City Parking Data Retention & Disposal Schedule –April 2018 (v2)

# CITY PARKING (GLASGOW) LLP

Data Retention & Disposal Schedule

Produced: April 2018 (v2)

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CPHS	Health & Safety – Compliance	

CPHM Health & Safety – Monitoring

CPHR Health & Safety – Risk Management

CPEC Managing Enquiries – Enquiries and Complaints

CPCM Communications & Marketing - Communication

CPMP Communications & Marketing - Promotions & Campaigns

CPIM Information Management – Access to Information

CPRM Information Management – Records Management

CPSD Information Systems – ICT Systems Development

CPIT Information Systems – ICT Systems Security Management

CPLS Legal Services – Corporate Law

CPSC1 Sustainability & Carbon Management

CPTM Traffic Management

CPPR Property Records

CPVR Vehicle Records

CPPE PPE

#### Introduction

City Parking holds a great deal of important information that is crucial to the running of the organisation. While many information systems can be recovered after an incident the business critical data that resides in electronic and paper form must be suitably protected. This involves considerations into the confidentiality, integrity and availability (CIA) of business critical and potentially sensitive data.

This policy shall be reviewed and updated regularly to ensure that it remains appropriate in the light of any changes to legal, contractual or acceptable use obligations.

#### Information about our Records Retention and Disposal Schedule (RRDS)

Our Records Retention and Disposal Schedule has been created to support City Parking staff and Board members in the areas of Records Management, Data Protection, Freedom of Information, the Public Records (Scotland) Act 2011 and the Local Government (Scotland) Act.

Our RRDS has been developed to tell you the types of records, known as record series that are required to be kept for your area of the business, and for how long. It brings together the records series and relevant retention information from all departments into one single document called our RRDS.

This schedule applies to any particular format that your records and information may come in (for example, paper, Electronic Document Records Management System (EDRMS) and our IT business systems).

Any records and information which have a dedicated retention and disposal life cycle as shown in this document, must be managed in accordance with our schedule. Any backup copies that you may have, which are stored on alternative media formats, for example, a server/microfilm/paper copy, should also be managed and disposed of at the appropriate time, as outlined in this schedule.

It is vital that you comply with this RRDS in managing your information to meet the requirements of the Data Protection and Freedom of Information legislation, and the Public Records (Scotland) Act 2011. We will also hold an audit trail of all records and information that have been disposed of to help monitor compliance.

#### Amendments to the Schedule

Any requests for amendments to this RRDS should be forwarded to Head of Business Support, City Parking (Glasgow) LLP for review, approval and implementation. This is necessary to ensure that any amendments do not conflict with professional or statutory regulations or guidance.

### <u>City Parking Information Types and Data Retention Periods</u>

Council Meetin	ng Records							
Reference id	Committee	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
							Task Carried	
		Formal record of meetings	Agendas, papers,					Retain one set of records only - copies to be
CPCC1	Committees Name	with the council	minutes	Date of Meeting	6 years	Destroy	Interest	destroyed once business use concluded
Member Suppo	ort							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
			Induction materials,				Task Carried	
CPBM1	Board Members	Procedures and Guidelines	guidelines, procedures, forms	Date of creation	10 years	Destroy	Out In Public Interest	Details of members name, from and to dates as member
	counts and Audit	Guidelliles	Ioms	Date of creation	10 years	Destioy	intorest	as member
Reference id	Subject Matter	Records Series Annual corporate financial	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		reports: Consolidated						
		annual reports,		End of financial				
	Records documenting City Parkings consolidated annual accounts and	Consolidated financial statements, Operating		year (on completion of			Legal	
CPFA1	financial statements	statements, General		audit)	6 years	Destroy	Obligation	Financial Reporting Standards
				End of financial				
	Records documenting group returns for inclusion within the council's	Annual corporate financial reports: Consolidated		year (on completion of			Legal	
CPFA2	consolidated annual accounts	annual reports		audit)	6 years	Destroy	Obligation	Financial Reporting Standards
					-,	Retain for		The state of the s
CPFA3	Published copy of consolidated annual accounts and financial statements			Production	Domonost	business and historical value	Legal	Toyon Management Apt 1070 at
CPFA3	accounts and financial statements			Production	Permanent	nistoricai value	Obligation	Taxes Management Act 1970, c9
			Working papers;					
			monthly accrual statements, cash flow	End of financial				
		Consolidated monthly and	statements,	year (on			Task Carried	
CPFA4	Desire for each annual	quarterly reports and financial statements	creditor/debtor listings and reports.	completion of audit)	0	Destern	Out In Public Interest	Dunings Demission and
CPFA4	Periodic financial reports	inanciai statements	and reports.	,	6 years	Destroy	interest	Business Requirement
				End of financial year (on		Retain in archive for	Task Carried	
		reports and records - no		completion of		business and	Out In Public	
CPFA5	Internal Audit Reports	investigations		audit)	6 years	historical value	Interest	Business Requirement
				Completion of		Retain in		
		investigations involving		court proceedings/		archive for	l	
CPFA6	Internal Auditing Records - Investigations	prosecution, disciplinary action and so on		disciplinary process	6 years	business and historical value	Legal Obligation	Prescription and Limitation (Scotland) Act 1973
					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
				End of financial year (on		Retain in archive for		Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and
	Records documenting the value of the			completion of		business and	Legal	1984 c.45; VAT Act 1994; Audit Commission
CPFA7	City Parking's tangible assets	Asset registers		audit)	6 years	historical value	Obligation	Act 1998
	Records documenting decisions (and			End of financial year (on		Retain in		
	authorisations) to dispose of capital			completion of		archive for		
00510	assets (excluding Common Good			audit) following		business and	Legal	Taxes Management Act 1970 c9;Audit
CPFA8	assets)	Disposal registers		date sold/ disposal	o years	historical value	Obligation	Commission Act 1998
				End of financial		Retain in		
	Preparation of the City Parking's annual capital and revenue budgets:			year (on completion of		archive for business and	Task Carried Out In Public	
CPFA9	consolidated budget			audit)	6 years	historical value	Interest	Business Requirement
				End of financial year (on			Task Carried	
	Budget monitoring and actions to deal			completion of			Out In Public	
CPFA10	with variances			audit)	2 years	Destroy	Interest	Business Requirement
CPFA11	Records documenting City Parkings treasury management			Cash flow management	6 years	Destroy	Task Carried	Business Requirement
OLIALI	Incasary management	L	l	ппапаустнени	IO years	Destion	TOUR III F UDIIC	Duamosa requirement

#### FINANCE – Accounts and Audit

			End of financial				
			year (on				
			completion of		Retain in		
			audit) following		archive for		
	Records relating to the borrowing of	Loan agreements and	termination of loan		business and	Legal	Taxes Management Act 1970 c9;Audit
CPFA12	money by City Parking	other loan records;	agreement	6 years	historical value	Obligation	Commission Act 1998
			End of financial				
			year (on			Task Carried	
	Register of gifts and hospitality received		completion of			Out In Public	
CPFA13	by individual members of staff		audit)	6 years	Destroy	Interest	Senior Management period returns
			End of financial	•			
		Agreements and	year (on				
	Debt management records - debts due	schedules between debtor	completion of			Legal	
CPFA14	to City Parking (managed by CBS)	and City Parking	audit)	6 years	Destroy	Obligation	Prescription and Limitation (Scotland) Act 1973
				•	Retain in		
		working papers, drafts,			archive for	Task Carried	
	Business plans, strategy and planning	meeting papers,			business and	Out In Public	
CPFA15	records	correspondence	Approval date	6 years	historical value	Interest	Business Requirement

