

SBC Records Retention Schedule – Social Work Department, 2012

Functions and Scottish Council on Archives Records Retention Schedule reference number

Part 1 – Main functions

Records that relate specifically to the work of the department

- 01 – [Adult Care Services](#)
- 02 – [Children and Family Services](#)
- 07 – [Criminal Justice](#)
- 14 - [Housing](#)

Part 2 – Selected additional functions

The department may hold originals or copies of these records.

Some of these schedules are extracts of relevant activities – the full schedules can be viewed on the Scottish Council on Archives website

- 03 – [Community Safety and Emergencies](#)
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Note: Where functions have not yet been included in SCARRS the 2009 SBC Records Retention schedule should continue to be used after consulting the Records Management Officer. The published schedule SBC Records Retention Schedule 2009 is on the Council website

Instructions

Please read this section before you destroy information!

This records retention schedule shows the recommended minimum period for which records should be held and the action that must be taken when they have reached their disposal date. Please use in conjunction with the guidance on the Council intranet.

Records retention is reviewed annually and when legislation is introduced that changes record retention periods. Schedules will be updated and you will be informed of any changes – be sure to destroy all previous versions when you receive an update and let staff know about the amendments

Basic Record-keeping Rules

1. Each service should have a records co-ordinator with the responsibility for file plans, access control, disposal and file creation included in their job description. A Record Keeping Manual should be created and maintained by this person.
2. Identify the status of information – is it a primary/official record or is it a copy? The schedule applies to the primary record - not copies unless specifically mentioned
3. Do you hold information on behalf of someone else or work in partnership with another organisation? If so make sure you have a formal agreement detailing the management of those records. Otherwise you could lose important business information.
4. Do you hold personal information? Make sure it is
 - held in a secure place
 - clearly marked “personal - access restricted”
 - visibly managed - for example, an access log is maintained
5. When you create folders and files ensure you use a standard file plan and specify what content can and can't be filed together
 - Avoid mixing information that must be held long term with information that can be destroyed quickly
 - If you must keep files that way always retain information for the longest period of retention applicable.

6. Disposal does **not** mean destruction. Official records and historical information may be transferred to the Council Archives at disposal rather than destroyed. Guidance on how to arrange this is given in the Records Management Toolkit. Contact the Records Management Officer or your records co-ordinator if unsure.
7. When destroying records containing personal or sensitive information confidential destruction must be carried out. A shredding request form may be found on the Council intranet

Part 1

Adult Care Services

The function of providing services to support, protect and care for vulnerable adults

Records type	Trigger	Retention period	Fate
Asylum seekers	Activities to support the welfare of asylum seekers and their families		
Case file - asylum seekers	1. Last action 2. Death of adult	5 years 3 years	Destroy
Carers/ case files	Personnel files of staff employed in caring role for vulnerable adults		
Carers files	see Retention Schedule 15: Human Resources (for carers of children and young people, see schedule 02 : Children and Family Services)		
Community support	Kept in client case file and follow appropriate retention period		
Residential homes	The activities involved in managing a residential care service provided by the council.		
Service file - Residential home/Home Care Service management records - major records (Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence)	Current	6 years	Destroy
Service file - Residential home/Home Care Service management records - minor records	Current	2 years	Destroy
Notification records from a residential home/home care service to the Scottish	Current	3 years	Destroy

Records type	Trigger	Retention period	Fate
Commission for the Regulation of Care (Death of service user, details of medication administered to service user without their consent (or the consent of people authorised to consent on their behalf), the appointment of a manager for a home care service, proposed absence of a manager of a home care service for a continuous period of 28 days or more , proposed changes to the management of a home care service)			
Case file – client (Records documenting the preparation, review and revision of a 'personal plan' for a service user, financial transactions undertaken for a service user; administration of medicines to a service user; liaison with social workers regarding the type of care being provided to a service user or problems with providing home care)	1. Termination of service provision 2. Death of client	1. 5 years 2. 3 years	Destroy
Social issues	Advice, and service support for adults affected by drug, alcohol and other social issues such as alcohol and drug abuse		
	Kept in client case file and follow appropriate retention period		

Records type	Trigger	Retention period	Fate
Supporting adults	Activities involved in managing individual cases of adults requiring social work services including responding to referrals; assessing care and support needs; organising, co-ordinating, monitoring and reviewing the provision of care and support Case file records may include referral / request for service or service transfer to another provider, assessment and referral reports, care plan, contact info of client (and carer where relevant)		
Register of adults with learning difficulties who received social work services.	Current year	100 years	Destroy
Case file - adult with learning difficulties, where statutory measures were taken.	1. Last action 2. Death of adult	10 years 5 years	Destroy
Case file - adult with learning difficulties, where statutory measures were not taken.	1. Last action 2. Death of adult	5 years 3 years	Destroy
Register of adults with mental health problems who received social work services.	Current year	100 years	Destroy
Case file - adult with mental health problems, where statutory measures were taken.	1. Last action 2. Death of adult	10 years 5 years	Destroy
Case file - adult with mental health problems, where statutory measures were not taken.	1. Last action 2. Death of adult	5 years 3 years	Destroy
Case file - Occupational therapy	1. Last action 2. Death of adult	5 years 3 years	Destroy
Register of adults with physical disabilities who received social work services.	Current year	100 years	Destroy
Case file - physical disabilities	1. Last action 2. Death of adult	5 years 3 years	Destroy

Records type	Trigger	Retention period	Fate
Case file - all other adults which do not fit into categories above	1. Last action 2. Death of adult	5 years 3 years	Destroy
Supporting disabilities	Service related to enabling equal access, opportunities and providing aids to adults with physical disabilities		
	Kept in client case file and follow appropriate retention period		

Children and Family Services

The function of providing services to support, protect and care for children and their families both directly and in partnership with private and voluntary organisations

