

ELEMENTS 4,5,6,7 and 10
RECORDS RETENTION & DISPOSAL ARRANGEMENTS SCHEDULE

ABBREVIATION

RP
HD
P
CY
DR
V
DI

MEANING

REVALUATION PERIOD
HEARING DATE
PERMANENT
CURRENT YEAR
DATE OF RECEIPT
VITAL RECORD
DATE OF INTERVIEW

RECORDS RETENTION & DISPOSAL ARRANGEMENTS SCHEDULE

ELEMENTS 4, 5, 6, 7 and 10

		TRANSACTION							
FUNCTION	ACTIVITY	RECORD DESCRIPTION	CONFIDENTIALITY	VITAL RECORD	FORMAT/LOCATION	DIGITAL INFO	PAPER DISPOSAL POLICY	DIGITAL DISPOSAL POLICY	COMMENTS
GOVERNANCE	CORRESPONDENCE	General Correspondence	Restricted		Paper	Scanned into Mailflow System	DR+1 month	CY+10	
GOVERNANCE	CORRESPONDENCE	FOI	Restricted		Paper	Scanned into Mailflow System	DR+6 months	P	
GOVERNANCE	INFORMATION SOURCES	Street Index			Paper	Stored on Progress DB	CY+1	P	
GOVERNANCE	INFORMATION SOURCES	Street Index Source Documents & Audit reports	Restricted		Paper	Stored on Progress DB	CY+1	P	
GOVERNANCE	LEGISLATION	Legislation			N/A	Stored on Domino DB	N/A	Archived after 5yrs	Although archived after 5yrs can still be accessed by senior staff if req'd
GOVERNANCE	MINUTES	Board Minutes			Paper	Scanned into DB	P	Archived after 5yrs	Although archived after 5yrs can still be accessed by senior staff if req'd
GOVERNANCE	MINUTES	Health & Safety Committee Minutes	Restricted		N/A	Stored on Domino DB	N/A	CY+5	
GOVERNANCE	MINUTES	Management Team Minutes	Restricted		N/A	Stored on secure Network Share	N/A	P	
GOVERNANCE	MINUTES	Other Internal Minutes	Restricted		N/A	Stored on Domino DB	N/A	P	
GOVERNANCE	MINUTES	SAA Minutes	Restricted		N/A	Stored on Domino DB	N/A	P	
GOVERNANCE	OFFICE MANAGEMENT	Accident Reporting	Restricted		Paper	N/A	P	N/A	
GOVERNANCE	OFFICE MANAGEMENT	Annual Accounts	Restricted		Paper	N/A	P	N/A	
GOVERNANCE	OFFICE MANAGEMENT	Application Forms (Successful)	Restricted		Paper	N/A	P	N/A	Retain in personal file until destroyed.
GOVERNANCE	OFFICE MANAGEMENT	Application Forms (Unsuccessful)	Restricted		Paper	N/A	D I+3 months	N/A	
GOVERNANCE	OFFICE MANAGEMENT	Attendance Records	Restricted		Paper	Stored on Workforce Management System	CY+3	CY+3	
GOVERNANCE	OFFICE MANAGEMENT	Audit Reports	Restricted		N/A	Stored on secure Network Share	N/A	CY+5	
GOVERNANCE	OFFICE MANAGEMENT	Budget Information	Restricted		N/A	Stored on secure Network Share	N/A	CY+5	
GOVERNANCE	OFFICE MANAGEMENT	Customer Satisfaction Forms	Restricted		Paper	N/A	CY+1	N/A	
GOVERNANCE	OFFICE MANAGEMENT	Display Screen Assessment	Restricted		Paper	Stored on secure Network Share	CY+1	P	
GOVERNANCE	OFFICE MANAGEMENT	Establishment Lists & Information	Restricted		N/A	Stored on secure Network Share	N/A	P	Updated when there are new employees
GOVERNANCE	OFFICE MANAGEMENT	Flexi - Leave Applications	Restricted		N/A	Stored on Workforce Management System	N/A	CY+2	
GOVERNANCE	OFFICE MANAGEMENT	Flexi - Time Recording Sheets	Restricted		N/A	Stored on Workforce Management System	N/A	CY+2	

