

CITY PARKING (GLASGOW) LLP

Data Retention & Disposal Schedule

Produced: April 2018 (v2)

Contents	Page
Introduction/Records Retention and Disposal Schedule	4
Amendments to the Schedule	6

City Parking Information Types and Data Retention Periods

<u>Group Ref</u>	<u>Data Area</u>	
CPCC	Council Meeting Records	5
CPBM	Member Support	5
CPFA	Finance – Accounts and Audit	5
CPFT	Finance – Transactions Management	5
CPPP	Finance – National Taxation	6
CPPP	Finance – Payroll and Pensions	6
CPFI	Finance – Insurance	
CPEA	People Management – Employee Administration	
CPED	People Management – Personal Details	
CPEW	People Management – Working Details	
CPEF	People Management – Financial Details	
CPEM	People Management – Medical Information	
CPDP	People Management – Disciplinary Information	
CPTI	People Management – Training Information	
CPEO	People Management – Other Employee Related Information	
CPCI	People Management – Corporate Information	
CPMI	People Management – Management Information	
CPEQ	People Management – Equalities	
CPPM	Governance – Project Management	
CPQM	Governance – Quality and Performance	
CPSP	Governance – Strategic Planning	
CPPT	Procurement - Tendering	
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.

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

City Parking Information Types and Data Retention Periods

Council Meeting Records								
Reference id	Committee	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPCC1	Committees Name	Formal record of meetings with the council	Agendas, papers, minutes	Date of Meeting	6 years	Destroy	Task Carried Out In Public Interest	Retain one set of records only - copies to be destroyed once business use concluded

Member Support								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPBM1	Board Members	Procedures and Guidelines	Induction materials, guidelines, procedures, forms	Date of creation	10 years	Destroy	Task Carried Out In Public Interest	Details of members name, from and to dates as member

FINANCE – Accounts and Audit

Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPFA1	Records documenting City Parkings consolidated annual accounts and financial statements	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General		End of financial year (on completion of audit)	6 years	Destroy	Legal Obligation	Financial Reporting Standards
CPFA2	Records documenting group returns for inclusion within the council's consolidated annual accounts	Annual corporate financial reports: Consolidated annual reports		End of financial year (on completion of audit)	6 years	Destroy	Legal Obligation	Financial Reporting Standards
CPFA3	Published copy of consolidated annual accounts and financial statements			Production	Permanent	Retain for business and historical value	Legal Obligation	Taxes Management Act 1970, c9
CPFA4	Periodic financial reports	Consolidated monthly and quarterly reports and financial statements	Working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports.	End of financial year (on completion of audit)	6 years	Destroy	Task Carried Out In Public Interest	Business Requirement
CPFA5	Internal Audit Reports	reports and records - no investigations		End of financial year (on completion of audit)	6 years	Retain in archive for business and historical value	Task Carried Out In Public Interest	Business Requirement
CPFA6	Internal Auditing Records - Investigations	investigations involving prosecution, disciplinary action and so on		Completion of court proceedings/ disciplinary process	6 years	Retain in archive for business and historical value	Legal Obligation	Prescription and Limitation (Scotland) Act 1973
CPFA7	Records documenting the value of the City Parking's tangible assets	Asset registers		End of financial year (on completion of audit)	6 years	Retain in archive for business and historical value	Legal Obligation	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c. 45; VAT Act 1994; Audit Commission Act 1998
CPFA8	Records documenting decisions (and authorisations) to dispose of capital assets (excluding Common Good assets)	Disposal registers		End of financial year (on completion of audit) following date sold/ disposal	6 years	Retain in archive for business and historical value	Legal Obligation	Taxes Management Act 1970 c9; Audit Commission Act 1998
CPFA9	Preparation of the City Parking's annual capital and revenue budgets: consolidated budget			End of financial year (on completion of audit)	6 years	Retain in archive for business and historical value	Task Carried Out In Public Interest	Business Requirement
CPFA10	Budget monitoring and actions to deal with variances			End of financial year (on completion of audit)	2 years	Destroy	Task Carried Out In Public Interest	Business Requirement
CPFA11	Records documenting City Parkings treasury management			Cash flow management	6 years	Destroy	Task Carried Out In Public Interest	Business Requirement

