.	Section for Change programme added, RIP(S)A and retention for record of leave agreed.
5 January 2017.	George Vickers.	1.8.	Final.	Review of sections on Health and Care completed. Amended period to retain accident reports for children to DOB + 25. Added entry for Children and Families not included in any other categories.
13 February 2018.	George Vickers.	1.9.	Final.	Entry for SDS Direct Payments Monitoring added under Finance at request of financial Services.
23 November 2021.	George Vickers.	1.9.1.	Final.	Confirmed that the 50 year retention for employee information related to posts requiring Protecting Vulnerable Groups (PVG) checks and not the usual Disclosure.
10 January 2022.	George Vickers.	1.9.2.	Final.	Clarification that Burial Application, Associated Paperwork includes general cemetery correspondence. Changes references to outdated legislation.
27 November 2023	Paul Kesterton	2.0.1	Final.	Major revision and streamlining of entries within the schedule in order to support use of EDRMS within the organisation.

Status Description

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

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

Contents:

Introduction

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

Orkney Islands Council plans to manage its recorded information in a cost effective, efficient and sustainable way that complies with our statutory duties. An updated and comprehensive retention schedule designed to streamline and optimise our document management practices has now been introduced. This new retention schedule serves as a strategic framework for the efficient handling, storage, and disposal of organisational records, ensuring compliance with legal requirements while fostering enhanced accessibility and information governance across all departments. Retention Schedule will help the Council achieve this aim.

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

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

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

How to Use This Schedule

The definition of 'document' and 'record'

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

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

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

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

Retention Period

Most of the Council's records only need to be kept for a limited period of time before they should be destroyed or, if they are historical value, transferred to the County Archive Service. In fact, the Data Protection Act 2018 states that organisations should destroy personal information once it is no longer needed. The main purpose of this Schedule is to set out how long a record should be retained and what should happen to it at the end of this Retention Period.

Copies and original records

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

Secure Destruction Arrangements

Paper records

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

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

Electronic devices

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

OIC Business Classification Scheme

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

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

For example:

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

Layout of the Retention Schedule

SCARRS Reference	A reference code specific to Scottish Council on Archives Records Retention Schedules which uniquely identifies the function, activity or record series. The codes reflect the hierarchy of the business classification scheme. The first two digits represent the functional heading, the second group of three digits after the point reflect the Activity subheading, with the final group of three digits after the second point representing the individual record series or type.
Activity.	Summary description of the functional area or business activity undertaken.
Record Type.	Type of information with the Service's activities.
Record Description and Examples	A description and examples of likely records typical of the activity or records series.
Retention Period.	Provided by services and based on legislative, best practice, business or administrative reasons. The period for which the record should be retained after the trigger event, before disposal action is carried out.
Trigger.	The Trigger is the event that prompts the start of the retention period. It tends to be based on either a defined point in the business process it supports (for example, termination of a contract or project, closure of a service user case file) or on a calendar date, often the end of the current year to which the record relates.
Action.	The disposal action indicates what should happen to the records when they have reached the

	end of the retention period.
Legal Basis / Citation	The statutory or regulatory guidance justifying the retention period where present.

01.Adult Care Services

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
01.004 01.006 01.008	Delivery of Service	Service Files	Service Files for Residential /Home Care, Supported Accommodation, Daycare, Telecare. Documents relating to: Strategy & planning, monitoring, admissions & discharges, visitor books, meetings, activity log/day books, correspondence	6 Years	End of Year	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 21.
	Provision notes	Service	Service Files. Documents relating to: Strategy & planning, monitoring, admissions & discharges, visitor books, meetings, activity log/day books, correspondence	6 Years	End of Year	Destroy	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 21. Employment Act 2002.
		Service User	Personal Plan details including reviews & revisions, administration of medicine, social worker correspondence, compulsory treatment order, emergency detention certificates, short term detention certificates	6 Years	File Closed	Destroy	
		Staff	All papers in relation to managing staff from	6 Years	File Closed	Review	

			appointment to exit, including terms and conditions of employment, performance review, training records, development and termination, Equal pay statement for employees subject to PVG checks and anyone working with children or vulnerable adults. Fitness to practice information. Supervision records and notes, development discussions forms, performance information, workload status,				
	Notifications	Notifications sent to Disclosure Scotland		6 Years	End of Year	Destroy	The Regulation of Care (Requirements as to Care services) (Scotland) SSI 2002/114 Regulations 17, 20, 21, 22, and 23
		Notifications sent to Scottish Social Services Council (SSSC)	All notifications sent to the SSSC, including death, illness & other events, absence, change of provider/manager/premises/name of individual/identity of corporate body or identity of its officers/identity of partners, appointment of a manager, unfitness, complaints	6 Years	End of Year	Destroy	
		Notifications sent to Care Inspectorate	All notifications sent to the Care Inspectorate, including death, illness & other events, absence, change of provider/manager/premises/name of individual/identity of corporate body or identity of its	6 Years	End of Year	Destroy	

			officers/identity of partners, appointment of a manager, unfitness, complaints				
	Case Files	Service User File - No Statutory Mental Health Measures Taken	Personal Plan details including reviews & revisions, administration of medicine, social worker correspondence, referral, transfer to another provider, assessments, reports, care plan, service user contact information, carer contact information, care reviews	6 Years	File Closed	Destroy	
		Service User File - Statutory Mental Health Measures Taken	Personal Plan details including reviews & revisions, administration of medicine, social worker correspondence, compulsory treatment order, emergency detention certificates, short term detention certificates	26 years	File Closed	Destroy	Mental Health (Care and Treatment) (Scotland) Act 2003.
		Adult Protection	Referrals, case notes, contact details	10 Years	Last modified	Destroy	
		OT, Physical or Learning Disability	Referral, transfer to another provider, assessments, reports, care plan, service user contact information, carer contact information, care reviews	6 Years	File Closed	Destroy	
	Power of Attorney	Power of Attorney - No Statutory Mental Health Measure Taken	Power of attorney records, statement of resident's affairs, intervention orders, guardianship orders, management plans, inventory of estate	6 Years	File Closed	Destroy	Mental Health (Care and Treatment) (Scotland) Act 2003.