		TRANSACTION							
FUNCTION	ACTIVITY	RECORD DESCRIPTION	CONFIDENTIALITY	VITAL RECORD	FORMAT/LOCATION	DIGITAL INFO	PAPER DISPOSAL POLICY	DIGITAL DISPOSAL POLICY	COMMENTS
GOVERNANCE	OFFICE MANAGEMENT	Inventory	Restricted		N/A	Stored on Domino DB	N/A	P	
GOVERNANCE	OFFICE MANAGEMENT	Invoices	Restricted		Paper	Scanned into Mailflow System	CY+5	CY+5	
GOVERNANCE	OFFICE MANAGEMENT	Leave Applications	Restricted		N/A	Stored on Workforce Management System	N/A	CY+2	
GOVERNANCE	OFFICE MANAGEMENT	Overtime Sheets	Restricted		Paper	N/A	CY+5	N/A	
GOVERNANCE	OFFICE MANAGEMENT	Performance Management Data	Restricted		N/A	Stored on secure Network Share	N/A	P	
GOVERNANCE	OFFICE MANAGEMENT	Personnel Files	Restricted		Paper	N/A	CY+4	N/A	Moved to Archive after employee leaves
GOVERNANCE	OFFICE MANAGEMENT	Petty Cash Receipts & Books	Restricted		Paper	N/A	CY+5	N/A	
GOVERNANCE	OFFICE MANAGEMENT	Purchase Orders	Restricted		Paper	N/A	CY+5	N/A	
GOVERNANCE	OFFICE MANAGEMENT	Quotes from Suppliers	Restricted		N/A	Stored on secure Network Share	N/A	CY+5	
GOVERNANCE	OFFICE MANAGEMENT	Risk Assessments	Restricted		Paper	Stored on secure Network Share	CY+3	P	
GOVERNANCE	OFFICE MANAGEMENT	Salary Information	Restricted		N/A	Stored on secure Network Share	N/A	P	
GOVERNANCE	OFFICE MANAGEMENT	Sales of Council Tax List, Valuation Roll & Electoral Register	Restricted		N/A	Stored on secure Network Share	N/A	CY+10	
GOVERNANCE	OFFICE MANAGEMENT	Training Questionnaires & Information	Restricted		Paper	Stored on Domino DB	CY+5	CY+5	
GOVERNANCE	OFFICE MANAGEMENT	Travel & Subsistence Claims	Restricted		Paper	N/A	CY+5	N/A	
GOVERNANCE	OFFICE MANAGEMENT	Complaints	Restricted		Paper	Stored on secure Network Share	P	P	
GOVERNANCE	OFFICE MANAGEMENT	CCTV Footage	Restricted		N/A	Stored on secure Network Share	N/A	1 Month	
GOVERNANCE	OFFICE MANAGEMENT	Signing in Sheet			Paper	N/A	CY+1	N/A	
GOVERNANCE	OFFICE MANAGEMENT	System Audit Logs	Restricted		N/A	Stored on secure Network Share	N/A	*6 Months	*Removed from system by systems administrators every 6 months
GOVERNANCE	POLICIES	Board Policies			N/A	Stored on Domino DB	N/A	P	Reviewed & updated ongoing basis