Reference id								
	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
				End of financial				
				year (on				
	Records documenting the opening and			completion of				
	closure and routine administration of			audit) following			Legal	
CPFT1	bank accounts			closure of account	6 years	Destroy	Obligation	
		Book Boy in Counterfeile	Independent Funds	End of financial				
	Records documenting the	Bank Pay-in Counterfoils. Bank statements. Cash	Records. Bank Pay-in counterfoils. Bank	year (on completion of			Legal	Keeping VAT records HMRC Reference: Notice
CPFT2	deposits/withdrawals/transfer of funds	books.	reconciliations.	audit)	6 years	Destroy		700/21 (October 2013)
5, , , , ,	doposito/ Withdrawalo/ trainolor or lando	ENDITEDI NOOGIGO	TOOOTIOMATORIO.	addity	o youro	Bootiey	Congation	700/21 (00/050/2010)
		There is a requirement to keep bank		End of financial				
	Details pertaining processing and	statements/copy of		year (on				
	payment of purchase and sales invoices	invoices/payroll for 10		completion of			Legal	Taxes Management Act 1970 c9; HMRC
CPFT3	-Carried out by CBS	years after the project is		audit)	6 years	Destroy	Obligation	700/21
				End of financial				
	Processing and payment of purchase and sales invoices -Payment for Leases			year (on completion of			Local	
CPFT4	and Servitudes	Lease records,		audit)	6 years	Destroy	Legal Obligation	
01114	and octividaes	Lease records,		addity	o years	Destioy	Obligation	
				End of financial				
				year (on				
				completion of				
00575	Processing and payment of expenses	Tickets. Signed expense		audit) following			Legal	
CPFT5	claims - minor claims	sheets		expense claim	6 years	Destroy	Obligation	
		Internal claims/payments between business units for						
		goods and services		End of financial				
		provided/received; control		year (on				
ı		of petty cash allocations		completion of			Legal	
CPFT6	Internal recharging	held by business		audit)	6 years	Destroy	Obligation	
				End of financial				
				year in which the				
00577	L			records were			Legal	
CPFT7	Refunds	Refund applications		created	6 years	Destroy Detain in	Obligation	
				End of financial year (on		Retain in archive for		Taxes Management Act 1970 c.9;Keeping VAT
				completion of		business and	Legal	records HMRC Reference: Notice 700/21
CPFT8	Rateable property information	Rates Notices		audit)	6 years	historical value	Obligation	(October 2013)
	, , , , , , , , , , , , , , , , , , , ,			End of financial	,,,,,,,,	Retain in	gamen	(533333)
				year (on		archive for		Taxes Management Act 1970 c.9;Keeping VAT
				completion of		business and	Legal	records HMRC Reference: Notice 700/21
CDETO .								
CPFT9	Water Charges	Notices		audit)	6 years	historical value	Obligation	(October 2013)
OFF 19	Jwater Charges	Notices		audit)	6 years	historical value	Obligation	(October 2013)
FINANCE - Nati		Notices		audit)	6 years	historical value	Obligation	(October 2013)
FINANCE - Nati	ional Taxation							
FINANCE - Nati		Records Series	Examples/ Purpose	Trigger	6 years	historical value	Obligation	(October 2013)  Citation/Notes
FINANCE - Nati	ional Taxation	Records Series Records documenting the	Examples/ Purpose	Trigger End of financial				
FINANCE - Nati	ional Taxation	Records Series Records documenting the preparation and	Examples/ Purpose	Trigger End of financial year (on			Authority	
FINANCE – Nati	ional Taxation Subject Matter	Records Series Records documenting the preparation and submission of City	Examples/ Purpose	Trigger End of financial year (on completion of	Period	Action	Authority	Citation/Notes
FINANCE - Nati	ional Taxation	Records Series Records documenting the preparation and	Examples/ Purpose	Trigger End of financial year (on			Authority	
FINANCE - Nati Reference id CPNT01	Subject Matter  VAT information	Records Series Records documenting the preparation and submission of City	Examples/ Purpose	Trigger End of financial year (on completion of	Period	Action	Authority	Citation/Notes
FINANCE - Nati Reference id CPNT01	ional Taxation Subject Matter	Records Series Records documenting the preparation and submission of City	Examples/ Purpose	Trigger End of financial year (on completion of	Period	Action	Authority	Citation/Notes
FINANCE - Nati Reference id  CPNT01  FINANCE - Pay	Subject Matter  VAT information  yroll and Pensions	Records Series Records documenting the preparation and submission of City Parking's VAT Returns		Trigger End of financial year (on completion of audit)	Period 6 years	Action	Authority  Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;
FINANCE - Nati Reference id  CPNT01  FINANCE - Pay	Subject Matter  VAT information  yroll and Pensions	Records Series Records documenting the preparation and submission of City	Examples/ Purpose	Trigger End of financial year (on completion of	Period	Action	Authority  Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes
FINANCE - Nati Reference id  CPNT01  FINANCE - Pay	Subject Matter  VAT information  yroll and Pensions	Records Series Records documenting the preparation and submission of City Parking's VAT Returns		Trigger End of financial year (on completion of audit)	Period 6 years	Action	Authority  Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes Income Tax (Employments Regulations) S.I.
FINANCE - Nati Reference id  CPNT01  FINANCE - Pay	Subject Matter  VAT information  yroll and Pensions	Records Series Records documenting the preparation and submission of City Parkings VAT Returns  Records Series  Copy payslips, payroll		Trigger End of financial year (on completion of audit)	Period 6 years	Action	Authority  Legal Obligation  Authority	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes
FINANCE – Nati Reference id CPNT01 FINANCE – Pay Reference id	Subject Matter  VAT information  yroll and Pensions  Subject Matter	Records Series Records documenting the preparation and submission of City Parkings VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries -		Trigger End of financial year (on completion of audit)  Trigger	Period 6 years	Action	Authority  Legal Obligation  Authority	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and
FINANCE – Nati Reference id CPNT01 FINANCE – Pay	Subject Matter  VAT information  rroll and Pensions  Subject Matter  Payroll records - major records-Held by	Records Series Records documenting the preparation and submission of City Parking's VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy		Trigger End of financial year (on completion of audit)  Trigger  End of current tax	Period  6 years  Period	Action  Destroy  Action	Authority Legal Obligation Authority Legal	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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
FINANCE – Nati Reference id CPNT01 FINANCE – Pay	Subject Matter  VAT information  yroll and Pensions  Subject Matter	Records Series Records documenting the preparation and submission of City Parkings VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries -		Trigger End of financial year (on completion of audit)  Trigger	Period 6 years	Action  Destroy  Action	Authority Legal Obligation  Authority Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes  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;
FINANCE – Nati Reference id CPNT01 FINANCE – Pay	Subject Matter  VAT information  rroll and Pensions  Subject Matter  Payroll records - major records-Held by	Records Series Records documenting the preparation and submission of City Parking's VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy		Trigger End of financial year (on completion of audit)  Trigger  End of current tax	Period  6 years  Period	Action  Destroy  Action	Authority Legal Obligation  Authority  Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I.
FINANCE – Nati Reference id CPNT01 FINANCE – Pay	Subject Matter  VAT information  rroll and Pensions  Subject Matter  Payroll records - major records-Held by	Records Series Records documenting the preparation and submission of City Parking's VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy		Trigger End of financial year (on completion of audit)  Trigger  End of current tax	Period  6 years  Period	Action  Destroy  Action	Authority Legal Obligation  Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I. 1993 / 744; National Page 33 of 48Minimum
FINANCE – Nati Reference id CPNT01 FINANCE – Pay	Subject Matter  VAT information  rroll and Pensions  Subject Matter  Payroll records - major records-Held by	Records Series Records documenting the preparation and submission of City Parking's VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy		Trigger End of financial year (on completion of audit)  Trigger  End of current tax	Period  6 years  Period	Action  Destroy  Action	Authority Legal Obligation  Authority  Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I.
FINANCE – Nati Reference id CPNT01 FINANCE – Pay	Subject Matter  VAT information  roll and Pensions  Subject Matter  Payroll records - major records-Held by CBS	Records Series Records documenting the preparation and submission of City Parking's VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy		Trigger End of financial year (on completion of audit)  Trigger  End of current tax	Period  6 years  Period	Action  Destroy  Action	Authority Legal Obligation  Authority  Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I. 1993 / 744; National Page 33 of 48Minimum Wage Regulations S.I. 1999 / 584; Taxes
FINANCE – Nati Reference id  CPNT01  FINANCE – Pay Reference id  CPPP1	Subject Matter  VAT information  roll and Pensions  Subject Matter  Payroll records - major records-Held by CBS  Payroll records - minor records-Held by CBS	Records Series Records documenting the preparation and submission of City Parking's VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips		Trigger End of financial year (on completion of audit)  Trigger  End of current tax year  End of current tax year	Period  6 years  Period	Action  Destroy  Action  Destroy  Destroy	Authority Legal Obligation  Authority Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I. 1993 / 744; National Page 33 of 48Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and
FINANCE - Nati	Subject Matter  VAT information  roll and Pensions  Subject Matter  Payroll records - major records-Held by CBS  Payroll records - minor records-Held by CBS  Payroll records - minor records-Held by CBS  Payroll records - minor records-Held by CBS	Records Series Records documenting the preparation and submission of City Parkings VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips  Timesheets, monthly		Trigger End of financial year (on completion of jaudit)  Trigger  End of current tax year  End of current tax year	Period  6 years  Period  6 years  3 years	Action  Destroy  Action  Destroy	Authority Legal Obligation Legal Obligation Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1979; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
FINANCE - Nati	Subject Matter  VAT information  roll and Pensions  Subject Matter  Payroll records - major records-Held by CBS  Payroll records - minor records-Held by CBS	Records Series Records documenting the preparation and submission of City Parkings VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips  Timesheets, monthly		Trigger End of financial year (on completion of audit)  Trigger  End of current tax year  End of current tax year	Period  6 years  Period  6 years	Action  Destroy  Action  Destroy	Authority Legal Obligation  Authority Legal Obligation  Legal Obligation  Legal Obligation  Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I. 1999 / 744; National Page 33 of 48Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984
FINANCE - Nati Reference id  CPNT01  FINANCE - Pay Reference id  CPPP1  CPPP2  CPPP3	Ional Taxation  Subject Matter  VAT information  Forli and Pensions  Subject Matter  Payroll records - major records-Held by CBS  Payroll records - minor records-Held by CBS  P45 (income tax - employee leaving)-Held by CBS	Records Series Records documenting the preparation and submission of City Parkings VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips  Timesheets, monthly		Trigger End of financial year (on completion of audit)  Trigger  End of current tax year  End of current tax year  End of current tax year	Period  6 years  Period  6 years  3 years  6 years	Action  Destroy  Action  Destroy  Destroy  Destroy	Authority Legal Obligation  Legal Obligation  Legal Obligation Legal Obligation Legal	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I. 1993 / 744; National Page 33 of 48Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Taxes Management Act 1970
FINANCE - Nati	Subject Matter  VAT information  vroll and Pensions  Subject Matter  Payroll records - major records-Held by CBS  Payroll records - minor records-Held by CBS  Post (Income tax - employee leaving)-Held by CBS  P60-Held by CBS	Records Series Records documenting the preparation and submission of City Parkings VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips  Timesheets, monthly		Trigger End of financial year (on completion of jaudit)  Trigger  End of current tax year  End of current tax	Period  6 years  Period  6 years  3 years  6 years	Action  Destroy  Action  Destroy	Authority  Legal Obligation  Legal Obligation  Legal Obligation Legal Obligation Legal Obligation Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Taxes Management Act 1970 Taxes Management Act 1970 Taxes Management Act 1970
FINANCE - Nati Reference id  CPNT01  FINANCE - Pay Reference id  CPPP1  CPPP2  CPPP3  CPPP4	Subject Matter  VAT information  vroll and Pensions  Subject Matter  Payroll records - major records-Held by CBS  Payroll records - minor records-Held by CBS  P45 (Income tax - employee leaving)-Held by CBS  B60-Held by CBS  Statutory Requirement Sick Pay	Records Series Records documenting the preparation and submission of City Parkings VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips  Timesheets, monthly		Trigger End of financial year (on completion of audit)  Trigger  End of current tax year  End of current tax year  End of current tax year	Period  6 years  Period  6 years  3 years 6 years 2 years	Action  Destroy  Action  Destroy  Destroy  Destroy  Destroy  Destroy	Authority Legal Obligation  Legal Obligation  Legal Obligation  Legal Obligation Legal Obligation Legal Obligation Legal	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; 1974; National Page 33 of 48Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Taxes Management Act 1970; Taxes Management Act 1970; Taxes Management Act 1970 Statutory Requirement Sick Pay (General)
FINANCE - Nati Reference id  CPNT01  FINANCE - Pay Reference id  CPPP1  CPPP2  CPPP3	Subject Matter  VAT information  vroll and Pensions  Subject Matter  Payroll records - major records-Held by CBS  Payroll records - minor records-Held by CBS  Post (Income tax - employee leaving)-Held by CBS  P60-Held by CBS	Records Series Records documenting the preparation and submission of City Parkings VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips  Timesheets, monthly		Trigger End of financial year (on completion of audit)  Trigger  End of current tax year End of current of current year End of current year	Period  6 years  Period  6 years  3 years  6 years	Action  Destroy  Action  Destroy  Destroy  Destroy	Authority Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Taxes Management Act 1970 Taxes Management Act 1970 Taxes Management Act 1970
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FINANCE - Nati Reference id  CPNT01  FINANCE - Pay Reference id  CPPP1  CPPP2  CPPP3  CPPP4  CPPP5  CPPP6  CPPP7	Ional Taxation  Subject Matter  VAT information  Forli and Pensions  Subject Matter  Payroll records - major records-Held by CBS  Payroll records - minor records-Held by CBS  P45 (Income tax - employee leaving)-Held by CBS  P60-Held by CBS  Statutory Requirement Sick Pay scheme records-Held by CBS  Statutory Requirement Maternity Pay scheme records  Pension scheme reports	Records Series Records documenting the preparation and submission of City Parking's VAT Returns  Records Series  Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips  Timesheets, monthly payroll prints  Accounts, returns, valuation Record of personal details and pension transactions including salary,		Trigger End of financial year (on completion of audit)  Trigger  End of current tax year End of current tax year End of current year End of current tax year End of current tax year End of current year End of current tax year End of current tax year	Period  6 years  Period  6 years  3 years  2 years  3 years  3 years	Action  Destroy  Action  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy	Authority Legal Obligation  Legal Obligation  Legal Obligation  Legal Obligation Legal Obligation Legal Obligation Legal Obligation Legal Obligation Legal Obligation Legal Obligation Legal Obligation Legal Obligation	Citation/Notes  Taxes Management Act 1970, c.9;  Citation/Notes 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; Income Tax (Employments Regulations) S.I. 1993 / 744; National Page 33 of 48Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;  Taxes Management Act 1970  Taxes Management Act 1970; Income and Corporation Taxes Act, 1988
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FINANCE - Ins	urance							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		Liability (OI and PI),						
		Property, Staff Life, PA						
		and T and Other Insurance					Legal	Retain Master record: Copies should be
CPFI1	Insurance Policies	Policies		Receipt of Docs	Permanent	Retain	Obligation	destroyed per FSA Guidelines
	Insurance Certification-held by GCC	Employer's Liability					Legal	Retain Master record: Copies should be
CPFI2	Insurance	Insurance Certificate			Permanent	Retain	Obligation	destroyed per FSA Guidelines
				On 31 March and				
	Reports of Status of Claims-held by			other dates as			Legal	Retain Master record: Copies should be
CPFI3	GCC Insurance	Claims Status		appropriate	Permanent	Retain	Obligation	destroyed per FSA Guidelines
	FSA Publications-held by GCC						Legal	Retain Master record: Copies should be
CPFI4	Insurance	Insurance related		Receipt of Docs	Permanent	Retain	Obligation	destroyed per FSA Guidelines
		Claims Correspondence		Following				Record of incidents required electronically:
	Property Claim files-held by GCC	and relevant		settlement/Closure			Legal	Helps collate confirmed Claims Experience for
CPFI5	Insurance	correspondence		of Claim	3 Years	Destroy	Obligation	Insurers
		Post Loss and Risk					Legal	Retain Master record: Copies should be
CPFI6	Property Surveys	Control Survey Reports		Receipt of Docs	Permanent	Retain	Obligation	destroyed
		Claims Correspondence		Following				
	Liability Claims Files-held by GCC	and Accident Reports and		settlement/Closure			Legal	
CPFI7	Insurance	relevant Correspondence		of Claim	10 years	Destroy	Obligation	
		Claims Correspondence						
	Motor Claims Files-held by GCC	and Accident Reports and					Legal	
CPFI8	Insurance	relevant Correspondence			10 years	Destroy	Obligation	
				End of financial			Legal	
CPFI9	Accident Record Book	Site records		year	6 years	Retain	Obligation	