FINANCE – Accounts and Audit

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

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

FINANCE – Transactions Management								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPFT1	Records documenting the opening and closure and routine administration of bank accounts			End of financial year (on completion of audit) following closure of account	6 years	Destroy	Legal Obligation	
CPFT2	Records documenting the deposits/withdrawals/transfer of funds	Bank Pay-in Counterfoils. Bank statements. Cash books.	Independent Funds Records. Bank Pay-in counterfoils. Bank reconciliations.	End of financial year (on completion of audit)	6 years	Destroy	Legal Obligation	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
CPFT3	Details pertaining processing and payment of purchase and sales invoices -Carried out by CBS	There is a requirement to keep bank statements/copy of invoices/payroll for 10 years after the project is		End of financial year (on completion of audit)	6 years	Destroy	Legal Obligation	Taxes Management Act 1970 c.9; HMRC 700/21
CPFT4	Processing and payment of purchase and sales invoices -Payment for Leases and Servitudes	Lease records.		End of financial year (on completion of audit)	6 years	Destroy	Legal Obligation	
CPFT5	Processing and payment of expenses claims - minor claims	Tickets. Signed expense sheets		End of financial year (on completion of audit) following expense claim	6 years	Destroy	Legal Obligation	
CPFT6	Internal recharging	Internal claims/payments between business units for goods and services provided/received; control of petty cash allocations held by business		End of financial year (on completion of audit)	6 years	Destroy	Legal Obligation	
CPFT7	Refunds	Refund applications		End of financial year in which the records were created	6 years	Destroy	Legal Obligation	
CPFT8	Rateable property information	Rates Notices		End of financial year (on completion of audit)	6 years	Retain in archive for business and historical value	Legal Obligation	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
CPFT9	Water Charges	Notices		End of financial year (on completion of audit)	6 years	Retain in archive for business and historical value	Legal Obligation	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)

FINANCE – National Taxation								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPNT01	VAT information	Records documenting the preparation and submission of City Parking's VAT Returns		End of financial year (on completion of audit)	6 years	Destroy	Legal Obligation	Taxes Management Act 1970, c.9;

FINANCE – Payroll and Pensions								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPPP1	Payroll records - major records-Held by CBS	Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips		End of current tax year	6 years	Destroy	Legal Obligation	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;
CPPP2	Payroll records - minor records-Held by CBS	Timesheets, monthly payroll prints		End of current tax year	3 years	Destroy	Legal Obligation	Income Tax (Employments Regulations) S.I. 1993 / 744; National Page 33 of 48/Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
CPPP3	P45 (Income tax - employee leaving)-Held by CBS			End of employment	6 years	Destroy	Legal Obligation	Taxes Management Act 1970
CPPP4	P60-Held by CBS			End of current year	2 years	Destroy	Legal Obligation	Taxes Management Act 1970
CPPP5	Statutory Requirement Sick Pay scheme records-Held by CBS			End of current tax year	3 years	Destroy	Legal Obligation	Statutory Requirement Sick Pay (General) Regulations S.I. 1982 / 894
CPPP6	Statutory Requirement Maternity Pay scheme records			End of current tax year	3 years	Destroy	Legal Obligation	The Statutory Requirement Maternity Pay (General) Regulations S.I. 1986 / 1960
CPPP7	Pension scheme reports	Accounts, returns, valuation		End of current year	6 years	Destroy	Legal Obligation	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988
CPPP8	Individual member pension records-Held by CBS/SPF	Record of personal details and pension transactions including salary, contributions deducted, joining		Final pension payment.	10 years	Delete	Legal Obligation	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988
CPPP9	Pension scheme management Held by SPF	Statement of Principles governing decisions about investments		Until superseded	10 years	Destroy	Legal Obligation	The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010. S.S.I. 2010/233 Reg 12

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

FINANCE – Insurance								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPF11	Insurance Policies	Liability (OI and PI), Property, Staff Life, PA and T and Other Insurance Policies		Receipt of Docs	Permanent	Retain	Legal Obligation	Retain Master record: Copies should be destroyed per FSA Guidelines
CPF12	Insurance Certification-held by GCC	Employer's Liability Insurance Certificate		Receipt of Docs	Permanent	Retain	Legal Obligation	Retain Master record: Copies should be destroyed per FSA Guidelines
CPF13	Reports of Status of Claims-held by GCC Insurance	Claims Status		On 31 March and other dates as appropriate	Permanent	Retain	Legal Obligation	Retain Master record: Copies should be destroyed per FSA Guidelines
CPF14	FSA Publications-held by GCC Insurance	Insurance related		Receipt of Docs	Permanent	Retain	Legal Obligation	Retain Master record: Copies should be destroyed per FSA Guidelines
CPF15	Property Claim files-held by GCC Insurance	Claims Correspondence and relevant correspondence		Following settlement/Closure of Claim	3 Years	Destroy	Legal Obligation	Record of incidents required electronically: Helps collate confirmed Claims Experience for Insurers
CPF16	Property Surveys	Post Loss and Risk Control Survey Reports		Receipt of Docs	Permanent	Retain	Legal Obligation	Retain Master record: Copies should be destroyed
CPF17	Liability Claims Files-held by GCC Insurance	Claims Correspondence and Accident Reports and relevant Correspondence		Following settlement/Closure of Claim	10 years	Destroy	Legal Obligation	
CPF18	Motor Claims Files-held by GCC Insurance	Claims Correspondence and Accident Reports and relevant Correspondence			10 years	Destroy	Legal Obligation	
CPF19	Accident Record Book	Site records		End of financial year	6 years	Retain	Legal Obligation	
PEOPLE MANAGEMENT – Employee Administration								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPEA1	Employee Administration-held by GCC			Appointment	Indefinitely	Destroy	Legal Obligation	The Employment Rights Act 1996 Section 92 (4A) To be in writing
CPEA2	Employee details (posts not subject to disclosure checks)-held by GCC			Termination of employment	6 years	Destroy	Legal Obligation	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for superannuation and pension purposes.
CPEA3	Employee details (posts subject to disclosure checks)-held by GCC			Termination of employment	26 years	Destroy	Legal Obligation	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for superannuation and pension purposes.
CPEA4	Individual training records-held by GCC			Termination of employment	Termination date + 6 years BUT - if it relates to training for work with children or vulnerable adults retain for 26 years.	Destroy	Performance of Contract	
CPEA5	Induction-held by GCC			Date of completion	Completion date + 2 years	Destroy	Performance of Contract	Retain on personnel file
CPEA6	Medical assessments-held by GCC			Date of Assessment	employment plus 6 / 26 years as appropriate unless a longer requirement is needed under health and safety	Destroy	Performance of Contract	Dependant on whether Health & Safety or Monitoring requirements are relevant. See Health and Safety schedule.
CPEA7	Equalities and diversity guidelines-held by GCC/City Parking			Until superseded	1 year	Retain in archive for business and historical value	Performance of Contract	
CPEA8	Bullying & Harassment - Investigations - Case Files-held by GCC/City Parking			Investigation concludes and action is spent / Retain current information throughout employment	6 years / Employment term	Destroy	Performance of Contract	Place on personnel file
CPEA9	Absence reporting-held by GCC/City Parking			Date after action completed	6 years	Destroy	Performance of Contract	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of access to records created after 01 January 1989. Place on personnel or occupational health file.
CPEA10	Personal risk assessments			After revised risk assessment takes place or termination of employment	6 years	Destroy	Performance of Contract	Where risk assessments relate to the statutory health surveillance then the assessments should be retained for the same timescale as the occupational health records. Place latest assessment on personnel file / occupational file.
CPEA11	Sickness monitoring-held by GCC/City Parking			Period of absence	6 years	Destroy	Performance of Contract	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of 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 information for superannuation payments
CPEA12	Major injuries-held by GCC/City Parking			Date of incident	40 Years	Destroy	Performance of Contract	Access to Medical Reports Act 1988 c28 provides the general provisions on the right of 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 information for superannuation payments

