

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
01.00.00.00	Collections					
01.01.00.00	Collection planning					
01.01.01.00	Development and planning records		When superseded	3 years	Destroy	
01.01.02.00	Collections policies	Approved policies	When superseded	1 year	Review for historical and business value	

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01.02.00.00	Acquisition of material					
01.02.01.01	Deposit	Depositor records - including correspondence	End of life of deposit	5 years	Destroy	Spoilation - Holocaust (Return of Cultural Objects) Act 2009
01.02.01.02		Depositor agreements	On completion of agreement	Immediately	Retain	Spoilation - Holocaust (Return of Cultural Objects) Act 2009
01.02.02.01	Donation	Donor records - including correspondence	Date of last action	3 years	Review for collection provenance information	Spoilation - Holocaust (Return of Cultural Objects) Act 2009
01.02.02.02		Donor agreements and forms - Donations accepted	On completion of agreement	Immediately	Retain	Spoilation - Holocaust (Return of Cultural Objects) Act 2009
01.02.02.03		Donor agreements and forms - Donations not accepted	Date of decision to reject donation	5 years	Destroy	
01.02.03.01	Legal Deposit	Records of materials received	On receipt of record	Immediately	Retain	Spoilation - Holocaust (Return of Cultural Objects) Act 2009
01.02.03.02		Guidance, notes and meetings	Date of last action	5 years	Review for business value	
01.02.04.01	Purchase	Order records	End of financial year	6 years	Destroy	Spoilation - Holocaust (Return of Cultural Objects) Act 2009

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01.02.04.02		Order correspondence	Date of last action	3 years	Review for collection provenance information	Spoilation - Holocaust (Return of Cultural Objects) Act 2009

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01.03.00.00	Collections provenance					
01.03.01.00	American collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.02.00	Bibliography of Scotland	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.03.00	Business information	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.04.00	Commonwealth collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.05.00	Digital and e collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.06.00	French collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.07.00	German collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.08.00	Italian collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.09.00	Manuscripts collection	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.10.00	Map collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.11.00	Modern British collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.12.00	Modern Scottish collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.13.00	Moving image collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.14.00	Music collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.15.00	Official publications	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.16.00	Rare Books collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	

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01.03.17.00	Russian collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.18.00	SE Asian collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.19.00	Science collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.20.00	Serials collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.21.00	Spanish collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.22.00	Other collections	E.g. Correspondence, notes, descriptions	End of administrative use	Immediately	Permanent retention	
01.03.23.00	External collections	Including correspondence	Date of last action	3 years	Destroy	

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01.04.00.00	Cataloguing the collections					
01.04.01.00	Authority control		When superseded	1 year	Review for business value	
01.04.02.00	Cataloguing guidance and standards		When superseded	1 year	Destroy	
01.04.03.00	Retroconversion	Standards, guidelines, procedures	When superseded	1 year	Destroy	
01.04.04.00	Catalogue(s) of collections	Electronic or paper	Creation	Immediately	Retain	

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01.05.00.00	Looking after the collections					
01.05.01.01	Collections audits and missing items	Audits of collection holdings	End of audit	5 years	Review for business value	
01.05.01.02		Missing items - register of and records related to items identified as missing from the collections	Replacement of missing item	Immediately	Permanent retention	
01.05.02.01	Loans	Loans to third parties - Loan agreement and record of loan, including correspondence (Excluding deposited material)	End of loan period	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984
01.05.02.02		Loans to third parties - Loan agreement and record of loan, including correspondence (Deposited material)	End of life of deposit	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984
01.05.02.03		Loans from third parties - Loan agreement and record, including correspondence	End of loan period	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984
01.05.03.01	Conservation	Conservation records (Excluding deposited material)	Date of last action	5 years	Review for business value	
01.05.03.02		Conservation records (Deposited material)	End of life of deposit	5 years	Review for business value	
01.05.03.03		Conservation assessments and condition reports (Excluding deposited material)	End of loan period or Date of last action	5 years	Review for business value	

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01.05.03.04		Conservation assessments and condition reports (Deposited material)	End of life of deposit	5 years	Review for business value	
01.05.04.00	Preservation	Documentation, correspondence, standards	Date of last action or until superseded	1 year	Review for business value	
01.05.05.00	Disposal of material	Record of decision and relevant correspondence, evidence	Date of disposal	20 years	Destroy	
01.05.06.00	Press-marking	Documentation, correspondence, standards	Date of last action or until superseded	1 year	Review for business value	
01.05.07.01	Security of collections	Security classification	When superseded	1 year	Destroy	
01.05.07.02		Security logs and registers	End of current year	2 years	Destroy	
01.05.08.00	Shelving and capacity management	Records related to the management of shelving and physical storage capacity for collections, including shelving plans and diagrams	When superseded	1 year	Destroy	
01.05.09.01	Transportation of collections	Standards, guidelines, procedures	When superseded	1 year	Destroy	
01.05.09.02		Record of collections transported	End of current year	5 years	Destroy	
01.05.10.00	Staff use of collections	Including request records	End of current year	5 years	Destroy	Collections security; Prescription and Limitation (Scotland) Act 1973, Protection of personal data
01.05.11.01	Environmental monitoring	Temperature/RH reading records	End of current year	5 years	Destroy	
01.05.11.02		Report on environmental conditions	End of current year	5 years	Review for historical value	

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01.05.12.01	Insurance and indemnity	UK Government Indemnity Scheme - administration, guidance, templates	When superseded	1 year	Destroy	
01.05.12.02		UK Government Indemnity Scheme - indemnity records for outgoing materials	End of loan period or Date all obligations and entitlements concluded	5 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.
01.05.12.03		UK Government Indemnity Scheme - indemnity records for incoming materials	End of loan period or Date all obligations and entitlements concluded	5 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.
01.05.12.04		Commercial insurance - Insurance policy document	Date all obligations and entitlements concluded	5 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.
01.05.12.05		Commercial insurance - Certificate of insurance	Date all obligations and entitlements concluded	5 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.
01.05.12.06		Foreign state indemnity programme	End of loan period or Date all obligations and entitlements concluded	5 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.
01.05.12.07		Records related to indemnification of or assurances for materials removed from Library premises without UK Government Indemnity Scheme, foreign state indemnity, or commercial insurance protection	End of loan period	5 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
01.06.00.00	Research outputs from collections					
01.06.01.01	Research strategy	Final strategy	When superseded	Immediately	Permanent retention	
01.06.01.02		Preparatory drafts and records	Production of final strategy	3 years	Review for business and archival value	
01.06.02.01	Research	Research outputs, including research data	End of research programme / Completion of research	Immediately	Permanent retention	
01.06.02.02		Research planning	End of research programme	Immediately	Destroy	

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02.00.00.00	Providing Access					
02.01.00.00	Exhibitions					
02.01.01.00	Administration	Guidelines, templates and administration records	When superseded	Immediately	Destroy	
02.01.02.01	Exhibitions	Exhibition records - guides, outlines, descriptions	End of exhibition	Immediately	Permanent retention	
02.01.02.02		Exhibition planning - records related to upcoming or planned exhibitions	Launch of exhibition	None	Transfer to exhibition records	
02.01.02.03		Exhibition planning - records related to abandoned or cancelled exhibitions	Date of decision not to proceed	1 year	Review for business value	

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02.02.00.00	Events, venue hire and competitions					
02.02.01.00	Administration	Guidelines, templates and administration records	When superseded	Immediately	Destroy	
02.02.02.01	Events	Event records - attendance, plans, guides, descriptions	End of event	1 year	Review for archival value	Protection of personal data
02.02.02.02		Event planning - records related to upcoming or planned events	Start of event	None	Transfer to event records	
02.02.02.03		Event planning - records related to abandoned or cancelled events	Date of decision not to proceed	1 year	Review for business value	
02.02.03.00	Venue hire	Records related to the hiring of the Library's venues by external parties	End of hire	5 years	Destroy	
02.02.04.01	Competitions	Records related to competitions run by the Library	End of competition	5 years	Review for archival value	Protection of personal data
02.02.04.02		Competition planning	Start of competition	None	Transfer to competition records	
02.02.04.03		Competition planning - terminated or cancelled competitions	Date of decision not to proceed	1 year	Review for business value	