Records type	Trigger	Retention period	Fate
Adoption and fostering	The activities involved in managing the work of the Council as an adoption agency including assessing the suitability of prospective adopters, recruiting and training adopters, providing pre and post adoption support. Also the activities involved in providing a service for the recruitment, assessment, approval and training of foster carers, and for the matching children with approved foster carers and the arrangement of foster placements. Include Kinship carers		
Fostering and adoption panel records- Records documenting the appointment of a person as a member of a fostering or adoption panel.	Termination of appointment	1 year	Destroy
Council registration as an adoption/fostering service - Application	Date of acceptance	1 year	Destroy
Council registration as an adoption/fostering service - Certificate of registration	Until superseded or obsolete	6 years	Destroy
Register of "looked after" children	Current	100 years	Destroy
Carer recruitment activity records	End of current calendar year	5 years	Archival Review
Carer and adopters assessment criteria records	Superseded	10 years	Review for archival value
Carer training programme records	Superseded	5 years	Review for ongoing value

Records type	Trigger	Retention period	Fate
Case file - Pre-approval carers and adopters - initial enquiry Records where case progressed to initial inquiry only	Case closure	1 year	Destroy
Case file - Pre-approval carers and adopters - initial interview only -no concerns Records where case progressed to initial interview only – no other concerns	Case closure	1 year	Destroy
Case file - Pre-approval carers and adopters - initial interview only – concerns Records where case progressed to initial interview only – concerns about enquirer or enquirer advised not to proceed	Case closure	10 years	Destroy
Case file - Pre-approval carers and adopters - background prep only Records where case progressed to preparation group/home study/reference checks only	Case closure	10 years	Destroy
Case file - Pre-approval carers and adopters - not approved/withdrawn Records where case progressed to panel/agency decision – not approved/ approved but carer withdraws	Date of decision or date of prospective carer/adopter's death if earlier	25 years	Destroy
Case file - Approved carers	Termination of approval or date	25 years	Destroy

Records type	Trigger	Retention period	Fate
	of death of carer if earlier		
Case file - Kinship carers	Termination of last placement or date of death of carer if earlier	25 years	Destroy
Case file - Prospective adopters - no adoption order Prospective adopters, in relation to whom an adoption order is not made	Date of approval	10 years	Destroy
Case file - Adopters	Date of granting the adoption order	100 years	Destroy
Case file - Private fostering Records documenting the monitoring of a private fostering arrangement	Last action on case	5 years	Destroy
Case file - adopted children	Date of adoption order	100 years	Destroy
Child protection	The activities involved in managing individual cases of children who (might) require protection from abuse. Activities include: responding to reports of alleged/known abuse of children; taking action to protect and care for children; assisting other agencies in taking action against abusers.		
Case file - Child investigated and placed on Child Protection Register	Case closure	35 years unless child "looked after" – 100 years	Destroy
Case file - Child investigated but not placed on Child Protection Register	Case closure	5years unless child "looked after" – 100 years	Destroy
Child Protection Register	Current	100 years	Destroy
Register of Schedule 1 offenders	Current	100 years	Destroy
Child minding	Activities related to the registration and support of child minders		
Register - list of registered childminders	Current	100 years	Destroy

Records type	Trigger	Retention period	Fate
Children looked after in care	The activities involved in managing individual cases of children who are 'looked after' by the Council directly or through out-sourced services		
Case file - Looked after children, including children freed for adoption but not adopted, fostered children and children on a Residential Supervision Requirement	1. Date of child's birth 2. Date of death where child dies before 18th birthday	1. 100 years 2. 25 years	Destroy
Case file - Throughcare and aftercare Pathway assessment Pathway views Pathway plan Reviews of the pathway plan Procedures for making representations.	Date of child's birth	100 years	Destroy
Communications	see Retention Schedule 20: Management		
Programme management and development	see Retention Schedule 20: Management		
Residential homes	The activities involved in managing a residential care service for children provided by the Council.		
Service file - Residential home/Home Care Service management records - major records (Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence)	Current	6 years	Destroy
Service file - Residential home/Home Care Service	Current	2 years	Destroy

Records type	Trigger	Retention period	Fate
management records - minor records			
Notification records from a residential home to the Scottish Commission for the Regulation of Care (Death of service user, details of medication administered to service user without their consent (or the consent of people authorised to consent on their behalf), the appointment of a manager for a home care service, proposed absence of a manager of a home care service for a continuous period of 28 days or more , proposed changes to the management of a home care service)	Current	3 years	Destroy
Children's home register.	Date closed	Retain permanently	Retain
Social issues	Kept in client case file and follow appropriate retention period		
Special education	Special education is covered in Schedule 10 Education and Skills		
Supporting children			
Case file - Missing children who do not come under any other category	Date of recording missing status. If the person ceases to be missing, retain for one year from the date of recording that the person is no longer missing.	2 years	Destroy
Case file - Children and families not included in any other case file categories	Case closure or one year from date of death	5 years	Destroy

Records type	Trigger	Retention period	Fate
Case file - Children's rights office	1. Date of birth 2. Date of death if child dies before 18	1. 100 years 2. 15 years	Destroy
Supporting disabilities	Kept in client case file and follow appropriate retention period		
Training	Activities related to training for staff working with children and young people		
Records of training provided to individuals working with children and young people	End of employment	25 years	Destroy
Youth justice			
Case file - young offenders Records of court procedures, action plan orders, implementation of orders, reparation orders, supervision orders, probation orders and referral orders	Closure	5 years unless child looked after where 100 yr retention period applies	Destroy
Youth services	Training for workers employed in Youth services to assist them in delivering their work effectively. The training aims to support workers in effective leadership, specialist skills and health and safety based issues See also Retention Schedule 10: Education and Skills		
Records relating to youth leadership training for social work staff	End of employment	25 years	Destroy

Criminal Justice

Records type	Trigger	Retention period	Fate
Supporting offenders - case management	The activities involved in managing individual cases of service users who are subject to Community Service Orders, Diversion from Prosecution, Fine Supervision Orders, Probation Orders, Supervised Attendance Orders and/or receive Throughcare services		
Case file - Community Service Order where offender is over 21 years old	1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy
Case file - Community Service Order where offender is 16 - 21 years old	Completion of order	10 years	Destroy
Case file - Community Supervision Orders where offender is over 21 years old (Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence)	1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy
Case file - Community Supervision Orders where offender is 16 - 21 years old (Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order	Completion of order	10 years	Destroy