PEOPLE MANA	AGEMENT - Employee Administration							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
							Legal	The Employment Rights Act 1996 Section 92
CPEA1	Employee Administration-held by GCC			Appointment	Indefinately	Destroy	Obligation	(4A) To be in writing  Need to retain record of: Name, DOB, Date of
								Appointment, Work history details, Titles &
	L			L				dates of posts held, as evidence of
CPEA2	Employee details (posts not subject to disclosure checks)-held by GCC			Termination of employment	6 years	Destroy	Legal Obligation	employment and for superannuation and pension purposes.
CFLAZ	disclosure checks/field by GCC			employment	o years	Destiloy	Obligation	Need to retain record of: Name, DOB, Date of
								Appointment, Work history details, Titles &
	Faralassa dataila (assata assainat ta			Tamainatian of			11	dates of posts held, as evidence of
CPEA3	Employee details (posts subject to disclosure checks)-held by GCC			Termination of employment	26 years	Destroy	Legal Obligation	employment and for superannuation and pension purposes.
OI EAS	disclosure checks) field by GGG			cinpioyment	Termination date +	Destroy	Obligation	pension purposes.
					6 years BUT - if it			
					relates to training			
					for work with children or			
				Termination of	vulnerable adults		Performance	
CPEA4	Individual training records-held by GCC			employment	retain for 26 years.	Destroy	of Contract	
ODEAS	ladication hold by 000			Data of accordation	Completion date +	Destant	Performance	Datain an annual file
CPEA5	Induction-held by GCC			Date of completion	2 years employment plus 6	Destroy	of Contract	Retain on personnel file
					/ 26 years as			
					appropriate unless			
					a longer			
				Date of	requirement is needed under		Performance	Dependant on whether Health & Safety or Monitoring requirements are relevant. See
CPEA6	Medical assessments-held by GCC			Assessment	health and safety	Destroy	of Contract	Health and Safety schedule.
						Retain in		,
	Familia and discosite anidaliana hald					archive for	D	
CPEA7	Equalities and diversity guidelines-held by GCC/City Parking			Until superseded	1 year	business and historical value	Performance of Contract	
OI E/II	by cocrony ranking			Investigation	i you	THOUGHOUT VALUE	or Contract	
				concludes and				
				action is spent /				
				Retain current information				
	Bullying & Harassment - Investigations -			throughout	6 years /		Performance	
CPEA8	Case Files-held by GCC/City Parking			employment	Employment term	Destroy	of Contract	Place on personnel file
								Access to Medical Reports Act 1988 c28
								provides the general provisions on the right of
				L				access to records created after 01 January
CPEA9	Absence reporting-held by GCC/City Parking			Date after action completed	6 years	Destroy	Performance of Contract	1989. Place on personnel or occupational health file.
OI EAS	Laking			compicted	o years	Destroy	or contract	Where risk assessments relate to the statutory
				After revised risk				health surveillance then the assessments
				assessment takes place or				should be retained for the same timescale as the occupational health records. Place latest
				termination of			Performance	
CPEA10	Personal risk assessments			employment	6 years	Destroy	of Contract	file.
								Access to Medical Reports Act 1988 c28
								provides the general provisions on the right of
1								access to records created after 01 January
005111	Sickness monitoring-held by GCC/City						Performance	
CPEA11	Parking			Period of absence	o years	Destroy	of Contract	health file.
								Access to Medical Reports Act 1988 c28
								provides the general provisions on the right of
					1			access to records created after 01 January 1989. Section 6.Retention of reports. A copy of
								any medical report which a medical practitioner
								has supplied for employment or insurance
								purposes shall be retained by him for at least
								six months from the date on which it was supplied. Retention period may be dependent
								on which health and safety legislation the
								information falls under. May need relevant
CPEA12	Major injuries-held by GCC/City Parking			Date of incident	40 Years	Destroy	of Contract	information for superannuation payments

PEOPLE MANA	GEMENT - Personal Details							
Peference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		Application Form(s)-held	Lxamples/ Fulpose				Performance	
CPED1	Employee files	by GCC HR Letter(s) of Appointment-		Termination	Permanent	Destroy	of Contract Performance	No statutory
CPED2	Employee files	held by GCC HR/CBS		Termination	Permanent	Destroy	of Contract	No statutory
CPED3	Employee files	Contract(s)-held by GCC		Termination	Permanent	Destroy	Performance of Contract	No statutory
						Record reference	Disclosure	
		Disclosure Scotland-held				number and	Scotland	
CPED4	Employee files	by GCC HR		Receipt		Destroy	guidelines	
						Maintained via		
		Bank Details-held by GCC				MyPortal and previous details	Performance	
CPED5	Employee files	CBS		Change of details	Not to be retained	overwritten	of Contract	CIPD Best Practice
		Previous Service Documentation-held by					Performance	
CPED6	Employee files	GCC HR/CBS		Termination	Permanent	Retain	of Contract	CIPD Best Practice
						Maintained via		
		Change of Address Details				MyPortal and previous details	Performance	
CPED7	Employee files	held by GCC		Change of details		overwritten	of Contract	
		Qualifications-held by			Permanent if relevant to post or		Performance	
CPED8	Employee files	GCC		Termination	funded by council	Retain	of Contract	
							Management	
							decision	
		Birth Certificate/Change of Gender Certificate-held by					based on pension	
CPED9	Employee files	GCC		Termination	Permanent	Retain	requirements	
n=or: =	OFFICE W							
PEOPLE MANA	GEMENT – Working Details							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period		Authority	Citation/Notes
						Retain in archive for		
ODEWOA	Wadding Dateila	Changes to Working		Changes to	4	business and	Performance	Datain and specific to the specific and spec
CPEW01	Working Details	Patterns-held by GCC		Working Patterns	1 year Current request -	historical value	of Contract	Retain one copy for future reference
					permanently,			
		Flexible Working			previous requests current year plus 6		Performance	
CPEW02	Working Details	Requests-held by GCC		Change to existing		Retain	of Contract	
		Statutory Maternity Pay						
		records, calculations and certificates (including						
		MATB1s) or other medical			Current Year plus 6		Legal	Statutory Maternity Pay (General) Regulations
CPEW03	Working Details	evidence-held by GCC Statutory Paternity Pay		Application	years	Destroy	Obligation	1986 and Taxes Management
		(including MATB1s)-held			Current Year plus 6		Legal	
CPEW04	Working Details	by GCC Adoption Leave-held by		Application	years Current Year plus 6	Destroy	Obligation Legal	Taxes Management Act 1970
CPEW05	Working Details	GCC		Application	years	Destroy	Obligation	Taxes Management Act 1970
CPEW06	Working Details	Paternal Leave-held by GCC		Application	Current Year plus 6 vears	Destroy	Legal Obligation	Taxes Management Act 1970
	, , , , , , , , , , , , , , , , , , ,				3 years after the	,	J	
		Statutory Sick Pay (Notification of Half			end of the tax year in which the sick		Legal	
CPEW07	Working Details	Pay/No Pay)-held by GCC		Notification	pay period ends	Destroy	Obligation	Statutory Sick Pay (General) Regulations
		Unpaid Leave/Special Leave Request-held by			Current Year plus 6		Performance	
CPEW08	Working Details	GCC Mortgage/Financial		Application	years	Destroy	of Contract	
		Requests-held by GCC					Performance	
CPEW09	Working Details	CBS References issued to		Request	6 months	Destroy	of Contract	
005:		prospective employers-					Performance	
CPEW10	Working Details	held by GCC Termination/ Leavers/		Request	6 months	Destroy	of Contract	
ODE	Madding Date?	Retirement Paperwork-		AU	Current Year plus 6	Deste	Performance	
CPEW11	Working Details	held by GCC	I.	Application	years	Destroy	of Contract	<u>I</u>
PEOPLE MANA	GEMENT - Financial Details							
								ar a m
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger End of the tax year	Period	Action	Authority	Citation/Notes
		Overtime Information-held		in which the payments were			Logol	
CPEF1	Financial Details	by GCC		received	6 years	Destroy	Legal Obligation	Taxes Management Act 1970
				End of the tax year in which the				
		Responsibility Payments-		payments were			Legal	
CPEF2	Financial Details	held by GCC		received	6 years	Destroy	Obligation Management	Taxes Management Act 1970
				End of the tax year	-		decision to	
		Temporary Promotions-		in which the payments were		1	be consistent	
CPEF3	Financial Details	held by GCC /HR		received	6 years	Destroy	with above	
				End of the tax year			Management decision to	
				in which the			be	
CPEF4	Financial Details	Travelling Expenses-held by GCC		payments were received	6 years	Destroy	consistent with above	
							Management	t
				End of the tax year in which the			decision to be	
CPEF5	Financial Dataile	Re-location Expenses- held by GCC		payments were received	6 years	Doctron	consistent with above	
	Financial Details	Pension Details-held by			6 years	Destroy	Legal	
CPEF6	Financial Details	GCC /SPF	1	Termination	12 years	Destroy	Obligation	Statute

