unction	a satutar.	Barrad Description	Diseased Deliau	Disposal Method	Derror Derroralit	Blades	BIL Confidentiality BU Confidentiality	Description Dil Later in		ct Effective Impact
lion	Activity	Record Description	Disposal Policy 6 years after they have been superseded unless retained or	Disposal Method	Person Responsible	Notes	Confidentiality BIL Confidentiality	Description BIL Integrity	Level	Level:Description
vrato	Correspondence	MP/MSP/Councillor Correspondence	6 years after they have been superseded unless retained or destroyed under a specific category	Shred	Executive Assistant		0-3 Depending on Con	tant 2	3	Restricted
rate	correspondence	MP/MSP/councillor correspondence	destroyed under a specific category	Shred	EXECUTIVE Assistant		0-5 Depending on Con	.ent 5	3	Restricted
ate	Health and Safety	Accident Books, records and reports	6 years unless accident involves a child, in which case 25 years	Confidential Disposal	Executive Assistant		2 Protect	2	2	Protect
	Health and Safety	Burglar Alarm & Security Documents	Indefinite or until superseded.	Shred	Executive Assistant		3 Restricted	2	2	Restricted
	Health and Safety	Completed Incident Report forms and Operational Logs	10 years	Shred	Executive Assistant		2 Protect	2	2	Protect
	Health and Safety	Drivers License, MOT and Insurance checks	Current plus 2 years	Shred	Executive Assistant		2 Protect	2	2	Protect
	Health and Safety	Fire Alarm & Security Documents	Indefinite or until superseded.	Shred	Executive Assistant		3 Restricted	3	3	Restricted
	Health and Safety	Fire Drill & Evacuation Procedures	Indefinite or until superseded.	Shred	Executive Assistant		2 Protect	2	2	Protect
orace	fiedicit and ballety	The brind Evacuation Procedures	Current version to be retained until superseded plus 1	Silled	Executive Assistant		2 1101000	2	2	Tiotect
orate	Health and Safety	Risk Assessments	previous version.	Shred	Executive Assistant		3 Restricted	3	3	Restricted
	Health and Safety	Visitor Books	2 Years after use ceases	Confidential Disposal	Executive Assistant		2 Protect	2	2	Protect
orate		Audit Reports	Indefinite	Not Applicable	Executive Assistant		0 Published	2	2	Protect
	Health and Safety	Business Continuity Plan	Indefinite or until superseded.	Removing normal means of retrieval	Executive Assistant		3 Restricted	2	3	Restricted
orace	ficaliti and ballety	business continuity rian	indefinite of until superseded.	Removing normal means of recieval	Executive Assistant	Sheets should be kept for 2 weeks	5 Restricted	5	5	Restricted
						from the last date recorded on the sheet				
orate	Health and Safety	Touch Point Cleaning Record	2 weeks	Shred	Executive Assistant		 May be available u 	nder FOI 1	1	May be available
orate	Health and Safety	COVID Incident Reports	Destroy after 30 days	Electronic Deletion	Executive Assistant		2 Protect	2	2	Protect
orate	Office Management	Cash Received Forms	6 years after last entry	Shred	Executive Assistant		1 May be available u	nder FOI 3	3	Restricted
			Only last 20 images retained remainder automatically							
			overwritten. Maximum retention period therefore 2 weeks		Principal Administration					
orate	Office Management	CCTV Footage	unless there has been an incident.	Removing normal means of retrieval	Officer		3 Restricted	2	2	Protect
	Office Management	Complaints Files	6 years from date of final settlement	Shred	Executive Assistant		1 May be available u	nder FOI 2	2	Protect
	Office Management	Copies of Invoices	After six years	Shred	Executive Assistant		2 Protect	2	2	Protect
			· · ·			Electronic version retained by VJB				
						Clerk				
orate	Office Management	Copy of Valuation Joint Board Papers	Indefinite	Not Applicable	Executive Assistant		0 Published	2	2	Protect
orate		Credit Card Statements	After 6 years	Shred	Executive Assistant		3 Restricted	3	3	Restricted
orate	Office Management	Data Access Request records	6 years from date of final settlement	Removing normal means of retrieval	Executive Assistant		3 Restricted	3	3	Restricted
orate		Data Access Request Log	Indefinite	Not Applicable	Executive Assistant		3 Restricted	3	3	Restricted
orate	Office Management	External Contracts with suppliers	Six years after expiry of contract	Shred	Executive Assistant		1 May be available u	inder FOI 2	2	Protect
ate	onice management	external contracts with suppliers	Non domestic - 6 years, Council Tax - indefinite, Corporate - 6	Sinca	EACCULIVE ASSISTANT		iviay be available u	2	2	. roteet
orate	Office Management	Extracted data for internal use		Removing normal means of retrieval	Executive Assistant		1 May be available u	inder FOI 1	1	May be available
orale	onice wanagement	Extracted data for internal use	years Non domestic - 6 years, Council Tax - indefinite, Corporate - 6	nemoving normal means of retrieval	Executive Assistant		 iviay be available u 	.idei /01 1	1	ividy be available
orato	Office Management	Extracted data for other bodies	Non domestic - 6 years, Council Tax - Indefinite, Corporate - 6 vears	Removing normal means of retrieval	Executive Assistant		1 May be available u	inder FOI 1	1	May be available
ouate	onice wianagement	Extracted data for other bodies		nemoving normal means of retrieval	Executive Assistant		1 May be available u	luer r01 1	1	ividy be available
	Office Mar	Enterstand data associate association	Non domestic - 6 years, Council Tax - indefinite, Corporate - 6	Remarker and successful to the	Fundation According			- d 501		Marcha a stabili