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02.03.00.00	Learning					
02.03.01.00	Administration	Guidelines, templates and administration records	When superseded	Immediately	Destroy	
02.03.02.01	Learning events, resources and activities	Learning records - attendance, plans, guides, descriptions	End of event / resource	1 year	Review for archival value	Protection of personal data
02.03.02.02		Learning event and resource planning - records related to upcoming or planned activities	Start of event / resource	None	Transfer to learning records	
02.03.02.03		Learning event and resource planning - records related to abandoned or cancelled activities	Date of decision not to proceed	1 year	Review for business value	

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02.04.00.00	Outreach					
02.04.01.00	Administration	Guidelines, templates and administration records	When superseded	Immediately	Destroy	
02.04.02.01	Outreach events and activities	Outreach activity records - attendance, plans, guides, descriptions	End of event / activity	1 year	Review for archival value	Protection of personal data
02.04.02.02		Outreach planning - records related to upcoming or planned outreach activities	Start of event / activity	None	Transfer to outreach event records	
02.04.02.03		Outreach planning - records related to abandoned or cancelled outreach activities	Date of decision not to proceed	1 year	Review for business value	

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02.05.00.00	Online					
02.05.01.01	Our websites	Guidelines, templates and administration records	When superseded	1 year	Destroy	
02.05.01.02		Register of material available on our websites	Removal of material from our websites	1 year	Destroy	
02.05.01.03		Written website content	Removal of content from our websites	1 year	Review for archival value	
02.05.01.04		Metadata and supporting data	Removal of content from our websites	1 year	Destroy	
02.05.01.05		Other content generated for our websites (e.g. decorative images)	Removal of content from our websites	1 year	Review for archival value	
02.05.02.01	Social media	Guidelines, templates and administration records	When superseded	1 year	Destroy	
02.05.02.02		Register of material available via the Library's social media	End of use of social media platform	5 years	Destroy	
02.05.02.03		Written content	End of use of social media platform	5 years	Destroy	
02.05.02.04		Other content generated for social media (e.g. decorative images)	End of use of social media platform	5 years	Destroy	
02.05.03.01	Blogs	Guidelines, templates and administration records	When superseded	1 year	Destroy	
02.05.03.02		Register of material available via the Library's blogs	End of use of blog or removal of material	1 year	Destroy	
02.05.03.03		Written content	End of use of blog or removal of material	1 year	Destroy	
02.05.03.04		Other content generated for blogs (e.g. decorative images)	End of use of blog or removal of material	1 year	Destroy	

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02.05.04.00	External websites and online interfaces	Records related to access to the Library's collections via external websites and online interfaces	End of access	5 years	Destroy	

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03.00.00.00	Managing the Organisation					
03.01.00.00	Governance					
03.01.01.01	The Board	Scheme of Administration	When superseded	Immediately	Permanent retention	
03.01.01.02		Scheme of Delegation	When superseded	Immediately	Permanent retention	
03.01.01.03		Records related to the framework between the Board and the Library	When superseded	Immediately	Permanent retention	
03.01.02.00	Legislative framework		When superseded	Immediately	Permanent retention	
03.01.03.00	ALDL	Records relating to the carrying out of business between the ALDL and the Library (if not falling within another category)	When superseded or date of last action	5 years	Review for business value	
03.01.04.00	Mergers	Records relating to mergers between the Library and other organisations (if not falling within another category)	Formation of merger, end of merger process or date of decision not to merge	5 years	Review for business value	
03.01.05.01	Accreditation	Working documents	Submission of application or date of decision not to apply or date of last action	3 years	Review for business value	
03.01.05.02		Notification of accredited status	When superseded	Immediately	Permanent retention	
03.01.06.00	Business policies	Approved policies	When superseded	1 year	Review for historical and business value	

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03.01.07.00	Policy approvals	Records related to the approval of policies (e.g. decisions by the Library Leadership team)	Policy superseded	1 years	Review for historical and business value	
03.01.08.00	Policy preparatory documents	Documents related to the preparation of policies, including drafts and correspondence	Policy approved	1 year	Destroy	

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03.02.00.00	Organisational Structure					
03.02.10.00	Organisational structure - final structure	Structure of the organisation, departments, divisions as implemented - including organisational charts	When superseded	1 year	Sample for archival value	
03.02.11.00	Organisational structure - planning, review and other records	Documents related to planning, monitoring and reviewing the organisational structure	Implementation of organisational structure or date of last action	3 years	Review for archival and re-use value	

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03.03.00.00	Planning					
03.03.01.01	Business continuity and disaster planning	Business continuity - Approved plans	When superseded	5 years	Review for archival and re-use value	
03.03.01.02		Business continuity - Preparatory drafts and records	Production of final plan	3 years	Destroy	
03.03.01.03		Business continuity - training programme development	When superseded	5 years	Review for archival and re-use value	
03.03.01.04		Business continuity - training programme delivery	When superseded	1 year	Destroy	
03.03.01.05		Disaster and emergency response - Approved plans	When superseded	5 years	Review for archival and re-use value	
03.03.01.06		Disaster and emergency response - Preparatory drafts and records	Production of final plan	3 years	Destroy	
03.03.02.01	Capital Plan	Final plan	When superseded	Immediately	Permanent retention	
03.03.02.02		Preparatory drafts and records	Production of final plan	1 year	Review for business and archival value	
03.03.03.01	Corporate Plan	Final plan	When superseded	Immediately	Permanent retention	
03.03.03.02		Preparatory drafts and records	Production of final plan	3 years	Review for business and archival value	
03.03.04.01	Departmental plans	Final plan	When superseded	3 years	Review for business and archival value	
03.03.04.02		Preparatory drafts and records	Production of final plan	1 year	Review for business and archival value	

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03.03.05.01	Strategy development	Final strategy	When superseded	Immediately	Permanent retention	
03.03.05.02		Preparatory drafts and records	Production of final strategy	3 years	Review for business and archival value	
03.03.05.03		Strategy review	Date closed	5 years	Destroy	
03.03.06.00	Sustainable development	Sustainability Reporting and environmental and climate reporting information	End of administrative use	1 year	Permanent retention	Environmental Impact Assessment (Scotland) Regulations 1999; Climate Change (Scotland) Act 2009
03.03.07.01	Risk management	Risk register	When superseded	5 years	Review for historical value	
03.03.07.02		Risk assessment	When superseded / End of project or work stream	5 years	Review for re-use value	
03.03.08.01	Gaelic Language Plan	Final plan	When superseded	5 years	Review for archival value	Gaelic Language (Scotland) Act 2005 asp 7 Section 3. Review at intervals of not later than 5 years Section 7 (2)
03.03.08.02		Preparatory drafts and records	Completion of final plan	1 year	Destroy	

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03.04.00.00	Performance					
03.04.01.01	Balanced scorecard	Final reports	Assessment completed	5 years	Destroy	
03.04.01.02		Supporting and preparatory documentation	Final report completed	1 year	Destroy	
03.04.02.01	Best value reports	Final reports	Assessment completed	5 years	Destroy	
03.04.02.02		Supporting and preparatory documentation	Final report completed	1 year	Destroy	
03.04.03.01	Highlight reports	Final reports	Assessment completed	5 years	Destroy	
03.04.03.02		Supporting and preparatory documentation	Final report completed	1 year	Destroy	
03.04.04.01	Key performance indicators	Final reports	Assessment completed	5 years	Destroy	
03.04.04.02		Supporting and preparatory documentation	Final report completed	1 year	Destroy	
03.04.05.00	Mystery shopper reports		Date of report	5 years	Destroy	
03.04.06.01	Procurement Capability Assessment	Final reports	Assessment completed	5 years	Destroy	
03.04.06.02		Supporting and preparatory documentation	Final report completed	1 year	Destroy	
03.04.07.00	Statistics	Performance analysis and statistics	End of current year	5 years	Sample for archival value	