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

PEOPLE MANAGEMENT – Personal Details								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPED1	Employee files	Application Form(s)-held by GCC HR		Termination	Permanent	Destroy	Performance of Contract	No statutory
CPED2	Employee files	Letter(s) of Appointment-held by GCC HR/CBS		Termination	Permanent	Destroy	Performance of Contract	No statutory
CPED3	Employee files	Contract(s)-held by GCC		Termination	Permanent	Destroy	Performance of Contract	No statutory
CPED4	Employee files	Disclosure Scotland-held by GCC HR		Receipt		Record reference number and Destroy	Disclosure Scotland guidelines	
CPED5	Employee files	Bank Details-held by GCC CBS		Change of details	Not to be retained	Maintained via MyPortal and previous details overwritten	Performance of Contract	CIPD Best Practice
CPED6	Employee files	Previous Service Documentation-held by GCC HR/CBS		Termination	Permanent	Retain	Performance of Contract	CIPD Best Practice
CPED7	Employee files	Change of Address Details-held by GCC		Change of details		Maintained via MyPortal and previous details overwritten	Performance of Contract	
CPED8	Employee files	Qualifications-held by GCC		Termination	Permanent if relevant to post or funded by council	Retain	Performance of Contract	
CPED9	Employee files	Birth Certificate/Change of Gender Certificate-held by GCC		Termination	Permanent	Retain	Management decision based on pension requirements	

PEOPLE MANAGEMENT – Working Details								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPEW01	Working Details	Changes to Working Patterns-held by GCC		Changes to Working Patterns	1 year	Retain in archive for business and historical value	Performance of Contract	Retain one copy for future reference
CPEW02	Working Details	Flexible Working Requests-held by GCC		Change to existing	Current request - permanently, previous requests current year plus 6 years	Retain	Performance of Contract	
CPEW03	Working Details	Statutory Maternity Pay records, calculations and certificates (including MATB1s) or other medical evidence-held by GCC		Application	Current Year plus 6 years	Destroy	Legal Obligation	Statutory Maternity Pay (General) Regulations 1986 and Taxes Management
CPEW04	Working Details	Statutory Paternity Pay (including MATB1s)-held by GCC		Application	Current Year plus 6 years	Destroy	Legal Obligation	Taxes Management Act 1970
CPEW05	Working Details	Adoption Leave-held by GCC		Application	Current Year plus 6 years	Destroy	Legal Obligation	Taxes Management Act 1970
CPEW06	Working Details	Paternal Leave-held by GCC		Application	Current Year plus 6 years	Destroy	Legal Obligation	Taxes Management Act 1970
CPEW07	Working Details	Statutory Sick Pay (Notification of Half Pay/No Pay)-held by GCC		Notification	3 years after the end of the tax year in which the sick pay period ends	Destroy	Legal Obligation	Statutory Sick Pay (General) Regulations
CPEW08	Working Details	Unpaid Leave/Special Leave Request-held by GCC		Application	Current Year plus 6 years	Destroy	Performance of Contract	
CPEW09	Working Details	Mortgage/Financial Requests-held by GCC CBS		Request	6 months	Destroy	Performance of Contract	
CPEW10	Working Details	References issued to prospective employers-held by GCC		Request	6 months	Destroy	Performance of Contract	
CPEW11	Working Details	Termination/ Leavers/ Retirement Paperwork-held by GCC		Application	Current Year plus 6 years	Destroy	Performance of Contract	