orate	Office Management	Extracted data sent to councils	years	Removing normal means of retrieval Shred	Executive Assistant Executive Assistant		1 May be available u		1	May be available
orate	Office Management	FOI Case records	6 years from date of final settlement				1 May be available u 0 Published	nder FOI 1	1	May be available
orate	Office Management	FOI Case Log	Indefinite	Not Applicable	Executive Assistant			1	1	May be available
orate	Office Management	Grievance Records	6 years from date of final settlement	Removing normal means of retrieval	Executive Assistant		3 Restricted 2 Protect	3	3	Restricted
orate	Office Management	ID Cards	On leaving	Shred	Executive Assistant		2 Protect	3	3	Restricted
	0//	the second se	construction and a state of the strength of th	Show I	E contra Accordio		o phinted	-		5 h l'
orate	Office Management	Information subject to a FOI request but scheduled for destruction	6 months from the date of final FOI response.	Shred	Executive Assistant		0 Published	0	0	Public
	0/5			Should be a second s						Destaut
	Office Management	Internal Policy Documents/Practice Notes	Retain for five years after they have been superseded.	Shred	Executive Assistant		0 Published	2	2	Protect
orate	Office Management	Internal Working Group Minutes	Dispose of after 5 years	Shred	Executive Assistant		1 May be available u		2	Protect
orate	Office Management	Legal Case Reports	Indefinite	Not Applicable	Executive Assistant		0 Published	0	0	Public
			Within 3 Months unless retained under a specific category - ne							
oorate	Office Management	Local Newspapers	copying; only original can be retained	Normal Waste	Executive Assistant		0 Published	0	0	Public
						Copy retained on Intranet				
	Office Management	Management Team Minutes	Indefinite	Shred	Executive Assistant		0 Published	2	2	Protect
orate	Office Management	Personnel Files - Current year Staff	Indefinite	Not Applicable	Executive Assistant		3 Restricted	3	3	Restricted
orate		Recruitment Paperwork	6 months from conclusion of recruitment process	Shred	Executive Assistant		3 Restricted	3	3	Restricted
orate	Office Management	Exit questionnaires	Dispose of after 1 year	Shred	Executive Assistant		3 Restricted	3	3	Restricted
orate	Office Management	Occupational Health Records	Termination of employment plus 6 years	Shred	Executive Assistant		3 Restricted	3	3	Restricted
orate	Office Management	Disciplinary Records - case found/not found	Employment plus 6 years	Shred	Executive Assistant		3 Restricted	3	3	Restricted
orate	Office Management	Grievance Records - case found/not found	Employment plus 6 years	Shred	Executive Assistant		3 Restricted	3	3	Restricted
orate	Office Management	Personnel Files - Former staff	6 years from leaving, thereafter in summary form	Shred	Executive Assistant		3 Restricted	3	3	Restricted
orate	Office Management	Petty Cash books	6 years after last entry	Shred	Executive Assistant		1 May be available u	nder FOI 3	3	Restricted
			Dispose of after 10 years unless Senior Responsible Officer or							
orate	Office Management	Portal Board/ Portal Management Committee Papers	Treasurer in which case retain indefinitely	Shred	Executive Assistant		3 Restricted	3	3	Restricted
			For life of product or guarantee expiry period whichever							
orate	Office Management	Product Guarantees	occurs first	Normal Waste	Executive Assistant		1 May be available u	nder FOI 1	1	May be available
orate		Receipts	After six years	Shred	Executive Assistant		2 Protect	2	2	Protect
		Record of Sales of Council Tax List, Valuation Roll & Electoral	· · · ·							
orate	Office Management	Register	Dispose of after 5 years	Shred	Executive Assistant		2 Protect	2	2	Protect
		÷				Distributed version on CD can be			_	
						retained				
orate	Office Management	SAA Plenary & Committee Papers	Dispose of after 10 years	Shred	Executive Assistant		2 Protect	2	2	Protect
orate	onice management	sist i chary & committee rapels	Dispose of after 10 years unless working group chairman in	omed	EACCULIVE ASSISTUIL		2 Protect	2	2	
	Office Management	SAA Working Group Papers	which case to be retained indefinitely	Shred	Executive Assistant		2 Protect	2	2	Protect
	once wanagement	SAA WORKING Group Papers	which case to be retained indefinitely	amed	Executive Assistant		2 Protect	2	2	FIOLECL
	Office Management	Signing in sheets	Dispose of after 1 year	Shred	Executive Assistant		2 Protect	-	2	Protect

							BIL				act Effective Impact
	Activity	Record Description	Disposal Policy	Disposal Method	Person Responsible	Notes		BIL Confidentiality:Description		Level	Level:Description
orate	Office Management	Training Questionnaires/Information	Indefinite current staff, after 6 years for former staff	Shred	Executive Assistant		2	Protect	2	2	Protect
						May be published for senior staff					
						May be published for senior staff				-	
	Office Management	Travel & Subsistence Claims	6 years from date of claim.	Shred	Executive Assistant		2	Protect	2	2	Protect
uncil Tax		Appeal Settlement forms	Current year & previous five years	Shred	Divisional Assessor		1	May be available under FOI	2	2	Protect
uncil Tax		Citation Lists	Indefinite	Not Applicable	Divisional Assessor		0	Published	0	0	Public
uncil Tax		Court of Session decisions	Indefinite	Not Applicable	Divisional Assessor		0	Published	0	0	Public
uncil Tax		Domestic Recorded Delivery Lists	Indefinite	Not Applicable	Divisional Assessor		2	Protect	0	2	Protect