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03.05.00.00	Organisational research and development					
03.05.01.00	Advocacy of libraries and archives	Advocacy for library archive, information, and related matters made on behalf of the Library (if not fitting within another category)	Date of last action	5 years	Review for archival value	
03.05.02.01	Audience development and market research	Audience development planning - final outputs	When superseded	3 years	Sample for archival value	
03.05.02.02		Audience development planning - preparatory records	Approval of final outputs	1 year	Destroy	
03.05.02.03		Customer satisfaction surveys - survey design	Completion of survey	3 years	Review for ongoing and archival value	
03.05.02.04		Customer satisfaction surveys - individual responses	Completion of analysis of responses	Immediately	Destroy	Protection of personal data - destroy immediately upon creation of anonymised summaries
03.05.02.05		Customer satisfaction surveys - analysis and results	Completion of survey	5 years	Review for archival and re-use value	
03.05.03.00	Conference and seminar reports	Write-ups and reports from staff who have attended conferences, seminars, workshops and other events	Date of event or date report completed	5 years	Review for archival value	
03.05.04.00	Horizon scanning	Research and resources on potential future developments and changes that may impact on the Library or the sector.	Date of last action	2 years	Review for business value	

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03.05.05.01	Internal communications	Notices, newsletters and internal news items	Date of issue	1 year	Destroy	
03.05.05.02		Cascades and briefings	Date of issue	3 years	Destroy	
03.05.05.03		Internal correspondence (if not falling within another category)	Date of last action	1 month	Destroy	
03.05.06.01	Staff surveys	Survey design	Completion of survey	3 years	Review of ongoing and archival value	
03.05.06.02		Individual responses	Completion of analysis of responses	Immediately	Destroy	Protection of personal data - destroy immediately upon creation of anonymised summaries
03.05.06.03		Analysis and results	Completion of survey	5 years	Review for archival and re-use value	

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03.07.00.00	Minutes, meetings and groups					
03.07.01.01	Group and meeting administration	Administrative arrangements, notices, agenda	When superseded or End of current calendar year	Immediately	Destroy	
03.07.01.02		Guidance, templates, working documents for groups and meetings	When superseded	Immediately	Destroy	
03.07.01.03		Calendar of meetings	When superseded	Immediately	Destroy	
03.07.01.04		Groups - Terms of reference, scope documents	End of group or When superseded	Immediately	Review for business and archival value	
03.07.01.05		Register of groups	Creation	Immediately	Retain	
03.07.01.06		Papers and other documents prepared for groups and meetings (if not falling within another category and excluding formal papers)	Date of meeting	Immediately	Destroy	
03.07.01.07		Records of minute-taking at meetings	Date minutes approved	Immediately	Destroy	
03.07.02.01		Minutes	Minutes, records of decisions made and approved	Date of meeting	6 years	Permanent retention
03.07.02.02	Formal papers - papers submitted to formal meetings for information, discussion, or decision		Date of meeting	6 years	Permanent retention	

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03.08.00.00	Travel					
03.08.01.00	Administration	General travel guidelines, templates and administration	When superseded	1 year	Destroy	
03.08.02.00	Travel arrangements	Travel planning, arrangements, itineraries, documentation arrangement accommodation plans	Completion of travel	3 months	Destroy	

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04.00.00.00	External Relationships					
04.01.00.00	Advisory functions					
04.01.01.01	Award of grants	Records related to grants awarded to the Library	Date all obligations and entitlements concluded	6 years	Review for archival value	
04.01.01.02		Records relates to grants awarded by the Library - Successful awards	Date all obligations and entitlements concluded	6 years	Review for archival value	
04.01.01.03		Records relates to grants awarded by the Library - Unsuccessful applications	Rejection of grant application	3 years	Destroy	
04.01.01.04		Records relates to grants awarded by the Library - Withdrawn or terminated applications	Withdrawal or termination of grant application	3 years	Destroy	
04.01.01.05		Award of grant guidance and administration records	When superseded	Immediately	Destroy	
04.01.02.00		Bibliographic advice	Records related to bibliographic advice provided by the Library	When superseded	1 year	Review for archival value

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04.02.00.00	Funding					
04.02.01.01	Funding applications	Records related to prospective funding applications	Award or rejection of funding or decision not to proceed with application	None	Retain as appropriate for awarded/rejected/withdrawn applications	
04.02.01.02		Records related to successful applications for funding	End of funding period	6 years	Review for archival value	
04.02.01.03		Records related to unsuccessful applications for funding	Rejection of funding application	1 year	Review for re-use value	
04.02.01.04		Records related to withdrawn or terminated funding applications	Decision to withdraw or terminate application	1 year	Review for re-use value	
04.02.02.01	Funding guidance, administration and planning	Funding opportunities scoping and planning records	When superseded	1 year	Destroy	
04.02.02.02		Funding guidance and administration records	When superseded	Immediately	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
04.03.00.00	Fundraising					
04.03.01.01	American Patrons	Patron records, including correspondence	Date of last action	1 year	Review to assess if we still have legitimate interests for processing personal data	Protection of personal data
04.03.01.02		Administration, planning and related records	When superseded	1 year	Review for re-use value	
04.03.02.01	Campaigns	Fundraising campaign plans, materials, statistics, and related records	End of campaign	3 years	Review for business value	
04.03.02.02		Individual campaign responses	Compilation of analysis or End of campaign	Immediately	Destroy	Protection of personal data
04.03.03.01	Donors	Donor records, including correspondence	Date of last action	1 year	Review to assess if we still have legitimate interests for processing personal data	Protection of personal data
04.03.03.02		Administration, planning and related records	When superseded	1 year	Review for re-use value	
04.03.04.00	Fundraising events	Fundraising event plans, materials, statistics, and related records	End of event	3 years	Review for business value	
04.03.05.00	Prospects	Records related to fundraising prospects and potential targets	End of current calendar year	1 year	Review to assess if we still have legitimate interests for processing personal data	Protection of personal data

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
04.03.06.01	Sponsorship	Individual sponsor records	End of sponsorship	3 years	Review for re-use value	
04.03.06.02		Administration, planning and related records	When superseded	1 year	Review for re-use value	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
04.04.00.00	Government and peer relations					
04.04.01.00	Responses to consultations	Records documenting the Library's response to a consultation/survey carried out by an external organisation	Date of last action	3 years	Review for ongoing value	
04.04.02.01	Reports to government	Final reports	Date submitted	5 years	Destroy	
04.04.02.02		Preparatory records	Creation of final report	2 years	Destroy	
04.04.03.00	Correspondence with government and other public sector bodies in the UK and Ireland	General correspondence	Date of last action	3 years	Review for archival and re-use value	
04.04.04.00	Correspondence with the Crown	General correspondence	Date of last action	3 years	Review for archival and re-use value	
04.04.05.00	Correspondence with governments and public sector bodies outside the UK and Ireland	General correspondence	Date of last action	3 years	Review for archival and re-use value	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
04.05.00.00	Groups and partnerships					
04.05.01.00	Communication with groups and organisations	Engagement with local groups, community organisations etc.	When superseded or Date of last action	3 years	Destroy	
04.05.02.00	Commercial partners and organisations	Engagement with commercial organisations and partners	When superseded or Date of last action	3 years	Destroy	
04.05.03.01	External committees and partnerships	Meeting records - where records are owned by the Library	Date of meeting	6 years	Retain	
04.05.03.02		Meeting records - where records are not owned by the Library	Date of meeting	5 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
04.06.00.00	Marketing and public relations					
04.06.01.01	Branding and corporate identity	Marketing campaigns - final outputs	Conclusion of campaign	3 years	Sample for archival value	
04.06.01.02		Marketing campaigns - preparatory records	Conclusion of campaign	1 year	Destroy	
04.06.01.03		Corporate identity and branding	When superseded	Immediately	Permanent retention	
04.06.01.04		Corporate identity and branding - preparatory records	When superseded	1 year	Destroy	
04.06.01.05		Marketing and outreach materials	When superseded	3 years	Sample for archival value	Protection of personal data
04.06.01.06		Marketing materials - preparatory records	Approval of final outputs	1 year	Destroy	
04.06.01.07		Communication recipients - lists and details of individuals receiving newsletters etc.	When consent is withdrawn	Immediately	Destroy	
04.06.02.01		Publicity, press coverage and media relations	Media relations records - final outputs	Publication / release date	5 years	Review for archival and re-use value
04.06.02.02	Media relations records - preparatory records		Date of last action	1 year	Review for archival and re-use value	
04.06.02.03	Media liaison		Date of last action	5 years	Review for archival and re-use value	
04.06.02.04	Media coverage		End of current calendar year	5 years	Review for archival value	
04.06.02.05	Public relations statistics, trends and analysis		End of current calendar year	5 years	Review for archival value	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
05.00.00.00	Users and Customers					
05.01.00.00	Administration					
05.01.01.00	Procedures, guidelines, templates and administration records		When superseded	Immediately	Destroy	
05.01.02.01	Feedback and complaints	Comments and feedback - correspondence and responses	Date of last action	1 year	Destroy	Protection of personal data
05.01.02.02		Comments and feedback - analysis	End of current calendar year	3 years	Review for archival and re-use value	
05.01.02.03		Comments and feedback - register	End of current calendar year	3 years	Destroy	
05.01.02.04		Complaints - case file	Date of last action on complaint	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Protection of personal data
05.01.02.05		Complaints - analysis	End of current calendar year	5 years	Review for archival and re-use value	
05.01.02.06		Complaints - register	End of current calendar year	10 years	Destroy	
05.01.03.00		Breaches of Terms and Conditions	Records relating to investigations and cases in response to (alleged) breaches of terms and conditions, including correspondence, evidence gathered, report, record of decisions made	Date of last action on the case	5 years	Review for longer term business value - see Notes