PEOPLE MANAGEMENT – Financial Details								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPEF1	Financial Details	Overtime Information-held by GCC		End of the tax year in which the payments were received	6 years	Destroy	Legal Obligation	Taxes Management Act 1970
CPEF2	Financial Details	Responsibility Payments-held by GCC		End of the tax year in which the payments were received	6 years	Destroy	Legal Obligation	Taxes Management Act 1970
CPEF3	Financial Details	Temporary Promotions-held by GCC /HR		End of the tax year in which the payments were received	6 years	Destroy	Management decision to be consistent with above	
CPEF4	Financial Details	Travelling Expenses-held by GCC		End of the tax year in which the payments were received	6 years	Destroy	Management decision to be consistent with above	
CPEF5	Financial Details	Re-location Expenses-held by GCC		End of the tax year in which the payments were received	6 years	Destroy	Management decision to be consistent with above	
CPEF6	Financial Details	Pension Details-held by GCC /SPF		Termination	12 years	Destroy	Legal Obligation	Statute

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

PEOPLE MANAGEMENT – Medical Information								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPEM1	Medical Information	Return to Work Interview-held by GCC		Last date of interview	3 years	Destroy	Performance of Contract	
CPEM2	Medical Information	Follow Up Interview(s)-held by GCC		Last date of interview	3 years	Destroy	Performance of Contract	
CPEM3	Medical Information	Advisory Warning-held by GCC		Last date of interview	3 years	Destroy	Performance of Contract	
CPEM4	Medical Information	Medical Certificate-held by GCC		End of tax year in which the sick pay period ends	3 years	Destroy	Performance of Contract	CIPD Best Practice
CPEM5	Medical Information	Medical certificates relating to industrial injury-held by GCC		Receipt of Certificate	Permanent	Retain	Performance of Contract	
CPEM6	Medical Information	OHS Appointments-held by GCC		Receipt of Report	Until Receipt of Report	Destroy	Performance of Contract	
CPEM7	Medical Information	OHS Reports-held by GCC		Health Surveillance (HAVS/Screening Programmes)	Permanent	Retain	Performance of Contract	Depends on the absence levels of the employees and the complexity of the case.
CPEM8	Medical Information	OHS Reports-held by GCC		General Report	6 years	Destroy	Performance of Contract	Depends on the absence levels of the employees and the complexity of the case.

PEOPLE MANAGEMENT – Disciplinary Information								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPDP1	Disciplinary Information	Verbal Warning-held by GCC		Date of notification	Expunged as per disciplinary procedure	Retained in File for information purposes only	Performance of Contract	
CPDP2	Disciplinary Information	Written Warning-held by GCC		Date of notification	Expunged as per disciplinary procedure	Retained in File for information purposes only	Performance of Contract	
CPDP3	Disciplinary Information	Suspension (Paid/Unpaid)-held by GCC		Date of notification	Expunged as per disciplinary procedure	Retained in File for information purposes only	Performance of Contract	
CPDP4	Disciplinary Information	Final Written Warning-held by GCC		Date of notification	Expunged as per disciplinary procedure	Retained in File for information purposes only	Performance of Contract	
CPDP5	Disciplinary Information	Letter of Dismissal-held by GCC		Termination of employment	Termination date + 6 years	Destroy	Performance of Contract	
CPDP6	Disciplinary Information	Removal from Self Certificated Absence-held by GCC		Date of notification	Expunged as per disciplinary procedure	Retained in File for information purposes only	Performance of Contract	

PEOPLE MANAGEMENT – Training Information								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPT1	Training Information	Request for Training Courses-held by GCC		Attendance at Course	variable up to 6 years from termination of contract	Destroy	Performance of Contract	
CPT2	Training Information	Training Courses Attended-held by GCC		Attendance at Course	variable up to 6 years from termination of contract	Destroy	Performance of Contract	
CPT3	Training Information	Expenses for attendance at Courses		End of the tax year in which the expenses were received	6 years	Destroy	Performance of Contract	Taxes Management Act 1970

PEOPLE MANAGEMENT – Other Employee Related Information								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPEO1	Other Employee Related Information	Jury Duty		End of the tax year in which the expenses were received	6 years	Destroy	Legal Obligation	Taxes Management Act 1970
CPEO2	Other Employee Related Information	Time off for Trade Union Duties		Completion of duty	6 years	Destroy	Performance of Contract	
CPEO3	Other Employee Related Information	Third Party Claims		End of Claim	6 years	Destroy	Legal Obligation	Taxes Management Act 1970
CPEO4	Other Employee Related Information	Health and Safety Assessments		Instance	Permanent	Retain	Performance of Contract	
CPEO5	Other Employee Related Information	Damage to clothing claims		End of the financial year	3 years	Destroy	Performance of Contract	
CPEO6	Other Employee Related Information	Forms for inputting on SAP		End of the financial year	6 years	Destroy	Performance of Contract	
CPEO7	Other Employee Related Information	References (post-employment)		End of current year	6 years	Destroy	Performance of Contract	Data Protection - Employment Practice Code
CPEO8	Other Employee Related Information	Leavers		Termination	6 years	Destroy	Performance of Contract	