Records type	Trigger	Retention period	Fate
(DTTO), English Short-licence)			
Case file - where reports which do not result in a Community Supervision Order or Reports which result in a custodial sentence of less than 4 years	1. Date of court outcome 2. Death of offender	1. 5 years 2. 3 years	Destroy
Case file - Schedule 1/Circular 11/Sex offenders	Last action on case	100 years	Destroy
Records documenting the provision of support to the family of a prisoner.	Last action on case	3 years	Destroy
Case file - Throughcare - home background reports and other pre-release work in relation to a prisoner, where no post-release social work involvement is required.	Last action on case	3 years	Destroy
Case file - Throughcare: Supervised Attendance Order	Termination of order	5 years	Destroy
Case file - Throughcare: Life Licence, Extended Sentence, Non-Parole Licence, Parole Licence	Prison release date or completion of license	50 years	Destroy
Case file - Throughcare: Voluntary	Last action on case	3 years	Destroy
Case file - where service user found not guilty, not proven or who have had their appeal upheld, resulting in a conviction being overturned (Referral forms, indictment(s) or	Notification of Court Disposal	None Review contents of service users' files and remove all papers referring to this particular event. The destruction of these	Review and destroy

Records type	Trigger	Retention period	Fate
Complaint(s), case management system records, letters of appointment, correspondence pertaining to the case, SER, Associated reports)		documents should be immediate, on notification of Court Disposal	
Community Supervision Programme Management	The activities involved in managing the provision of social work services to offenders who are subject to community supervision. Activities include establishing and managing community work schemes and activities, developing probation programmes.		
Keep in case file			
Court Social Work Service Management	The activities involved in providing social work services to courts Activities include providing written and verbal reports to courts, monitoring reports submitted to courts, conducting post-sentence interviews, liaising with courts, providing Social Enquiry Reports on offenders, providing Means Enquiry Reports on offenders		
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)	Date record approved	5 years	Review for ongoing value
Records documenting the provision of a Social Enquiry Report (SER) on an offender, where there is no further social work involvement.	Last action on case	3 years	Destroy
Records documenting the provision of a Means Enquiry Report for a court.	Last action on case	1 year	Destroy

Housing

Most records will be held by Scottish Borders housing associations but SBC will have a duty under the Public Records (Scotland) Act 2011 to ensure records of all contracted out statutory services are compliantly maintained and accessible

Records type	Trigger	Retention period	Fate
Activity	Description		
Advice	Provision of housing advice to homeowners and tenants		
Help and advice to private tenants or landlords	Date of last action	Current + 5 years	Destroy
Enforcement	The enforcement of housing standards within the local area including housing standards assessments and safety inspections		
Assessment - housing standards	Date of last assessment	Current + 3 years	Destroy
Safety inspections - multiple occupation	Date of last action	7 years	Destroy
Estate management	the management of housing estates including business premises, car parking surveys, garage letting and rental applications, housing inspections and neighbour disputes		
Business premises	Date of last action	Current + 7 years	Destroy
Car parking surveys	Date of last action	Current + 7 years	Destroy
Garage applications	Registration or entitlement lapses	Current + 2 years	Destroy
Garage rentals	Entitlement lapses	Current + 2 years	Destroy
Housing inspections	Date of last action	Current + 7 years	Destroy
Neighbour disputes	Termination of tenancy	Current + 12 years	Destroy
Housing provision	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness		
Landlord accreditation	Date of last action	Current + 2 years	Destroy
Housing applications – register Common Housing registers		Retain permanently	Retain
Housing exchanges - Mutual exchange list	Date superseded	Current	Destroy

Records type	Trigger	Retention period	Fate
Allocations - waiting list	Date superseded	Current	Destroy
Case file - successful applicants (Council housing application forms and supporting material Application for transfer of tenancy and supporting papers)	Date of decision	See Tenant Case File	
Case file - unsuccessful applicants (or where application is withdrawn by applicant) Council housing application forms, needs assessment and supporting material Application for transfer of tenancy and supporting papers	Year of decision	Current + 7 years/1year	Destroy
Case file - Homeless person where individual does not become permanently housed (Assessment, Decisions, Temporary Accommodation, etc)	Date of last action	Current + 6 months/5 year/7 years	Destroy
Case file - Homeless person where individual does become permanently housed (Assessment, Decisions, Temporary Accommodation, etc)	Date of Decision	See Tenant Case File	
Temporary accommodation - lease agreement (Lease agreement and associated documents)	Termination of lease agreement	Current + 5 years	Destroy
Records documenting the decoration and furnishing of a leased property to be used as	See Records Retention Schedules for: Procurement; Finance – Financial Accounting ; Equipment & Consumables Management		

Records type	Trigger	Retention period	Fate
temporary accommodation.			
Case file - temporary accommodation allocated to homeless person	Current year	Current + 3 years	Destroy
Records documenting arrangements with a hostel/bed and breakfast establishment used to provide temporary accommodation Records documenting the booking of accommodation and monitoring payments	Current year	Current + 3 years	Destroy
Case file - Sheltered housing	Date of last action	Current + 7 years	Destroy
Landlord accreditation	Date of last action	Current + 2 years	Destroy
Housing applications – register (Common Housing registers)		Retain permanently	Retain
Housing exchanges - Mutual exchange list	Date superseded	Current	Destroy
Housing Stock	Activities relating to management of housing stock including demolition, emergency maintenance, housing grants, Leases Property may be identified by address		
Property file - Demolition	Date of last action	Current + 7 years	Destroy
Property file - Planned maintenance	Date of last action	Current + 2 years	Destroy
Property files - major repairs	Date of last action	Current + 10years/5years	Destroy
Property files - minor repairs	Date of last action	Current + 5years /2years	Destroy
Property file - property adaptations	Date superseded	Until superseded	Destroy
Property file - Housing improvement grants over £50,000	From date of last payment	Current + 12 years	Destroy