RECORDS RETENTION & DISPOSAL ARRANGEMENTS SCHEDULE**ELEMENTS 4, 5, 6, 7 and 10**

		TRANSACTION							
FUNCTION	ACTIVITY	RECORD DESCRIPTION	CONFIDENTIALITY	VITAL RECORD	FORMAT/LOCATION	DIGITAL INFO	PAPER DISPOSAL POLICY	DIGITAL DISPOSAL POLICY	COMMENTS
COUNCIL TAX	AUDIT DOCUMENTS	CT Lists			Paper/Clerical Sections	Stored on Domino DB	CY+5	P	On Domino DB as Rolls & Lists
COUNCIL TAX	APPEALS	Proposals, Appeals	Restricted		Paper/Valuers	Stored on Domino DB	RP+1	RP+1	
COUNCIL TAX	APPEALS	Copy Proposal/Appeal Front Sheets	Restricted		Paper/Clerical Sections	N/A	RP+1		
COUNCIL TAX	APPEALS	Proposal/Appeal Letters	Restricted		Paper/Valuers	Stored on Domino DB	RP+1	RP+1	
COUNCIL TAX	APPEALS	Reply to Proposal/Appeal Letters	Restricted		Paper/Valuers	Stored on Domino DB	RP+1	RP+1	
COUNCIL TAX	APPEALS	Valuation Appeal Committee Hearing Lists			Paper/Reception	Stored on Domino DB	See comments	P	Copy of Productions , VAC Hearing List ,decisions and Statement of Reasons kept permanently
COUNCIL TAX	APPEALS	Valuation Appeal Committee Productions	Restricted		Paper/Valuers	Stored on Domino DB	P	P	Copy of Productions , VAC Hearing List ,decisions and Statement of Reasons kept permanently
COUNCIL TAX	APPEALS	Valuation Appeal Committee Decisions	Restricted		Paper/Valuers	Stored on Domino DB	P	P	Copy of Productions , VAC Hearing List ,decisions and Statement of Reasons kept permanently
COUNCIL TAX	APPEALS	Court of Session Decisions			Paper/Valuers	Stored on Domino DB	P	P	
COUNCIL TAX	APPEALS	Opinion of Counsel	Restricted		Paper/Valuers	Stored on Domino DB	P	P	Copy of Counsel's Opinion kept permanently
COUNCIL TAX	CORRESPONDENCE	General Correspondence	Restricted		Paper/Valuers	Stored on Domino DB	DR+1 month	RP+2	
COUNCIL TAX	CORRESPONDENCE	Reply to General Correspondence	Restricted		Paper/Valuers	Stored on Domino DB	RP+2	RP+2	Copy of reply is kept in subject file RP+2
COUNCIL TAX	PROPERTY RECORD	Plans	Restricted	V	Paper	Stored on Domino DB	P	P	Dispose of superseded plans where appropriate

		TRANSACTION							
FUNCTION	ACTIVITY	RECORD DESCRIPTION	CONFIDENTIALITY	VITAL RECORD	FORMAT/LOCATION	DIGITAL INFO	PAPER DISPOSAL POLICY	DIGITAL DISPOSAL POLICY	COMMENTS
COUNCIL TAX	PROPERTY RECORD	Photographs	Restricted		N/A	Stored on Domino DB	N/A	P	Dispose of superseded photographs where appropriate
COUNCIL TAX	PROPERTY RECORD	House Record	Restricted	V	Paper	Stored on Domino DB	P	N/A	Dispose of superseded house records where appropriate
COUNCIL TAX	PROPERTY RECORD	Sales Analysis	Restricted		N/A	Stored on Domino DB	N/A	RP+1	
COUNCIL TAX	SOURCE INFORMATION	Returns of Questionnaire from New House Owner	Restricted		Paper/Valuers	Stored on Domino DB	DR+1 month	RP+1	
COUNCIL TAX	SOURCE INFORMATION	Building Warrants			Paper/Valuers	Stored on Domino DB	CY+5	CY+5	
COUNCIL TAX	SOURCE INFORMATION	Planning Applications			Paper/Valuers	Stored on Domino DB	CY+5	CY+5	
COUNCIL TAX	SOURCE INFORMATION	Completion Certificates			Paper/Valuers	Stored on Domino DB	CY+1	CY+1	
COUNCIL TAX	SOURCE INFORMATION	Demolition Lists			Paper/Valuers	Stored on Domino DB	CY+1	CY+1	
COUNCIL TAX	SOURCE INFORMATION	Banding Reports			Paper/Valuers	Stored on Domino DB	RP+1	RP+1	
COUNCIL TAX	SOURCE INFORMATION	Standard Types			Paper/Valuers	Stored on Domino DB	RP+1	RP+1	