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

PEOPLE MANAGEMENT – Corporate Information								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPCI01	Corporate Information	Appeals Files and Register		Date of appeal hearing	Current Year plus 6 years	Destroy	Performance of Contract	Management decision based on CIPD guidance and timescales for submitting civil claims
CPCI02	Corporate Information	Employment Tribunal Files and Register		Date of tribunal hearing	Current year plus 6 years	Destroy	Performance of Contract	Management decision based on CIPD guidance and timescales for submitting civil claims
CPCI03	Corporate Information	Stage 3 Grievance Files and Register		Date of hearing	Current year plus 6 years		Performance of Contract	Management decision based on CIPD guidance and timescales for submitting civil claims
CPCI04	Corporate Information	Redundancy/ Redundancy Retiral Calculations /Delegated Authority		End of tax year in which the calculation refers	6 years		Legal Obligation	CIPD Best Practice and the Local Government Pension Scheme (Scotland) Regulations 1998
CPCI05	Corporate Information	Trade Union Requests for Time Off, Recognition of TU Officials and Statistics		Request	6 years	Destroy	Performance of Contract	

PEOPLE MANAGEMENT – Management Information								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPM1	Management Information	Workforce Profile Statistics		Publication	6 years	Destroy	Task Carried Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.
CPM2	Management Information	Disciplinary Statistics		Publication	6 years	Destroy	Task Carried Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.

PEOPLE MANAGEMENT – Equalities								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPEQ1	Equalities Information	Statistics		Publication	Current Year plus 6 years	Destroy	Task Carried Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.

GOVERNANCE – Project Management								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPPM1	CEEF Funded Projects	Costing, appraisals and reports		Approval of project	dependant upon CEEF analysis and length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Grant offer may stipulate length of retention.	Review for archival and re-use value	Legal Obligation	
CPPM2	GCC Funded Projects	Costing, appraisals and reports		Approval of project	Retention dependant upon length of funding programme and type of projects. Decision will be taken on a case-by-case basis. Funding may	Review for archival and re-use value	Legal Obligation	
CPPM3	City Parking Funded Projects	Costing, appraisals and reports, project: Specifications, plans, reports, correspondence, consultations and so on, Feasibility studies, copies of financial documents		Approval of project	Retention dependant upon size of project and projected benefits and whether any financing was sought. Decision will be taken on a case-by-case	Review for archival and re-use value	Legal Obligation	

GOVERNANCE – Quality and Performance								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPQM1	Performance monitoring and review of quality, efficiency, or performance of a service provided for local authority - major records	Final reports - Best Value Review; Policy review; Strategic Plan review; Operational Plan review		Approval of review report	6 years	Destroy	Task Carried Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.
CPQM2	Inspections-external inspections received in relation to corporate or service specific performance management indicators (PFI)	Water treatment, vehicle inspections etc		Date of inspection	6 years	Destroy	Task Carried Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.
CPQM3	Assessments for accreditation,	Park Mark paperwork		Assessment completed	6 years	Destroy	Task Carried Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.

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

GOVERNANCE – Strategic Planning								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPSP1	Corporate initiatives			End of initiative	6 years	Review for re-use and archival value	Task Carried 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.
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.
CPSP5	Service specific policies and procedures			Superseded by new document	2 years	Sample for archival value	Task Carried Out In Public Interest	Management decision as no Statutory Guidance or Best Practice available.
PROCUREMENT – 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); pre-qualification 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 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
CPPT3	Contract award reports (QJEU)-Held by GCC			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
CPPT4	Issue of Invitations to Tender and handling of incoming tender records-Held by GCC			Award of contract	1 year	Destroy	Legal Obligation	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
CPPT5	Tender evaluation, negotiation and notification records -Unsuccessful tenders-Held by GCC			Award of contract	6 months	To be held by procuring service for required period then destroyed	Legal Obligation	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 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