uncil Tax		VAC decisions	Indefinite	Not Applicable	Divisional Assessor		1	May be available under FOI	2	2	Protect
ouncil Tax	Appeals	VAC Lists	Indefinite	Not Applicable	Divisional Assessor		0	Published	0	0	Public
ouncil Tax	Appeals	VAC Productions	Indefinite	Not Applicable	Divisional Assessor		0	Published	2	2	Protect
			6 weeks after the VAC's decision has been issued unless an								
ouncil Tax	Appeals	VAC Recordings (Council Tax)	appeal to the Court of Session has been intimated.	Removing normal means of retrieval	Divisional Assessor		2	Protect	2	2	Protect
			While case to Court of Session is possible or outstanding -								
uncil Tax	Appeals	VAC transcripts (Council Tax)	Indefinite	Shred	Divisional Assessor		2	Protect	2	2	Protect
uncil Tax	Appeals	Valuation List Appeal File	Indefinite	Not Applicable	Divisional Assessor		0	Published	0	0	Public
uncil Tax	Appeals	Valuation List Appeals - Computer	Indefinitely	Not Applicable	Divisional Assessor		1	May be available under FOI	2	2	Protect
	Audit Documents	Printed Valuation Lists	Indefinite	Not Applicable	Divisional Assessor		0	Published	0	0	Public
		General Domestic Correspondence (including Council advice of		P.F. STATE						-	
incil Tax	Correspondence	leases, land sales, social housing purchases)	Indefinitely	Not Applicable	Divisional Assessor		2	Protect	2	2	Protect
	Property Record	Survey Reports (electronic)	Indefinite	Removing normal means of retrieval	Divisional Assessor		2	Protect	2	2	Protect
Incli IdX	rioperty Record	Survey reports (electronic)	Indefinite Indefinitely in order to enable compliance with s111 of Local	nemoving normal means of retrieval	Divisional Assessor		4	Trotett	2	2	riolect
	Design Design			No. A. Brahla	D: 11			Published			March and State
	Property Record	Domestic Rating Practice Notes	Government Finance Act 1992	Not Applicable	Divisional Assessor		0		1	1	May be available
	Property Record	Valuations/Comparison Lists (electronic)	Indefinitely	Not Applicable	Divisional Assessor		2	Protect	2	2	Protect
	Property Record	Valuation History -paper	Indefinitely	Not Applicable	Divisional Assessor		1	May be available under FOI	1	1	May be available
	Property Record	Valuation List Housing Development Folders	Indefinite	Not Applicable	Divisional Assessor		1	May be available under FOI	1	1	May be available
uncil Tax	Property Record	Valuation List LA Type Cards	Indefinitely	Not Applicable	Divisional Assessor		2	Protect	2	2	Protect
uncil Tax	Property Record	Valuation List Standard House Type Records	Indefinitely	Not Applicable	Divisional Assessor		2	Protect	2	2	Protect
			6 years after they have been superseded if pre 01/04/1991								
uncil Tax	Property Record	Valuation List Survey/Plans/Areas in File	otherwise indefinite	Shred	Divisional Assessor		2	Protect	2	2	Protect
	Property Record	Valuation List Surveys - Computer	Indefinitely	Not Applicable	Divisional Assessor		2	Protect	2	2	Protect
	Property Record	Valuation List Surveys - Paper	Current year & previous five years	Shred	Divisional Assessor		2	Protect	2	2	Protect
	Property Record	Valuation List Surveys - Paper Valuation List Technical Details - Computer	Indefinitely	Not Applicable	Divisional Assessor		2	Protect	3	2	Restricted
	Property Record	Valuation List Valuation - Paper	Indefinite	Not Applicable	Divisional Assessor		2	Protect	2	2	Protect
uncii tax	Property Record	Valuation List Valuation - Paper			Divisional Assessor		2	Protect	2	2	Protect
			Copies of the electronic files sent to Finance should be delete	eu							
		Provide the data price	after 6 years.	state to patients	Distance in the		-	P	-		D
	Property Record	Finance Interface Files		Electronic Deletion	Divisional Assessor			Protect			Protect
							2		2	2	
	Property Record	Portal Interface Files	Deletion of Portal Interface Files after 1 year.	Electronic Deletion	Divisional Assessor		1	May be available under FOI	1	2	May be available
			Deletion of Portal Interface Files after 1 year. Indefinitely				2 1 2		1 2	2 1 2	
incil Tax	Property Record	Portal Interface Files		Electronic Deletion	Divisional Assessor		2 1 2 0	May be available under FOI	2 1 2 0	2 1 2 0	May be available
incil Tax incil Tax	Property Record Source Information	Portal Interface Files Personnel details - computer	Indefinitely	Electronic Deletion Not Applicable	Divisional Assessor Divisional Assessor		-	May be available under FOI Protect	-	-	May be available Protect
uncil Tax uncil Tax uncil Tax	Property Record Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Building Warrant Lists	Indefinitely Indefinite Indefinite	Electronic Deletion Not Applicable Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor		0	May be available under FOI Protect Published	0	0	May be available Protect Public
uncil Tax uncil Tax uncil Tax	Property Record Source Information Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Building Warrant Lists Sasines/Land Vals - Paper & Electronic	Indefinitely Indefinite	Electronic Deletion Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0	May be available under FOI Protect Published Published	0	0	May be available Protect Public Public
uncil Tax uncil Tax uncil Tax uncil Tax	Property Record Source Information Source Information Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper	Indefinitely Indefinite Indefinite Indefinite	Electronic Deletion Not Applicable Not Applicable Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration		0	May be available under FOI Protect Published Published Restricted	0	0	May be available Protect Public Public Restricted