		Power of Attorney - Statutory Mental Health Measures Taken	Power of attorney records, statement of resident's affairs, intervention orders, guardianship orders, management plans, inventory of estate	26 years	File Closed	Destroy	

02. Children & Family Services

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
02.001 02.002 02.004 02.007	Adoption and Fostering	Initial enquiry & Interview Only - No Concerns	Records where case progressed to initial inquiry or Interview only	1 Year	File Closed	Destroy	
		Initial enquiry & Interview Only - Concerns	Concerns about Enquirer / Enquirer advised not to proceed	10 Years	File Closed	Destroy	
		Progressed to panel/agency decision	Not approved, Approved but the carer withdraws, Approved, Kinship carers	26 years	File Closed	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1) and 16(1).
		Background preparation only	Case progressed to preparation group/home study/reference checks only	10 Years	File Closed	Destroy	
		Approved Adopters & Fosterers	No adoption order	10 Years	File Closed	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3) b.

	Registers	Child Register Records	Register records of 'looked after children' & children under protection	100 Years	Date of Birth	Destroy	
		Child Minder Register Records	Register records of child minders	50 Years	Date of entry on Register	Destroy	
		Offender Register Records	Register records of schedule 1 offenders	100 Years	Date of entry on Register	Destroy	
	Case Files	Looked After Children	Children who are adopted/pre-adopted, fostered, on a Residential Supervision Requirement, on a throughcare/aftercare. Includes assessments, reviews, plans, representations.	100 Years	Date of Birth	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 43(1).
		Child protection investigation - no findings	Children who are investigated, but not placed on the child protection register	10 years	Last modified	Destroy	
		Child protection investigation - findings	Children who are investigated, and placed on the child protection register	35 years	Last modified	Destroy	
		Children with additional support needs	Referral, transfer to another provider, assessments, reports, care plan, service user contact information, carer contact information, care reviews	6 Years	Last modified	Destroy	
		Children with mental health problems	Case files for children with mental health problems, including referrals, transfers, assessments, reports, care plans, service user contact	26 years	Date of Birth	Destroy	NHS Schedule: located here: http://www.gov.scot/Publications/2012/01/10143104/7

			information, carer contact information, carer reviews				
		Case file -not included in any other categories	Other Children & Families case files	6 Years	Last modified	Destroy	
	Service Records	Residential home, home care service	Residential home or home care service management records - Strategy, planning, monitoring, admissions, discharges, visitor books, meetings, correspondence	6 Years	End of Year	Destroy	Records required by Residential Establishments – childcare (Scotland) Regulations 1996 SI 1996/3256 Regulation 5, The regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113(3).
		Care Inspectorate Notification Records	**Notifications:** Death of service user, medication administered, appointments of management, proposed absence of manager, proposed service changes	6 Years	End of Year	Destroy	The Regulation of Care (Requirements as to Care services) (Scotland) SSI 2002/114 Regulations 17, 20, 21, 22, and 23 stipulates records that should be kept.

03. Community Safety

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
03.002	Emergency response	Emergency response plan	Emergency response plans	3 years	End of Year	Destroy	

| 03.003 | Health and safety | Fatal accidents | Fatal accident investigations | Permanent | | | |
| | | Register of notices | Public Register – Abstract of Health and Safety Notices Affecting Public. | 6 Years | End of Year | Destroy | |

04.Consumer Affairs

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
04.005	Licensing	Licenses and permits	Documentation relating to Alcohol, Gambling, Miscellaneous & Civic Licensing & Permits, Entertainment licensing - including applications for licenses, copies of licenses, occasional licenses, appeals	6 years	End of Year	Destroy	Civic Government (Scotland) Act 1982, Licensing (Scotland) Act 2005, Gambling Act 2005
		Register of licenses and permits	Register of applications for licenses and permits	Permanent			Civic Government (Scotland) Act 1982 Gambling Act 2005
	Environmental Health	Contaminated land	Contaminated land register, asbestos samples	Permanent			
		Environmental health case files	Statutory notices, health and housing files, nuisances, public health, noise, inspection reports, surveys, communicable and infectious diseases	6 Years	File Closed	Destroy	

		Environmental health offences	Fixed penalty notices for environmental health offences	6 Years	Date created	Destroy	
		Environmental health campaigns					
		Private water supplies	Monitoring, departures, notices, and remedial action	15 Years	File Closed	Review	The Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017
		Environmental monitoring and registers	Air quality review and assessment, radiation monitoring, register of below tolerable standard houses, hygiene emergency prohibition notices	Permanent			Environmental Protection Act 1990
	Food Safety	Food safety investigations	Food safety investigations case files, food alerts, inspection forms, plans	6 Years	File Closed	Destroy	
		Food hazard alerts and notices	Food hazard alerts for information (FHAI) and Food hazard alerts for action (FHAA), Food safety notices other than Hygiene Emergency Prohibition Notices, Notices that food is not to be used for human consumption	3 years	Date created	Destroy	
	Trading Standards	Investigation and inspection records	Trading standard investigation files, sample and inspection records, self-verification notifications, notices, prosecution files, complaint	6 Years	File Closed	Destroy	

			and advice request, animal boarding licenses				
		Prosecution register	Trading Standards Prosecution Register.	Permanent			
		Licenses	Petroleum licenses, Nonmedicinal poisons licenses	Permanent			
	RIP(S)A	RIP(S)A	CCTV records from covert surveillance (including master copy of RIPSA authorisation forms) - in cases that lead to prosecution	6 Years	Last modified	Destroy	Covert Surveillance and Property Interference Code of Practice.

