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1. [Records that must be retained permanently](#)

- **Paper records** in this section must be transferred to SBC Archives at point of disposal for permanent preservation and continued access unless – for business reasons - other arrangements are agreed with the Archive Manager and Records Management Officer. If space is not available at SBC Archives the department that created the record is responsible for their permanent preservation and continued access until space becomes available. The Records Management Officer and/or the Archives Manager should be consulted on the suitability of interim storage arrangements but at the very least the records should be
 - fully inventoried
 - boxed to provide physical protection
 - stored securely in an environmentally suitable place
 - access controlled
 - audited annually to ensure they are in place
- **Electronic records** should be maintained in the native system until such time as the digital archive is activated at SBC Archives. Departments that hold permanent records must ensure that they have a robust digital preservation strategy and make routine checks to ensure data is present, uncorrupted (e.g. at migration of systems) and readable. If archived data is hosted or stored on portable media or not held on a BTS supported networked system additional security and preservation checks should be put in place

2. [Records for review at disposal](#)

This section relates to records that should be assessed at disposal to identify if

- they should be kept by the department for a longer period for day to day business use
- archives want to sample the records for their historical value
- retaining them will inform future business planning and priorities

1. Records that must be retained permanently

SCARRS Code	Function	Activity	Record	Fate
02	Children and Family Services	Residential homes	Children's home register	Retain permanently
03	Community Safety and Emergencies	Fire Prevention	Major incident monitoring report	Retain permanently - Review for historical value
04	Consumer Affairs	Enforcement	Hygiene Emergency prohibition notices	Retain permanently
04	Consumer Affairs	Enforcement	Prosecution Registers	Retain permanently
04	Consumer Affairs	Enforcement	Health and safety prosecutions register	Retain permanently
04	Consumer Affairs ✓	Environmental health	Closed Landfill sites	Retain permanently for historical value
04	Consumer Affairs	Environmental health	Housing conditions survey	Retain permanently for historical value
04	Consumer Affairs	Registration, certification and licensing	Cooling towers register	Retain permanently
04	Consumer Affairs	Registration, certification and licensing	Houses - Register of unfit premises	Retain permanently for historical value
04	Consumer Affairs	Registration, certification and licensing	Other hazardous substances	Retain permanently for historical value
04	Consumer Affairs	Registration, certification and licensing	Petroleum licences	Retain permanently for historical value
04	Consumer Affairs	Registration, certification and licensing	Register of reservoirs	Retain permanently for historical value
06	Crematoria and	Burial identity and location	Registration -	Retain permanently

SCARRS Code	Function	Activity	Record	Fate
	Cemeteries		Cemetery and crematoria plans, burial plot layout	
06	Crematoria and Cemeteries	Burial identity and location	Summary management systems registration <u>Burial</u> - Register and plan of plot ownership and occupation. <u>Crematorium</u> - Register of cremations and plan or ownership of interment of ashes. Commemoration Register and plan of headstones/shrubs and ownership of burial plots in a cemetery, for example, lair purchases (registers and plans), interment registers	Retain permanently for historical value – Transfer to Archives
06	Crematoria and Cemeteries	Burial identity and location	Exhumations – Exhumation orders (documentation regarding the process of regulation	Retain permanently

SCARRS Code	Function	Activity	Record	Fate
			of exhumation)	
06	Crematoria and Cemeteries	Burial identity and location	Memorial management – Records relating to the ordering [maintenance and repair] of a memorial. (E.g. war memorial).	Retain permanently
08	Democracy	Decision making	Council and committee meeting records including Scrutiny and Members Panels - major records (agenda, signed minutes, major business papers & reports, proceedings)	Retain master record - copies should be destroyed
08	Democracy	Decision making	External committees, partnerships and agencies meeting records where the Council does own the record (documents establishing the	Retain master record - copies should be destroyed