	AGEMENT - Medical Information							
Reference id	Subject Matter	Records Series Return to Work Interview-	Examples/ Purpose	Trigger Last date of	Period		Authority Performance	Citation/Notes
PEM1	Medical Information	held by GCC		interview	3 years		of Contract	
PEM2	Medical Information	Follow Up Interview(s)-held by GCC		Last date of interview	3 years		Performance of Contract	
		Advisory Warning-held by		Last date of			Performance	
PEM3	Medical Information	GCC		interview End of tax year in	3 years		of Contract	
DEM	Medical Information	Medical Certificate-held by GCC		which the sick pay	2		Performance of Contract	CIPD Best Practice
CPEM4	iviedical information	Medical certificates			3 years			CIFD Best Flactice
CPEM5	Medical Information	relating to industrial injury- held by GCC		Receipt of Certificate	Permanent		Performance of Contract	
		OHS Appointments-held			Until Receipt of		Performance	
CPEM6	Medical Information	by GCC		Receipt of Report	Report	Destroy	of Contract	
		OHS Reports-held by		Health Surveillance (HAVS/Screening			Performance I	Depends on the absence levels of the
CPEM7	Medical Information	GCC			Permanent	Retain	of Contract	employees and the complexity of the case.
PEM8	Medical Information	OHS Reports-held by GCC		General Report	6 years			Depends on the absence levels of the employees and the complexity of the case.
		1				,		
PEOPLE MAN	AGEMENT - Disciplinary Information							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
						Retained in		
		Verbal Warning-held by			Expunged as per disciplinary	File for information	Performance	
PDP1	Disciplinary Information	GCC		Date of notification		purposes only	of Contract	
					_	Retained in	1	
		Written Warning-held by			Expunged as per disciplinary	File for information	Performance	e
CPDP2	Disciplinary Information	GCC		Date of notification		purposes only	of Contract	
					Evolunged as not	Retained in File for		
		Suspension (Paid/Unpaid)			Expunged as per disciplinary	information	Performance	e
CPDP3	Disciplinary Information	held by GCC		Date of notification	procedure	purposes only	of Contract	
					Expunged as per	Retained in File for		
20004	Dissiplinary Information	Final Written Warning-held	1	D-111/61/	disciplinary	information	Performance	е
PDP4	Disciplinary Information	by GCC		Date of notification	procedure	purposes only	of Contract	
PDP5	Disciplinary Information	Letter of Dismissal-held by GCC	1	Termination of employment	Termination date + 6 years	Destroy	Performance of Contract	е
) DI 0	Discipiliary information	000		cinployment	o years	Retained in	Or Contract	
		Removal from Self			Expunged as per	File for	L.	
CPDP6	Disciplinary Information	Certificated Absence-held by GCC		Date of notification	disciplinary procedure	information purposes only	Performance of Contract	e
				•				
PEOPLE MAN								
_0. LL IIIAN	AGEMENT – Training Information							
	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		Records Series	Examples/ Purpose	Trigger	variable up to 6	Action	Authority	Citation/Notes
		Records Series  Request for Training	Examples/ Purpose	Trigger  Attendance at	1	Action	Authority	
Reference id			Examples/ Purpose		variable up to 6 years from termination of contract	<b>Action</b> Destroy		
Reference id	Subject Matter	Request for Training	Examples/ Purpose	Attendance at	variable up to 6 years from termination of contract variable up to 6		Performance	
Reference id	Subject Matter  Training Information	Request for Training Courses-held by GCC Training Courses Attended		Attendance at Course  Attendance at	variable up to 6 years from termination of contract variable up to 6 years from termination of	Destroy	Performance of Contract	e
	Subject Matter	Request for Training Courses-held by GCC		Attendance at Course  Attendance at Course	variable up to 6 years from termination of contract variable up to 6 years from termination of contract		Performance of Contract	e
Reference id	Subject Matter  Training Information	Request for Training Courses-held by GCC Training Courses Attended		Attendance at Course  Attendance at	variable up to 6 years from termination of contract variable up to 6 years from termination of contract	Destroy	Performance of Contract	e
Reference id	Subject Matter  Training Information  Training Information	Request for Training Courses-held by GCC Training Courses Attended		Attendance at Course  Attendance at Course  End of the tax yea	variable up to 6 years from termination of contract variable up to 6 years from termination of contract	Destroy	Performance of Contract  Performance of Contract  Performance	B
CPTI2	Subject Matter  Training Information	Request for Training Courses-held by GCC Training Courses Attended held by GCC		Attendance at Course  Attendance at Course  End of the tax yea in which the	variable up to 6 years from termination of contract variable up to 6 years from termination of contract	Destroy	Performance of Contract  Performance of Contract	e e
PTI2	Subject Matter  Training Information  Training Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses		Attendance at Course  Attendance at Course  End of the tax yea in which the	variable up to 6 years from termination of contract variable up to 6 years from termination of contract	Destroy	Performance of Contract  Performance of Contract  Performance	B
Reference id  CPTI1  CPTI2  CPTI3  PEOPLE MANA	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received	variable up to 6 years from termination of contract variable up to 6 years from termination of contract	Destroy	Performance of Contract  Performance of Contract  Performance	B
Reference id  CPTI1  CPTI2  CPTI3  PEOPLE MANA	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information		Attendance at Course  Attendance at Course  End of the tax year in which the expenses were received  Trigger  End of the tax year	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f years from	Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract	e  Taxes Management Act 1970
Reference id	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger End of the tax year in which the	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f years from	Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority	e  Taxes Management Act 1970
Reference id  CPTI1  CPTI2  CPTI3  EOPLE MAN. Reference id	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information		Attendance at Course  Attendance at Course  End of the tax year in which the expenses were received  Trigger  End of the tax year	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f years from	Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract	e  Taxes Management Act 1970
Reference id  CPTI1  CPTI2  CPTI3  PEOPLE MANA	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series		Attendance at Course  Attendance at Course  End of the tax year in which the expenses were received  Trigger  End of the tax year in which the expenses were received	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period	Destroy  Destroy  Action	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal	E Taxes Management Act 1970  Citation/Notes
Reference id  CPTI1  CPTI2  CPTI3  PEOPLE MANA. Reference id	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series		Attendance at Course  Attendance at Course  End of the tax year in which the expenses were received  Trigger  End of the tax year in which the expenses were received	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period	Destroy  Destroy  Action	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal	E Taxes Management Act 1970  Citation/Notes
Reference id  CPTI1  CPTI2  CPTI3  PEOPLE MAN. Reference id	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  nformation  Records Series		Attendance at Course  Attendance at Course  End of the tax year in which the expenses were received  Trigger  End of the tax year in which the expenses were received	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  r  6 years  Period  6 years	Destroy  Destroy  Action	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation	E Taxes Management Act 1970  Citation/Notes
Reference id  CPTI1  CPTI2  CPTI3  PEOPLE MAN. Reference id	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I Subject Matter  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  r  6 years  Period  6 years	Destroy  Destroy  Action	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation	E Taxes Management Act 1970  Citation/Notes
PPEO2	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I Subject Matter  Other Employee Related Information  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  6 years	Destroy  Destroy  Action  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PPEO2	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I Subject Matter  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  r  6 years  Period  6 years	Destroy  Destroy  Action	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract	E Taxes Management Act 1970  Citation/Notes
PPEO2	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I Subject Matter  Other Employee Related Information  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  6 years	Destroy  Destroy  Action  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PEO2	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related Information  Other Employee Related Information  Other Employee Related Information  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety		Attendance at Course  Attendance at Course  Attendance at Course  End of the tax year in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  6 years  6 years	Destroy  Destroy  Action  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PEO2	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I Subject Matter  Other Employee Related Information  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  6 years	Destroy  Destroy  Action  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PEO2	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related Information  Other Employee Related Information  Other Employee Related Information  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety		Attendance at Course  Attendance at Course  Attendance at Course  End of the tax year in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  6 years  6 years	Destroy  Destroy  Action  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation  Performance of Contract  Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
Reference id  CPTI1  CPTI2  CPTI3  PEOPLE MANA. Reference id	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related Information  Other Employee Related Information  Other Employee Related Information  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety Assessments		Attendance at Course  Attendance at Course  Attendance at Course  End of the tax year in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim	variable up to 6 years from termination of contract variable up to 6 years from termination of contract r 6 years Period 6 years 6 years Permanent	Destroy  Destroy  Action  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PEO2 PEO3	Subject Matter  Training Information  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim  Instance	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  6 years  6 years	Destroy  Destroy  Action  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation  Performance of Contract  Performance of Contract  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PPEO2 PPEO3	Subject Matter  Training Information  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety Assessments  Damage to clothing claims		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim  Instance  End of the financial year	variable up to 6 years from termination of contract variable up to 6 years from termination of contract r 6 years Period 6 years 6 years Permanent	Destroy  Destroy  Action  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation  Performance of Contract  Performance of Contract  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PEOPLE MANA Reference id  PPEO2 PPEO3 PPEO4	Subject Matter  Training Information  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety Assessments		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim  Instance	variable up to 6 years from termination of contract variable up to 6 years from termination of contract r 6 years Period 6 years 6 years Permanent	Destroy  Destroy  Action  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation  Performance of Contract  Performance of Contract  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PPEO2 PPEO3 PPEO4	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I  Subject Matter  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  formation  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety Assessments  Damage to clothing claims  Forms for inputting on		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim  Instance  End of the financial year  End of the financial	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  6 years  Permanent  9 years	Destroy  Destroy  Action  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation  Performance of Contract  Performance of Contract  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PPEO2 PPEO3 PPEO4	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I  Subject Matter  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety Assessments  Damage to clothing claims  Forms for inputting on SAP		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim  Instance  End of the financial year  End of the financial	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  6 years  Permanent  9 years	Destroy  Destroy  Action  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970
PPEOS PPEOS	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related I  Subject Matter  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  formation  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety Assessments  Damage to clothing claims  Forms for inputting on		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim  Instance  End of the financial year  End of the financial	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  Permanent  3 years  6 years	Destroy  Destroy  Action  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation  Performance of Contract  Performance of Contract  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970  Taxes Management Act 1970
PEOS PEOS	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related Information  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety Assessments  Damage to clothing claims  Forms for inputting on SAP  References (post-		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim  Instance  End of the financial year	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  Permanent  3 years  6 years	Destroy  Destroy  Action  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation  Performance of Contract  Performance of Contract  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970  Taxes Management Act 1970
PEO2 PEO3	Subject Matter  Training Information  Training Information  Training Information  AGEMENT – Other Employee Related Information  Other Employee Related Information	Request for Training Courses-held by GCC  Training Courses Attended held by GCC  Expenses for attendance at Courses  Information  Records Series  Jury Duty  Time off for Trade Union Duties  Third Party Claims  Health and Safety Assessments  Damage to clothing claims  Forms for inputting on SAP  References (post-		Attendance at Course  Attendance at Course  End of the tax yea in which the expenses were received  Trigger  End of the tax year in which the expenses were received  Completion of duty  End of Claim  Instance  End of the financial year	variable up to 6 years from termination of contract variable up to 6 years from termination of contract  f  6 years  Period  6 years  Permanent  3 years  6 years	Destroy  Destroy  Action  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy  Destroy	Performance of Contract  Performance of Contract  Performance of Contract  Authority  Legal Obligation  Performance of Contract  Legal Obligation  Performance of Contract  Performance of Contract  Performance of Contract	E Taxes Management Act 1970  Citation/Notes  Taxes Management Act 1970