05.Council Property, Land & Fleet

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
05.001 05.002 05.003	Asset Management	Acquisition and disposal of Council assets	All papers relating to the acquisition, disposal & management of property & lands, including Transfer, Leasing, Inspection & Valuation, Repairs, Alterations, Conveyancing	10 Years	File Closed	Destroy	
		Asset Management and Estates	Corporate Asset Management Plan, Service Asset Management Plans and	10 Years	Superseded	Destroy	

			Property Asset Management Plans.				
		Building cleaning	All documents relating to the cleaning of Council buildings including QMS (quality management system) documents, audit inspection reports, payroll records, job cards etc.	6 years	End of Year	Destroy	
		Fleet management	Fleet management - vehicle records, lease or purchase, repairs and maintenance, inspections	3 Years	File Closed	Destroy	
		Fleet operation	All documents relating to the operation of Council Fleet including job cards, plant sheets, usage records, logbooks	3 Years	End of Year	Destroy	
		Catering	All documents relating to the operation of Council Catering services including food safety management, EHO reports, kitchen safety records, complaints	6 years	End of Year	Destroy	
	Maintenance	Council Property Maintenance	All papers relating to the repairs and maintenance of properties and lands correspondence with 3rd parties, building projects	6 Years	End of Year	Destroy	
		Property management	Maintenance management - records, lease or purchase,	6 Years	File Closed	Destroy	

		repairs and maintenance, inspections				
	Property operation	All documents relating to the operation of Maintenance including works orders	6 Years	File Closed	Destroy	
	Building warrants	Consultations, design and management	10 Years	File Closed	Review	
	Grounds maintenance	Grounds maintenance files including contracts	6 Years	File Closed	Destroy	

06. Cemeteries & Crematoria

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
06.001	Delivery of service	Delivery of service	Operational records and correspondence associated with the delivery of service, including bookings, internment correspondence etc.	6 Years	Last modified	Destroy	
	Lair Information	Lair Information	Lair plans, lair register	Permanent			

07.Criminal Justice Service

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
07.001	Case Files	Found Guilty: 16-21 years old	Community Supervision/Payback Order: 16 - 21 Years old - Supervision/unpaid work, criminal justice social work report, supervised release order, DTTO	10 Years	End of Year	Destroy	
		Found guilty: over 21 years old	Community Supervision/Payback Order: Over 21 Years old - Supervision/unpaid work, criminal justice social work report, supervised release order, DTTO	6 Years	End of Year	Destroy	
		Schedule 1 / Circular 18 / Sex Offenders	Case file of Schedule 1 / Circular 18 / Sex Offenders / Order of Lifelong Restriction	100 years	Date of Birth	Destroy	
		Throughcare	Life license, extended sentence, non-parole license, parole license	50 Years	End of Year	Destroy	
		Not Guilty, Not Proven or Conviction Overturned	Service user found Not Guilty, Not Proven or Conviction Overturned	7 days	File Closed	Destroy	
		Voluntary Throughcare	Diversion from prosecution; fiscal work orders; criminal justice report where there is no	3 Years	End of Year	Destroy	

			further social work involvement.				

08. Democracy

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
08.001	Decision Making	Council and committee meeting records	Council and committee meeting records - records, including Agendas, Minutes, reports.	Permanent			
		Council and committee admin.	Audio and note taken	1 year	Date created	Destroy	
	Democratic Services	Administration	Diaries, external meetings, partnerships and agencies, twinning, briefing notes. Routine Communications between Councillors and Council Employees (non-service related), including induction programme, procedures. Member Declaration of interest. Gifts and hospitality.	6 Years	End of Year	Review	
	Electoral support	Election results	UK, Scottish, European Parliamentary, Local Government Elections and	1 Year	End of Year	Destroy	

			Referenda – public inspection of election documentation.				
		Election management	Project plans, risk register, election expenditure	6 years	End of Year	Destroy	

09. Economic Development

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
09.002 09.003	Grants	Loan / Grant Applications to Council	Loan / grant application accepted / rejected - includes EU Grant Files (European Funding Application Claim Forms).	6 Years	End of Year	Destroy	
	Regeneration	Regeneration project files	Correspondence re enquiries/projects/contracts, etc.	6 Years	File Closed	Destroy	
	Economic development	Area & priority regeneration strategies	Area & priority regeneration strategies	6 Years	Superseded	Destroy	

10. Education & Skills

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
10.003 10.004 10.005 10.006 10.008 10.010	Advice	Circulars	Generic information about Education and Skills provision in SLAs.	3 years	Superseded	Destroy	
	Educational psychology service	Educational psychology files - up to 18 years	Individual service user's educational psychology files - up to the age of 18	26 years	Date of Birth	Destroy	
		Educational psychology files - 18 - 25 years	Individual service user's educational psychology files - between the ages of 18 and 25	6 Years	End of Year	Destroy	
	Community Learning	Lifelong learning initiatives	Records indicating participation in lifelong learning initiatives, Includes Basic skills development course directory, targets and coursework; field centers to deliver arts and music education	6 Years	Last modified	Destroy	
		Bookings & performances	Records of bookings and performances	3 years	Last modified	Destroy	
		Performance licenses		26 years	Date of Birth	Destroy	

Admissions, Placements & Transfers	Admissions, Placements & Transfers	Admission forms, admission appeals, Work experience placements, placing request applications & appeals, workplace training for pupils	6 Years	End of Year	Destroy	
School Transport	School Transport	ASL (Additional Support for Learning) transport & vehicle hire requests, school transport - eligibility & contracts	6 Years	End of Year	Destroy	
School management and administration	Admission	Admission and enrolment registers	Permanent			
	Development of Curriculum & Course Materials	Development of curriculum & Course Materials: school's curriculum, support guidelines, monitoring / assessment reports & course materials.	6 Years	Last modified	Destroy	
	Teaching Staff	Teacher development plans - support for education and learning, mentoring; General documentation relating to teaching staff and development, ERD	6 Years	File Closed	Destroy	
	Pupil records	Pupil records, attainment results, report cards, careers advice, guidance records, additional support needs records - including support service (sight/hearing etc.), correspondence between the school and students, exclusion records, educational plans, physical intervention reports	26 years	Date of Birth	Destroy	Schools General (Scotland) Regulations 1975 SI 1135/176 regulation 10(2) - pupil progress record; The Pupils' Educational Records (Scotland) Regulations 2003 SSI 2003/581, regulation 4.