SCARRS Code	Function	Activity	Record	Fate
			committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings)	
08	Democracy	Governance	Records documenting the Council's Scheme of Administration and Delegation to Committees	Retain permanently
08	Democracy	Governance	Records documenting the development of the Council's constitution and decision-making structures and procedures.	Retain permanently
08	Democracy	Planning	Forward Plan - CMT	Retain permanently
08	Democracy	Planning	Strategic Plan - management team minutes	Retain permanently
09	Economic Development	Regeneration	Area and priority regeneration strategies (rural strategy, urban strategy, community planning	Retain permanently for historical value

SCARRS Code	Function	Activity	Record	Fate
			strategy, town planning etc)	
10	Education and Skills	Access and inclusion	Strategies and policies documenting the conditions of access to education services	Retain permanently
10	Education and Skills	Admissions and exclusions	Admission and enrolment registers	Retain permanently for business and historical value
10	Education and Skills	Admissions and exclusions	Placing request guidelines	Retain permanently
10	Education and Skills	Curriculum Development	SQA School - Level Summary Results	Retain permanently (SQA retain results permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland)
10	Education and Skills	Management of Schools	Inspections - HMI Reports	Retain permanently
10	Education and Skills	Management of Schools	Log Books of school events (school diary)	Retain permanently - transfer to Archives
10	Education and Skills	Management of Schools	School Crests	Retain permanently
10	Education and Skills	Management of Schools	School Transport Policy	Retain permanently
12	Finance	Accounts and audit	Published copy of consolidated annual accounts and financial statements.	Retain permanently

SCARRS Code	Function	Activity	Record	Fate
12	Finance	Accounts and audit	Records documenting the value of the Council's Common Good assets – Asset registers	Retain permanently for business and historical value
12	Finance	Accounts and audit	Records documenting decisions (and authorisations) to dispose of Common Good assets – Disposal registers	Retain permanently for business and historical value
12	Finance	Financial Provisions management	Loan register	Retain permanently for business and historical value
12	Finance	Financial Provisions management	Records documenting the management of gifts, bequests and other donations of funds to the Council.	Retain permanently
12	Finance	Financial Provisions management	Long term strategy and planning -major records – 3 year financial plan, financial strategic forecast	Retain permanently for business and historical value
12	Finance	Local taxation	Rateable property information	Retain permanently for business and historical value
12	Finance	Local taxation	Valuation lists	Retain permanently for business and

SCARRS Code	Function	Activity	Record	Fate
				historical value
14	Housing	Housing provision	Housing applications – register Common Housing registers	Retain permanently
15	Human Resources	Employee relations	Trade union liaison - Strategy	Retain permanently
15	Human Resources	Job evaluation	Final report	Retain permanently
17	Information Management	Records management	Lists of Records destroyed	Retain permanently
17	Information Management	Records management	Records disposal certificated	Retain permanently
18	Legal services	Bylaws	Enactment – Bylaws	Retain permanently for historical value
18	Legal services	Litigation	Adoption cases /Freeing for adoption, fostering; OR other cases involving children including child protection orders. (All papers relating to court case including all file papers and any productions.)	100 years but review with a view to retaining in Archives for historical value after business use
18	Legal services	Litigation	Precedent cases - Records documenting the conduct of litigation	Retain permanently – transfer to Archives

SCARRS Code	Function	Activity	Record	Fate
			involving the Council, where a legal precedent was established	
18	Legal services	Management of legal activities	Deeds (and any documents required along with deeds).	Retain permanently
18	Legal services	Management of legal activities	Compulsory purchase - Correspondence and other papers including GVD.	Retain permanently
18	Legal services	Management of legal activities	Sale or disposal - Titles and plans	Retain permanently
18	Legal services	Management of legal activities	Servitudes and wayleaves	Retain permanently
19	Leisure and Culture	Archives	Accession register	Retain permanently
19	Leisure and Culture	Archives	Catalogue of all archival holdings held by the Council	Retain permanently
19	Leisure and Culture	Archives	Environmental monitoring - Report on environmental conditions	Retain permanently
19	Leisure and Culture	Archives	Archival item withdrawal	Retain permanently
19	Leisure and Culture	Libraries	Catalogue	Retain permanently for historical value