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
05.01.04.01	Customer satisfaction	Customer satisfaction - Individual responses	Completion of analysis	Immediately	Destroy	Protection of personal data - destroy immediately upon creation of anonymised summaries
05.01.04.02		Customer satisfaction trends and analysis	End of current calendar year	5 years	Review for archival value	
05.01.05.00	User and customer policies	Approved policies	When superseded	1 year	Review for historical and business value	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
05.02.00.00	Admission and registration					
05.02.01.01	Reader registration	Registration and membership records - Where terminated	Termination	1 year	Destroy	Protection of personal data
05.02.01.02		Registration and membership records - Current, not terminated	Year of last action	10 years	Destroy	Protection of personal data
05.02.03.01	Electronic resources and IT	Public access IT administration - Acceptable use/registration forms	Termination	5 years	Destroy	Prescription & Limitation Act; Protection of personal data
05.02.03.02		Registration and all other records	Completion or obsolescence of registration purpose	1 year	Destroy	Protection of personal data
05.02.04.01	SCOTBIS	Registration and membership records - Where terminated	Termination	1 year	Destroy	Protection of personal data
05.02.04.02		Registration and membership records - Current, not terminated	Year of last action	10 years	Destroy	Protection of personal data

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
05.03.00.00	Enquiries					
05.03.08.00	Enquiry records	Including correspondence and responses	End of current calendar year	5 years	Review for re-use value	Protection of personal data
05.03.09.00	Enquiry analysis		End of current calendar year	5 years	Review for archival and re-use value	
05.03.10.00	Enquiry register	Registers of enquiries	End of current calendar year	5 years	Review for archival and re-use value	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
05.04.00.00	Reprographics					
05.04.07.00	Reproduction requests and records for reprographic orders and services		End of current financial year	3 years	Destroy	Protection of personal data
05.04.08.00	Guidelines, standards, and other reprographic records	E.g. supply records	When superseded or Date of last action	1 year	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
05.05.00.00	Facilities and user visits					
05.05.01.01	Reading rooms	Individual visitor records and request records	End of current calendar year	5 years	Destroy	Collections security; Prescription and Limitation (Scotland) Act 1973, Protection of personal data
05.05.01.02		Rules, guidelines and terms and conditions	When superseded	10 years	Destroy	
05.05.01.03		Guidance and notices for users	When superseded	1 year	Review for business value	
05.05.03.01	Visitor centre	Rules, guidelines and terms and conditions	When superseded	10 years	Destroy	
05.05.03.02		Guidance and notices for users	When superseded	1 year	Review for business value	
05.05.04.00	Discontinued services	Records related to a service no longer offered (if not falling within another category)	Discontinuation of the service	5 years	Destroy	
05.05.05.00	Security and visitor passes	Records and details related to the issuing of visitor and contractor passes for entry into secure (non-public) areas of the estate	Expiry of pass	6 months	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
05.06.00.00	Commercial products and publications					
05.06.01.00	Existing products and publications	Details of products, product lists	End of sale of the product	10 years	Destroy	
05.06.02.01	Products and publications planning	Planning for new products and publications	Production of the product or publication	None	Transfer to existing products and publications records	
05.06.02.02		Planning for new products and publications - aborted or cancelled products and publications	Date of decision not to proceed	1 year	Review for business value	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.00.00.00	Resources and Compliance					
06.01.00.00	Buildings, property and vehicles					
06.01.12.01	Building, equipment and property maintenance and conditions	Records documenting routine inspections of property	Date of inspection	5 years	Destroy	
06.01.12.02		Maintenance - Records documenting major maintenance works on property	Disposal of property	None	Transfer	Transfer records to new owners when land/property is sold.
06.01.12.03		Maintenance - Records documenting minor maintenance works on property - assets over £50,000	Completion of works	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
06.01.12.04		Maintenance - Records documenting minor maintenance works on property - assets under £50,000	Completion of works	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
06.01.12.05		Maintenance - Records documenting the carrying out of routine maintenance and repairs to fixtures, fittings and interior decoration	End of current calendar year	2 years	Destroy	
06.01.12.06		Equipment - Records documenting the inspection and testing of equipment	Disposal of item	1 year	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.01.12.07		Equipment - 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	
06.01.12.08		Equipment - Records documenting the maintenance of equipment: major items	Decommissioning / disposal of item	5 years	Destroy	
06.01.12.09		Equipment - Records documenting the maintenance of equipment: items which are safety critical or are associated with hazardous operations	Decommissioning / Disposal of item	5 years	Destroy	
06.01.12.10		Asbestos - Risk assessment	While relevant		Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 6. Copy of the significant findings of the risk assessment to be kept at the premises at which, and for such time as the work is being carried out.

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.01.12.11		Asbestos - Plan of work	Completion of works	6 months	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 7. Copy to be kept at those premises, and for such time as the work to which the plan relates is being carried out. To be in writing
06.01.12.12		Asbestos - Plan identifying parts of premises affected by asbestos	While relevant		Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 4 (8). Measures taken to implement plan to be recorded. To be in writing
06.01.12.13		Asbestos - Notification of work with asbestos	Completion of works	3 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 9 To be in writing

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.01.12.14		Asbestos - Licence to work with asbestos	While current		Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 8. Existing licences issued under previous legislation continue to have effect. Must return licence to Executive if revoked. To be in writing
06.01.12.15		Asbestos - Site clearance certifications	Disposal of site	Immediately	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 20
06.01.12.16		Asbestos - Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises	Date of assessment	10 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 4 (7)
06.01.12.17		Asbestos - 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	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 4 (7)