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

HEALTH and SAFETY – Compliance								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPHS1	Strategy and planning-Held by GCC	System processes		Date process ceases or is superseded.	1 year	Destroy	Legal Obligation	
CPHS2	Health and Safety Policy-Held by GCC			Date superseded.	1 year	Destroy	Legal Obligation	
CPHS3	Fire Safety training-Held by GCC			End of current year.	10 years	Destroy	Legal Obligation	
CPHS4	First-aid – Letter advising of award of certificate-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	
CPHS5	First-aid – Course attendance sheet-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	These are signed copies of attendance and their retention matches the period of validation.
CPHS6	Manual Handling – Course attendance sheet-Held by GCC			End of current year.	30 years	Destroy	Legal Obligation	These are signed copies of attendance.
CPHS7	Manual Handling – Letter advising of award of certificate-Held by GCC			End of current year.	30 years	Destroy	Legal Obligation	
CPHS8	Management, Health and Safety-Held by GCC			End of current year.	30 years	Destroy	Legal Obligation	
CPHS9	Risk Assessment-Held by GCC-Held by GCC			End of current year.	30 years	Destroy	Legal Obligation	
CPHS10	Induction-Held by GCC			End of current year.	30 years	Destroy	Legal Obligation	
CPHS11	DSE - Assessors-Held by GCC			End of current year.	30 years	Destroy	Legal Obligation	
CPHS12	Asbestos Training-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	
CPHS13	Telephone Violence-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	
CPHS14	Evacuation Chair Training-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	
CPHS15	COSHH Assessors-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	
CPHS16	Route Reversing Assess-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	
CPHS17	CDM Workshops-Held by GCC			End of current year.	7 years	Destroy	Legal Obligation	

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

HEALTH and SAFETY – Monitoring								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPHM1	Accidents and incident reporting - reporting accidents to adults-Held by GCC/CP	Accident report/ register		Date of entry/ Accident book - date of last entry.	7 Years Note – If asbestos, noise, HAVS or chemicals involved then 40	Destroy	Legal Obligation	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471
CPHM2	Accidents and incident reporting - 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.
CPHM3	Asbestos inspections-Held by GCC/CP & JLL			Either: Date of last action or until individual is age 75 years old.	Either: 50 years or till 76 years old (whichever is greater)	Destroy	Legal Obligation	Control of Asbestos at Work Regulations 1987
CPHM4	Equipment safety inspections-Held by GCC/CP	Equipment safety inspections		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 Obligation	Control of Substances Hazardous to Health Regulations 2002
CPHM6	Health and safety inspections-Held by GCC/CP	Routine inspection file – containing inspection report, correspondence e.g. noise in the workplace, monitoring of display screens		Date superseded./ Date of last action	7 Years Note – If asbestos, noise, HAVS or chemicals involved then 40 years as detailed in sections	Destroy	Legal Obligation	These are not directly related to investigation of specific incidents.
CPHM7	Radon Monitoring-Held by GCC			Date of last action.	40 years	Destroy	Legal Obligation	The Ionising Radiations Regulations 1985.
CPHM8	Asbestos control-Held by GCC/CP& JLL	Employee information/ instruction/ training - Recommend add to personnel record		Termination of employment	40 years	Destroy	Legal Obligation	Control of Asbestos at Work Regulations 2012
CPHM9	Asbestos control-Held by GCC/CP& JLL	Arrangements to deal with accidents, incidents and emergencies	In case of any accident, incident or emergency or superceded		40 Years	Destroy	Legal Obligation	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 15. Information to be displayed in the work place and made available to accident and emergency services
CPHM10	Asbestos control-Held by GCC/CP& JLL	Record or suitable summary of air monitoring of employees exposure to asbestos		Date of monitoring	40 Years	Destroy	Legal Obligation	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 19
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	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 22 (b) Original or copy may be kept. Any employee is allowed access to the record if reasonable notice is given
CPHM12	Asbestos control-Held by GCC/CP& JLL	Medical examination certificates		Date of issue	40 Years	Destroy	Legal Obligation	Control of Asbestos at Work Regulations 2012-SI 2012 No 632 Regulation 22(4)
CPHM13	Asbestos control-Held by GCC/CP& JLL	Exemption certificate		Expired/revoked	40 Years	Destroy	Legal Obligation	Control of Asbestos at Work Regulations 2012SI 1012 No 632 Regulation 32. Consider adding a copy of the certificate to the health records and retaining for 40 years

HEALTH and SAFETY – Risk Management								
CPHR1	Risk assessments			Date of last assessment / last action.	40 Years	Destroy	Legal Obligation	Management of Health and Safety at Work Regulations 1992.

MANAGING ENQUIRIES – Enquiries and Complaints								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPEC1	Comments and enquiries	Records documenting the processing of customer comments and enquiries about City Parking including responses		Last action on comments	6 years	Destroy	Business Requirement	See also Information Management schedule for enquiries under Data Protection, Freedom of Information and Environmental Information legislation
CPEC2	Comments and enquiries - analysis	Statistics and 'anonymised' responses		Current	3 years	Review for archival and re-use value	Business Requirement	
CPEC3	Complaints - case file	Records documenting the handling of a customer complaint		Last action on complaint	5 years	Destroy	Legal Obligation	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;
CPEC4	Complaints - analysis	Statistics and anonymised responses		Current	6 years	Review for archival and re-use value	Task Carried Out In Public Interest	
CPEC5	Complaints - register	Complaints Register		Current	10 years	Destroy	Task Carried Out In Public	

COMMUNICATIONS AND MARKETING - Communication								
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		N/A	Permanent	Retain	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
CPCM3	Publications - minor publications	Guides, books and other council publications		Date published	3 years	Sample for archival value	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
CPCM4	Staff communications	Staff memos, newsletters		Administrative use ends	3 years	Destroy	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
CPCM5	Product Applications	Season Ticket, Top up Card, ANPR, Permit, Pay on the Day Card Applications and communications		Administrative use ends	1 years	Destroy	Business Requirement	