Records type	Trigger	Retention period	Fate
Property file - Housing improvement grants under £50,000	From date of last payment	Current + 6 years	Destroy
Property file - Adaptations grants	Date of last action	5 years	Destroy
Property file - housing grant where application is rejected	Last action on application	Current + 1 year	Destroy
Property file - Private housing grants	Date of last action	Current + 5 years	Destroy
Register of Housing Grants	Current year	Current + 10 years	Destroy
Property file - Leases	From expiry of lease	Current + 15 years	Destroy
Risk assessment - Asbestos Register	Date of last action or age 75 years from date of birth (greater)	70 years	Destroy
Unauthorised occupants	Date of last action	5 years	Destroy
Managing tenancies	Activities associated with the management of tenancies		
Tenant Participation Strategy	Date superceded	Current + 1 year	Destroy
Register of Tenants Organisations		Keep up to date	
Register of abandoned property	Date landlord took possession of the property	Current + 5 years	Destroy
Tenant file (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)	Termination of tenancy	Current + 12 years/20 years	Destroy NB These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority
Tenant file - HomeCare Service	Termination of Service	Current + 6 years	Destroy

Records type	Trigger	Retention period	Fate
Tenant file - Agreements (Ordinary Tenancy) Scottish Secure Tenancy Agreement	Tenancy expires	Current + 6 years	Destroy
Tenant file - Agreements (Tenancy under seal)	Tenancy expires	Current + 12 years	Destroy
Tenant file - Housing needs assessment	When superceded	Current + 2 years	Destroy
Tenant file - Rent setting	Date closed	Current + 7 years	Destroy
Tenant file - Rent arrears (Council property)	Date closed	Current + 7 years	Destroy
Tenant files - Evictions	Date of last action	Current + 7 years	Destroy
Tenant file - Housing repairs	Date of last action	Current + 2 years	Destroy
Tenant file - Right to buy	Date sold	Current + 12 years	Destroy
Tenant file - Welfare services - disadvantaged persons	Date closed	Current + 7 years	Destroy
Tenant file - Welfare benefit advice	Last action	Current + 6 years/18 months	Destroy
Tenant file - Contents insurance for council tenants (application forms; authorisation forms)	Date closed/Termination	Current + 7 years/1 year	Destroy

Part 2

Community Safety and Emergencies

The management of fire and emergency services to Council and council property

Records type	Trigger	Retention period	Fate
Advice	Advice supplied to the public on community safety and emergencies		
Contingency planning	Date superseded.	2 years	Destroy
Emergency response plan (Given to an external organisation to prepare and maintain an emergency response plan)	End of current year	5 years	Destroy
Business continuity plan	End of current year	5 years	Review for ongoing value
Fire safety planning	End of current year	5 years	Destroy
Home security	End of current year	5 years	Destroy
Community Safety	Activities to make the community safer This is an extract. The full "Community Safety" RRS can be viewed on the SCA website		
CCTV surveillance procedures (Not to be confused with RIPSA authorisation forms or the actual cctv recordings that should be retained for a minimum of 7 days if not needed for crime prevention)	Date of last action.	3 years	Destroy

Records type	Trigger	Retention period	Fate
Fire Prevention	Activities to prevent fires occurring The Regulatory Reform (Fire Safety) Order 2005 abolished the requirement for Fire Certificates. Fire Service to retain plans of premises, destroy rest of certificate paperwork (Draft retention schedule Scottish Fire Authorities copyright CFOA (S))		
Fire certification	Date superseded.	Nil	Only retain plans of own premises for administrative purposes.
Fire hydrants inspections	Date of last action	7 years	Destroy
Fire safety	Date superseded.	2 years	Destroy
Fire safety inspections	Date of last action.	7 years	Destroy
Major incident monitoring report	Date of last action.	Permanent	Review for historical value.
Minor incident monitoring report	Date of last action.	7 years	Destroy
Inspections	Date of last action.	7 years	Destroy
Investigations	Date of last action.	7 years	Destroy

Council Property

This is an extract - the full RRS can be found on the Scottish Council on Archives website

These records are likely to be held centrally by Resources – the RRS is included because SW may hold local copies or historical information

Records type	Trigger	Retention period	Fate
Maintenance of Council property	Activities include: conducting general inspections; establishing and implementing planned maintenance programmes; carrying out reactive maintenance; conducting inspections to determine the presence and condition of hazardous materials (e.g. asbestos); carrying out decontamination works.		
Records documenting routine inspections of property.	Date of inspection	5 years	Destroy
Records documenting major maintenance works on property.	Disposal of property	Nil	Transfer
Records documenting minor maintenance works on property - assets over £50,000	Completion of works	20 years	Destroy
Records documenting minor maintenance works on property - assets under £50,000	Completion of works	5 years	Destroy
Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises	Review of assessment	10 years	Destroy
Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.	Removal of asbestos or subsequent inspection	10 years	Destroy
Records documenting the carrying out of routine	End of current year	2 years	Destroy

Records type	Trigger	Retention period	Fate
maintenance and repairs to fixtures, fittings and interior decoration.			
Records documenting the maintenance of equipment: major items.	Decommissioning/disposal of item	5 years	Destroy
Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations.	Decommissioning / Disposal of item	40 years	Destroy
Records documenting the maintenance of equipment provided to control exposure to asbestos.	Current	5 years	Destroy
Records documenting the inspection and testing of equipment.	Disposal of item	1 year	Destroy
Records documenting the inspection and testing of equipment: items which are safety critical or are associated with hazardous operations.	Disposal of item	5 years	Destroy
Property and land management	The activities involved in complying with legislative requirements relating to the operation of specific types of facilities or equipment leasing properties to third parties, conducting required internal inspections, facilitating inspections by enforcing authorities, stock control of equipment and consumables, fleet management		
Records documenting the on going management of council property and land - assets over £50,000	Date of lease expiry or disposal	20 years	Destroy