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.01.12.18		Asbestos - Records documenting the maintenance of equipment provided to control exposure to asbestos	Date of test or examination	5 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 13 (3). See also PPE/COSHH
06.01.13.01	Building and property acquisition and disposal	Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets over £50,000	Disposal of property	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8
06.01.13.02		Records documenting negotiation and acquisition of a property through purchase, transfer, donation - assets under £50,000	Disposal of property	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 7 and 8
06.01.13.03		Title Deeds	Disposal of property	None	Transfer to new owner	
06.01.13.04		Records documenting negotiations for the acquisition of a property, where the property was not acquired.	Closure of negotiations	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6
06.01.13.05		Records documenting the acquisition of a property through lease - assets over £50,000	Expiry of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
06.01.13.06		Records documenting the acquisition of a property through lease - assets under £50,000	Expiry of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.01.13.07		Records documenting negotiations for the lease of a property, where the property was not leased.	Closure of negotiations	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6
06.01.13.08		Property design and construction project files - assets over £50,000	Completion of project (end of defects liability period and completion of all outstanding payments)	20 years	Review for business and historical value	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6
06.01.13.09		Property design and construction project files - assets under £50,000	Completion of project (end of defects liability period and completion of all outstanding payments)	5 years	Review for business and historical value	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6
06.01.13.10		Records documenting the development of specifications for consumables	When superseded	3 years	Destroy	
06.01.13.11		Records documenting the development of specifications for equipment - major items	Disposal of item	3 years	Destroy	
06.01.13.12		Records documenting the disposal of properties by sale, transfer or donation	Disposal of property	20 years for assets over £50,000; 5 years for assets under £50,000	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8
06.01.13.13		Records documenting the termination of a property lease - assets over £50,000	Termination of lease	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.01.13.14		Records documenting the termination of a property lease - assets under £50,000	Termination of lease	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 s6, 7 and 8
06.01.13.15		Records documenting cleansing, sanitisation and authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.	Disposal of item	5 years	Destroy	
06.01.14.01	Building, property and land management	Records documenting the on going management of property and land - assets over £50,000	Date of lease expiry or disposal	20 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8
06.01.14.02		Records documenting the on going management of property and land - assets under £50,000	Date of lease expiry or disposal	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c. 52 ss 6,7 and 8
06.01.14.03		Building, land and property plans	Date of lease expiry or disposal or When superseded	1 year	Destroy	
06.01.15.01	Vehicles	Fleet management - Allocation and maintenance	Disposal of the vehicle	7 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.01.15.02		Fleet management - Recording driver usage	Date closed / returned to employer	1 year	Destroy	Transport Act 1968 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421 Regulation 11 Preservation of driver's record books.
06.01.15.03		Fleet management - Recording vehicle usage	Disposal of the vehicle	3 years	Destroy	
06.01.15.04		Fleet management - Vehicle records, lease or purchase	Disposal of the vehicle	7 years	Destroy	
06.01.15.05		Vehicle rental records	End of rental period or rental contract	7 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.02.00.00	Finance					
06.02.01.01	Accounts	Records documenting the preparation of the consolidated annual accounts and financial statements	End of financial year (on completion of audit)	5 years	Destroy	Local Authority Accounts (Scotland) Regulations 2014 SSI 2014 No 200 Regulation 11(2)
06.02.01.02		Published copy of consolidated annual accounts and financial statements.	Publication	Immediately	Permanent retention	The Local Authority Accounts (Scotland) Regulations 1985. SI 1985 No. 267 (S. 24)
06.02.01.03		Periodic financial reports	When superseded	Immediately	Destroy	
06.02.01.04		Internal auditing records - no investigations	Date audit closed	5 years	Review for historical value	
06.02.01.05		Internal auditing records - investigations	Completion of court proceedings/ disciplinary process	5 years	Review for historical value	Prescription and Limitation (Scotland) Act 1973
06.02.01.06		Internal auditing records - general papers	End of financial year	5 years	Review for historical value	Prescription and Limitation (Scotland) Act 1973
06.02.02.01		Asset management	Records documenting the value of tangible assets (excluding Common Good assets)	End of financial year (on completion of audit)	6 years	Review for historical value

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.02.02.02		Records documenting decisions (and authorisations) to dispose of capital assets (excluding Common Good assets)	Date sold/ disposal of asset	6 years	Review for historical value	Taxes Management Act 1970 c9; Audit Commission Act 1998
06.02.03.01	Budgets	Preparation of annual capital and revenue budget: consolidated budget	End of current financial year	6 years	Destroy	
06.02.03.02		Records documenting budget planning processes.	End of current financial year	3 years	Destroy	
06.02.03.03		Budget monitoring and actions to deal with variances: - consolidated annual budget reports	End of current financial year	6 years	Destroy	
06.02.03.04		Budget monitoring and actions to deal with variances: - departmental budget reports; budget virement transfers	End of current financial year	3 years	Destroy	
06.02.03.05		Records documenting the overall management of the financial investment portfolio	Divestment	6 years	Destroy	
06.02.03.06		Records documenting the purchase / sale of investments	While investment held	6 years	Destroy	
06.02.03.07		Records relating to the borrowing of money by the Library	Termination of loan agreement	6 years	Destroy	Prescription and Limitation (Scotland) Act 1973
06.02.03.08		Loan register	Creation	Immediately	Retain	
06.02.03.09		Management of government funding	End of current financial year	6 years	Destroy	
06.02.03.10		Management of non-government grant funding - bid approved	Termination of funding agreement	6 years	Destroy	Prescription and Limitation (Scotland) Act 1973

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.02.03.11		Management of non-government grant funding - bid rejected	Rejection of bid	1 year	Destroy	
06.02.03.12		Records documenting the management of gifts, bequests and other donations of funds	Receipt of gift, bequest or other donation of funds	1 year	Permanent retention	
06.02.03.13		Register of gifts and hospitality received by individual members of staff	Register entry date	10 years	Destroy	
06.02.03.14		Debt management records – debts owed to the Library	Date debt discharged	6 years	Destroy	Prescription and Limitation (Scotland) Act 1973
06.02.03.15		Long term strategy and planning -major records	When superseded	Immediately	Permanent retention	
06.02.03.16		Long term strategy and planning -preparatory records	Approval date	2 years	Destroy	
06.02.04.01	Expenses and transactions	Authorisation activities involved in delegating authority for carrying out financial activities	End of delegation arrangement	6 years	Destroy	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
06.02.04.02		Records documenting the opening and closure and routine administration of bank accounts.	Closure of account	6 years	Destroy	
06.02.04.03		Records documenting regular payment instructions for bank accounts.	Termination of instruction	6 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.02.04.04		Records documenting the deposits/withdrawals/transfer of funds.	End of financial current year	6 years	Destroy	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
06.02.04.05		Processing and payment of purchase and sales invoices	End of current financial year	6 years	Destroy	Taxes Management Act 1970 c9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
06.02.04.06		Petty cash records	End of current financial year	6 years	Destroy	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
06.02.04.07		Processing and payment of expenses claims	End of current financial year	6 years	Destroy	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
06.02.04.08		Fraud investigation records	Completion of court proceedings/ disciplinary process	5 years	Destroy	Taxes Management Act 1970 c.9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
06.02.04.09		Internal recharging	End of current financial year	1 year	Destroy	
06.02.04.10		National insurance numbers - Notification and input records	End of employment	2 years	Destroy	Tax Management Act 1970
06.02.04.11		Reconciliation	Administrative use ends	2 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.02.04.12		Refunds	End of financial year in which the records were created	6 years	Destroy	
06.02.05.01	Income generation	Administration and planning	When superseded	1 year	Destroy	
06.02.05.02		Prices, charges and fees	When superseded	10 years	Destroy	
06.02.05.03		Sales, pricing and income generation statistics and analysis	End of year of creation	5 years	Review for archival value	
06.02.06.01	Payroll	Payroll records - major records	End of current tax year	6 years	Permanent retention	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
06.02.06.02		Payroll records - minor records	End of current tax year	3 years	Destroy	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.02.06.03		P45 (Income tax - employee leaving)	End of employment	5 years	Destroy	Taxes Management Act 1970
06.02.06.04		P60	End of current tax year	2 years	Destroy	Taxes Management Act 1970
06.02.06.05		Statutory Sick Pay scheme records	End of current tax year	3 years	Destroy	Statutory Sick Pay (General) Regulations S.I. 1982 / 894
06.02.06.06		Statutory Maternity Pay scheme records	End of current tax year	3 years	Destroy	The Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960 as amended by SI 2005 No 989
06.02.07.00	Tax	Records documenting the preparation and submission of taxes	End of current tax year	6 years	Destroy	Taxes Management Act 1970, c.9;
06.02.08.01	Insurance	Insurance policy document	Date all obligations and entitlements concluded	5 years	Review for business value	Prescriptions and Limitations (Scotland) Act 1973 and 1984.
06.02.08.02		Certificate of insurance	Date all obligations and entitlements concluded	5 years	Review for business value	Prescriptions and Limitations (Scotland) Act 1973 and 1984.
06.02.08.03		Certificate of insurance - employers' liability insurance.	Date all obligations and entitlements concluded	40 years	Destroy	Prescriptions and Limitations (Scotland) Act 1973 and 1984.