SCARRS Code	Function	Activity	Record	Fate
19	Leisure and Culture	Museums and Art Galleries	Depositors agreements	Retain permanently for historical value
19	Leisure and Culture	Museums and Art Galleries	Accreditation - notification of registered status	Retain permanently
19	Leisure and Culture	Museums and Art Galleries	Environmental monitoring - Report on environmental conditions (required for accreditation)	Retain permanently
19	Leisure and Culture	Museums and Art Galleries	Gallery /museum object withdrawal	Retain permanently
19	Leisure and Culture	Parks and open spaces	Adoption of land as a public open space or recreational facility	Retain permanently for business and historical value
20	Management	Ceremonial	Formal record of a civic event or an official visit to the Council (Visitors book, photographs, video and audio recordings, programme, text of speeches delivered, press cuttings, commemorative gifts)	Retain permanently – one set of records
20	Management	Communication support	Publications - major	Retain master record - copies should

SCARRS Code	Function	Activity	Record	Fate
			publications	be destroyed
20	Management	Corporate communication	Corporate identity and branding - artwork	Retain permanently
20	Management	Strategic planning	Records documenting the preparation of business for consideration by the Council's strategic management group/ Senior Management Team, and the record of discussion and decisions (Agenda, reports/papers for consideration, minutes)	Retain permanently
20	Management	Strategic planning	Council Corporate Plan.	Retain permanently
20	Management	Strategic planning	Strategic service plan - including significant records documenting policy development	Retain permanently
20	Management	Strategic planning	Corporate policies - master records	Retain permanently
21	Planning and Building	Building standards	Building Warrant	Retain permanently for business and

SCARRS Code	Function	Activity	Record	Fate
	Standards		Records – Copies of Building Warrant Plans, specifications and documents, Completion Certificates, Design Certificates	historical value
21	Planning and Building Standards	Building standards	Building Warrant Application processing: Building Standards Register Part 1 – Electronic applications list, details of certificates from approved certifiers, Compliance and Enforcement Notices	Retain permanently for business value
21	Planning and Building Standards	Building standards	Clearance documents – Letters of Comfort; Exempt class enquiries	Retain permanently
21	Planning and Building Standards	Building standards	Building Standards Compliance & Enforcement - Dangerous/ Defective Buildings –	Retain permanently for business value

SCARRS Code	Function	Activity	Record	Fate
			Copies of Notices, details of decisions	
21	Planning and Building Standards	Building standards	Building Standards Compliance & Enforcement - Unauthorised works - Copies of Notices, details of decisions	Retain permanently for business and historical value
21	Planning and Building Standards	Building standards	Street Naming & Numbering - consultations and decisions	Retain permanently for business and historical value
21	Planning and Building Standards	Development management -Planning Application processing	Planning appeal files	Retain permanently for business and historical value
21	Planning and Building Standards	Development management -Planning Application processing	Enforcement case file	Retain permanently for business and historical value
21	Planning and Building Standards	Development management -Planning Application processing	Enforcement register - Served enforcement notices, breach of condition notices and stop notices	Retain permanently for business and historical value
21	Planning and Building Standards	Development management -Planning Application processing	Ordnance Survey Maps/ Plans - Annotated	Retain permanently for business and historical value
21	Planning and Building	Development management	Planning prosecution	Retain permanently for business

SCARRS Code	Function	Activity	Record	Fate
	Standards	- Planning Application processing	reports	value
21	Planning and Building Standards	Development management - Planning Application processing	Tree preservation orders	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Maintaining Registers	Register of applications for planning permission Part II	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Maintaining Registers	Register of Applications for advertisement consent	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Maintaining Registers	Register of Applications for Hazardous Substances Consent and Hazardous Substances contravention notices	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Maintaining Registers	Informal Register - Details of confirmed Tree Preservation Orders (TPO)	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Maintaining Registers	Register of Notifications of proposals to fell or	Retain permanently for business and historical value