		Adult learner records	Pupil records, attainment results, report cards, careers advice, guidance records, additional support needs records - including support service (sight/hearing etc.), correspondence between the school and students, exclusion records, educational plans, physical intervention reports	6 Years	File Closed	Destroy	
		School inspections	HMI school inspection reports	Permanent			
		Reporting and strategic planning	School improvement plans and strategies. School census returns, standards and quality reports.	10 Years	End of Year	Destroy	
		School administration	Guidance, policies, and documentation in support of managing an educational institution	10 Years	End of Year	Destroy	
	Parents Councils	Parent Council minutes	Agenda and minutes of Parent Council meetings	6 Years	End of Year	Destroy	
		Parent Council administration	Management and administration of Parent Councils including correspondence and accounts	6 Years	End of Year	Destroy	
	Education and skills administration	Accidents to Staff	Reports on accidents to staff	3 Years	End of Year	Destroy	UK health and Safety work Act 1947
		Accidents to Children	Reports on accidents to pupils	26 years	Date of Birth	Destroy	

11.Environmental Protection

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
11.002	Environmental Protection	Conservation	Conservation including archaeological, countryside, heritage, nature, urban, coastal and woodland management	6 Years	File Closed	Review	
		EIA's	Completed Environmental Impact Assessments	1 Year	Superseded	Review	
		Environmental Impact Assessment	Reports and environmental statements, screening and scoping opinions and requests for same; adopted screening or scoping opinion, regulation 30 notice Directions,	10 Years	End of Year	Review	Environmental Impact Assessment (Scotland) Regulations 2017 SSI 2017 No 102

12.Finance

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation

12.001 12.003 12.004 12.005 12.007	Financial Transaction Management	Income and Expenditure	All ledger activities - Cheque requests, creditors control reconciliations, invoices, purchase card transactions, daily income vouchers, sundry debtor invoices/credit notes, BACS mandates. General cash records, general income records, general payment records, records documenting deposits, transfer of funds etc.	7 years	End of Year	Destroy	
	Financial Reports	Financial reporting	Preparation and working papers for the annual report, abstract, charity accounts & common good fund accounts. Periodic reporting Albacs, report for BACS payments, bank reconciliation, bank statements, conservation & heritage grants	7 Years	End of Year	Destroy	
		Annual accounts - Final	Published copy of consolidated annual accounts and financial statements	Permanent			
	Financial Provisions	Council Budgets	Preparation of the Council's annual capital and revenue budgets: consolidated budget, capital monitoring, non-government grant funding - bid approved, management of the institution's financial investment portfolio.	6 Years	End of Year	Destroy	

		Financial support	Grants, Loans, Emergency Financial Support - grants to organisations/ private sector, Housing Loans, Section 12, Section 27 Payments	6 Years	End of Year	Destroy	
	Benefits Administration	Council Tax & Benefits Administration	Documentation relating to housing benefit, council tax benefit, council tax reduction & Scottish welfare fund applications, payments & refunds, write off records, direct debits & standing orders, property records relating to liability of council tax/non-domestic rates/rents - including death intimations	6 Years	End of Year	Destroy	
	Council Taxation	OIC Tax Returns Administration	Construction industry authenticated VAT receipts, VAT returns and working papers, landfill tax returns & credits	6 Years	End of Year	Destroy	
		Statutory reporting and submissions	Records documenting the preparation and submission of the Council's tax returns. Statutory sick pay scheme records, NI records and submissions	6 Years	End of Year	Destroy	

	Pension	Pension scheme reports	Fund Information - Accounts, Returns, Valuation and Other Reports.	Permanent			Taxes Management Act 1970. Income and Corporation Taxes Act 1988
		Administration and management	Records documenting the overall management of the institution's financial investment portfolio. Employer contribution returns, pension increase notifications, pension opt out forms etc.	6 Years	End of Year	Destroy	
		Staff Pension Files	Individual staff pension files	Permanent			
	Payroll	Payroll	Staff payroll records, including timesheets, leave taken etc.	6 Years	File Closed	Destroy	
	Internal Audit	Internal Audit	Internal audit files, working papers, plans, records, reports and grant claim verification files	6 years	End of Year	Review	

13.Health and Safety

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
13.003 13.004	Risk Monitoring & Management	Risk assessments and monitoring	H&S Risk Assessments e.g.: Pregnant Workers, Young Persons & Fire, personal Inspections e.g.: Equipment, LOLER, COSHH Training Records & Certificates: e.g.: First Aid & IOSH Incident Monitoring Forms	6 Years	Last modified	Destroy	
		Risk assessments and monitoring	H&S risk assessments and monitoring, handling and disposal of hazardous substances, including Radon, Asbestos etc.	50 Years	End of Year	Review	The Ionizing Radiations Regulations 1999 (SI 1999/3232).
	Accident & Incident Reporting	Incidents and accidents involving adults	H and S Accident/Incident book, forms, including investigation and conclusions involving adults	3 Years	Date created	Destroy	
		Incidents and accidents involving children	H and S Accident/Incident book, forms, including investigation and conclusions involving children	26 years	Date created	Review	
		Accident involving Hazardous Substances	Accidents involving Radon, Asbestos or Hazardous Substances	50 Years	Date created	Review	

		H&S committee	Agendas, minutes and supporting papers and reports presented to the H&S Committee and Forum	10 Years	Last modified	Destroy	

14.Housing

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
14.004 14.005 14.006	Housing Management	Housing Provision Managing Tenancies	Housing Application Correspondence, Housing Allocations Offer, Temporary/Sheltered accommodation documentation, Leasing Agreements (windows and heating), Tenant Files, Agreements & Participation Records, ASBO case notes & Correspondence, Sheltered Housing Case Files.	6 Years	File Closed	Destroy	
		Registers	Anti-social behaviour registers, housing register, asbestos registers, surveys and findings	Permanent			
	Property management	Property Case Files	Abandonment Correspondence, Register record of abandoned property, Repairs Alteration/Improvement Application & Grant	6 Years	File Closed	Destroy	

			documentation, Care & repair files, Kitchen Replacement Surveys, electrical certificates, and checks.				
		Disposal of properties	Records documenting the disposal of properties by sale, transfer, or donation - both successful and unsuccessful sales	35 Years	File Closed	Destroy	
		Improvement grants	Improvement / repair grant files - successful and expired, refused or cancelled	10 Years	File Closed	Destroy	
	Strategy and planning	Strategy and planning	Housing capital programme, planned or capital repairs, Scottish Executive funded projects	6 Years	Superseded	Destroy	