uncil Tax uncil Tax uncil Tax	Property Record Source Information Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Building Warrant Lists Sasines/Land Vals - Paper & Electronic	Indefinitely Indefinite Indefinite	Electronic Deletion Not Applicable Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer		0	May be available under FOI Protect Published Published	0 0 3	0	May be available Protect Public Public
uncil Tax uncil Tax uncil Tax uncil Tax ctoral	Property Record Source Information Source Information Source Information Source Information Correspondence	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence	Indefinitely Indefinite Indefinite Indefinite After 2 years	Electronic Deletion Not Applicable Not Applicable Not Applicable Not Applicable Shred	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration		0 0 3 3	May be available under FOI Protect Published Published Restricted Restricted	0 0 3 3	0 0 3 3	May be available Protect Public Public Restricted Restricted
uncil Tax uncil Tax uncil Tax uncil Tax ctoral	Property Record Source Information Source Information Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper	Indefinitely Indefinite Indefinite Indefinite	Electronic Deletion Not Applicable Not Applicable Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer		0	May be available under FOI Protect Published Published Restricted	0 0 3	0	May be available Protect Public Public Restricted
uncil Tax uncil Tax uncil Tax uncil Tax uncil Tax ctoral	Property Record Source Information Source Information Source Information Correspondence	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasimes/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register	Indefinitely Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite	Electronic Deletion Not Applicable Not Applicable Not Applicable Shred Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer		2 0 3 3 2	May be available under FOI Protect Published Published Restricted Protect	0 0 3 3 2	0 0 3 3 2	May be available Protect Public Public Restricted Restricted Protect
uncil Tax uncil Tax uncil Tax uncil Tax uncil Tax ctoral	Property Record Source Information Source Information Source Information Source Information Correspondence	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence	Indefinitely Indefinite Indefinite Indefinite After 2 years	Electronic Deletion Not Applicable Not Applicable Not Applicable Not Applicable Shred	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer		0 0 3 3	May be available under FOI Protect Published Published Restricted Restricted	0 0 3 3	0 0 3 3	May be available Protect Public Public Restricted Restricted
uncil Tax uncil Tax uncil Tax uncil Tax ctoral ctoral	Property Record Source Information Source Information Source Information Correspondence Correspondence Source Information	Portal Interface Files Personnel details - computer Planning/Rudiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register Electoral Registers Printed and Electronic	Indefinitely Indefinite Indefinite After 2 years Indefinite Indefinite	Electronic Deletion Not Applicable Not Applicable Not Applicable Not Applicable Shred Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer Principal Administration		0 0 3 3 2 3	May be available under FOI Protect Published Published Restricted Protect Restricted	0 0 3 3 2 3	0 0 3 3 2	May be available Protect Public Public Restricted Restricted Protect Restricted
ncil Tax Incil Tax Incil Tax Incil Tax Incil Tax Incil Tax Itoral	Property Record Source Information Source Information Source Information Correspondence	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasimes/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register	Indefinitely Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite	Electronic Deletion Not Applicable Not Applicable Not Applicable Shred Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer Principal Administration Officer		2 0 3 3 2	May be available under FOI Protect Published Published Restricted Protect	0 0 3 3 2	0 0 3 3 2	May be available Protect Public Public Restricted Restricted Protect
uncil Tax uncil Tax uncil Tax uncil Tax ctoral ctoral	Property Record Source Information Source Information Source Information Correspondence Correspondence Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register Electoral Registers Printed and Electronic Electoral Register Monthly Updates	Indefinitely Indefinite Indefinit	Electronic Deletion Not Applicable Not Applicable Not Applicable Shred Not Applicable Not Applicable Not Applicable Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer		0 0 3 3 2 3	May be available under FOI Protect Published Published Restricted Protect Restricted	2 0 3 3 2 3 3 3	0 0 3 3 2	May be available Protect Public Public Restricted Restricted Protect Restricted
uncil Tax uncil Tax uncil Tax uncil Tax uncil Tax ctoral ctoral	Property Record Source Information Source Information Source Information Correspondence Correspondence Source Information	Portal Interface Files Personnel details - computer Planning/Rudiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register Electoral Registers Printed and Electronic	Indefinitely Indefinite Indefinite After 2 years Indefinite Indefinite	Electronic Deletion Not Applicable Not Applicable Not Applicable Not Applicable Shred Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer Principal Administration Officer		0 0 3 3 2 3	May be available under FOI Protect Published Published Restricted Protect Restricted	0 0 3 3 2 3	0 0 3 3 2	May be available Protect Public Public Restricted Restricted Protect Restricted