PEOPLE MANA	AGEMENT - Corporate Information							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		Associa Elles and		Data of accord	0		D. 4	Management desiries based on OIDD suides
CPCI01	Corporate Information	Appeals Files and Register		Date of appeal hearing	Current Year plus 6 years	Destroy		Management decision based on CIPD guidant and timescales for submitting civil claims
					,			
CPCI02	Comprete Information	Employment Tribunal Files		Date of tribunal	Current year plus 6	Deatroy		Management decision based on CIPD guidano
GP CIUZ	Corporate Information	and Register		hearing	years	Destroy	of Contract	and timescales for submitting civil claims
		Stage 3 Grievance Files			Current year plus 6		Performance	Management decision based on CIPD guidano
CPCI03	Corporate Information	and Register		Date of hearing	years			and timescales for submitting civil claims
		Redundancy/ Redundancy		End of tax year in				
ODOI04	Community Information	Retiral Calculations		which the	0		Legal	CIPD Best Practice and the Local Governmen
CPCI04	Corporate Information	/Delegated Authority		calculation refers	6 years		Obligation	Pension Scheme (Scotland) Regulations 199
		Trade Union Requests for Time Off, Recognition of					Performance	
CPCI05	Corporate Information	TU Officials and Statistics		Request	6 years	Destroy	of Contract	
DEODI E MANA	GEMENT – Management Information							
LOI LE MIANA	- management illionnadon							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		L					Task Carried	
CPMI1	Management Information	Workforce Profile Statistics		Publication	6 years			Management decision as no Statutory Guidance or Best Practice available.
J. 11111	managoment unemation	Cidiono		T dbiloditori	o youro	Doolioy	III.OIOOL	odidance of Boot Fractice dvanable.
							Task Carried	
								Management decision as no Statutory
CPMI2	Management Information	Disciplinary Statistics		Publication	6 years	Destroy	Interest	Guidance or Best Practice available.
PEOPLE MANA	GEMENT – Equalities							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority C	Citation/Notes
							Task Carried	
20504	Envelle defenses in	Otationica			Current Year plus 6			Management decision as no Statutory
CPEQ1	Equalities Information	Statistics		Publication	years	Destroy	nterest	Guidance or Best Practice available.
GOVERNANCE	- Project Management							
Reference id	Subject Matter	Records Series	Examples/ Purpose		Period dependant upon	Action	Authority C	Citation/Notes
					CEEF analysis and			
					length of funding			
					programme and type of projects.			
					Decision will be			
					taken on a case-by- case basis. Grant	Review for		
		Costing, appraisals and			offer may stipulate	archival and re-	Legal	
PPM1	CEEF Funded Projects	reports		Approval of project	length of retention.		Obligation	
					Retention dependant upon			
					length of funding			
					programme and type of projects.			
					Decision will be			
		Conting a			taken on a case-by-		and a	
		Costing, appraisals and reports		Approval of project		archival and re- use value	Legal Obligation	
CPPM2	GCC Funded Projects			prosa or project	Retention		119011011	
CPPM2	GCC Funded Projects							
CPPM2	GCC Funded Projects				dependant upon			
CPPM2	GCC Funded Projects	Costing, appraisals and reports, project:			dependant upon size of project and projected benefits			
CPPM2	GCC Funded Projects	Costing, appraisals and reports, project: Specifications, plans,			dependant upon size of project and projected benefits and whether any			
CPPM2	GCC Funded Projects	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence,			dependant upon size of project and projected benefits and whether any financing was	Review for		
		Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies			dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a	archival and re-		
	GCC Funded Projects  City Parking Funded Projects	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on,			dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a	archival and re-	Legal Obligation	
СРРМЗ	City Parking Funded Projects	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies			dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a	archival and re-		1
CPPM3  GOVERNANCE	City Parking Funded Projects  – Quality and Performance	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents		Approval of project	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	archival and re- use value	Obligation	
CPPM3  GOVERNANCE	City Parking Funded Projects	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies	Examples/ Purpose		dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a	archival and re-		Citation/Notes
CPPM3  GOVERNANCE	City Parking Funded Projects  – Quality and Performance	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents	Examples/ Purpose	Approval of project	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	archival and re- use value	Obligation	Citation/Notes
CPPM3  GOVERNANCE  Reference id	City Parking Funded Projects  — Quality and Performance  Subject Matter  Performance monitoring and review of	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents  Records Series  Final reports - Best Value	Examples/ Purpose	Approval of project	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	archival and re- use value	Obligation Authority	Citation/Notes
CPPM3  GOVERNANCE  Reference id	City Parking Funded Projects  - Quality and Performance  Subject Matter  Performance monitoring and review of quality, efficiency, or performance of a	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents  Records Series  Final reports - Best Value Review, Policy review,	Examples/ Purpose	Approval of project	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	archival and re- use value	Authority  Task Carried	
CPPM3  GOVERNANCE Reference id	City Parking Funded Projects  — Quality and Performance  Subject Matter  Performance monitoring and review of quality, efficiency, or performance of a service provided for local authority -	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents  Records Series  Final reports - Best Value Review, Policy review; Strategic Plan review;	Examples/ Purpose	Approval of project  Trigger  Approval of review	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	archival and re- use value	Obligation Authority	Management decision as no Statutory
CPPM3  GOVERNANCE Reference id	City Parking Funded Projects  - Quality and Performance  Subject Matter  Performance monitoring and review of quality, efficiency, or performance of a	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents  Records Series  Final reports - Best Value Review, Policy review,	Examples/ Purpose	Approval of project	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	archival and re- use value	Authority  Task Carried Out In Public	
GOVERNANCE Reference id	City Parking Funded Projects  — Quality and Performance  Subject Matter  Performance monitoring and review of quality, efficiency, or performance of a service provided for local authority -	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents  Records Series  Final reports - Best Value Review, Policy review; Strategic Plan review;	Examples/ Purpose	Approval of project  Trigger  Approval of review	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	archival and re- use value	Authority  Task Carried Out In Public	Management decision as no Statutory
CPPM3  GOVERNANCE Reference id	City Parking Funded Projects  — Quality and Performance  Subject Matter  Performance monitoring and review of quality, efficiency, or performance of a service provided for local authority - major records	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents  Records Series  Final reports - Best Value Review, Policy review; Strategic Plan review;	Examples/ Purpose	Approval of project  Trigger  Approval of review	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	archival and re- use value	Authority  Task Carried Out In Public	Management decision as no Statutory
CPPM3  GOVERNANCE Reference id	City Parking Funded Projects  — Quality and Performance  Subject Matter  Performance monitoring and review of quality, efficiency, or performance of a sence provided for local authority - major records  Inspections-external inspections received in relation to corporate or	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents  Records Series  Final reports - Best Value Review, Policy review, Strategic Plan review, Operational Plan review	Examples/ Purpose	Approval of project  Trigger  Approval of review	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	archival and re- use value	Authority  Task Carried Out In Public Interest  Task Carried	Management decision as no Statutory Guidance or Best Practice available.
CPPM3  GOVERNANCE Reference id  CPQM1	City Parking Funded Projects  — Quality and Performance  Subject Matter  Performance monitoring and review of quality, efficiency, or performance of a service provided for local authority - major records  Inspections-external inspections received in relation to corporate or service specific performance	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents    Records Series	Examples/ Purpose	Approval of project  Trigger  Approval of review report	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case  Period  6 years	archival and re- use value  Action  Destroy	Authority  Task Carried Out In Public Interest  Task Carried Out In Public	Management decision as no Statutory Guidance or Best Practice available.  Management decision as no Statutory
PPM3  OVERNANCE  eference id	City Parking Funded Projects  — Quality and Performance  Subject Matter  Performance monitoring and review of quality, efficiency, or performance of a sence provided for local authority - major records  Inspections-external inspections received in relation to corporate or	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents  Records Series  Final reports - Best Value Review, Policy review, Strategic Plan review, Operational Plan review	Examples/ Purpose	Approval of project  Trigger  Approval of review	dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case  Period  6 years	archival and re- use value	Authority  Task Carried Out In Public Interest  Task Carried	Management decision as no Statutory Guidance or Best Practice available.

Assessment

Task Carried
Out In Public Management decision as no Statutory
Interest Guidance or Best Practice available.