15. Human Resources

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
15.002 15.003	Recruitment	Recruitment	All papers in relation to selection of individual for established position, including authorisation, recruitment process	1 Year	File Closed	Destroy	**VIEW**
		Disclosure Scotland records	All papers in support of applying for and receiving Disclosure Scotland reports	90 days	Date created	Destroy	**VIEW**

	Administering Employees	Employee files	All papers in relation to managing staff from appointment to exit, including: - terms and conditions of employment - performance review (ERDs) - development (training records) - termination - Equal pay statement	6 years	File Closed	Destroy	
		Employee files for posts subject to Protecting Vulnerable Groups (PVG)	All papers in relation to managing staff from appointment to exit, including: - terms and conditions of employment - performance review - development and termination - Equal pay statement for employees subject to PVG checks and anyone working with children or vulnerable adults.	50 years	File Closed	Destroy	
	Disciplinary, Grievance and Capability	Disciplinary matters including Tribunals	Individual case files relating to: - discipline - grievance and capability of employees (where the conduct did not involve children or vulnerable adults) (for employees in posts not subject to disclosure/PVG checks) - Employment Tribunals.	6 years	File Closed	Destroy	**VIEW**

			This includes correspondence to professional / other bodies where the Council has a duty to refer these matters.				
		Disciplinary matters - PVG	Individual case files relating to: - discipline - grievance and capability of employees (where the conduct did not involve children or vulnerable adults) (for employees in posts subject to disclosure/PVG checks and anyone working with children or vulnerable adults). This includes correspondence to professional / other bodies where the Council has a duty to refer these matters.	50 years	File Closed	Destroy	**VIEW**
		Disciplinary warnings - oral, written, and final - all staff	Documentation supporting: - employee disciplinary - grievance and capability warnings including oral, written, and final written warnings.	2 years	File Closed	Destroy	**VIEW**
		Disciplinary warnings - oral, written, and final - SNCT staff	Documentation supporting employee disciplinary, grievance and capability warnings including oral, written, and final written warnings.	1 Year	File Closed	Destroy	**VIEW**

		Disciplinary warnings - oral, written, and final - PVG staff	Documentation supporting: - employee disciplinary - grievance and capability warnings including oral, written, and final written warnings.	50 years	File Closed	Destroy	**VIEW**
		No formal sanctions or action taken	No disciplinary warning, sanction or other formal action taken.	Immediate	File Closed	Destroy	
		Log of disciplinary, grievance or capabilities	HR Log relating to discipline, grievance or capability of employees (all employees).	Permanent		Retain	
	TUPE	TUPE terms and conditions	All working documents in relation to TUPE transfers (note these are documents that are not held in individual personnel files)	8 years	File Closed	Destroy	
	Volunteers	Volunteer files	All papers in relation to the recruitment, retention, and termination of any volunteers	6 Years	File Closed	Destroy	
	Equal Opportunities	Equal opportunities	Including equality impact assessment, monitoring and reporting, equal pay status reporting	6 Years	End of Year	Destroy	

	Occupational Health	Sickness monitoring	Includes Personal risk assessments	6 Years	File Closed	Destroy	The Access to Medical Reports Act 1988 C28 provides the general provisions on the right of access to records created after 01.01.1989.
		Sickness monitoring - PVG	Includes Personal risk assessments	50 Years	File Closed	Destroy	Access to Medical Reports Act 1988 C28 provides the general provisions on the right of access to records created after 01.01.1989.
		Occupational Health (separate from employee file)	Occupational health case files including any associated training	50 years	End of Year	Destroy	
	Employee Relations	Trade Union Liaison	Trade Union liaison and negotiation including strategy and routine documentation.	Permanent		Retain	

16. ICT

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
16.002 16.003 16.004	Information Security	Security Management	Information security management including acceptable user guidance, security protocols, breach and incident monitoring and investigations	3 Years	End of Year	Destroy	
		User acceptance policy	User acceptance policies	3 Years	File Closed	Destroy	
	Equipment	Provision to/Return from Services & Disposal of ICT Equipment	Records of all ICT equipment allocated to services, returned and items disposed of	6 Years	End of Year	Destroy	
	IT Management	IT processes	Logging, investigation, and resolution of user requests for technical and application support. User support, opening and closing user accounts	1 Year	End of Year	Destroy	
		Backups	Management of backups, routines, archiving and deletions	1 Year	End of Year	Destroy	
	Software	Orders for services	Documentation regarding orders	1 year	End of Year	Destroy	
		Software licenses and contracts	Software licensing and contract details	10 years	Superseded	Destroy	

17. Information Management

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
17.001 17.003 17.004	Records Management	Management of records	Records surveys, classification schemes, issues, improvements, reporting and monitoring,	6 Years	End of Year	Destroy	
		Support and guidance	Retention schedule, information asset register	Superseded			
		Destruction of records	Lists of records destroyed, their approvals and certificates of destruction	26 years	End of Year	Destroy	
	Access to Information	Information access requests	General Access to Information, processing of Information Requests General compliance records, notifications & changes, council publication scheme, subject access requests, environmental information regulation requests, freedom of information requests	6 Years	End of Year	Destroy	
		Appeals made to UK/Scottish Information Commissioner	Subject access requests, environmental information regulation requests, freedom of information requests	6 Years	End of Year	Destroy	

18. Legal Services

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
18.001 18.002 18.004 18.005 18.006 18.007	Advice and litigation	Public advice	Correspondence & Actions relating to Members of the Public - general & legal advice to public	6 Years	File Closed	Destroy	
		Legal and Litigation case files	Mental Health, Employment, Civil Action, Housing actions, debt recovery, sequestration, charging orders, byelaw enforcement, Anti-social behaviour cases, employment tribunal (All papers), evictions, criminal actions, recovery of possession notices, notices of court proceedings and judicial reviews and tribunals.	10 Years	File Closed	Destroy	
	Property, Lands and Highways	Legal activities	Land tribunals, land charges, land sale or disposal, burdens, servitudes & wayleaves, certificate of lawful use or development, Purchase (open market) correspondence, tax certificates, missives & letters of obligation, charging orders, housing loans, lease of premises, government circulars.	10 Years	File Closed	Destroy	