SCARRS Code	Function	Activity	Record	Fate
			lop trees in conservation areas	
21	Planning and Building Standards	Development management - Maintaining Registers	Register of Listed Building Applications and Applications for Conservation Area consent	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Maintaining Registers	Register of applications for section 51 determinations	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Maintaining Registers	Register of applications for Certificates of Lawfulness (formerly Established use Certificates)	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Maintaining Registers	Register of Telecommunications Masts	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Maintaining Registers	Register of Wasteland/Amenity notices served	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Forward planning	Register of Development Plans	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Forward planning	Local and Structure plan - final version of plan	Retain permanently for business and historical value
21	Planning and Building	Development management	Natural environment	Retain permanently for business and

SCARRS Code	Function	Activity	Record	Fate
	Standards	- Forward planning	- Policies re agriculture, countryside and protected sites	historical value
21	Planning and Building Standards	Development management - Forward planning	Planning policy - documentation in relation to specific buildings	Retain permanently for business and historical value
21	Planning and Building Standards	Development management - Forward planning	Regional plans - final plan - Mineral plan, waste plan	Retain permanently for business and historical value
23	Registrars	Marriage services	Marriage Schedule	Retain permanently Transfer to General Register Office for Scotland
23	Registrars	Marriage services	Register of Corrections to Register of Marriages	Retain permanently Transfer to General Register Office for Scotland
23	Registrars	Marriage services	Register of Marriages	Retain permanently Transfer to General Register Office for Scotland
24	Risk Management	Insuring against loss	Summary arrangements	Retain permanently (archivist to Review for historical value)
25	Transport Infrastructure	Design and construction	Design and construction - as built and supporting information - Drawings, photographs, design	Retain permanently for business and historical value

SCARRS Code	Function	Activity	Record	Fate
			calculations, ground investigations, inspection reports	
25	Transport Infrastructure	Design and construction	Road construction consent – URSN, application form, acknowledgement letter, approved plans, supporting information, committee report, decision, confirmation	Retain permanently for business and historical value
25	Transport Infrastructure	Harbours and waterways	Application processing for adoption of harbour/pier - application approved	Retain permanently for business and historical value
25	Transport Infrastructure	Harbours and waterways	Development of an adopted harbour/pier by the Council.	Retain permanently for business and historical value
25	Transport Infrastructure	Highway development control	Recording location of highways, bridle paths, foot paths and rights of way – Definitive map, correspondence concerning enquiries	Retain permanently for business and historical value

SCARRS Code	Function	Activity	Record	Fate
			and disputes	
25	Transport Infrastructure	Highway development control	Establishing planning scheme controls and providing for them to be amended and modified – Amendments to definitive map, road adoption	Retain permanently for business and historical value
25	Transport Infrastructure	Infrastructure management	List of public roads (LOPR) – Notification, Request, LSG, USRN, Road Schedule, Plan, Inspection, street Gazetteer	Retain permanently for business and historical value
25	Transport Infrastructure	Rights of way	Records documenting legal action taken by the Council to protect, maintain, divert or extinguish a Right Of Way – case file	Retain permanently for business and historical value
25	Transport Infrastructure	Rights of way	Definitive map/descriptions of public rights of way	Retain permanently for business and historical value
25	Transport Infrastructure	Road maintenance	Highway Structures Inspection Reports	Retain permanently for business and historical value

SCARRS Code	Function	Activity	Record	Fate
25	Transport Infrastructure	Traffic management	Traffic orders (permanent)	Retain permanently for business and historical value
25	Transport Infrastructure	Transport planning	Records documenting the Council's involvement in the development of a major transport scheme.	Retain permanently for business and historical value
25	Transport Infrastructure	Transport planning	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority – Structure Plan Local transport plan	Retain permanently for business and historical value
26	Waste Management	Waste strategy	Partnership plans and Area Waste Plans	Retain permanently for business and historical value
26	Waste Management	Waste strategy	Strategy development	Retain permanently for business and historical value
26	Waste Management	Waste Disposal	Records documenting the closure, restoration and aftercare of a	Retain permanently for historical value – transfer to Archives