Park Mark paperwork

Assessments for accreditation,

GOVERNANCE	- Strategic Planning							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
						Review for re-	Task Carried	
CPSP1	Corporate initiatives			End of initiative	6 years	use and archival value	Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.
CPSP2	Records documenting day to day business for consideration by the Council/ Senior Management Team, and the record of discussion and decisions.	Agenda, reports/papers for consideration, minutes		End of year	1 year	Destroy	Task Carried Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.
Of Of Z	and record of discussion and decisions.	consideration, minutes		End of year	T year	Destroy	interest	Guidance of Best Fractice available.
CPSP3	Corporate policies - master records	including significant records documenting policy development		Superseded by new document	5 years	Retain 1 Copy for archival value	Task Carried Out In Public Interest	Owning function and responsible service is responsible for ensuring that a master copy is held permanently;
CPSP4	Corporate policies - Departmental/Service copies			Superseded by new document	None	Destroy	Task Carried Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.
				Superseded by		Sample for	Task Carried	Management decision as no Statutory
CPSP5	Service specific policies and procedures			new document	2 years	archival value	Interest	Guidance or Best Practice available.
PROCUREMEN	T - Tendering							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPPT1	Initial proposal-Held by GCC and CP	Business case/requisition; contract advertisement, statements of interest (successful); prequalification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender		End of contract	6 years	Destroy	Legal Obligation	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Records required by S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
CPPT2	Initial proposal - contract under seal- Held by GCC and CP	Business case/requisition; contract advertisement, statements of interest (successful); pre- qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender		End of contract	20 years	Destroy	Legal Obligation	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Records required by S.I 1991/2880; S.I 1993/3228; S.I 1995/201; SI 2003/46
OFF 12	neid by GCC and CF	Citteria, invitation to tender		end of contract	20 years	Desiroy	Obligation	Prescription and Limitation (Scotland) Act 1973
СРРТ3	Contract award reports (OJEU)-Held by GCC			End of contract	6 years	Destroy	Legal Obligation	c.52 and 1984 c.45; Records required by S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
	Issue of Invitations to Tender and handling of incoming tender records-						Legal	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI
CPPT4	Held by GCC  Tender evaluation, negotiation and notification records -Unsuccessful tenders-Held by GCC			Award of contract		To be held by procuring service for required period then destroyed	Obligation Legal	2003/46  S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46; records relating to second and third choice contractors may be kept throughout contract to avoid re-tendering if successful contractor withdraws service
CPPT5	Tender evaluation, negotiation and notification records -Unsuccessful tenders-Held by GCC			End of contract	6 years	To be held by procuring service for required period then destroyed	Legal	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Records required by S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46

HEALTH and S	SAFETY - Compliance							
Poforonco id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
Reference to	Subject Matter	Records Series	Examples/ Furpose	rrigger	renou	Action	Authority	Citation/Notes
				Date process ceases or is			Legal	
CPHS1	Strategy and planning-Held by GCC	System processes		superseded.	1 year	Destroy	Obligation	
		,					Ĭ	
							Legal	
CPHS2	Health and Safety Policy-Held by GCC			Date superseded.	1 year	Destroy	Obligation	
001100				End of current			Legal	
CPHS3	Fire Safety training-Held by GCC			year.	10 years	Destroy	Obligation	
	First aid   Latter addition of award of			E			1 1	
CPHS4	First-aid – Letter advising of award of certificate-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	
	,							
	First-aid – Course attendance sheet-			End of current			Legal	These are signed copies of attendance and
CPHS5	Held by GCC			year.	7 years	Destroy	Obligation	their retention matches the period of validation.
CPHS6	Manual Handling – Course attendance sheet-Held by GCC			End of current	20	D	Legal Obligation	There are singled assistant of attendance
CPHS6	sneet-Held by GCC			year.	30 years	Destroy	Obligation	These are signed copies of attendance.
	Manual Handling – Letter advising of			End of current			Legal	
CPHS7	award of certificate-Held by GCC			year.	30 years	Destroy	Obligation	
	Management, Health and Safety-Held by			End of current			Legal	
CPHS8	GCC			year.	30 years	Destroy	Obligation	
CPHS9	Risk Assessment-Held by GCC-Held by GCC			End of current year.	30 years	Destroy	Legal Obligation	
011103	000			year.	50 years	Destroy	Obligation	
				End of current			Legal	
CPHS10	Induction-Held by GCC			year.	30 years	Destroy	Obligation	
				End of current			Legal	
CPHS11	DSE - Assessors-Held by GCC			year.	30 years	Destroy	Obligation	
CPHS12	Asbestos Training-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	
	The second secon			7	, ,		gamen	
				End of current			Legal	
CPHS13	Telephone Violence-Held by GCC			year.	7 years	Destroy	Obligation	
				End of current			Legal	
CPHS14	Evacuation Chair Training-Held by GCC			year.	7 years	Destroy	Obligation	
CPHS15	COSHH Assessors-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	
2. 110.10	222			,	. , ош о	2001109	Jongalion	
				End of current			Legal	
CPHS16	Route Reversing Assess-Held by GCC			year.	7 years	Destroy	Obligation	
0011047				End of current	_		Legal	
CPHS17	CDM Workshops-Held by GCC			year.	7 years	Destroy	Obligation	

HEALTH and S	AFETY – Monitoring							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period 7 Years Note – If	Action	Authority	Citation/Notes
	Accidents and incident reporting - reporting accidents to adults-Held by			Date of entry/ Accident book -	asbestos, noise, HAVS or chemicals		Legal	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No
CPHM1	GCC/CP Accidents and incident reporting -	Accident report/ register		date of last entry.	involved then 40	Destroy	Obligation	1471
CPHM2	reporting accidents to children-Held by GCC/CP	Accident report/ register		Date of accident.	26 years	Destroy	Legal Obligation	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
	Asbestos inspections-Held by GCC/CP			Either: Date of last action or until individual is age 75	till 76 years old		Legal	
СРНМ3	& JLL			years old.	greater)	Destroy	Obligation	Control of Asbestos at Work Regulations 1987
CPHM4	Equipment safety inspections-Held by GCC/CP	Equipment safety inspections		Date of inspection Date of inspection	7 Years (Annual) 7 Years (Monthly)	Destroy	Legal Obligation	
CPHM5	Hazardous substances COSHH reports- Held by GCC/CP			Date of last action.	. 40 years	Destroy	Legal	Control of Substances Hazardous to Health Regulations 2002
CPRIVIS		Routine inspection file – containing inspection report, correspondence e.g. noise in the			7 Years Note – If asbestos, noise, HAVS or chemicals involved then 40		Obligation	
CPHM6	Health and safety inspections-Held by GCC/CP	workplace, monitoring of display screens		Date superseded./ Date of last action		Destroy	Legal Obligation	These are not directly related to investigation or specific incidents.
		, ,					Legal	
CPHM7	Radon Monitoring-Held by GCC	Employee information/ instruction/ training - Recommend add to		Date of last action.  Termination of	40 years	Destroy	Obligation Legal	The lonising Radiations Regulations 1985.
CPHM8	Asbestos control-Held by GCC/CP& JLL			employment	40 years	Destroy	Obligation	Control of Asbestos at Work Regulations 2012
		Arrangements to deal with accidents, incidents and	In case of any accident, incident or emergency or				Legal	Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 15. Information to be displayed in the work place and made
CPHM9	Asbestos control-Held by GCC/CP& JLL		superceded		40 Years	Destroy	Obligation	available to accident and emergency services
		Record or suitable summary of air monitoring of employees exposure to					Legal	Control of Asbestos at Work Regulations 2012
CPHM10	Asbestos control-Held by GCC/CP& JLL	asbestos		Date of monitoring	40 Years	Destroy	Obligation	SI 2012 No 632 Regulation 19 Control of Asbestos at Work Regulations 2012 SI 2012 No 632. Regulation 22 (b) Original or
CPHM11	Asbestos control-Held by GCC/CP& JLL	Health records - where exposure exceeds the action level		Date of last incident	40 Years	Destroy	Legal Obligation	copy may be kept. Any employee is allowed access to the record if reasonable notice is given
		Medical examination		:	40.14		Legal	Control of Asbestos at Work Regulations 2012
CPHM12	Asbestos control-Held by GCC/CP& JLL	certificates		Date of issue	40 Years	Destroy	Obligation	SI 2012 No 632 Regulation 22(4) Control of Asbestos at Work Regulations 2012SI 1012 No 632 Regulation 32. Consider
CPHM13	Asbestos control-Held by GCC/CP& JLL	Exemption certificate		Expired/revoked	40 Years	Destroy	Legal Obligation	adding a copy of the certificate to the health records and retaining for 40 years
HEALTH and S	AFETY – Risk Management							
				Date of last				
CPHR1	Risk assessments			assessment / last action.	40 Years	Destroy	Legal Obligation	Management of Health and Safety at Work Regulations 1992.
				,	,	,,	, g	
MANAGING EN	QUIRIES - Enquiries and Complaints							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		Records documenting the processing of customer comments and enquiries about City Parking		Last action on			Business	See also Information Management schedule for enquiries under Data Protection, Freedom of Information and Environmental Information
CPEC1	Comments and enquiries	including responses  Statistics and		comments		Destroy Review for archival and re-	Requirement Business	legislation
CPEC2	Comments and enquiries - analysis	'anonymised' responses Records documenting the		Current	3 years	use value	Requirement	
CPEC3	Complaints - case file	handling of a customer complaint		Last action on complaint	5 years	Destroy Review for	Legal Obligation Task Carried	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
CPEC4	Complaints - analysis	Statistics and anonymised responses		Current	6 years	archival and re- use value	Out In Public Interest	
CPEC5	Complaints - register	Complaints Register		Current	10 years	Destroy	Task Carried Out In Public	
COMMUNICATI	ONS AND MARKETING - Communication	on						
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPCM1	Mail processing	Incoming and outgoing mail logs and		Current	3 years	Destroy	Business Requirement	
CPCM2	Publications - major publications	Guides, books and other council publications Guides, books and other		N/A	Permanent	Retain	Business Requirement Business	Retain one set of records only - copies to be destroyed once business use concluded  Retain one set of records only - copies to be
СРСМ3	Publications - minor publications	council publications		Date published Administrative use	3 years	archival value	Requirement Business	destroyed once business use concluded  Retain one set of records only - copies to be
CPCM4	Staff communications	Staff memos, newsletters		ends	3 years		Requirement	destroyed once business use concluded
		Season Ticket, Top up Card, ANPR, Permit, Pay on the Day Card		Administrative of				
CPCM5	Product Applications	Applications and communications		Administrative use ends	1 years		Business Requirement	