Records type	Trigger	Retention period	Fate
Records documenting the on going management of council property and land - assets under £50,000	Date of lease expiry or disposal	5 years	Destroy
Records documenting the lease of Council property to a third party.	Termination of lease	5 years	Destroy
Property compliance - inspection and enforcement	Completion of subsequent inspection	Nil	Destroy
Property compliance - safety certificates	Issue of new certificate	5 years	Destroy
Property security - inspection and enforcement	Completion of subsequent inspection	Nil	Destroy
Property security - Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Date superseded	2 years	Destroy
Property security - Register of security passes issued to staff	Expiry of pass	1 year	Destroy
Property security - Register of security passes issued to visitors	Expiry of pass	1 month	Destroy
Property security - Records documenting the investigation of a security incident in a property, and action taken.	Last action on incident	1 year	Destroy
Equipment and consumables - storage records	End of current year	1 year	Destroy
Fleet management - Allocation and maintenance	Disposal of the vehicle	7 years	Destroy
Fleet management - Recording	Date closed	7 years	Destroy

Records type	Trigger	Retention period	Fate
drivers usage			
Fleet management - Recording vehicle usage	Disposal of the vehicle	3 years	Destroy
Fleet management - Vehicle records, lease or purchase	Disposal of the vehicle	7 years	Destroy

Finance

This is an extract. Please refer to the 12- Finance schedule on the Scottish Council on Archives website if you wish to view all financial records.

Records type	Trigger	Retention period	Fate
Financial Provisions management	Information on managing the finances of the authority. Includes debt management - activities involved in managing the debts owed to the Council.		
Long term strategy and planning -preparatory records	Approval date	2 years	Destroy
Financial Transactions management	Activities relating to the detection, prevention and prosecution of financial irregularity or fraud; collection of money owed to the council including rents. Activities involved in the payment for goods and services by the authority including expenses claims and honorariums.		
Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	End of financial current year	6 years	Destroy
Records documenting the opening and closure and routine administration of bank accounts.	Closure of account	6 years	Destroy
Records documenting regular payment instructions for bank accounts.	Termination of instruction	6 years	Destroy
Records documenting the deposits/withdrawals/transfer of funds.	End of financial current year	6 years	Destroy

Records type	Trigger	Retention period	Fate
Processing and payment of purchase and sales invoices	End of financial current year	6 years	Destroy
Petty cash records	End of financial current year	6 years	Destroy
Processing and payment of expenses claims	End of financial current year	6 years	Destroy
Fraud investigation records	Completion of court proceedings/ disciplinary process	5 years	Destroy
Funding applications - Activities relating to the process of considering and administering applications to the authority for grant funding	End of financial year in which the records were created	6 years	Destroy
Internal recharging	End of financial current year	1 year	Destroy
National insurance numbers - Notification and input records	End of employment	2 years	Destroy
Reconciliation	Administrative use ends	2 years	Destroy
Refunds	End of financial year in which the records were created	6 years	Destroy
Payroll and pensions	Activities involved in the administration of remuneration to staff of the authority; Activities involved in the administration of pension schemes for current and former employees.		
Payroll records - major records: copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year	6 years	Destroy
Payroll records - minor records: Timesheets, monthly payroll prints	End of current tax year	3 years	Destroy
P45 (Income tax - employee leaving)	End of employment	5 years	Destroy
P60	End of current year	2 years	Destroy

Records type	Trigger	Retention period	Fate
Statutory Sick Pay scheme records	End of current tax year	3 years	Destroy
Statutory Maternity Pay scheme records	End of current tax year	3 years	Destroy
Pension scheme reports	End of current year	6 years	Destroy
Individual staff pension files	End of current year after date of payment	10 years	Destroy

Health and Safety

Community safety – see [Community Safety and Emergencies](#)

Records type	Trigger	Retention period	Fate
Compliance	Information on compliance with health and safety legislation		
Strategy and planning	Date process ceases or is superseded.	1 year	Destroy
Health and Safety Policy	Date superseded.	1 year	Destroy
Fire Safety training	End of current year.	10 years	Destroy
First-aid – Letter advising of award of certificate	End of current year.	7 years	Destroy
First-aid – Course attendance sheet	End of current year.	7 years	Destroy
Manual Handling – Course attendance sheet (Signed copy)	End of current year.	30 years	Destroy
Manual Handling – Letter advising of award of certificate (Signed copy)	End of current year.	30 years	Destroy
Monitoring	Monitoring of health and safety at work		
Accidents and incident reporting - reporting accidents to adults	Date of accident.	6 years	Destroy
Accidents and incident reporting - reporting accidents to children	Date of accident.	25 years	Destroy
Asbestos inspections	Either: Date of last action or until individual is age 75 years old.	Either: 50 years or till 75 years old (whichever is greater)	Destroy
Equipment safety inspections	Date equipment is de-commissioned	6 years	Destroy
Hazardous substances COSHH reports	Date of last action.	40 years	Destroy
Health and safety inspections	Date superseded./ Date of last	5 years	Destroy

Records type	Trigger	Retention period	Fate
(Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, monitoring of display screens. Not investigation case file)	action		
Radon Monitoring	Date of last action.	40 years	Destroy
Risk Management	Management of health and safety risks		
Risk assessments	Date of last assessment / last action.	3 years	Destroy