incil Tax incil Tax	Property Record Source Information Source Information Source Information Correspondence Correspondence Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register Electoral Registers Printed and Electronic Electoral Register Monthly Updates	Indefinitely Indefinite Indefinit	Electronic Deletion Not Applicable Not Applicable Not Applicable Shred Not Applicable Not Applicable Not Applicable Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer		2 0 3 3 2 3 3 3	May be available under FOI Protect Published Published Restricted Protect Restricted Restricted	2 0 3 3 2 3 3 3	0 0 3 3 2 3 3	May be available Protect Public Public Restricted Restricted Protect Restricted Restricted
uncil Tax uncil Tax uncil Tax uncil Tax uncil Tax ctoral ctoral ctoral ctoral	Property Record Source Information Source Information Source Information Correspondence Correspondence Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register Electoral Registers Printed and Electronic Electoral Register Monthly Updates	Indefinitely Indefinite Indefinit	Electronic Deletion Not Applicable Not Applicable Not Applicable Shred Not Applicable Not Applicable Not Applicable Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer		2 0 3 3 2 3 3 3	May be available under FOI Protect Published Published Restricted Protect Restricted Restricted	2 0 3 3 2 3 3 3	0 0 3 3 2 3 3	May be available Protect Public Public Restricted Restricted Protect Restricted Restricted
uncil Tax uncil Tax uncil Tax uncil Tax uncil Tax ctoral ctoral ctoral ctoral	Property Record Source Information Source Information Source Information Correspondence Correspondence Source Information Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register Electoral Registers Printed and Electronic Electoral Register Monthly Updates Canvassers Lists	Indefinitely Indefinite After 1 year After 2 years	Electronic Deletion Not Applicable Not Applicable Not Applicable Shred Not Applicable Not Applicable Not Applicable Removing normal means of retrieval Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer		0 0 3 3 2 3 3 2 2	May be available under FOI Protect Published Published Restricted Protect Restricted Restricted Protect	2 0 3 3 2 3 3 3	0 0 3 3 2 3 3	May be available Protect Public Public Restricted Restricted Protect Restricted Restricted Protect
uncil Tax uncil Tax uncil Tax uncil Tax uncil Tax ctoral ctoral ctoral ctoral ctoral	Property Record Source Information Source Information Source Information Correspondence Correspondence Source Information Source Information Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Rudiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register Electoral Registers Printed and Electronic Electoral Register Monthly Updates Canvassers Lists Absent Voter's List	Indefinitely Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Is months After 1 year After 2 years Paper forms until the end of Canvass.	Electronic Deletion Not Applicable Not Applicable Not Applicable Not Applicable Shred Not Applicable Removing normal means of retrieval Removing normal means of retrieval Shred	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration		0 0 3 3 2 3 3 3 2 1	May be available under FOI Protect Published Published Restricted Protect Restricted Restricted Protect May be available under FOI	2 0 3 3 2 3 3 2 3 2 3 3 2 3	0 0 3 3 2 3 3	May be available Protect Public Public Restricted Protect Restricted Restricted Restricted Restricted Restricted Restricted Restricted
incil Tax incil	Property Record Source Information Source Information Source Information Correspondence Correspondence Source Information Source Information Source Information	Portal Interface Files Personnel details - computer Planning/Budiding Warrant Lists Sasines/Land Vals - Paper & Electronic Return of Information Forms - Paper Electoral Correspondence Request Forms for Supply of Register Electoral Registers Printed and Electronic Electoral Register Monthly Updates Canvassers Lists	Indefinitely Indefinite Isenotts After 1 year After 2 years Paper forms until the end of Canvass. Scanned forms/electronic forms after 2 years	Electronic Deletion Not Applicable Not Applicable Not Applicable Shred Not Applicable Not Applicable Not Applicable Removing normal means of retrieval Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer Principal Administration Officer		0 0 3 3 2 3 3 2 2	May be available under FOI Protect Published Published Restricted Protect Restricted Restricted Protect	2 0 3 3 2 3 3 3	0 0 3 3 2 3 3	May be available Protect Public Public Restricted Restricted Protect Restricted Restricted Protect
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tion	Activity	Record Description	Disposal Policy	Disposal Method	Person Responsible	Notes	Confidentiality	BIL Confidentiality:Description	BIL Integrity	Level	Level:Description
		Special Declaration Elector Applications (Anonymous, Service,			Principal Administration						
ral	Source Information	Local Connection & Overseas)	Retained for 12 months after expiration - maximum 5 years	Shred	Officer		3	Restricted	3	3	Restricted
			Hard copies to be disposed of after scanning determination								
			and added to Monthly Update.								