SCARRS Code	Function	Activity	Record	Fate
			landfill site.	
26	Waste Management	Waste Disposal	Waste sites development - Landfill waste disposal site development.	Retain permanently for historical value – transfer to Archives
26	Waste Management	Waste Disposal	Waste site plans (as-built) and photographs	Retain permanently for historical value – transfer to Archives
26	Waste Management	Waste Disposal	Site Conditioning Plans – (Annual) Local Authority Waste Arisings Survey	Offer to Archives at disposal date for permanent preservation

2. Records for review at disposal

SCARRS Code	Function	Activity	Record	Fate
02	Children and Family Services	Adoption and fostering	Carer recruitment activity records	Archival Review
02	Children and Family Services	Adoption and fostering	Carer and adopters assessment criteria records	Review for archival value
02	Children and Family Services	Adoption and fostering	Carer training programme records	Review for ongoing value
03	Community Safety and Emergencies	Emergency Planning	Radiation emergency warning	Review for historical value
03	Community Safety and Emergencies	Emergency Planning	Radiation emergency plan	Review for historical value
03	Community Safety and Emergencies	Emergency Planning	Radiation emergency plan - radiation leak took place	Review for historical value
03	Community Safety and Emergencies	Emergency Services	Notifications of emergency response	Review for historical value
05	Council Property	Property Acquisition and Disposal	Council property design and construction project files - assets over £50,000	Review for business and historical value
05	Council Property	Property Acquisition and Disposal	Council property design and construction project files - assets under £50,000	Review for business and historical value
07	Criminal Justice	Court Social Work Service Management	Records documenting the provision of social work services to a court (Court reports, record of post-sentence interviews with offenders, records of liaison with court and sheriff)	Review for ongoing value
08	Democracy	Member support	Records documenting Councillors'	Review for archival value

SCARRS Code	Function	Activity	Record	Fate
			declarations of interests – Member's register of interest	
09	Economic Development	Promotion	Business community survey	Review for ongoing value
09	Economic Development	Promotion	Business community consultation	Review for ongoing value
09	Economic Development	Promotion	Establishment and operation of business forum or networking group (Meeting minutes, papers, correspondence)	Review for Archives and ongoing value
09	Economic Development	Promotion	Business development advice and assistance to a specific business.	Review for ongoing value
09	Economic Development	Regeneration	Implementation of Area and priority regeneration strategies	Review for historical value
09	Economic Development	Regeneration	Records documenting the development, progress and outcomes of a regeneration project	Review for historical value
09	Economic Development	Regeneration	Direct support given to social enterprise/economic regeneration organisations	Review for business value
09	Economic Development	Regeneration	Participation in a lobbying group to represent Council geographic area in economic development planning at regional, national and European level.	Review for business and historical value
09	Economic Development	Regeneration	Direct support given to an inward investment project.	Review for business and historical value
09	Economic Development	Regeneration	Regeneration funding – advice and assistance	Review for business value
09	Economic Development	Sustainability	Sustainable development projects	Review for historical value

SCARRS Code	Function	Activity	Record	Fate
09	Economic Development	Tourism	Tourism development strategy	Review historical value
09	Economic Development	Tourism	Council initiatives to promote and develop tourism – records of planning, progress and outcomes	Review for business value
09	Economic Development	Tourism	Records documenting the development, progress and outcomes of a project to increase and enhance facilities and services for tourists, where the Council is a project partner	Review for business and historical value
11	Environmental protection	Advice and Audit	Biodiversity – Leaflets, guidance	Review for historical value.
11	Environmental protection	Advice and Audit	Campaigns	Review for historical value.
11	Environmental protection	Conservation	Archaeological services	Review for historical value.
11	Environmental protection	Conservation	Countryside conservation	Review for historical value.
11	Environmental protection	Conservation	Forest management	Review for historical value.
11	Environmental protection	Conservation	Heritage conservation	Review for historical value.
11	Environmental protection	Conservation	Nature conservation	Review for historical value.
11	Environmental protection	Conservation	Urban conservation	Review for historical value.
11	Environmental protection	Conservation	Woodland management	Review for historical value.
11	Environmental protection	Conservation	Coastal erosion –	Retain for historical value