Human Resources

Records type	Trigger	Retention period	Fate
Administering employees - Employee files	Files for individual employees. Arranged by name but usually have several identifiers, name and date of birth, NI number etc.		
Counselling	Termination	6 years	Destroy
Absence monitoring		Destroy - 3 years from end of current tax year	
Discipline - Documentation relating to the discipline of employees.	Termination	6 years	Destroy
Discipline - Final disciplinary warnings	Date of warning	18 months / 6 months after warning	Destroy
Discipline - No warning given	Date of decision not to proceed	Immediately	Destroy
Discipline - Oral disciplinary warnings	Date of warning	6 months	Destroy
Discipline - Disciplinary warnings involving children or vulnerable adults	Current	Keep on personnel file permanently	Destroy
Discipline - Written disciplinary warnings	Date of warning	12 months	Destroy
Disclosure of interest	Current	1 year	Destroy
Employee details (posts not subject to disclosure checks)	Termination of employment	Termination date + 6 years	Destroy
Employee details (posts subject to disclosure checks)	Termination of employment	Termination date + 25 years	Destroy
Employment conditions	Termination of employment	Termination date + 2 years	Destroy
Grievances	Termination of employment	Termination date + 6 years	Destroy
Individual training records	Termination of employment	Termination date + 6 years BUT if it relates to training for work with children or vulnerable	Destroy

Records type	Trigger	Retention period	Fate
		adults retain for + 50years.	
Induction	Date of completion	Completion date + 2 years	Destroy
Leave	Current year	Current year + 2 years	Destroy
Medical assessments	Date of birth / Termination of employment /Current year	Date of birth +75 years / Termination date +6 years / Current year + 10 years	Destroy
Maternity/paternity leave	Current tax year	Current tax year + 3 years	Destroy
Reporting (terms and conditions, working hours)	Current tax year	Current tax year + 3 years	Destroy
Termination requests and notices (other than retirement)	Date of leaving	6 years	Destroy
Human Resources Guidelines - current	Superseded	Date superseded	Retain
Employee relations	Information on employee relations		
Disciplinary matters reporting	Once appropriate action taken	Until superseded	Destroy
Employment Tribunals - Applications	Termination of employment	Termination date + 6 years.	Destroy
Trade union liaison - Strategy	Current	Retain permanently	Retain
Trade union liaison - Supporting and routine documentation	Current	Date superseded + 2 years	Destroy
Equal opportunities	Information on equal opportunities		
Equalities and diversity - guidelines	Current	1 year	Destroy
Equalities and diversity - Investigations - Case Files	Investigation concludes and action is spent / Retain current information throughout employment	5 years / Employment term	Destroy
Harassment Statistics Monitoring Forms	Current year	Current year + 1 year	Review
Dignity at Work	Current year	Current year + 2 years	Destroy

Records type	Trigger	Retention period	Fate
Monitoring employees	Information on monitoring employees.		
Performance appraisal (Probationary reports and performance plans)	Date completed	5 years	Destroy
Reporting	Current	5 years	Destroy
Staff directory	Current	Current	Destroy
Occupational health	Occupational health records		
Absence reporting	Date after action completed	5 years	Destroy
Occupational health (separate from employee file)	Date of birth (unless see notes)	75 years	Destroy
Occupational health - staff training (separate from Health & Safety file)	Date course completed	50 years	Destroy
Personal risk assessments	After revised risk assessment takes place or termination of employment	6 years	Destroy
Sickness monitoring	Termination of employment	Termination date + 6 years	Destroy
Major injuries	Termination of employment	Termination date + 40 years	Destroy
Recruitment	Recruitment of staff		
Authorisation	Recruitment finalised	6 months	Destroy
Job descriptions	Date superseded	6 months	Destroy
Recruitment	Recruitment finalised	6 months	Destroy
Recruitment process	Recruitment finalised	6 months	Destroy
Secondment	Termination of employment	Termination date + 6 years	Destroy
Volunteers	Termination of employment	Termination date + 6 years	Destroy
Terms and conditions of employment	Terms and conditions for employees		
Staff benefits	Termination of employment	Termination date + 6 years	Destroy
Staff facilities	Termination of employment	Termination date + 6 years	Destroy
Staff recognition	Termination of employment	Termination date + 6 years	Destroy
Terms and conditions	Termination of employment	Termination date + 6 years	Destroy

Records type	Trigger	Retention period	Fate
Training	Training information		
Driver training	Termination of employment	Termination date + 6 years	Destroy
Reporting	Date after action completed	5 years	Destroy
Support training	Termination of employment	Termination date + 6 years	Destroy
Training courses	Current	1 year	Destroy
Training plan	Date after action completed	2 years	Destroy
Workforce planning	Information on workforce planning.		
Workforce development planning	Date of last action	5 years	Destroy
Job evaluation	Assessments of job processes. May be broken down into smaller activities. For example, initial evaluation process and appeals		
Final report	Current	Retain permanently	Retain
Results of large scale job evaluation	Date evaluation finalised	5 years	Destroy
Working papers	Date evaluation finalised	5 years	Destroy

Information Management

Records type	Trigger	Retention period	Fate
Access to information	Records demonstrating the provision of access to Council information in accordance to legislative requirements. Includes the activities involved in managing the Council's compliance with the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.		
Data Protection - record of subject access request processing	Completion of request	3 years	Destroy
Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	Outcome of appeal	6 years	Destroy
Data protection - general compliance records (Files re. DP audit, general compliance, data breaches, security, training, etc)	Current year	3 years	Destroy
Data protection - Notification and changes	Current year	3 years	Destroy
Freedom of Information - processing of requests for information	Completion of request	3 years	Destroy
Freedom of Information - processing of requests for information where appeal made to Scottish Information Commissioner	Outcome of appeal	6 years	Destroy
Council Publication Scheme	Superceded	3 years	Review for historical value

Records type	Trigger	Retention period	Fate
Environment Information Regulations - processing of requests for information	Completion of request	3 years	Destroy
Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	Outcome of appeal	6 years	Destroy
Archives	Archives management is covered under function 19 - Leisure and culture		
Knowledge management	Council information asset management		
Contacts lists	Superseded	None	Destroy
Information asset lists	Superseded	2 years	Destroy
Geographic Information System (GIS)	Date of survey completion	5 years	Destroy
Records management	The activities involved in managing the Council's business records.		
Records surveys	Current	2 years	Destroy
Classification schemes	Current	Until superseded	Review for historical value
Forms development – Standard templates	Superseded	1 year	Sample for historical value
Image capture	Current	2 years	Destroy
Retention schedules	Current	2 years	Destroy
Lists of Records destroyed		Permanent	Retain
Records disposal certificated		Permanent	Destroy
Records retention issues log	Date of last action	6 years	Destroy
Registration	see appropriate function for retention details of statutory and non-statutory registers; these will all have significant archival value		