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.03.00.00	Staff					
06.03.01.01	Cases	Discipline - Documentation relating to the discipline of employees.	Termination	6 years	Destroy	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention. See also ACAS code of practice on disciplinary and grievance procedures. http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf
06.03.01.02		Discipline - Final disciplinary warnings	Date of warning	18 months / 6 months after warning	Destroy	The Employment Act 2002 deals with dispute resolution but does not give time limits for record retention. ACAS Code of Practice - Recommends continued retention on Employee File
06.03.01.03		Discipline - No warning given	Date of decision not to proceed	Immediately	Destroy	Proceedings where accusation proved to be unfounded. DPA

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.03.01.04		Discipline - Oral disciplinary warnings	Date of warning	6 months	Destroy	ACAS Code of Practice - Recommends continued retention on Employee File
06.03.01.05		Discipline - Disciplinary warnings involving children or vulnerable adults	Termination	25 years	Destroy	
06.03.01.06		Discipline - Written disciplinary warnings	Date of warning	12 months	Destroy	ACAS Code of Practice - Recommends continued retention on Employee File
06.03.01.07		Disciplinary action - Written statement to employee who is dismissed while absent during adoption leave	Termination of employment	6 years	Destroy	The Employment Rights Act 1996 Section 92 (4A) To be in writing
06.03.02.01	Employee relations	Disciplinary matters reporting	Once appropriate action taken	When superseded	Destroy	
06.03.02.02		Employment Tribunals	Termination of employment	6 years	Destroy	
06.03.02.03		Trade union liaison - Strategy	When superseded	2 years	Review for historical value	
06.03.02.04		Trade union liaison - Administration	When superseded	2 years	Destroy	
06.03.04.00	Job descriptions		When superseded	6 months	Destroy	
06.03.05.01	Occupational health	Absence reporting	Date after action completed	5 years	Destroy	Access to Medical Reports Act 1988 c28; Protection of personal data
06.03.05.02		Occupational health (separate from employee file)	Date of birth (unless see notes)	75 years	Destroy	Protection of personal data (special category)

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.03.05.03		Occupational health - staff training (separate from Health & Safety file)	Date course completed	50 years Attach to personnel file / occupational health file	Destroy	
06.03.05.04		Personal risk assessments	After revised risk assessment takes place or termination of employment	6 years	Destroy	
06.03.05.05		Sickness monitoring	Termination of employment	6 years	Destroy	Access to Medical Reports Act 1988 c28
06.03.05.06		Major injuries	Termination of employment	40 years	Destroy	Access to Medical Reports Act 1988 c28
06.03.06.01	Pensions / retirement	Pension scheme reports	End of current financial year	6 years	Destroy	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988
06.03.06.02		Individual staff pension files	End of current financial year after date of payment	10 years	Destroy	
06.03.06.03		Pension scheme management	Until superseded	10 years	Destroy	
06.03.07.01	Performance management	Job evaluation - Final report	End of current calendar year	1 year	Permanent retention	
06.03.07.02		Job evaluation - Results of large scale evaluation	Date evaluation finalised	5 years	Destroy	
06.03.07.03		Job evaluation - Working papers	Date evaluation finalised	5 years	Destroy	
06.03.07.04		Performance appraisal (Probationary reports and performance plans)	Date completed	5 years	Destroy	
06.03.08.01	Recruitment and	Authorisation	Recruitment finalised	6 months	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.03.08.02	redeployment	Recruitment	Recruitment finalised	6 months	Destroy	
06.03.08.03		Recruitment process	Recruitment finalised	6 months	Destroy	
06.03.08.04		Secondment	Termination of employment	6 years	Destroy	
06.03.09.01	Terms and conditions of employment	Remuneration	Termination of employment	6 years	Destroy	
06.03.09.02		Staff benefits	Termination of employment	6 years	Destroy	
06.03.09.03		Staff recognition	Termination of employment	6 years	Destroy	
06.03.09.04		Terms and conditions	Termination of employment	6 years	Destroy	
06.03.10.01	Employee administration/files	Counselling	Termination	6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
06.03.10.02		Absence monitoring	End of current tax year	3 years	Destroy	
06.03.10.03		Disclosure of interest	When superseded	1 year	Destroy	
06.03.10.04		Employee details (posts not subject to disclosure checks)	Termination of employment	6 years	Destroy	
06.03.10.05		Employee details (posts subject to disclosure checks)	Termination of employment	25 years	Destroy	
06.03.10.06		Employment conditions	Termination of employment	6 years	Destroy	
06.03.10.07		Grievances	Termination of employment	6 years	Destroy	
06.03.10.08		Individual training records	Termination of employment	6 years	Destroy	
06.03.10.09		Induction	Date of completion	2 years	Destroy	
06.03.10.10		Leave	End of current calendar year	2 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.03.10.11		Medical assessments	Date of birth / Termination of employment /C End of current calendar year	Termination of employment plus 6 / 25 years as appropriate unless a longer requirement is needed under health and safety legislation.	Destroy	
06.03.10.12		Maternity/paternity leave	End of current tax year	3 years	Destroy	HMRC guidelines for reference
06.03.10.13		Reporting (terms and conditions, working hours)	End of current tax year	3 years	Destroy	
06.03.10.14		Termination requests and notices (other than retirement)	Date of leaving	6 years	Destroy	
06.03.11.01		Training	Driver training	Termination of employment	6 years	Destroy
06.03.11.02	Reporting		Date after action completed	5 years	Destroy	
06.03.11.03	Support training		Termination of employment	6 years	Destroy	
06.03.11.04	Training courses		End of current calendar year	1 year	Destroy	
06.03.11.05	Training plan		Date after action completed	2 years	Destroy	
06.03.12.00	Volunteers and placements		Termination of employment	6 years	Destroy	
06.03.13.00	Workforce planning and measurement		Date of last action	5 years	Destroy	
06.03.14.00	Social and history		Date of last action	6 months	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.03.15.00	Staff directory		When superseded	Immediately	Destroy	
06.03.16.00	Human resources guidelines		When superseded	Immediately	Review for historical value	
06.03.17.00	Human Resources policies	Approved policies	When superseded	1 year	Review for historical and business value	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.04.00.00	Technology					
06.04.01.01	Administration and development	Routine management and administration records	Date of last action	1 years	Destroy	
06.04.01.02		Initial development of and post-implementation changes to an ICT system.	Decommissioning of system	5 years	Review for business and historical value	
06.04.01.03		Initial development of an ICT system which is not implemented.	Last action on development	5 years	Destroy	
06.04.02.00	Hardware	Documentation related to system (if not falling within another classification)	When superseded or system replaced	1 year	Destroy	
06.04.03.00	Software	Documentation related to system (if not falling within another classification)	When superseded or system replaced	1 year	Destroy	
06.04.04.00	Library systems	Documentation related to system (if not falling within another classification)	When superseded or system replaced	1 year	Destroy	
06.04.05.00	Shared services systems	Documentation related to system (if not falling within another classification)	When superseded or system replaced	1 year	Destroy	
06.04.06.01	Systems operations management	Routine monitoring and testing of an ICT system, and action taken to rectify problems and optimise performance.	End of current calendar year	1 year	Destroy	
06.04.06.02		Investigation of faults reported by users of an ICT system, and action taken to rectify problems.	Close of investigation	3 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.04.06.03		Management of data in an ICT system, including the operation of routine data backup, archiving and deletion routines.	End of current calendar year	1 year	Destroy	
06.04.06.04		Maintenance of the software licence(s) for an ICT system.	Expiry/ Termination of licence	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984
06.04.06.05		Management of an ICT system - system file	Decommissioning of system	5 years	Destroy	
06.04.06.06		Removal / return of mobile ICT systems hardware & software from / to the Library's premises	Return of equipment	5 years	Destroy	
06.04.06.07		Arrangements for the sanitisation and disposal of ICT equipment	Disposal of equipment	5 years	Destroy	
06.04.07.01	Training and support	Development of technical & application training and guidance for IT system users	When superseded	1 year	Destroy	
06.04.07.02		Logging, investigation and resolution of user requests for technical and application support	Close of issue	1 year	Review for business value	
06.04.08.01	Security management	Security protocols for an ICT system.	Decommissioning of system	5 years	Destroy	Prescription and Limitation (Scotland) Act, 1973 and 1984
06.04.08.02		Opening, maintenance and closure of a user account for an ICT system.	Closure of account	1 year	Destroy	
06.04.08.03		Routine monitoring of access to, and use of, an ICT system.	End of current calendar year	1 year	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.04.08.04		Detection and investigation of security breaches of an ICT system, and action taken.	Last action on incident	3 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.05.00.00	Procurement					
06.05.01.00	Administration, guidance and process documentation		When superseded	1 year	Destroy	
06.05.03.01	Tendering	Tender proposal (except when related to property design and construction projects - see 06.01.013)	End of contract	7 years	Destroy	
06.05.03.02		Contract award reports (Official Journal of the European Union)	End of contract	7 years	Destroy	
06.05.03.03		Tender evaluation, negotiation and notification records (except when related to property design and construction projects - see 06.01.013)	End of contract	7 years	Destroy	
06.05.03.04		Statistical reports to Scottish Government on contracts awarded	Date of creation	5 years	Destroy	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
06.05.07.01	Contracting	Contracted supplier lists or databases	When superseded	Immediately	Destroy	
06.05.07.02		Contract management files (except when related to property design and construction projects - see 06.01.013)	End of contract	7 years	Destroy	
06.05.07.03		Records containing data on, and analyses of, performance against the procurement strategy for regulated procurements	End of current financial year	5 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.05.07.04		Records of delegated purchasing authorisation limits	When superseded	1 year	Destroy	
06.05.07.05		Internal authorisations for procurement	End of current financial year	1 year	Destroy	
06.05.07.06		Purchase ordering records	End of current financial year	6 years	Destroy	<i>Keeping VAT records</i> HMRC Reference: Notice 700/21 (October 2013)
06.05.07.07		Register of contracts	Expiration/ conclusion of contract	1 year	Delete	Procurement Reform (Scotland) Act 2014. Section 35. The statutory requirement is that register entries for contracts cannot be deleted until the contract expires or is terminated.
06.05.11.01	Procurement planning	Planning for tendering or procurement	Start of tendering process or Decision not to tender	None / Immediately	Transfer to tender records / Destroy	
06.05.11.02		Budget holder planning for procurement	End of current financial year	3 years	Destroy	
06.05.13.01	Government Procurement Card (GPC)	Records of spending on Government Procurement Cards	End of current financial year	6 years	Destroy	
06.05.13.02		Reports and analysis of GPC spend	Date of analysis/publication	6 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.06.00.00	Projects					
06.06.01.00	Administration and guidance		When superseded or Date of project close	1 year	Destroy	
06.06.02.00	Proposed projects (Not externally funded)	Preparatory records, proposals	Project close	6 years	Review for archival and re-use value	
06.06.03.00	Current projects (Not externally funded)	Project records	Project close	6 years	Review for archival and re-use value	
06.06.04.00	Completed projects (Not externally funded)	Project records	Project close	6 years	Review for archival and re-use value	
06.06.05.00	Cancelled projects (Not externally funded)	Project records	Date of decision to cancel project	6 years	Review for archival and re-use value	
06.06.06.00	Externally funded projects	All projects - All funders, proposed, current, completed and cancelled projects	Project close or Date of decision to cancel or pull out of project or Date of closure of external funding	3 years	Review for archival and re-use value	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.