ELEMENTS 4, 5, 6, 7 and 10

FUNCTION	ACTIVITY	TRANSACTION							
		RECORD DECIPTION	CONFIDENTIALITY	VITAL RECORD	FORMAT/LOCATION	DIGITAL INFO	PAPER DISPOSAL POLICY	DIGITAL DISPOSAL POLICY	COMMENTS
ELECTORAL REGISTRATION	CORRESPONDENCE	General Correspondence	Restricted		Paper/Clerical	Progress EMS	DR+1 month	CY+10	
ELECTORAL REGISTRATION	CORRESPONDENCE	Replies to General Correspondence	Restricted		N/A	Home Drive / Shared drive	N/A	CY+10	
ELECTORAL REGISTRATION	CORRESPONDENCE	Request Forms for Supply of Register	Restricted		Paper/Clerical	Audit 'N' Drive	CY+1	CY+1	
ELECTORAL REGISTRATION	CORRESPONDENCE	General email enquiries	Restricted		Paper/Clerical	Progress EMS	DR+1 month	CY+10	
ELECTORAL REGISTRATION	PRODUCED INFORMATION	Election Information (information provided to RO's during election period)	Restricted		N/A	Progress EMS	N/A	End of electoral year	
ELECTORAL REGISTRATION	PRODUCED INFORMATION	Lists (of additions, deletions, etc)	Restricted		N/A	Progress EMS	N/A	CY+3	
ELECTORAL REGISTRATION	PRODUCED INFORMATION	Edited Register of Electors			N/A	Progress EMS	N/A	P	
ELECTORAL REGISTRATION	PRODUCED INFORMATION	Qualifiers Report (Attainers)	Restricted		N/A	Progress EMS	N/A	CY+1	
ELECTORAL REGISTRATION	PRODUCED INFORMATION	Full Register of Electors	Restricted		Paper/Clerical	Progress EMS	P	P	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Annual Canvass Forms-HEF's	Restricted		Paper/Clerical	Scanned to Progress EMS	CY+1	CY+1	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Invitation to Register - ITR's	Restricted		Paper/Clerical	Scanned to Progress EMS	CY+1	CY+1	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Change of Name Applicaton	Restricted		Paper/Clerical	Scanned to Progress EMS	CY+1	CY+1	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Open Register - Request Form	Restricted		Paper/Clerical	Scanned to Progress EMS	P	P	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Documentary Evidence	Restricted		Paper/Clerical	Scanned to Progress EMS	1Month &1 Month	1Month &1 Month	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Attestation Documentation	Restricted		Paper/Clerical	Scanned to Progress EMS	1Month &1 Month	1Month &1 Month	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Boundary Changes	Restricted		N/A	Stored on secure Network Share	N/A	P	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Council Tax Information	Restricted		N/A	Progress EMS	N/A	CY	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Crown Servants Form	Restricted		Paper/Clerical	Progress EMS	CY+1	CY+1	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Absent Voters Forms/One Event	Restricted		Paper/Clerical	Progress EMS	CY+1	CY+1	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Absent Voters Forms/All	Restricted		Paper/Clerical	Progress EMS	CY+5*	CY+5*	*Until refresh of signatures , at which time DB would be refreshed.

FUNCTION	ACTIVITY	TRANSACTION							
		RECORD DESCRIPTION	CONFIDENTIALITY	VITAL RECORD	FORMAT/LOCATION	DIGITAL INFO	PAPER DISPOSAL POLICY	DIGITAL DISPOSAL POLICY	COMMENTS
ELECTORAL REGISTRATION	SOURCE INFORMATION	Death Certificates	Restricted		Paper/Clerical	Progress EMS	CY+1	CY+1	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Declaration of Local Connection	Restricted		Paper/Clerical	Progress EMS	CY+1	CY+1	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Education List of Attainers	Restricted		N/A	Progress EMS	N/A	CY+1	
ELECTORAL REGISTRATION	SOURCE INFORMATION	European Parliamentary Elector Form	Restricted		Paper/Clerical	Progress EMS	CY+5	CY+5	
ELECTORAL REGISTRATION	SOURCE INFORMATION	Maps Showing Boundaries	Restricted		Paper/Clerical	Electoral DB	P*	P*	*Destroy when superseded and no further requirement to retain