Legal services

This is an extract – the full RRS (18 - Legal Services) can be viewed on the Scottish Council on Archives website

Records type	Trigger	Retention period	Fate
Advice	The process of providing legal advice on a point of law		
Advice to the public (Community legal advice)	Date superseded.	1 year /5 years	Destroy
Provision of legal advice (Case file)	Date file closed	5 years	Advice where expert opinion of counsel received is to be retained permanently. Review for historical value if a major precedent otherwise destroy.
Litigation	The process of managing, undertaking or defending for or against litigation on behalf of the local authority		
Anti-social behaviour cases (All papers relating to court case including all file papers and any productions.)	Date of expiration of court order/conclusion of any court action.	10 years	Destroy
Eviction actions (All papers relating to court case)	Date of court order/conclusion of any court action	10 years	Destroy
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.)	Date of order/decision or close of file	100 years	Destroy
Employment tribunal. (All papers.)	Date file closed.	10 years	Destroy
Mental health. (All papers.)	Date file closed (or death if indefinite guardianship).	10 years	Destroy

Records type	Trigger	Retention period	Fate
Any other civil action. (All papers relating to court action.)	Date of expiration of court order/conclusion of any court action.	10 years	Destroy
Commercial - Case files (not relating to contracts)	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.
Criminal - Case files	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.
Debt recovery – Simple debt collection actions	Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan).	1 year or 5 years	Destroy
Precedent cases - Records documenting the conduct of litigation involving the Council, where a legal precedent was established	Date case closed	Permanent	Transfer to Archives

Management

Records type	Trigger	Retention period	Fate
Ceremonial	Management of ceremonial events; The activities involved in planning and co-ordinating 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 those which the Council organises. Activities include: making arrangements for transport, accommodation, catering, media coverage and other arrangements appropriate to the event		
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)		Permanent	Retain Retain one set of records only
Records documenting the planning of a civic event and/or official visit to the Council	Date of last action	3 years	Destroy
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)	Date of last action	3 years	Review for archival value
Records documenting the planning of official Council	Date of last action	3 years	Destroy

Records type	Trigger	Retention period	Fate
representation at events, ceremonies etc. other than those which the Council organises.			
Communication support	Supporting communication with and around the Council. Includes: interpreting and translation, Mail processing, Publication, Staff communications		
Language translation services		Superseded	Destroy
Mail processing	Current	3 years	Destroy
Publications - major publications		Permanent	Retain Retain one copy only
Publications - minor publications	Date published	3 years	Sample for archival value Retain one copy only
Publications - preparatory records	Conclusion of campaign	1 year	Destroy
Staff communications	Administrative use ends	3 years	Destroy
Corporate communication	Communication with the public and other external bodies including the media, other local authorities, parliament, central government and other public sector bodies - for purposes of promoting the Council and its services;		
Campaigns - final outputs	Conclusion of campaign	3 years	Sample for archival value
Campaigns - preparatory records	Conclusion of campaign	1 year	Destroy
Corporate identity and branding - artwork		Permanent	Retain
Corporate identity and branding - preparatory records	Current	1 year	Destroy
Marketing materials - final outputs	Superseded	3 years	Sample for archival value
Marketing materials - preparatory records	Approval of final outputs	1 year	Destroy
Communications with other public sector organisations	Last action	3 years	Review for archival and re-use value

Records type	Trigger	Retention period	Fate
Consultations - Council responses to external consultations	Last action	3 years	Review for ongoing value
Consultations - Council consultation of external organisations - Final outputs	Publication date	5 years	Review for ongoing value
Consultations - Council consultation of external organisations - preparatory records - Records documenting the design of a consultation/survey.	Completion of survey/consultation	3 years	Review for ongoing value
Consultations - Council consultation of external organisations – Records documenting the administration of a consultation/survey	Completion of survey/consultation	1 year	Destroy
Consultations - Council consultation of external organisations – Records documenting a response from another organisation to a consultation/survey	Completion of survey/consultation	1 year	Destroy
Consultations - Council consultation of external organisations – Records documenting the analysis of responses to a consultation/survey.	Completion of survey/consultation	3 years	Destroy

Records type	Trigger	Retention period	Fate
Media relations records - final outputs	Publication/release date	5 years	Review for archival and re-use value
Media relations records - preparatory records	Last action	1 year	Review for archival and re-use value
Media relations records - Media liaison	Date of last action	5 years	Review for archival and re-use value
Media relations records - media coverage	Current	5 years	Review for Archives
Customer satisfaction surveys - survey design	Completion of survey	3 years	Review of ongoing value / Review for Archives
Customer satisfaction surveys - individual responses	Completion of analysis of responses	None	Destroy
Customer satisfaction surveys - analysis	Completion of survey	5 years	Review for archival and re-use value
Public relations - Statistics, trends and customer satisfaction data	Current	5 years	Review for archival value
Enquiries and complaints	Processing of enquiries and complaints to the Council See also: 17 - Information management		
Comments and enquiries - case files	Last action on comments	1 year	Destroy
Comments and enquiries - analysis	Current	3 years	Review for archival and re-use value
Complaints - case file	Last action on complaint	5 years	Destroy
Complaints - analysis	Current	5 years	Review for archival and re-use value
Complaints - register	Current	10 years	Destroy
External audits	Refer to retention schedule of specific function that is being audited		
Preparing business	Includes Meetings, Officer representation and Partnership and agency working		
Records documenting the	Termination of membership	3 years	Destroy