			Electronic copies to have NiNo redacted no later than 13								
			months after application determined and to be retained until		Principal Administration						
toral	Source Information	Voter Registration Forms - ITR's	3 years after registration is superseded.	Shred	Officer		3	Restricted	3	3	Restricted
					Principal Administration						
toral	Source Information	Council Tax Lists, University lists etc	After 2 years	Removing normal means of retrieval	Officer		3	Restricted	3	3	Restricted
						Calculated date in SharePoint					
						Library with view that shows files					
						ready for deletion. Process to be					
						completed shortly after the 1st of					
			Only keep current plus previous months		Principal Administration	the month.					
ctoral	Source Information	Prisoner Data		Electronic Deletion	Officer		2	Protect	2	2	Protect
		Summary of Register of Electors (RPF29) as provided to General			Principal Administration						
ctoral	Statistical Information	Register of Scotland	Indefinite	Not Applicable	Officer		0	Published	0	2	Protect
	Office Management	Deleted E-mail data	Skyscape retain for 30 days.	Removing normal means of retrieval	Systems Administrator		3	Restricted	3	3	Restricted
	Office Management	Fault Logs	Indefinite	Not Applicable	Systems Administrator		3	Restricted	3	3	Restricted
	Office Management	Hardware Guarantees	For life of product.	Removing normal means of retrieval	Systems Administrator		2	Protect	2	2	Protect
	Office Management	Internet data logs	After 6 months	Removing normal means of retrieval	Systems Administrator		1	May be available under FOI	1	1	May be available
	Office Management	Software Licences	Indefinite whilst ongoing relationship with contractor.	Shred	Systems Administrator		1	May be available under FOI	1	1	May be available
	Office Management	Back Up Tapes	Inderfinite	Not Applicable	Systems Administrator		3	Restricted	3	3	Restricted
	Office Management	Systems Documentation	Indefinite whilst ongoing relationship with contractor.	Shred	Systems Administrator		1	May be available under FOI	1	1	May be available
ting	Appeals	Appeal Settlement forms	Current year & previous five years	Shred	Divisional Assessor		2	Protect	2	2	Protect
iting	Appeals	LVAC/LT Case Papers	Indefinitely	Not Applicable	Divisional Assessor		0	Published	0	0	Public
iting	Appeals	Non Domestic Citation Lists	Dispose of after 6 years of hearing date	Shred	Divisional Assessor		0	Published	0	0	Public
iting	Appeals	Non Domestic Recorded Delivery Lists	Dispose of after 6 years of date of hearing date	Shred	Divisional Assessor		2	Protect	1	2	Protect
ting	Appeals	Non Domestic VAC Lists	Dispose of after 6 years of hearing date	Shred	Divisional Assessor		0	Published	1	1	May be available
			6 weeks after the VAC's decision has been issued unless an								
ating	Appeals	VAC Recordings (Non Dom)	appeal to the LVAC or LT has been intimated	Removing normal means of retrieval	Divisional Assessor		2	Protect	2	2	Protect
			While Case to LVAC is possible or otstanding - indefinite.								
			Destruction 6 weeks after case is no longer possible or has								
ating	Appeals	VAC Transcripts (Non domestic)	been concluded	Shred	Divisional Assessor		2	Protect	2	2	Protect
ating	Appeals	Valuation Roll Appeal File	6 years after they have been finalised	Shred	Divisional Assessor		0	Published	0	0	Public
iting	Appeals	Valuation Roll Appeals - Computer	10 years	Removing normal means of retrieval	Divisional Assessor		0	Published	1	1	May be available
			1989 Valuation Roll to be retained indefinitely in accordance								
			with s111 (10) of Local Government Finance Act 1992.								
iting	Audit Documents	Printed Valuation Rolls	Otherwise dispose of after 10 years	Send to Archives	Divisional Assessor		0	Published	0	0	Public
			6 years (except for working copies for 1988/89)								
iting	Audit Documents	Valuation Roll - Working Copy		Shred	Divisional Assessor		0	Published	2	2	Protect
iting	Correspondence	General Non Dom Correspondence	6 years after the item has ceased to be relevant	Shred	Divisional Assessor		2	Protect	2	2	Protect
ting	Correspondence	Valuation Roll Personnel Correspondence	6 years after the change has been made to the Valuation Roll	Shred	Divisional Assessor		2	Protect	2		Protect
		· ·								2	
									2	2	FIOLECL
ting	Information Collection	Return of Information Forms (Incl E1's but Excl Rent Forms) - Pap	er 6 years after they have been superceded	Shred	Divisional Assessor		2	Protect	3	2	Restricted
iting iting		Return of Information Forms (Incl E1's but Excl Rent Forms) - Pap Computer Documents/Spreadsheets	er 6 years after they have been superceded 6 years after they have been superceded	Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor		2	Protect May be available under FOI			
ting ting	Information Collection Property Record						2			3	Restricted
			6 years after they have been superceded	Removing normal means of retrieval			2			3	Restricted
			6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceded	Removing normal means of retrieval			2 1			3	Restricted
ting	Property Record		6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceded ones to be retained in Offlice Library for 20 years after they	Removing normal means of retrieval			2 1			3	Restricted Protect
ing	Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedee ones to be retained in Offlice Library for 20 years after they were superceded before being disposed.	Removing normal means of retrieval	Divisional Assessor Divisional Assessor		0	May be available under FOI Published	3 2	3 2 1	Restricted Protect May be available
ting ting ting	Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedee ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely	Removing normal means of retrieval Shred Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor		1	May be available under FOI Published Protect	3 2 1	3 2	Restricted Protect May be available Protect
ting ting ting	Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedee ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded	Removing normal means of retrieval	Divisional Assessor Divisional Assessor		0	May be available under FOI Published	3 2 1 2	3 2 1 2	Restricted Protect May be available
ting ting ting	Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Office Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance	Removing normal means of retrieval Shred Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor		0	May be available under FOI Published Protect	3 2 1 2	3 2 1 2	Restricted Protect May be available Protect