		Land charges	Land charges - Searches	12 Years	File Closed	Destroy	Prescription and Limitation (Scotland) Act 1973 and 1984.
		Acquisition and disposal	All records relating to the acquisition and disposal of property, lands and highways- Contracts, Deeds, Compulsory Purchase, Precedent Cases, Title deeds, servitudes & wayleaves, compulsory purchase correspondence, authorisations, deeds etc., tree preservation orders	Permanent			
	Bylaws	Enactment	Records and data in support of the development and enactment of local Bylaws	Permanent			
		Enforcement	Records and data in support of the enforcement of local Bylaws	6 Years	End of Year	Destroy	
	Planning	Appeal files	Planning appeal files	6 Years	File Closed	Destroy	
		Enforcement	Planning enforcement files	10 years	File Closed	Destroy	
		Public enquiries	Planning public enquiries	26 years	File Closed	Review	Historical interest
		Applications	Applications for planning permission and development including Certificate of Lawful Use or Development/Certificate.	26 years	File Closed	Review	Prescription and Limitation (Scotland) Act 1973 and 1984.

19. Leisure & Culture

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
19.002 19.007	Library and Archive	Community information files	Details of local groups, community organisations etc.	1 Year	Superseded	Destroy	
		Catalogue	Accession Register, including withdrawals, depositors' agreement	Permanent			
		Deposits, loans, and Services	Loans to/from third parties, reprographic services, reader development, library and archive bookings	3 Years	File Closed	Destroy	
		Management and services	Book ordering, inter-library loan agreements, library and archive development records, community engagement, Library development records, Stock plans	6 Years	End of Year	Review	
		Membership	Details of library membership	1 Year	File Closed	Destroy	
	Museums & Art Galleries	Accreditation	Working documents, notification of registered status, Environmental monitoring	Permanent			
		Accession register	Register of all artifacts and art collected, including withdrawals	Permanent			
		Deposits and loans	Depositors' agreements, Loans to/from third parties	Permanent			
		Visitor information	Visitor data, entry forms	Permanent			

		Arts development programmes	Arts development programme, project or event where Council is initiator or plays a key role. Bids for funding from external organisations, organisation of sponsorship, collaboration with national, regional or local arts organisations, communications with artists/performers.	6 Years	File Closed	Destroy	
		Management and administration	Environmental monitoring, museum development records & catalogues, details of artists and their work, partnerships, communication and collaboration with other organisations, conservation activities	6 Years	File Closed	Destroy	
	Sports & Leisure Facilities	Memberships	Memberships details	1 Year	File Closed	Destroy	
		Bookings	Sports and leisure facilities bookings, including sports coaching and training, Ness Campsite bookings from customers.	1 Year	End of Year	Destroy	
		Sports and leisure facilities establishment	Establishment, development and closure of sites - allotments, public spaces, recreational spaces and facilities	6 Years	File Closed	Destroy	
		Maintenance of sports and leisure facilities	Maintenance of infrastructure and facilities at allotments, public spaces, recreational spaces and facilities	6 Years	End of Year	Destroy	

		Allotment plot applications - rejected	Processing of an application for rental of an allotment plot or to erect a structure, where the application is rejected.	1 Year	End of Year	Destroy	
		Allotment plot applications - approved	Processing of an application for rental of an allotment plot or to erect a structure, where the application is approved	1 Year	File Closed	Destroy	
		Management and administration	Advice and assistance given to community sports projects, development of sports and leisure programmes, encouragement of participation in sports and leisure activities. Business/private hire applications.	6 Years	End of Year	Destroy	

20. Management

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
20.001 20.002 20.007 20.010	Ceremonial activities	Management of ceremonial events; The activities involved in planning and coordinating civic events.	Civic events includes civic ceremonies; civic hospitality events; official visits to the Council. Also includes the activities involved in arranging for the Council to be officially represented at events, ceremonies etc. other than	10 years	Last modified	Review	

			those which the Council organises.				
	Administrative and Operational activities	Internal Meetings	Agendas, minutes, action logs and papers associated with all meetings apart from those specifically listed under a Function Area	6 Years	Last modified	Destroy	
		Correspondence and diaries	Incoming and outgoing not placed into a specific case file; to or from members of the public, commercial entities, government, and any other organisation; includes any log of correspondence created, including correspondence between council staff and members. General emails sitting within Outlook. Other general notes and working files.	3 years	Last modified	Destroy	
		Executive Correspondence, elected members and diaries	Enquiries – General correspondence to and from MPs/MSPs/MEPs and Scottish Government to Executive staff, their diaries, other general correspondence.	6 Years	Last modified	Destroy	
		Reports and associated papers	Reports, appendices, annexes and working papers in production of same held by teams themselves (does not	3 years	Last modified	Destroy	

		include final versions of formal committee papers)				
	Local operational and administration	All documents associated with the day-to-day operational management and administration of teams and services, including resource management, planning etc.	3 Years	Last modified	Destroy	
Projects and change management	Projects and change management	All documents associated with a specific project including community council projects, plans, products, meeting papers, research, and reports.	6 years	File Closed	Destroy	
Policies and procedures	Corporate Policies	All corporate policies - setting out how the Council governs itself	10 Years	Superseded	Destroy	
	Procedures and guidance	All procedures, guidance documents, administrative and operational information, codes of practice and similar	3 years	Superseded	Destroy	
Strategy	Strategies	Strategies, programmes, and initiatives	Permanent			
Community Planning	Community plans and Single outcome agreements - FINAL	Agenda and minutes of the OCPP steering group, Community plans and single outcome agreements, annual performance reports on single outcome agreements	Permanent			