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

COMMUNICATIONS AND MARKETING - Promotions & Campaigns								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPMP1	Campaigns - preparatory records/final outputs	Final outputs - presentations, leaflets		Conclusion of campaign	1 years	Sample for archival value	Business Requirement	Retain one set of records only - copies to be destroyed
CPMP2	Corporate identity and branding - artwork and preparatory records	Final artwork for corporate identity marks		N/A	1 years	Retain	Business Requirement	
CPMP3	Marketing materials - preparatory records and final outputs	presentations, leaflets, posters		Superseded	3 years	Sample for archival value	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
CPMP4	Communications with other public sector organisations	requests for information and other general correspondence		Last action	3 years	Review for archival and re-use value	Task Carried Out In Public Interest	Includes other Local Government authorities, Local Government organisations, Central Government departments and agencies and parliamentary organisations
CPMP5	Consultations - City Parking's responses to external consultations	Records documenting City Parking's response to a consultation/ survey carried out by an external organisation		Last action	3 years	Review for any ongoing value	Business Requirement	Retain one set of records only - copies to be destroyed once business use concluded
CPMP6	Customer satisfaction surveys - preparation notes and survey design	Records documenting the design of the survey.		Completion of survey	3 years	Review of ongoing value / Review for Archives	Task Carried Out In Public Interest	
CPMP7	Customer satisfaction surveys - individual responses	Records documenting identifiable individual responses to the survey.		Completion of analysis of responses	None	Destroy	Legal Obligation	Data Protection Act 1998 c. 29 Destroy immediately anonymised summaries have been created
CPMP8	Customer satisfaction surveys - analysis	Records documenting summaries and analyses of responses to the survey.		Completion of survey	6 years	Review for archival and re-use value	Task Carried Out In Public Interest	

INFORMATION MANAGEMENT – Access to Information								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPIM1	Data Protection - record of subject access request processing	initial request, response, related correspondence and other supporting documentation		Completion of request	3 years	Destroy	Legal Obligation	Data Protection Act 1998 c.29, s.7
CPIM2	Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	initial request, response, related correspondence and other supporting documentation		Outcome of appeal	6 years	Destroy	Legal Obligation	Data Protection Act 1998 c.29, s.7
CPIM3	Data protection - general compliance records	Files re. DP audit, general compliance, data breaches, security, training, and so on		Current year	3 years	Destroy	Task Carried Out In Public Interest	
CPIM4	Data protection - Notification and changes			Current year	1 year	Destroy	Legal Obligation	Data Protection Act 1998 c.29, s.20.
CPIM5	Freedom of information (FoISA) - processing of requests for information	initial request, response, related correspondence and other supporting documentation		Completion of request	3 years	Destroy	Legal Obligation	Freedom of Information (Scotland) Act 2002 asp 13
CPIM6	Freedom of information (FoISA) - processing of requests for information where appeal made to Scottish Information Commissioner	initial request, response, appeal records, related correspondence and other supporting documentation		Outcome of appeal	6 years	Destroy	Legal Obligation	Freedom of Information (Scotland) Act 2002 asp 13
CPIM7	Environment Information Regulations - processing of requests for information	initial request, response, appeal records, related correspondence and other supporting documentation		Completion of request	3 years	Destroy	Legal Obligation	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
CPIM8	Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	initial request, response, appeal records, related correspondence and other supporting documentation		Outcome of appeal	6 years	Destroy	Legal Obligation	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520

INFORMATION MANAGEMENT – Records Management								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPRM1	Corporate Forms development	Standard templates		Form Superseded	1 year	Sample for historical value	Business Requirement	
CPRM2	Retention schedules			Form Superseded	Permanent	Sample for historical reference	Business Requirement	
CPRM3	Archiving Records	Archiving Register		N/A	Permanent	Retain	Legal Obligation	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
CPRM4	Lists of Records destroyed	records destruction register		N/A	Permanent	Retain	Legal Obligation	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
CPRM5	Lost Property Records			Lost Property Notification	2 years	Destroy	Legitimate Interest	
CPRM6	Surface Car Park Pay Machine Faults			Notification	2 years	Destroy	Legitimate Interest	
CPRM7	General Office Listings			From last update	2 years	Destroy	Legitimate Interest	
CPRM8	Contacts lists			Superseded	None	Destroy	Business Requirement	Destroy previous lists

INFORMATION SYSTEMS – ICT Systems Development								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPSD1	Initial development of and post-implementation changes to an ICT system-Held by CGI/CP			Decommissioning of system	6 years	Review for business and historical value	Legitimate Interest	Typically held in project files until implementation and relevant records subsequently transferred to system files
CPSD2	Initial development of an ICT system which is not implemented-Held by CGI/CP			Last action on development	6 years	Destroy	Legitimate Interest	May be of use for related future projects