SCARRS Code	Function	Activity	Record	Fate
	protection		Records documenting the establishment, progress and outcomes of a project to develop coastal protection infrastructure	
11	Environmental protection	Monitoring and Investigation	Environmental impact assessment	Review for historical value.
11	Environmental protection	Monitoring and Investigation	Environmentally sensitive areas	Retain for historical value.
12	Finance	Accounts and audit	Internal auditing records – investigations – investigations involving prosecution, disciplinary action etc	Review for historical value
12	Finance	Accounts and audit	Internal auditing records - general papers – General papers re provision and management of internal audit service (not specific to individual audits)	Review for historical value
12	Finance	Asset management	Records documenting the value of the Council's tangible assets (excluding Common Good assets) – Asset registers	Review for historical value
12	Finance	Asset management	Records documenting decisions (and authorisations) to dispose of capital assets (excluding Common Good assets) – Disposal registers	Review for historical value
14	Housing	Managing tenancies	Tenant file	These may need to be kept for a

SCARRS Code	Function	Activity	Record	Fate
			(Correspondence re tenancy; Tenancy files; Council housing; Application forms and supporting material; Application for transfer of tenancy and supporting papers; Application for emergency housing or referral from another agency)	longer period of time in order to prove that the tenant was actually housed properly by the authority
16	ICT	ICT System Development	Initial development of and post-implementation changes to an ICT system	Review for business and historical value
16	ICT	ICT User Training and Support	Logging, investigation and resolution of user requests for technical and application support	Review for business value
17	Information management	Records management	Classification Schemes	Review for historical value
18	Legal Services	Litigation	Commercial - Case files (not relating to contracts)	Review major litigation cases for historical value, otherwise destroy.
18	Legal Services	Litigation	Criminal - Case files	Review major litigation cases for historical value, otherwise destroy.
18	Legal Services	Planning Controls	Certificate of Lawful Use or Development - Certificate	Review at 5 years
19	Leisure and Culture	Arts	Arts development programme, project or event where Council is initiator or pays keys role (bids for funding from external organisations, organisation of sponsorship, collaboration with	Review for historical and business value

SCARRS Code	Function	Activity	Record	Fate
			national, regional or local arts organisations, communications with artists/performers)	
19	Leisure and Culture	Museums & Art Galleries	Museum development records	Review for historical value
19	Leisure and Culture	Museums & Art Galleries	Accreditation - working documents	Review for historical value
19	Leisure and Culture	Sports	Sports coach training - the development of a training programme for sports coaches	Review for business value
19	Leisure and Culture	Sports	Records documenting the development of a sport development programme to encourage participation and progression in sport	Review for business value
20	Management	Ceremonial	Formal record of official Council representation at events, ceremonies etc. other than those which the Council organises (photographs, video and audio recordings, programme, text of speeches delivered, press cuttings)	Review for archival value
20	Management	Communication support	Publications - minor publications	Sample for archival value Retain one copy only
20	Management	Corporate communication	Campaigns - final outputs	Sample for archival value
20	Management	Corporate communication	Marketing materials - final outputs	Sample for archival value
20	Management	Corporate	Communications with other public	Review for archival and re-use

SCARRS Code	Function	Activity	Record	Fate
		communication	sector organisations	value
20	Management	Corporate communication	Consultations - Council responses to external consultations	Review for ongoing value
20	Management	Corporate communication	Consultations - Council consultation of external organisations - Final outputs	Review for ongoing value
20	Management	Corporate communication	Consultations - Council consultation of external organisations - preparatory records - Records documenting the design of a consultation/survey.	Review for ongoing value
20	Management	Corporate communication	Media relations records - final outputs	Review for archival and re-use value
20	Management	Corporate communication	Media relations records - preparatory records	Review for archival and re-use value
20	Management	Corporate communication	Media relations records - Media liaison	Review for archival and re-use value
20	Management	Corporate communication	Media relations records - media coverage	Review for Archives
20	Management	Corporate Communication	Customer satisfaction surveys - survey design	Review of ongoing value / Review for Archives
20	Management	Corporate communication	Customer satisfaction surveys - analysis	Review for archival and re-use value
20	Management	Corporate communication	Public relations - Statistics, trends and customer satisfaction data	Review for archival value
20	Management	Enquiries and complaints	Comments, complaints and enquiries - analysis	Review for archival and re-use value
20	Management	Preparing business	Records documenting the	Review for archival and re-use