		Community plans and Single outcome agreements - DRAFT	All working papers drafting community plan and single outcome agreement; OCPP strategies, agenda and minutes of the Partnership Liaison group	6 Years	Last modified	Destroy	
	Performance	Performance reporting, including Best Value - FINAL	Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit, Best Value working group, reports to government, self-assessment on Council performance	10 Years	Last modified	Destroy	
		Performance reporting, including Best Value - DRAFTS	Working papers supporting the performance monitoring and review of quality, efficiency and performance of the council, including working papers of Council committees and working groups associated	3 Years	Last modified	Destroy	
	Communications	Press releases and responses	All press releases and media responses to enquiries - final drafts	6 Years	Last modified	Destroy	
		Images - 1 year	Photos, videos, other media types of images	1 Years	Last modified	Destroy	
		Images - 6 years	Photos, videos, other media types of images that have limited use	6 Years	Last modified	Destroy	
		Images - 26 years	Photos, videos, other media types of images - images with	26 Years	Last modified	Destroy	

			no personally identifiable information				
	Consultations	Public consultations - FINAL	Final document, project plans relating to Council consultations put to the public	Permanent			
		Public consultations - DRAFT	Drafts and working papers in support of Council consultations put to the public	6 Years	Last modified	Destroy	
		Council responses to consultations	Council responses to Government and agency consultations	6 Years	Last modified	Destroy	
		User Surveys - FINAL	Service user surveys and responses and feedback - final reports anonymised data	6 Years	Last modified	Destroy	
		User Surveys - DRAFT	Service user surveys and responses and feedback - draft reports and replies	1 Year	Last modified	Destroy	
	Complaints	Complaints register	Register of all complaints received by the Council	10 Years	End of Year	Destroy	
		Complaints case files	Complaints case files and analysis of complaints received	6 Years	Last modified	Destroy	
	Customer services	Customer services support	All customer service activities such as Blue Badge applications, radar key lists etc.	1 Year	File Closed	Destroy	

21. Planning & Building Standards

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
21.001 21.003	Applications	Application Case Files	Application form, statutory certificates, checklists, acknowledgement letters, correspondence, objections, officer reports, decision notices, discharge of conditions, appeal correspondence.	10 years	File Closed	Destroy	
		Withdrawn application		1 year	Last modified	Destroy	
		Planning appeal		Permanent			
		Ordnance Survey map	Annotated plans	Permanent			
		Register	Applications for advertisement consent, Listed Building Applications and Applications for Conservation Area consent, applications for section 51 determinations, applications for Certificates of Lawfulness (formerly Established use Certificates), Applications for street and property naming.	Permanent			

	Building Standards	Building Standards Register Part 1	Economic regeneration, Heritage listing, Housing development, Local plan, National planning policy, Natural environment, Planning policy, Planning schemes, regional plan, Sustainable development, Urban centre planning.	Permanent			
		Building Standards Register Part 2	Copies of warrants and completion certificates, principal drawings and specifications, other documents submitted by verifiers for registration, copies of energy performance certificates, notices served under Building (Scotland) Act 2003	Permanent			
		Street Naming and Numbering		Permanent			
	Development Management	Enforcement	Case files, planning prosecution reports, register, served enforcement notices, breach of condition notices and stop notices	Permanent			Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control) (N02) (Scotland Regulations 1992).
		Planning applications	Register of planning applications, Discharge of conditions; Legal Agreements (mainly under S75 of the	Permanent			

			Planning Act); Environmental Statements following Environmental Impact Assessments; Statutory Design and Access Statements; and Pre-Application Consultation Reports accompanying applications for Major or National developments.				
		Planning prosecution reports		5 years	File Closed	Destroy	
		Conversation area consent		5 years	File Closed	Destroy	
		Tree works		5 years	File Closed	Destroy	
		Tree preservation order		5 years	File Closed	Destroy	
	Development and marine planning	Development plans	Plans for biodiversity, open strategy, local structure, conservation area management; conservation area appraisals; Development Management guidance related to the Historic Environment; core paths	Permanent			

22. Procurement

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
22.001 22.003	Contracting and Tendering	Contracts for goods and services - successful	Preparation for and completion of Tendering including Product Evaluation & Information, Authorisation, Invitations, Tender handling, Approval Correspondence	6 Years	File Closed	Destroy	
		Procurement of goods and services	Preparation for and completion of Tendering including Product Evaluation & Information, Authorisation, Invitations, Tender handling, Approval & Rejection Correspondence, unsuccessful applications	1 Year	End of Year	Destroy	
		Supplier lists	Lists & Databases of Suppliers, Contracts register	Superseded			
		Management and administration of contracts	Documents supporting the ongoing management and administration of contracts for goods and services, including reports, correspondence	6 Years	File Closed	Destroy	

23. Registrars

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
23.004	Registration	Registers	Registers of marriages, births, deaths, civil partnerships, still births	Permanent			
		Forms and correspondence	Marriage forms (M10), correspondence regarding marriages, registration of birth, death, change of names	3 Years	End of Year	Destroy	
	Citizenship Ceremonies	Citizenship Ceremonies	Advice Regarding & Delivery of Citizenship Ceremonies, enquiries, arrangements, conduct records.	3 Years	End of Year	Destroy	

24. Risk Management & Insurance

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
24.001	Insurance Policy	Claims Processing & Renewal	Combined liability & council buildings insurance claims, insurance tender/contract information/policy documents, motor fleet claims, insurance claim working documents.	6 Years	End of Year	Destroy	
		Employer Liability Insurance	Employers Liability Certificate of Insurance	50 years	End of Year	Destroy	

	Business continuity planning	Business continuity planning	Business continuity planning, including assessment of the risk of emergency occurring which would affect the Council to carry out its functions	6 years	End of Year	Destroy	
	Risk Management	Risk management reporting	All files associated with capturing, recording and assessing corporate risk in the Council	10 Years	End of Year	Destroy	
		Risk management working papers	All draft files and papers associated with capturing, recording and assessing corporate risk in the Council	3 years	End of Year	Destroy	

25. Transport Infrastructure

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
25.001 25.002 25.003 25.004 25.005 25.006 25.007 25.008	Engineering and construction projects.	Engineering and construction projects	Council led engineering and construction project files, including procurement and contractual delivery	26 years	File Closed	Review	
		Engineering and construction projects H&S	Engineering and construction projects H&S files - all assessments and reporting	Permanent			