	ONS AND MARKETING - Promotions &	Campaigns						
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		Final outputs -		Conclusion of		Sample for	Business	Retain one set of records only - copies to be
	outputs	presentations, leaflets		campaign	1 years	archival value	Requirement	destroyed
	Corporate identity and branding - artwork and preparatory records			N/A	1 voore	Potoin	Business Requirement	
		identity marks presentations, leaflets,		IN/A	1 years	Retain Sample for	Business	Retain one set of records only - copies to be
	records and final outputs	posters		Superseded	3 years	archival value	Requirement	destroyed once business use concluded
								Includes other Local Government authorities,
	Communications with other public	requests for information and other general				Review for archival and re-	Task Carried Out In Public	Local Government organisations, Central Government departments and agencies and
CPMP4	sector organisations	correspondence		Last action	3 years	use value	Interest	parliamentary organisations
		Records documenting City			- ,			
		Parking's response to a						
		consultation/ survey carried out by an external				Review for army	Business	Retain one set of records only - copies to be
	responses to external consultations	organisation		Last action	3 years	ongoing value		destroyed once business use concluded
0	responde to external constitutions	organioation		Laor dollori	o youro	Review of	rtoquiromont	dostroyod ondo basinoso dos concidados
						ongoing value /	Task Carried	
		Records documenting the		Completion of	0	Review for	Out In Public	
PMP6		design of the survey.  Records documenting		survey Completion of	3 years	Archives	Interest	Data Protection Act 1998 c. 29 Destroy
		identifiable individual		analysis of			Legal	immediately anonymised summaries have be
PMP7	individual responses	responses to the survey.			None	Destroy	Obligation	created
		Records documenting				L		
		summaries and analyses of responses to the		Completion of		Review for archival and re-	Task Carried Out In Public	
PMP8	Customer satisfaction surveys - analysis				6 years	use value	Interest	
	,	-,-		,	. ,	,		
NFORMATION	MANAGEMENT - Access to Information	1						
,								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
		initial request, response,						
ļ	Data Protection - record of subject	related correspondence and other supporting		Completion of			Legal	
	access request processing	documentation		request	3 years	Destroy	Obligation	Data Protection Act 1998 c.29, s.7
	Data Protection - record of subject	initial request, response,			,	,	J	
	access request processing where	related correspondence						
	appeal made to UK Information	and other supporting		0.4	0	Danton	Legal	D-1- D-1-1-1- A-1 1000 - 00 - 7
PIM2	Commissioner	documentation Files re. DP audit, general		Outcome of appeal	6 years	Destroy	Obligation	Data Protection Act 1998 c.29, s.7
		compliance, data					Task Carried	
	Data protection - general compliance	breaches, security,					Out In Public	
	records	training, and so on		Current year	3 years	Destroy	Interest	
	Data protection - Notification and			0	4	Danton	Legal	D-1- D-1-1-1- A-1-1000 - 00 - 00
CPIM4	changes	initial request, response,		Current year	1 year	Destroy	Obligation	Data Protection Act 1998 c.29, s.20.
		related correspondence						
	Freedom of information (FoISA) -	and other supporting		Completion of			Legal	Freedom of Information (Scotland) Act 2002
CPIM5	processing of requests for information	documentation		request	3 years	Destroy	Obligation	asp 13
	Freedom of information (FoISA) -	initial request, response,						
	processing of requests for information	appeal records, related						
	where appeal made to Scottish Information Commissioner	correspondence and other		Outcome of opposi	6 veers	Dootrou	Legal Obligation	Freedom of Information (Scotland) Act 2002
PIIVIO	Information Commissioner	supporting documentation		Outcome of appeal	6 years	Destroy	Obligation	asp 13
		initial request, response,						
		appeal records, related						L
ĺ	Faciana and Information Boundations			0				
	Environment Information Regulations -	correspondence and other		Completion of	3 years	Destroy	Legal Obligation	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
CPIM7	processing of requests for information			Completion of request	3 years	Destroy	Legal Obligation	Regulations 2004 SSI 2004/520
CPIM7	processing of requests for information  Environment Information Regulations -	correspondence and other supporting documentation initial request, response,			3 years	Destroy		
CPIM7	processing of requests for information  Environment Information Regulations - processing of requests for information	correspondence and other supporting documentation initial request, response, appeal records, related			3 years	Destroy	Obligation	Regulations 2004 SSI 2004/520
CPIM7	processing of requests for information  Environment Information Regulations - processing of requests for information where appeal made to Scottish	correspondence and other supporting documentation initial request, response, appeal records, related correspondence and other		request			Obligation Legal	Regulations 2004 SSI 2004/520  The Environmental Information (Scotland)
CPIM7	processing of requests for information  Environment Information Regulations - processing of requests for information	correspondence and other supporting documentation initial request, response, appeal records, related				Destroy	Obligation	Regulations 2004 SSI 2004/520
CPIM7	processing of requests for information  Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	correspondence and other supporting documentation initial request, response, appeal records, related correspondence and other supporting documentation		request			Obligation Legal	Regulations 2004 SSI 2004/520  The Environmental Information (Scotland)
CPIM7	processing of requests for information  Environment Information Regulations - processing of requests for information where appeal made to Scottish	correspondence and other supporting documentation initial request, response, appeal records, related correspondence and other supporting documentation		request			Obligation Legal	Regulations 2004 SSI 2004/520  The Environmental Information (Scotland)
CPIM7 CPIM8 NFORMATION	processing of requests for information  Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	correspondence and other supporting documentation initial request, response, appeal records, related correspondence and other supporting documentation	Examples/ Purpose	request		Destroy	Obligation  Legal Obligation  Authority	Regulations 2004 SSI 2004/520  The Environmental Information (Scotland)
CPIM7 CPIM8 NFORMATION Reference id	processing of requests for information Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner  MANAGEMENT - Records Managemen  Subject Matter	correspondence and other supporting documentation initial request, response, appeal records, related correspondence and other supporting documentation it	Examples/ Purpose	request  Outcome of appeal  Trigger	6 years	Destroy  Action Sample for	Obligation  Legal Obligation  Authority Business	Regulations 2004 SSI 2004/520 The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
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PIMS  PIMS  NFORMATION  Reference id  PRM1  PRM2  PRM2	processing of requests for information  Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner  MANAGEMENT - Records Management  Subject Matter  Corporate Forms development  Retention schedules  Archiving Records	correspondence and other supporting documentation initial request, response, appeal records, related correspondence and other supporting documentation it Records Series  Standard templates  Archiving Register records destruction	Examples/ Purpose	Outcome of appeal Trigger Form Superseded Form Superseded N/A	6 years  Period  1 year  Permanent  Permanent	Action Sample for historical value Sample for historical reference Retain	Obligation  Legal Obligation  Authority Business Requirement Business Requirement Legal Obligation	Regulations 2004 SSI 2004/520  The Environmental Information (Scotland) Regulations 2004 SSI 2004/520  Citation/Notes  Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code Freedom of Information (Scotland) Act 2002
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PIMS  PFORMATION  Reference id  PRM1  PRM2  PRM3  PRM4  PRM5  PRM6  PRM6  PRM6  PRM8  NFORMATION  Reference id  Reference id	processing of requests for information Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner  MANAGEMENT - Records Management Subject Matter Corporate Forms development  Retention schedules Archiving Records Lists of Records destroyed Lost Property Records Surface Car Park Pay Machine Faults General Office Listings Contacts lists  SYSTEMS - ICT Systems Development Subject Matter Initial development of and post- implementation changes to an ICT	correspondence and other supporting documentation initial request, response, appeal records, related correspondence and other supporting documentation it  Records Series  Standard templates  Archiving Register records destruction register		Trigger Form Superseded Form Superseded N/A N/A N/A Notification Notification Notification From last update Superseded Trigger Decommissioning	6 years  Period  1 year  Permanent  Permanent  Permanent  2 years  2 years  None	Destroy  Action Sample for historical value Sample for historical reference Retain Retain Destroy Destroy Destroy Destroy Action Review for business and	Obligation  Legal Obligation  Authority Business Requirement Legal Obligation  Legal Obligation  Legal Obligation  Legal Obligation Legitimate Interest Legitimate Business  Authority  Legitimate Legitimate Legitimate Legitimate Business	Regulations 2004 SSI 2004/520  The Environmental Information (Scotland) Regulations 2004 SSI 2004/520  Citation/Notes  Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code  Destroy previous lists  Citation/Notes  Typically held in project files until implementation and relevant records