RECORDS RETENTION & DISPOSAL ARRANGEMENTS SCHEDULE

ELEMENTS 4, 5, 6, 7 and 10

FUNCTION	ACTIVITY	TRANSACTION							
		RECORD DESCRIPTION	CONFIDENTIALITY	VITAL RECORD	FORMAT/LOCATION	DIGITAL INFO	PAPER DISPOSAL POLICY	DIGITAL DISPOSAL POLICY	COMMENTS
NON DOMESTIC	APPEALS	Appeal Letters	Restricted		Paper/Valuers	Scanned into Mailflow System	*RP+1	*RP+1	*Destroy paper copy after completion of appeal and full appeal process has expired
NON DOMESTIC	APPEALS	Appeal Front Sheet Copies	Restricted		Paper/Clerical Sections	Stored on Progress DB	RP+1	RP+1	
NON DOMESTIC	APPEALS	Valuation Appeal Committee Hearing Lists			Paper/Reception	Stored on Domino DB	CY+1	P	Copy of Productions , VAC Hearing List ,decisions and Statement of Reasons kept permanently
NON DOMESTIC	APPEALS	Valuation Appeal Committee Productions	Restricted		Paper/Valuers	Stored on Domino DB	P	P	Copy of Productions , VAC Hearing List ,decisions and Statement of Reasons kept permanently
NON DOMESTIC	APPEALS	Recordings of Appeal Hearings	Restricted	V	N/A	Stored on secure Network Share	N/A	HD+3 Months	A reasonable amount of time should be allowed to take late requests into account. Also, if a stated case is required, retention of the record will be required until such time as a stated case is finalised.Therefore keep until full appeals process has expired
NON DOMESTIC	APPEALS	Valuation Appeal Committee Decisions			Paper/Subject File	Stored on secure Network Share	P	P	Copy of Productions , VAC Hearing List ,decisions and Statement of Reasons kept permanently
NON DOMESTIC	APPEALS	Lands Tribunal Correspondence			Paper/Law Library	Stored on Domino DB	P	P	Copy of Productions , VAC Hearing List ,decisions and Statement of Reasons kept permanently
NON DOMESTIC	APPEALS	Lands Valuation Appeal Correspondence			Paper/Law Library	Stored on Domino DB	P	P	Copy of Productions , VAC Hearing List ,decisions and Statement of Reasons kept permanently
NON DOMESTIC	APPEALS	Opinion of Counsel	Restricted		Paper/Law Library	Stored on Domino DB	P	P	Copy of Counsel's Opinion is held permanently
NON DOMESTIC	AUDIT DOCUMENTS	Valuation Roll			Paper/Reception	Stored on Domino DB	RP+5	P	
NON DOMESTIC	AUDIT DOCUMENTS	Valuation Roll Working Copy	Restricted		Paper/Clerical Sections	Stored on Domino DB	CY+5	CY+5	
NON DOMESTIC	CORRESPONDENCE	General Correspondence	Restricted		Paper/Allocated Staff member	Scanned into Mailflow System	DR +1 month	RP+5	
NON DOMESTIC	CORRESPONDENCE	Reply to General Correspondence	Restricted		N/A	N/A	N/A	RP+5	Valuers print paper copy and add to file
NON DOMESTIC	INFORMATION COLLECTION	Rent Questionnaires	Restricted	V	Paper/Valuers	Stored on Domino DB	RP+1	RP+1	Disposal of paper& electronic copy only happens after new information received which supercedes existing
NON DOMESTIC	INFORMATION COLLECTION	Telecoms	Restricted	V	Paper/Valuers	Stored on Domino DB	P	P	* Assessor for RVJB is the Designated Assessor for Telecoms and as such some correspondence remains live longer than just the Revaluation Cycle
NON DOMESTIC	INFORMATION COLLECTION	Lease	Restricted	V	Paper/Valuers	Stored on Domino DB	RP+1	RP+1	Disposal of paper& electronic copy only happens after new information received which supercedes existing
NON DOMESTIC	INFORMATION COLLECTION	Rental Information in General	Restricted	V	Paper/Valuers	Stored on Domino DB	RP+1	RP+1	Disposal of paper& electronic copy only happens after new information received which supercedes existing
NON DOMESTIC	INFORMATION COLLECTION	Return of Information Forms	Restricted	V	Paper/Valuers	Stored on Domino DB	RP+1	RP+1	Disposal of paper& electronic copy only happens after new information received which supercedes existing