Records type	Trigger	Retention period	Fate
Council's membership of a local government organisation.			
Records documenting the Council's representation in the work of a local government organisation.	Termination of membership	5 years	Review for archival and re-use value
Project Management	Start up, Initiation and delivery, Closure, Governance See also – 12 –Finance RRS on Scottish Council on Archives website		
Projects funded by the Council - major records Business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	Project close	25 years	Review for archival and re-use value
Projects funded by the Council - preparatory records minor drafts, correspondence, copies of financial and contractual records	Project close	6 years	Review for archival and re-use value
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	Project close	Retention and Disposal depends on the length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention.	Review for archival and re-use value
Quality and performance	Includes Assessments, Best value reviews, Inspections, Process mapping		
Assessments for accreditation, e.g. Chartermark, IIP	Assessment completed	5 years	Destroy

Records type	Trigger	Retention period	Fate
Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - major records	Approval of review report	5 years	Destroy
Performance monitoring and review of quality, efficiency, or performance of a local authority service or unit - preparatory records	Approval of review report	1 year	Destroy
Inspections - external inspections received in relation to corporate or service specific performance management indicators (PFI)	Date of inspection report	5 years	Destroy
Process maps	When superceded or obsolete	3 years	Destroy
Statutory returns	Information passed on to central government as part of statutory requirements		
Reports to government – Outputs Final version of submitted report	Date of return	5 years	Destroy
Reports to government - preparatory records	Current	2 years	Destroy
Strategic planning	The planning of a business operation or service; includes Business cases, Corporate initiatives, Organisational structure, Policies and procedures, Public consultation,		
Corporate initiatives	End of initiative	5 years	Review for re-use and archival value
Records documenting the preparation of business for consideration by the Council's strategic management group/ Senior Management Team, and the record of discussion and		Permanent	Retain

Records type	Trigger	Retention period	Fate
decisions (Agenda, reports/papers for consideration, minutes)			
Council Corporate Plan.		Permanent	Retain
Strategic service plan - including significant records documenting policy development		Permanent	Retain
Operational service plan	Superseded	3 years	Destroy
Organisational structure	Superseded	1 year	Sample for archival value
Corporate policies - master records		Permanent	Retain
Corporate policies - Departmental/service copies	Superseded	None	Destroy
Corporate policies - preparatory records	Authorisation of policy	1 year	
Service specific policies and procedures	Superseded	2 years	Sample for archival value
Policy consultation - major policies	Consultation completed	5 years	Destroy
Policy consultation - minor policies	Consultation completed	1 year	Destroy

Procurement

This is an extract. The full schedule - 22 Procurement - can be viewed on the Scottish Council on Archives website

Records type	Trigger	Retention period	Fate
Contracting	Documentation relating to contracts including monitoring supplier performance and taking action to deal with unsatisfactory performance; negotiating revisions and extensions to contracts. Also includes activities involved in supplier approval, purchasing		
Evaluations of applications for approval from prospective suppliers & notification of the outcome: approved suppliers	End of approval	3 years	Destroy
Evaluations of applications for approval from prospective suppliers & notification of the outcome: rejected supplier	Date unsuccessful notice issued	1 year	Destroy
Contract management files - ordinary contracts Including - contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions)	End of contract	5 years	Destroy
Contract management files - contracts under seal	End of contract	20 years	Destroy
Internal authorisations for procurement			
Purchase ordering records			

Records type	Trigger	Retention period	Fate
Market information	General information on products that the authority might consider purchasing.		
Product evaluation	Current	None	Destroy
Product information	Current	None	Destroy
Tendering	The activities involved in tendering Council contracts for the supply of goods, work or services above a predetermined value, or for other reasons, in accordance with Council policies and legislative requirements.		
Initial proposal	End of contract	5 years	Destroy
Initial proposal - contract under seal	End of contract	20 years	Destroy
Contract award reports (OJEU)	End of contract	5 years	Destroy
Issue of Invitations to Tender and handling of incoming tenders records	Award of contract	1 year	Destroy
Tender evaluation, negotiation and notification records Unsuccessful tenders	Award of contract	1 year	Destroy
Tender evaluation, negotiation and notification records Successful tenders	End of contract	5 years	Destroy
Tender evaluation, negotiation and notification records Successful tenders Contracts under Seal	End of contract	20 years	Destroy
Statistical reports to Scottish Executive on contracts awarded	Date of creation	3 years	Destroy

Risk Management

Records type	Trigger	Retention period	Fate
Claims	Claims handling against the council Note: retention period begins when all obligations and entitlements are at an end. This is because , for example, claims involving minors, even where settled, can still be reopened by the minor after they reach the age of 16. From 16 they then have 3 years within which to intimate a claim. Claims relating to subsidence or tree roots may be left open for 6 years by insurers after a file has been closed. If you destroy at closure of a file rather than on completion of business/entitlement you may lose the ability to defend the Council's position		
Claims processing	Date all obligations and entitlements concluded	5 years	Destroy
Insuring against loss	Insuring against loss		
Insurance policy document	Date all obligations and entitlements concluded.	5 years or Permanent	Destroy or Permanent
Certificate of insurance	Date all obligations and entitlements concluded.	5 years or Permanent	Destroy
Certificate of insurance: employers' liability insurance.	Date all obligations and entitlements concluded.	40 years or Permanent	Destroy or Permanent
Policy and tender renewal documents.	Date policy renewed	5 years	Destroy
Summary arrangements	Date superseded	Permanent - offer to archivist	Review for historical value
Risk management and business continuity	Business continuity in the event of a disaster or unforeseen event. Includes disaster recovery and business resilience plans.		
Business continuity planning-approved plans	Date superseded	1 year	Destroy
Education- campaigns	Date superseded	1 year	Destroy
Business continuity plan - final approved version	Date superseded	5 years	Retain for historical value
Business continuity plan - training programme	Date superseded	5 years	Review for historical value

Records type	Trigger	Retention period	Fate
development			
Business continuity - training programme delivery	Date superseded	1 year	Destroy
Emergency response records.	Date of last action.	5 years	Review for historical value
Risk register - assessment of the risk of an emergency occurring which would affect the Council's ability to carry out its functions	Date superseded	5 years	Review for historical value
Valuations	Date superseded	5 years	Review for historical value