25.009 25.010 25.011 25.012	Transport Strategy	Transport projects	Drawings, SUDS, project files, health and safety incident reports, traffic orders, inspections	Permanent			
		Strategy	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority. Transport Committee and MOWG reports, HITRANS. Assessments.	10 Years	End of Year	Review	
		Public transport services	Scheduled services, timetabling, demand responsive services and "special needs" services, travel centre administration - building, information services, bus station.	3 Years	Last modified	Destroy	
		Transport support	Transport support – EDRTI, subsidies, community transport, green transport, concessionary travel, electric vehicles and green transport - grants, funding, technology	10 Years	End of Year	Destroy	
	Road Infrastructure	Road's operations	Management and administration of roads operations including gritter status reports, winter maintenance, highway inspection reports, street lighting repairs, plant sheets, job cards, provision of	6 Years	End of Year	Destroy	

			permanent road markings, duty officer logs				
		Road's support and maintenance	Construction consents, parking management, traffic orders (temporary and permanent), traffic regulation orders, street lighting	6 Years	End of Year	Destroy	
		Permits and Applications	Permits	6 Years	End of Year	Destroy	
		Inspection Records	Inspection records	10 Years	End of Year	Review	
		Health and Safety	Management of measures to ensure a healthy and safe workplace.	Permanent			
		Structures including Local Transport Plans	Bridges contract drawings, lighting scheme design, watercourses & drainage - assessments & reports, accessibility, Highway structures inspection reports, transport & facility planning, analysis & planning based on road accident data, disabled transport, and facilities for people of limited mobility.	Permanent			
	Quarries	Quarry operations	All documents relating to the operation of quarries including job cards, plant sheets, usage records, logbooks	6 Years	End of Year	Destroy	
		Records of blasting	Records of blasting	6 Years	End of Year	Destroy	
	Road Safety	Road Safety management	Road safety training programme, promotion of road	10 Years	End of Year	Destroy	

			safety, road safety forum, traffic counts				
		Training records	Training records, road safety, Junior Road Safety Officers (JRSO)	3 years			
		Road Safety Audit		26 years	End of Year	Destroy	
		Junior road safety	Junior Road Safety Officer (JRSO) Training Records.	6 Years	End of Year	Destroy	
	Flood risk management	Flood risk management plans	Flood risk management plans	Permanent			
		Flood risk management files	Flood risk management files and studies	26 years	End of Year	Destroy	
	Airfields	Airfields manuals	Airfields manuals	Superseded			
		Airfields incidents and accidents	Airfields incidents and investigations.	Permanent			
		Airfield files	Airfield files, logbooks, routine inspections of property and other administrative activities	10 Years	End of Year	Destroy	
	Marine Services	Business Development	Includes Cruise, Oil and Gas including bunkering and shore facilities, Renewables including ERDF and 3 port strategy, Aquaculture and fishing including processing and landing, Tourism and leisure including marinas, Links to Economic Development.	6 Years	End of Year	Destroy	
		Scapa Flow Development	Scapa Flow Development excluding Flotta.	6 Years	End of Year	Review	

		Vessel maintenance	Ferries and Tugs classification society records, defect reports, improvement requests, Refit specifications and records, replacement, standards and certification	3 Years	File Closed	Destroy	
		Port Strategy	Port strategy, governance and legislation, committee reports, annual performance report and by laws	Permanent			
		Marine environment	Environment surveys, species records	Permanent			
		Marine environmental monitoring	Water tests and surveys, weather records, ballast water surveys	6 Years	End of Year	Destroy	
		Oil pollution	Pollution response plans, audit, oil transfer license, incident records and investigations	Permanent			
		Pilots	Legislation, authority and governance, investigations.	10 Years	File Closed	Destroy	Pilotage Act.
		Pilotage directions	Pilotage directions	Permanent			Pilotage Act.
	Port Operations	Safety management	Lifesaving equipment, safety management system, health and safety, personal protective equipment	10 Years	End of Year	Destroy	
		Port administration	Port administration, harbour dues including setting and collection, stakeholders and customers, berthing plans, gangways and bollards, port	6 Years	End of Year	Destroy	

			security, conservancy and dredging, navigation, pier operations				
		Safety audits and surveys	Hydrography and survey, Port Marine Safety Code including audit, risk assessment	Permanent			
	Orkney Ferries	Ferry operation and vessel audit	Operational and vessel audit, safety management system	Permanent			
		Ferry operation admin.	Fares, ticketing, all operational tasks associated with Orkney Ferries	6 Years	End of Year	Destroy	
		Vessel management	Vessel standard and certification, vessel replacement	3 Years	File Closed	Destroy	
	Towage Services	Towage operations	Towage Operations – routines, procedures and methods. Routes and service levels, equipment, towage and tug capabilities. Towage fees and charges.	6 Years	End of Year	Destroy	
		Towage vessel management	Vessel standard and certification, vessel replacement	3 Years	File Closed	Destroy	
		Stakeholder management	Board papers and reports, customers and stakeholders	6 Years	End of Year	Destroy	

26.Waste Management

SCARRS Ref	Activity	Record Type	Record Description and Examples	Retention Period	Trigger	Action	Legal Basis / Citation
26.002 26.003 26.004 26.005	Strategy and awareness	Waste strategy and initiatives	Waste Minimisation Initiatives – Home Composting/Nappies/Office Recycling etc. Partnership plans and area waste plans	6 Years	End of Year	Destroy	
	Fly tipping, abandoned vehicles	Reports and actions - No Action Taken	Recorded instances and actions taken	3 years	End of Year	Destroy	
		Reports and actions - Enforcement taken	Recorded instances and actions taken	6 Years	End of Year	Destroy	
	Waste collection	Trade and bulk waste	Completed forms signing up to the service for collection of commercial waste and/or recycling	6 Years	End of Year	Destroy	
	Waste administration	Waste admin	All documents relating to the operation of Council waste including job cards, plant sheets, usage records, logbooks	6 Years	End of Year	Destroy	
	Waste Disposal	Waste management site licenses	Licensed/Permitted waste management site returns	6 Years	File Closed	Destroy	SEPA guidance
		Leachate and gas	Records documenting the collection, treatment and disposal of leachate and gas	Permanent			

		Service operation	Records documenting the movement of a consignment of controlled waste; includes waste transfer notes, weighbridge tickets, trade waste enquiries	6 Years	End of Year	Destroy	