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.07.00.00	Internal audit					
06.07.02.01	Internal audit reports	Internal auditing records - no investigations	Date audit closed	5 years	Review for historical value	
06.07.02.02		Internal auditing records - investigations	Completion of court proceedings/ disciplinary process	5 years	Review for historical value	Prescription and Limitation (Scotland) Act 1973
06.07.02.03		Internal auditing records - general papers	End of current financial year	5 years	Review for historical value	Prescription and Limitation (Scotland) Act 1973

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.08.00.00	Compliance					
06.08.01.01	Copyright and licensing	Administration, templates, guidance, notices and training material	When superseded	Immediately	Destroy	
06.08.01.02		Copying and reprographic orders - Copyright forms	End of current financial year	6 years	Destroy	Copyright, Designs and Patents Act 1988
06.08.01.03		Copying and reprographics - Permission from rights holder	End of current financial year	6 years	Destroy	
06.08.01.04		Licences/permissions granted to the Library (e.g. copyright permission)	Date licence expires or is terminated	6 years	Destroy	
06.08.01.05		Licences/permissions issued by the Library (e.g. copyright permission and re-use permission)	Date licence expires or is terminated	5 years	Destroy	
06.08.01.06		Collective licences and rights management agency licences, logs, audits, and related records	Date licence expires or is terminated	5 years	Destroy	
06.08.01.07		Author/copyright owner details	Expiration of copyright	1 year	Review for historical value	
06.08.02.01	Data Protection	Guidance, notices and training material	When superseded	1 year	Destroy	
06.08.02.02		Communications with the Information Commissioner (non-notification)	Completion of request - UNLESS an appeal was made to the Information Commissioner (See Subject Access Requests Appeals)	3 years	Destroy	Protection of personal data
06.08.02.03		Data subject rights requests	End of current calendar year	6 years	Destroy	Protection of personal data

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.08.02.04		Data subject rights requests appeals	Outcome of appeal	6 years	Destroy	Protection of personal data
06.08.02.05		Notification	Receipt of notification or Date of last action	2 years	Permanent retention	Protection of personal data
06.08.02.06		CCTV records - no Subject Access Request or investigation	Date of recording	31 days	Destroy	Protection of personal data
06.08.02.07		CCTV records - relevant to a Subject Access Request	Completion of request - UNLESS an appeal was made to the Information Commissioner (See Subject Access Requests Appeals)	31 days	Destroy	Protection of personal data
06.08.02.08		CCTV records - relevant to investigations	Conclusion of investigation and all relevant appeals	31 days	Destroy	Protection of personal data
06.08.02.09		Personal Data Register	Record of personal data processing activities to be retained under data protection legislation	Immediately	Retain	Protection of personal data
06.08.02.10		Data Protection Impact Assessments	End of personal data processing activity for which review was completed	1 year	Destroy	Protection of personal data
06.08.02.11		Legitimate Interest Assessments	End of personal data processing activity for which assessment was completed	1 year	Destroy	Protection of personal data
06.08.02.12		Special categories policy documents	End of personal data processing activity	1 year	Destroy	Data Protection Act 2018 Sched. 1 para. 40
06.08.03.01		Equalities	Guidelines and administration	When superseded	Immediately	Destroy

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.08.03.02		Equalities and diversity - Investigations - Case Files	Investigation concludes and action is spent / Retain current information throughout employment	5 years / Employment term	Destroy	
06.08.03.03		Harassment Statistics Monitoring Forms	End of current calendar year	1 year	Review for business value	
06.08.03.04		Disability Equality Scheme	When superseded	3 years	Destroy	Disability Discrimination (Public Authorities) (Statutory Duties) (Scotland) Regulations 2005. SSI 2005 No 565 Regulation 2. Review at three year intervals
06.08.03.05		Gender Equality Scheme	When superseded	3 years	Destroy	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32. Article 3. Review at three year intervals
06.08.03.06		Gender Equality - Annual reports	End of current calendar year	3 years	Destroy	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32 Article 5

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.08.03.07		Equal pay statement	When superseded	3 years	Destroy	Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 SSI 2007 No 32 Article 6
06.08.03.08		Equal pay audit	Date of audit	3 years	Destroy	Equality Act 2010 (Equal Pay Audits) Regulations 2014 SI 2014 No 2559 Section 3 (1) (a) and Section 9(1) (a)
06.08.03.09		Equalities Impact Assessments	When superseded	3 years	Destroy	
06.08.04.01	Freedom of Information and Environmental Information Regulations	Guidance, notices and training	When superseded	Immediately	Destroy	
06.08.04.02		Communications with the Scottish Information Commissioner - notices and decisions	End of current calendar year	5 years	Permanent retention	
06.08.04.03		Communications with the Scottish Information Commissioner - other	End of current calendar year	5 years	Review for business value	
06.08.04.04		Freedom of Information (Scotland) Act (FOISA) requests for information	Completion of request - UNLESS an appeal was made to the Scottish Information Commissioner (See Appeals)	6 years	Destroy	Freedom of Information (Scotland) Act 2002 asp 13
06.08.04.05		Freedom of Information (Scotland) Act (FOISA) Appeals	Outcome of appeal	6 years	Destroy	Freedom of Information (Scotland) Act 2002 asp 13

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.08.04.06		Publication scheme	When superseded	3 years	Review for historical value	Freedom of Information (Scotland) Act 2002 asp 13
06.08.04.07		Environmental Information (Scotland) Regulations requests for information	Completion of request - UNLESS an appeal was made to the Scottish Information Commissioner (See Appeals)	6 years	Destroy	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
06.08.04.08		Environmental Information (Scotland) Regulations Appeals	Outcome of appeal	6 years	Destroy	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
06.08.05.01	Health and Safety	Strategy and planning	Date process ceases or is superseded	1 year	Destroy	
06.08.05.02		Fire Safety training	End of current calendar year	10 years	Destroy	Fire Safety (Scotland) Regulations 2006. SSI 2006 No 456 Regulation 20
06.08.05.03		First-aid – Letter advising of award of certificate	End of current calendar year	3 years	Destroy	Certificates are valid for three years
06.08.05.04		First-aid – Course attendance sheet	End of current calendar year	3 years	Destroy	These are signed copies of attendance and their retention matches the period of validation.
06.08.05.05		Manual Handling – Course attendance sheet	End of current calendar year	3 years	Destroy	These are signed copies of attendance. Should attend training at three year intervals or sooner if significant changes in health or job content.