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

INFORMATION SYSTEMS – ICT Systems Security Management								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPIT1	Security protocols for an ICT system- Held by CGI			Decommissioning of system	6 years	Destroy	Legal Obligation	Prescription and Limitation (Scotland) Act, 1973 and 1984
CPIT2	Opening, maintenance and closure of a user account for an ICT system- Held by CGI/CP			Closure of account	1 year	Destroy	Business Requirement	
CPIT3	Routine monitoring of access to, and use of, an ICT system- Held by CGI/CP	Audit reports		End of current year	1 year	Destroy	Business Requirement	
CPIT4	Detection and investigation of security breaches of an ICT system, and action taken- Held by CGI/CP			Last action on incident	3 years	Destroy	Business Requirement	
CPIT5	Routine monitoring and testing of an ICT system, and action taken to rectify problems and optimise performance- Held by CGI			End of current year	1 year	Destroy	Business Requirement	
CPIT6	Investigation of faults reported by users of an ICT system, and action taken to rectify problems- Held by CGI/CP			Close of investigation	3 years	Destroy	Business Requirement	
CPIT7	Management of data in an ICT system, including the operation of routine data backup, archiving and deletion routines Held by CGI			End of current year	1 year	Destroy	Business Requirement	
CPIT8	Maintenance of the software licence(s) for an ICT system- Held by CGI/CP			Expiry/ Termination of licence	6 years	Destroy	Legal Obligation	Prescription and Limitation (Scotland) Act, 1973 and 1984
CPIT9	Management of an ICT system - system file- Held by CGI/CP	handover documents, user guides, system support, technical and knowledgebase documentation		Decommissioning of system	6 years	Destroy	Business Requirement	
CPIT10	Removal / return of mobile ICT systems hardware and software from / to City Parking's premises- Held by CGI/CP	register or log		Return of equipment	6 years	Destroy	Business Requirement	
CPIT11	Arrangements for the sanitisation and disposal of institutional ICT equipment- Held by CGI/CP	disposal log		Disposal of equipment	6 years	Destroy	Business Requirement	Ensure record of disposals added to council asset disposal register/CP Register - this will typically be held within Finance
CPIT11	Use of information within systems to provide evidence in case of complaint or incident	disposal log		Disposal of equipment	6 years	Destroy	Business Requirement	Ensure record of disposals added to council asset disposal register/CP Register - this will typically be held within Finance

LEGAL SERVICES – Corporate Law								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPLS1	General Business Advice (AV)			Issue Closure	3 years following Issue Closure	Review of ongoing value / Review for Archives	Business Requirement	Substantive advice notes should go for permanent retention in the Archives
CPLS2	Freedom of Information (FOI)			File Closure	3 years following file closure	Destroy	Business Requirement	
CPLS3	Freedom of Information (FOI)- OSIC Appeals			File Closure	3 years following file closure	5 years	Business Requirement	
CPLS4	Property Law Advice			Closure of Main File	10 years	Destroy Main File	Business Requirement	Signed Agreement should be retained in the Deed Safe for a further 5 years or until 5 years after contract end
CPLS5	Lease Advice			Lease Completed	10 years	Destroy Main File	Business Requirement	Signed Lease should be kept for a further 3 years. Please note that i) no lease file will be destroyed until it is verified that the lease is not continuing beyond the expiry date envisaged at the date of entry and ii) that if you have a file for the extension of the period of lease than the original lease file ought to be extended accordingly; and (iii) if you have terminated sooner than the expiry date envisaged at the date of entry, both files ought to have the same destruction date.
CPLS6	Irritancy Advice			Irritancy served	6 years	Review of ongoing value / Review for Archives	Business Requirement	Notice of Irritancy should be archived with expired leases.
CPLS7	Minute of Variation of Lease			Variation Completed	3 years	Review of ongoing value / Review for Archives	Business Requirement	Signed Agreement should be kept in the Deed Safe for a further 5 years. Ensure that completed document is stored with other lease documents in deed safe.
CPLS8	Litigation-Employment Cases - Employment Tribunal Employment Appeal Tribunal	All papers		Date case closed.	10 years	Destroy	Business requirement	
CPLS9	Debt Recovery			Date of court action if dismissed OR payment in full of any decree (last instalment of payment plan).	10 years	Destroy	Business requirement	
CPLS10	Equal Pay			Date case closed.	20 years	Destroy	Business	

Sustainability & Carbon Management								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPSC1	Sustainable Development Projects	Images, Strategies, Projects, correspondence, reports		Date of last action	10 Years	Review for historical requirement review before deleting	Legitimate Interest	
CPSC2	Carbon Management Data	Statistics and Reports		End of current financial year	7 Years	Review for historical requirement review before deleting	Legal Obligation	Statutory - Dept of Energy and Climate Change and business requirement

Traffic Management								
Reference id	Subject Matter	Records Series	Examples/ Purpose	Trigger	Period	Action	Authority	Citation/Notes
CPTM1	Communication, minutes and Consultation outcomes	Consultations Correspondence/GCC communications		Issue of Decision/Policy	6 years	Destroy	Legitimate Interest	

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

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