ELEMENTS 4, 5, 6, 7 and 10

FUNCTION	ACTIVITY	TRANSACTION							
		RECORD DESCRIPTION	CONFIDENTIALITY	VITAL RECORD	FORMAT/LOCATION	DIGITAL INFO	PAPER DISPOSAL POLICY	DIGITAL DISPOSAL POLICY	COMMENTS
NON DOMESTIC	INFORMATION COLLECTION	Note of Turnover	Restricted	V	Paper/Valuers	Stored on Domino DB	RP+1	RP+1	Disposal of paper& electronic copy only happens after new information received which supercedes existing
NON DOMESTIC	INFORMATION COLLECTION	Copy of Accounts	Restricted	V	Paper/Valuers	Stored on Domino DB	RP+1	RP+1	Disposal of paper& electronic copy only happens after new information received which supercedes existing
NON DOMESTIC	INFORMATION COLLECTION	Return of Building Cost Information	Restricted	V	Paper/Valuers	Stored on Domino DB	RP+1	RP+5	Disposal of paper& electronic copy only happens after new information received which supercedes existing
NON DOMESTIC	INFORMATION COLLECTION	Note of Completion Certificates Issued			Paper/Valuers	Stored on Domino DB	CY+5	P	Paper destroyed after 5yrs - when the permission will have lapsed
NON DOMESTIC	PROPERTY RECORDS	Property Areas	Restricted	V	Paper/Valuers	N/A	P		Dispose of superseded areas where appropriate
NON DOMESTIC	PROPERTY RECORDS	Property Plans	Restricted	V	Paper/Valuers	P	P		Dispose of superseded plans where appropriate
NON DOMESTIC	PROPERTY RECORDS	Survey Reports	Restricted	V	Paper/Valuers	N/A	P		Dispose of superseded reports where appropriate
NON DOMESTIC	PROPERTY RECORDS	Valuations	Restricted		Paper/Valuers	Stored on Domino DB	RP+10	RP+10	Assessor for RVJB is the Designated Assessor for Telecoms and as such some valuations remain live longer than just the Revaluation Cycle
NON DOMESTIC	SOURCE INFORMATION	Comparison Sheets	Restricted		Paper/Valuers	Stored on Domino DB	RP+10	RP+10	Assessor for RVJB is the Designated Assessor for Telecoms and as such some valuations remain live longer than just the Revaluation Cycle
NON DOMESTIC	SOURCE INFORMATION	Narratives	Restricted		Paper/Valuers	Stored on Domino DB	RP+10	RP+10	Assessor for RVJB is the Designated Assessor for Telecoms and as such some valuations remain live longer than just the Revaluation Cycle
NON DOMESTIC	CORRESPONDENCE	Reply to Appeal Correspondence	Restricted		Paper/Valuers	Stored on Domino DB	RP+10	RP+10	Assessor for RVJB is the Designated Assessor for Telecoms and as such some correspondence remains live longer than just the Revaluation Cycle
NON DOMESTIC	SOURCE INFORMATION	Building Warrants			Paper/Valuers	Stored on Domino DB	CY+5	CY+5	Paper destroyed after 5yrs - when the permission will have lapsed
NON DOMESTIC	SOURCE INFORMATION	Planning Applications			Paper/Valuers	Stored on Domino DB	CY+5	CY+5	Paper destroyed after 5yrs - when the permission will have lapsed
NON DOMESTIC	SOURCE INFORMATION	Completion Certificates			Paper/Valuers	Stored on Domino DB	CY+1	CY+1	Paper destroyed after 1yr