ting ting ting ting	Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper)	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992.	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		1 0 2 3	May be available under FOI Published Protect Restricted	3 2 1 2 3	3 2 1 2 3	Restricted Protect May be available Protect Restricted
ting ting ting ting ting	Property Record Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		1 0 2 3 0	May be available under FOI Published Protect Restricted Published	3 2 1 2 3	3 2 1 2 3 0	Restricted Protect May be available Protect Restricted Public
ing ing ing ing ing ing	Property Record Property Record Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 3 0 0	May be available under FOI Published Protect Restricted Published Published	3 2 1 2 3 0 1	3 2 1 2 3 3 0	Restricted Protect May be available Protect Restricted Public May be available
ing ing ing ing	Property Record Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		1 0 2 3 0	May be available under FOI Published Protect Restricted Published	3 2 1 2 3	3 2 1 2 3 0	Restricted Protect May be available Protect Restricted Public
ing ing ing ing ing	Property Record Property Record Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Office Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 3 0 0	May be available under FOI Published Protect Restricted Published Published	3 2 1 2 3 0 1	3 2 1 2 3 3 0	Restricted Protect May be available Protect Restricted Public May be available
ing ing ing ing ing ing	Property Record Property Record Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Office Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely 6 years after they have been superceded otherwise indefinite	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 3 0 0	May be available under FOI Published Protect Restricted Published Published	3 2 1 2 3 0 1	3 2 1 2 3 3 0	Restricted Protect May be available Protect Restricted Public May be available
ing ing ing ing ing ing	Property Record Property Record Property Record Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation Valuation History - paper Valuation Roll Personnel - paper	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedee ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely 6 years after they have been superceded otherwise indefinitely To be retained indefinitely in score after they have been superceded otherwise indefinitely	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		1 0 2 3 0 0 2 2	May be available under FOI Published Protect Restricted Published Protect Protect	3 2 1 2 3 3 0 1 2 2	3 2 1 2 3 0 1 2	Restricted Protect May be available Protect Restricted Public May be available Protect
ing ing ing ing ing ing	Property Record Property Record Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Office Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely 6 years after they have been superceded otherwise indefinite	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 3 0 0	May be available under FOI Published Protect Restricted Published Published	3 2 1 2 3 0 1	3 2 1 2 3 3 0	Restricted Protect May be available Protect Restricted Public May be available
ing ing ing ing ing ing	Property Record Property Record Property Record Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation Valuation History - paper Valuation Roll Personnel - paper	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely Indefinitely fo years after they have been superceded otherwise dispose of after 10 years Indefinitely Indefinitely fo years after they have been superceded otherwise indefinitel To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exits	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		1 0 2 3 0 0 2 2	May be available under FOI Published Protect Restricted Published Protect Protect	3 2 1 2 3 3 0 1 2 2	3 2 1 2 3 0 1 2	Restricted Protect May be available Protect Restricted Public May be available Protect
ing ing ing ing ing ing ing	Property Record Property Record Property Record Property Record Property Record Property Record Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation Valuation History - paper Valuation Roll Personnel - paper	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Office Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely indefinitely for years after they have been superceded otherwise indefinitely for years after they have been superceded otherwise indefinitely for years after they have been superceded otherwise indefinitely for years after they have been superceded otherwise indefinitely for years after they have been superceded otherwise indefinitely	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		1 0 2 3 0 0 2 2	May be available under FOI Published Protect Restricted Published Protect Protect	3 2 1 2 3 3 0 1 2 2	3 2 1 2 3 0 1 2	Restricted Protect May be available Protect Restricted Public May be available Protect
ng ng ng ng ng ng	Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation Valuation History -paper Valuation Roll Personnel - paper Valuation Roll Survey/Areas on computer	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Office Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1398 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely forest after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits for years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		1 0 2 3 0 0 2 2 2	May be available under FOI Published Protect Published Protect Published Protect Protect	3 2 1 2 3 3 0 1 2 2	3 2 1 2 3 0 1 2 2	Restricted Protect May be available Protect Restricted Public May be available Protect Protect
ing	Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation Noll Personnel - paper Valuation Roll Survey/Areas on computer Valuation Roll Survey/Plans/Areas in File	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely Indefinitely fo years after they have been superceded otherwise indefinitely Indefinitely for years after they have been superceded otherwise indefinitely fo years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exits	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Removing normal means of retrieval Shred	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		1 0 2 3 3 0 0 2 2 2	May be available under FOI Published Protect Published Protect Protect Protect Protect Protect	3 2 1 2 3 3 0 1 2 2 2	3 2 1 2 3 3 0 1 2 2 2	Restricted Protect May be available Protect Restricted Public May be available Protect Protect