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.08.05.06		Manual Handling – Letter advising of award of certificate	End of current calendar year	3 years	Destroy	Should attend training at three year intervals or sooner if significant changes in health or job content.
06.08.05.07		Accidents and incident reporting - reporting accidents to adults	Date of entry / Accident book - date of last entry	3 years	Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2). Prescription and Limitation (Scotland) Act 1973
06.08.05.08		Equipment safety inspections - Yearly	Date of inspection	2 years	Destroy	
06.08.05.09		Equipment safety inspections - Daily, weekly, monthly	Date of inspection	1 year	Destroy	
06.08.05.10		Hazardous substances COSHH reports	Date of last action	40 years	Destroy	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11 Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)
06.08.05.11		Health and safety inspections	Date superseded./ Date of last action	1 year	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.08.05.12		Radon Monitoring - Dose assessment and recording of classified person (approved dosimetry service)	Date made	50 years or until person's 75th birthday	Destroy	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3)
06.08.05.13		Radon Monitoring - Results	Date recorded	2 years	Destroy	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3)
06.08.05.14		Asbestos control - Employee information/ instruction/ training - Recommend add to personnel record	Termination of employment	6 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 10
06.08.05.15		Asbestos control - Arrangements to deal with accidents, incidents and emergencies	In case of any accident, incident or emergency or When superseded	40 years or 3 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 15.
06.08.05.16		Asbestos control - Record or suitable summary of air monitoring of employees exposure to asbestos	Date of monitoring	5 years or 40 years if medical record is required	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 19

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.08.05.17		Asbestos control - Health records - where exposure exceeds the action level	Date of last incident	40 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 22 (b) Original or copy may be kept. Any employee is allowed access to the record if reasonable notice is given.
06.08.05.18		Asbestos control - Medical examination certificates	Date of issue	4 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 22(4)
06.08.05.19		Asbestos control - Exemption certificate	Expired/revoked	40 years	Destroy	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 32. Consider adding a copy of the certificate to the health records and retaining for 40 years
06.08.05.20		Risk assessments	Date of last assessment / last action	3 years	Destroy	Management of Health and Safety at Work Regulations 1992.
06.08.06.01	Information Assurance and Records	Records surveys	End of current calendar year	2 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.08.06.02	Management	Classification schemes	When superseded	Immediately	Review for business value	
06.08.06.03		Retention schedules	When superseded	20 years	Destroy	
06.08.06.04		Lists of Records destroyed	Date of destruction	20 years	Destroy	
06.08.06.05		Records disposal certificates	Date of destruction	20 years	Destroy	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
06.08.06.06		Records retention issues log	Date of last action	6 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.09.00.00	Legal affairs					
06.09.01.01	Legal claims/Litigation	Civil action	Date of expiration of court order/conclusion of any court action	10 years	Destroy	Law Society Guidelines
06.09.01.02		Commercial	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.	
06.09.01.03		Criminal	Date of last action	5 years	Review major litigation cases for historical value, otherwise destroy.	
06.09.01.04		Debt recovery	Date of court action if dismissed or Date of payment in full of any decree (last instalment of payment plan)	1 year or 5 years	Destroy	
06.09.01.05		Precedent cases	Date case closed	Immediately	Permanent retention	
06.09.02.00		Legal advice (not related to legal claims/litigation)		Date file/process closed	Immediately	Permanent retention
06.09.03.01	Non-procurement contracts and agreements	Concluded agreements e.g. digitisation partnership agreements.	Date agreement expires or is terminated	6 years	Destroy	
06.09.03.02		Preparatory records	Date agreement is signed or Date of decision not to proceed or Date of last action	Immediately or 3 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.09.03.03		Guidance, templates and plans	When superseded	Immediately	Review for business value	
06.09.04.01	Registration and licensing	Licence register - Entertainment and drinks	Date registration lapses	2 years	Destroy	
06.09.04.02		Licence register - Food premises	Date registration lapses	2 years	Destroy	
06.09.04.03		Licence register - Licence premises	Date registration lapses	2 years	Destroy	
06.09.04.04		Food business licences	Date registration lapses	2 years	Destroy	Food Premises (Registration) Regulations 1991. SI 1991:2825.
06.09.04.05		Food licences	Date registration lapses	2 years	Destroy	Food Safety Act 1990.
06.09.04.06		Liquor licences	Date registration lapses	2 years	Destroy	Criminal Justice and Licensing (Scotland) Act 2010 asp13
06.09.04.07		Alcohol licensing - Premise licence, occasional licence, variation of premise licence, temporary premises licence	When superseded, surrendered or revoked	5 years	Destroy	Licensing (Scotland) Act 2005, asp 16. Sections 1, 17, 26, 28, 29, 32, 45, 56
06.09.04.08		Alcohol licensing - Personal licence (for the sale of alcohol)	When superseded, surrendered or revoked	5 years	Destroy	Licensing (Scotland) Act 2005. 2005 asp 16. Sections 71, 72, 73, 85
06.09.04.09		Alcohol licensing - Licensing Policy Statement Supplementary Licensing Policy Statement	When superseded	3 years	Review for archival value	Licensing (Scotland) Act 2005 2005 asp 16 Section 6 To be published

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.09.04.10		Alcohol licensing - Public Register (The Licensing Register)	To be maintained for public inspection	Information on register by virtue of 3(1) or 5 (1) to be kept for 5 years from the date the licence ceased to have effect.	Review for archival value	Licensing (Scotland) Act 2005 2005 asp 16. Section 9 As amended by Licensing Register (Scotland) Regulations 2007. SSI 2007No 33 Regulation 2 May be in documentary or electronic form or partly in one form and partly in the other
06.09.04.11		Alcohol licensing- Application for premises licence; Notice of application; Objections and representations; Notification of conviction; Transfers of licence holders; Review of premises licence; Notification of change of address; Notification of determinations; Extended hours; Premises review application	When superseded, surrendered or revoked	5 years	Destroy	Licensing (Scotland) Act 2005 2005 asp 16. Sections 14, 20, 21,22, 24,33, 36, 44, 48, 51, 57, 58, 61, 68, 69, 70, 75, 79, 82, 88
06.09.04.12		Public entertainment licences	Date registration lapses	2 years	Destroy	Licensing Act 2003
06.09.04.13		Cinema licences	Date registration lapses	2 years	Destroy	
06.09.04.14		Theatre licences	Date registration lapses	2 years	Destroy	

Business classification	Name of record series	Description/example record type	Trigger - event that commences retention	Timing	Disposal	Regulation(s), citations or authority
06.09.04.15		Public charitable collection licences	Date registration lapses	2 years	Destroy	
06.09.04.16		Building materials licences	Date registration lapses	2 years	Destroy	
06.09.04.17		Scaffold licences	Date registration lapses	2 years	Destroy	Roads (Scotland) Act 1984
06.09.04.18		Hoarding licences	Date registration lapses	2 years	Destroy	
06.09.04.19		Road excavation permits	Date registration lapses	2 years	Destroy	
06.09.04.20		Skip permits	Date registration lapses	2 years	Destroy	