SCARRS Code	Function	Activity	Record	Fate
			Council's representation in the work of a local government organisation.	value
20	Management	Project Management	Projects funded by the Council - major records Business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	Review for archival and re-use value
20	Management	Project Management	Projects funded by the Council - preparatory records minor drafts, correspondence, copies of financial and contractual records	Review for archival and re-use value
20	Management	Project Management	Projects - funded through European and other external funds All documentation relating to the project - specifications, plans, reports, correspondence, consultations etc, feasibility studies, copies of financial documents	Review for archival and re-use value
20	Management	Strategic planning	Corporate initiatives	Review for archival and re-use value
20	Management	Strategic planning	Organisational structure	Sample for archival value
20	Management	Strategic planning	Service specific policies and procedures	Sample for archival value
21	Planning and building Standards	Building Standards	Building Warrant Application processing: Building Standards	Review for business and historical value

SCARRS Code	Function	Activity	Record	Fate
			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	
21	Planning and building Standards	Building Standards	Alternative Compliance Views – Requests, plans, reports and decisions	Review for business and historical value
21	Planning and building Standards	Development Management - Maintaining Registers	Register of planning applications Part I (see also 21.002.003 - Planning Application case files) – Submitted applications, plans and drawings	Review for historical value
21	Planning and building Standards	Development Management Forward planning	Employment Land GIS data	
21	Planning and building Standards	Development Management Forward planning	Housing Land Audit report and GIS features	Review for historical value
21	Planning and building Standards	Development Management Forward planning	Housing Land Audit supporting data and documentation	Review for historical value
21	Planning and building Standards	Development Management Forward planning	SVDLS supporting documentation – analysis, reporting, GIS	Review for historical value

SCARRS Code	Function	Activity	Record	Fate
21	Planning and building Standards	Development Management Forward planning	Local and Structure plan – Examination – written submissions, hearings and enquiry	Review for historical value
23	Registrars	Citizenship ceremonies	Records documenting communications with the Home Office about on general matters relating to the conduct of citizenship ceremonies.	Review for ongoing value
24	Risk Management	Risk management and business continuity	Business continuity plan - final approved version	Retain for historical value
24	Risk Management	Risk management and business continuity	Business continuity plan - training programme development	Review for historical value
24	Risk Management	Risk management and business continuity	Emergency response records.	Review for historical value
24	Risk Management	Risk management and business continuity	Risk register - assessment of the risk of an emergency occurring which would affect the Council's ability to carry out its functions	Review for historical value
24	Risk Management	Risk management and business continuity	Valuations	Review for historical value
25		Harbours and waterways	Inspection and assessment of an adopted harbour/pier to identify defects and priorities for maintenance.	Review for business value
25		Public Transport	Community transport scheme -	Review for business and historical

SCARRS Code	Function	Activity	Record	Fate
			development	value
25	Transport Infrastructure	Road maintenance	Annual works programme	Review for business value
25	Transport Infrastructure	Road maintenance	Condition assessment	Review for business value
25	Transport Infrastructure	School Transport	Assessment of requirements/demand for the school transport service.	Review for ongoing value
25	Transport Infrastructure	School Transport	Planning and scheduling of school transport service routes.	Review for ongoing value
25	Transport Infrastructure	Traffic management	Records documenting lobbying activities aimed at improving transport in and through the region	Review for ongoing and historical value
26	Waste Management	Waste Reduction	(Annual) Local Authority Waste Arisings Survey	Retain for historical value.