ingin	Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation Valuation Roll Personnel - paper Valuation Roll Personnel - paper Valuation Roll Survey/Areas on computer Valuation Roll Survey/Plans/Areas in File Valuation Roll Survey-Computer	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Office Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely Indefinitely Gyears after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exits. Gyears after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exits. J0 years	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Removing normal means of retrieval Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		2 3 0 0 2 2 2 2 2 2 2	May be available under FOI Published Protect Published Protect Protect Protect Protect Protect Protect Protect	3 2 1 2 3 3 0 1 2 2 2 2 2 2 2	3 2 1 2 3 3 0 1 2 2 2 2	Restricted Protect May be available Protect Restricted Public May be available Protect Protect Protect Protect
ing	Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation Nilstory -paper Valuation Roll Personnel - paper Valuation Roll Survey/Areas on computer Valuation Roll Survey/Plans/Areas in File Valuation Roll Survey - Computer Valuation Roll Survey - Paper	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedee ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely for years after they have been superceded otherwise indefinitely Indefinitely for years after they have been superceded otherwise indefinitely for years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exits. for years for years	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Shred Removing normal means of retrieval Shred Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		2 0 2 3 0 0 2 2 2 2 2 2 2	May be available under FOI Published Protect Published Protect	3 2 1 2 3 3 0 1 2 2 2 2 2 2 2 2 2	3 2 1 2 3 3 0 1 2 2 2 2 2 2 2 2 2	Restricted Protect May be available Protect Restricted Public May be available Protect Protect Protect Protect Protect Protect
ting ting ting ting ting ting ting ting	Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation Noll Servey/Paper Valuation Roll Survey/Areas on computer Valuation Roll Survey/Plans/Areas in File Valuation Roll Survey- Computer Valuation Roll Survey - Computer Valuation Roll Valuation - Computer Excl T/O	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedet ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely Indefinitely G years after they have been superceded otherwise indefinitel To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exits 6 years after they have been superceded otherwise indefinitel To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exits. 10 years Current year & previous five years 10 years	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable Shred Removing normal means of retrieval Shred Removing normal means of retrieval Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor		2 0 2 3 3 0 0 2 2 2 2 2 2 2 0	May be available under FOI Published Protect Restricted Published Protect Prot	3 2 1 2 3 3 0 1 2 2 2 2 2 2 2	3 2 1 2 3 3 0 1 2 2 2 2	Restricted Protect May be available Protect Restricted Public May be available Protect Protect Protect Protect Protect Protect Protect
	Property Record	Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation Nilstory -paper Valuation Roll Personnel - paper Valuation Roll Survey/Areas on computer Valuation Roll Survey/Plans/Areas in File Valuation Roll Survey - Computer Valuation Roll Survey - Paper	6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedee ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely for years after they have been superceded otherwise indefinitely Indefinitely for years after they have been superceded otherwise indefinitely for years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exits. for years for years	Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Removing normal means of retrieval Shred Removing normal means of retrieval Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		2 0 2 3 0 0 2 2 2 2 2 2 2	May be available under FOI Published Protect Published Protect	3 2 1 2 3 3 0 1 2 2 2 2 2 2 2 2 2	3 2 1 2 3 3 0 1 2 2 2 2 2 2 2 2 2	Restricted Protect May be available Protect Restricted Public May be available Protect Protect Protect Protect Protect Protect

							BIL			Effective Imp	act Effective Impact
Function	Activity	Record Description	Disposal Policy	Disposal Method	Person Responsible	Notes	Confidentiality	BIL Confidentiality:Description	BIL Integrity	Level	Level:Description
Rating	Property Record	Valuation Roll Valuation - Paper T/O	10 years after they have been superceded	Shred	Divisional Assessor		2	Protect	2	2	Protect
			Copies of the electronic files sent to Finance should be deleted	d							
			after 6 years.								
Rating	Property Record	Finance Interface Files		Electronic Deletion	Divisional Assessor		2	Protect	2	2	Protect
			Deletion of Portal Interface Files after 1 year.								
Rating	Property Record	Portal Interface Files		Electronic Deletion	Divisional Assessor		1	May be available under FOI	1	1	May be available
Rating	Source Information	Planning/Building Warrant Lists	Indefinite	Not Applicable	Divisional Assessor		0	Published	0	0	Public
Rating	Source Information	Sasines/Land Vals - Paper & Electronic	Indefinite	Not Applicable	Divisional Assessor		0	Published	0	0	Public
Rating	Source Information	Rent Review Letter - computer	6 years after the form/lease it relates to has been superseded	Shred	Divisional Assessor		3	Restricted	3	3	Restricted
Rating	Source Information	Rent Review Letter - paper	6 years after the form/lease it relates to has been superseded	Shred	Divisional Assessor		3	Restricted	3	3	Restricted
			6 years after the form has been superseded. NB A review								
			letter counts as modification of the form it does not supersed	e							
Rating	Source Information	Return of Rent Forms - Computer	it	Removing normal means of retrieval	Divisional Assessor		3	Restricted	3	3	Restricted
			6 years after the form/lease has been superseded. NB A								
			review letter counts as modification of the form it does not								
Rating	Source Information	Return of Rent Forms/Leases - Paper	supersede it	Shred	Divisional Assessor		3	Restricted	3	3	Restricted
Rating	Source Information	Valuation Roll Schedules	6 years	Shred	Divisional Assessor		2	Protect	2	2	Protect