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Centre   Heat by Critication   Sequence					Disposal of			Business	asset disposal register/CP Register - this will
Disposal of equipment of equi	CPIT11	Held by CGI/CP	disposal log			6 years			typically be held within Finance
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ECAL SERVICES - Corporate Law   Reference id   Subject Matter   Records Series   Examples/ Purpose   Trigger   Period   Action   Authority   Clistion/Notes   Reference id   Subject Matter   Records Series   Examples/ Purpose   Trigger   Period   Action   Authority   Clistion/Notes   Records Series   Examples/ Purpose   Trigger   Period   Action   Authority   Clistion/Notes   Records Series   Examples/ Purpose   Trigger   Period   Action   Authority   Clistion/Notes   Records Series   Records			disposal log			6 vears			
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CPLSS Lease Advice  Lease Completed 10 years  Destroy Main Business Groupful state reflict that the captor date of the captor d									Signed Lease should be kept for a further 3
CPLS5 Lease Advice  CPLS6 Interception of the period of lease configuration of the extension of the period of lease only date of entry and light at your the extension of the period of lease only and light of you have the configuration of the extension of the extension of the period of lease only and light of your have the configuration of the extension of the period of lease only and light of your have the configuration of the extension of the period of lease only and light of your have the configuration of the extension of the period of lease only and light of your have the configuration of the extension of the period of lease of the period of lease only and light of the extension of the period of lease only and light of the extension of the period of lease only and light of the period of lease only and light of light of lease only and light of light of lease only and light of light of lease only and light of light of light only and light of light of light of light only and light of light of light only and									years. Please note that i) no lease file will be
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CPLS6 Lease Advice  Lease Completed 10 years  Redew of noging value   Redew for Redew for Archives   Reduction date.  CPLS6 Initiancy Advice  Initiancy Advice Antity  Initiancy Advice Antity  Initiancy Advice Antity  Initiancy Advice Antity  Initiancy Advice Antit									
CPLS9 Lesse Advice Lesse Completed 10 years File Requirement destruction date.  CPLS6 Infrancy Advice Infrancy Infrancy Advice Infrancy Advice Infrancy Infran									sooner than the expiry date envisaged at the
CPLS6 Irritancy Advice Irritancy sensed 6 years Archives Requirement expired leases.  CPLS7 Minute of Variation of Lease  CPLS7 Minute of Variation of Lease  CPLS7 Minute of Variation of Lease  CPLS8 Appeal Tribunal Employment  All papers  All papers  All papers  Date case closed. 10 years  Date of count dismissed of payment plan). 10 years  Destroy  Destroy  Destroy  Business  Requirement  documents in deed safe.  Business  Requirement  documents in deed safe.  CPLS9 Debt Recovery  Date of count  arritancy Advice  CPLS9 Debt Recovery  Date of count  Date case closed. 20 years  Destroy  Business  Destroy  Business  Requirement  Destroy  Requirement  Destroy  Business  Requirement  Destroy  Requirement  Requir									date of entry, both files ought to have the same
CPLS6 Irritancy Advice Irritancy Advice Irritancy sevend 6 years Archives Requirement Review for a Archives Requirement Signed Agreement should be kept on opining value / a Review of on opining value / o	CPLS5	Lease Advice			Lease Completed	10 years		Requirement	destruction date.
CPLS7 Intriancy Aduce Irritancy sended 6 years Archives Requirement experience (CPLS7 Minute of Variation of Lease CPLS7 Minute of Variation of Lease CPLS7 Minute of Variation of Lease CPLS8 Appeal Tribunal Employment Cases - Employment Tribunal Employment Appeal Tribunal Employment Projects Examples/ Purpose Trigger Period Action Authority Citation/Notes  Sustainability & Carbon Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes  Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes  Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes									
CPLS7 Minute of Variation of Lease  CPLS8 Minute of Variation of Lease  Litigation-Employment Cases - Employment Cases - Employment Cases - Employment Tribunal Employment Cases - Carbon Management  All papers  Date of court action if dismissed OR payment in full of any decree (last installment of payment plan). 10 years  Destroy requirement requirement plan in July dears Destroy requirement Destroy Purpose Trigger  Sustainability & Carbon Management  Reference id Subject Matter  Records Series  Examples/ Purpose  Trigger  Period Action Authority Citation/Notes  Review for historical requirement review before deleting in therest face of the current review before deleting in requirement review before deleting on this payment plan in the payment plan in July dears deleting on the payment plan in July dears Destroy requirement review before deleting on the payment plan in July dears Destroy in the payment plan in July dears deleting on the payment plan i								Business	Nottice of Irritancy should be archived with
CPLS7 Minute of Variation of Lease  CPLS7 Minute of Variation of Lease  Litigation-Employment Cases - Employment Tribunal Employment Appeal Tribunal  All papers  Date case closed. 10 years  Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan). Date case closed. 20 years  Destroy  Business requirement  Business Requirement  Destroy  Business Requirement  Business Business Requirement  Destroy  Business Business requirement  Destroy  Business Requirement  Destroy  Business Business Business Requirement  Destroy  Business Requirement  Reference id Subject Matter  Records Series  Examples/ Purpose  Destroy  Destroy  Destroy  Business Requirement  Reference id Subject Matter  Records Series  Examples/ Purpose  Period  Action  Authority  Citation/Notes	CPLS6	Irritancy Advice			Irritancy served	6 years		Requirement	
CPLS7 Minute of Variation of Lease  CPLS8 Minute of Variation of Lease  Litigation-Employment Cases - Employment Cases - Employment Cases - Employment Tribunal Employment Appeal Tribunal  Appeal Tribunal  All papers  Date case closed. 10 years  Date of court action if dismissed OR payment plan).  CPLS9 Debt Recovery  Date case closed. 20 years  Destroy  Business requirement  Date of court action if dismissed OR payment plan).  CPLS10 Equal Pay  Date case closed. 20 years  Destroy  Business  Requirement  Business requirement  Date case closed. 20 years  Destroy  Business  Sustainability & Carbon Management  Reference id Subject Matter  Records Series  Examples/ Purpose  End of current innancial year  Trigger  Period  Action  Authority  CPSC2  Carbon Management Data  Statistics and Reports  Examples/ Purpose  Trigger  Period  Action  Authority  Citation/Notes  Statutory - Dept of Energy and Clin and Disignation Statistics and Reports  Traffic Management  Reference id Subject Matter  Reference id S									Signed Agreement should be kept in the Deed Safe for a further 5 years. Ensure that
CPLS7 Minute of Variation of Lease Litigation-Employment Cases - Employment Tribunal Employment All papers  Date case closed. 10 years  Date of court action if dismissed OR payment in Ital of any decree (last instalment of payment plan). Date case closed. 20 years  Destroy  Business Business Requirement  Business Bus					Variation				completed document is stored with other lease
Employment Tribunal Employment Appeal Tribunal  All papers  Date case closed. 10 years  Destroy  Destr					Completed	3 years	Archives	Requirement	
CPLS9 Debt Recovery CPLS10 Equal Pay  Sustainability & Carbon Management  Reference id Subject Matter  Records Series  Examples/ Purpose  Date case closed. 10 years  Date case closed. 10 years Destroy Requirement Date case closed. 20 years Destroy Requirement Reference id Subject Matter  Records Series  Examples/ Purpose Date of last action 10 Years Date case closed. 20 years Destroy Review for historical requirement review before Legitimate Review for historical requirement review before Legitimate Review for historical requirement review before Date of last action 10 Years Date of Legitimate Date of L								Rusiness	
Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan). 10 years Destroy requirement requirement.  CPLS10 Equal Pay Date case closed. 20 years Destroy Business  Sustainability & Carbon Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Review for historical requirement review before deleting Images, Strategies, Projects, correspondence, reports  Date of last action 10 Years Destroy Business  Destroy Business  Business Destroy Business  Destroy Business  Review for historical requirement review before deleting Interest Review before deleting Interest Interest Review for historical requirement review before deleting Obligation and business requirement  Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes			All papers		Date case closed.	10 years	Destroy		
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OR payment in full of any decree (last instalment of payment plan).  CPLS 9 Debt Recovery									
CPLS9   Debt Recovery   Debt									
CPLS 9 Det Recovery payment plan). 10 years Destroy requirement Date case closed. 20 years Destroy requirement Date case closed. 20 years Destroy Business  Sustainability & Carbon Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes  Examples/ Purpose Trigger Period Action Authority Citation/Notes  Date of last action 10 Years deleting Review for historical requirement review before deleting CPSC2 Carbon Management Data Statistics and Reports Financial year 7 Years deleting Obligation and business requirement  Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes					of any decree (last				
Sustainability & Carbon Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes    Period Course   Period Cour	ODI CO	Dalet Barrers				40	D4		
Sustainability & Carbon Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes    Review for historical requirement review before deleting reports									1
Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes    Review for historical requirement review before deleting interest reports   Date of last action   10 Years   Date of las	,					,		,	•
Images, Strategies, Projects, correspondence, reports  Date of last action 10 Years deleting Review for historical requirement review before deleting CPSC2  Carbon Management Data  Statistics and Reports  Statistics and Reports  Traffic Management  Reference id Subject Matter  Records Series  Examples/ Purpose  Trigger  Period  Action  Authority  Citation/Notes	Sustainability &	Carbon Management							
Images, Strategies, Projects, correspondence, reports  Date of last action 10 Years deleting Review for historical requirement review before deleting Review for historical review for historical requirement review before deleting Review for historical review for historical requirement review before deleting Review for historical requirement review before deleting Review for historical review for historical requirement review before deleting Review for historical requirement review for his	Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
Images, Strategies, Projects, correspondence, reports  Date of last action 10 Years deleting Interest  Review before deleting Interest  CPSC2 Carbon Management Data Statistics and Reports  Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes		jour manul		up.car i dipose	99*1			ioiity	
Projects, correspondence, reports  Date of last action 10 Years deleting Interest  Review for historical requirement  CPSC2 Carbon Management Data  Statistics and Reports  Traffic Management  Reference id Subject Matter  Records Series  End of current financial year 7 Years  Trigger  Period  Action  Authority  Citation/Notes							historical	1	
CPSC1 Sustainable Development Projects reports Date of last action 10 Years deleting Interest Review for historical requirement review before Legal Obligation and business requirement  Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes						1		Logitimete	
Review for historical requirement review before Action Management Data Statistics and Reports End of current financial year 7 Years deleting Obligation and business requirement  Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes	CPSC1	Sustainable Development Projects			Date of last action	10 Years			
CPSC2 Carbon Management Data Statistics and Reports End of current financial year 7 Years deleting Obligation and business requirement Obligation and business requirement  Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes		22122 mont i rojoud	.,			1	Review for		
CPSC2 Carbon Management Data Statistics and Reports End of current financial year 7 Years deleting Obligation and business requirement  Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes							historical	1	
CPSC2 Carbon Management Data Statistics and Reports financial year 7 Years deleting Obligation and business requirement  Traffic Management Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes					End of ourrent			Legal	Statutony - Dept of Energy and Climate Character
Traffic Management  Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes	CPSC2	Carbon Management Data	Statistics and Reports			7 Years		Obligation	
Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes		-			* *				,
Reference id Subject Matter Records Series Examples/ Purpose Trigger Period Action Authority Citation/Notes	Traffic Manager	ment							
	_								lay a ay
I DOLISUIGUOIS	Reference id	Subject Matter		Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
Communication, minutes and Correspondence/GCC Issue of Legitimate	l l	Communication, minutes and			Issue of			Legitimate	
CPTM1 Consultation outcomes communications Decision/Policy 6 years Destroy Interest						6 years	Destroy		

Property Reco	rds							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
				Disposal of		Transfer to new	Legal	
CPPR1	Title Deeds			property	Nil	owner	Obligation	
	Records documenting the acquisition of	Lease agreement,					Legal	Prescription and Limitation (Scotland) Act 1973
CPPR2	a property through lease	correspondence		Expiry of lease	20 years	Destroy	Obligation	c. 52 s6, 7 and 8
		Fire and gas safety		Issue of new			Legal	
CPPR3	Property compliance - safety certificates	certificates		certificate	6 years	Destroy	Obligation	
		Records documenting the						
		conduct and outcomes of						
		a security inspection of a		Completion of				
	Property security - inspection and	property, and action taken		subsequent			Legitimate	
CPPR4	enforcement	to deal with matters raised		inspection	Nil	Destroy	Interest	
CPPR5	Daily inspection Report	to dear with matters raised		Inspection	6 years	Destroy	Legitimate	
	1	!			10 / 000		1-03	!
Vehicle Recor	-							
venicie Recor	as							
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
				Date of Last			Legal	
CPVR1	Authorised Drivers: Licence Checklists			Action	3 years	Delete	Obligation	
				Date of Last			Legitimate	
CPVR2	Vehicle Check Report			Action	3 years	Delete	Interest	
PPE								
Reference id	Subject Matter	Records Series	Evenues / Burness	Trimmor	Period	Action	Authority	Citation/Notes
reletence la	Personal Protective Equipment Issue	records series	Examples/ Purpose	Trigger Date of Last	renoa	Action	Legal	Citation/Notes
CPPE1	Records			Action	6 years	Destroy	Obligation	
OFFEI	IVecoids			Date of Last	o years		Performance	
CPPE2	Protective Clothing Trial Records			Action	6 years		of Contract	
0	Totobaro Crotting Hai Nebula			, 1011011	0 ,00.0	Doction	o. co.mact	Taxes Management Act 1970 c.9;Keeping VAT
		Items purchased, date and		Date of Last			Performance	records HMRC Reference: Notice 700/21
CPPE3	Personal Protective Expense Claim	cost		Action	6 years		of Contract	(October 2013)