

Central Scotland Valuation Joint Board Document Retention and Disposal Schedule

Function	Activity	Transaction		Disposal Method	Person Responsible	Notes	Security Levels			
		Record Description	Disposal Policy				BIL Confidentiality	BIL Integrity	Effective Impact Level	
Corporate	Correspondence	MP/MSP/Councillor Correspondence	6 years after they have been superseded unless retained or destroyed under a specific category	Shred	Executive Assistant		0-3	Depending on content	3	3 Restricted
Corporate	Health & Safety	Accident Books, records and reports	6 years unless accident involves a child, in which case 25 years	Shred/Confidential disposal	Executive Assistant		2	Protect	2	2 Protect
Corporate	Health & Safety	Burglar Alarm & Security Documents	Indefinite or until superseded.	Shred	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Health & Safety	Completed Incident Report forms and Operational Logs	10 years	Shred	Executive Assistant			2 Protect	2	2 Protect
Corporate	Health & Safety	Drivers License, MOT and Insurance checks	Current plus 2 years	Shred	Executive Assistant			2 Protect	2	2 Protect
Corporate	Health & Safety	Fire Alarm & Security Documents	Indefinite or until superseded.	Shred	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Health & Safety	Fire Drill & Evacuation Procedures	Indefinite or until superseded.	Shred	Executive Assistant		2	Protect	2	2 Protect
Corporate	Health & Safety	Risk Assessments	Current version to be retained until superseded plus 1 previous version.	Shred	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Health & Safety	Visitor Books	2 Years after use ceases	Shred/Confidential disposal	Executive Assistant		2	Protect	2	2 Protect
Corporate	Health & Safety	Audit Reports	Indefinite	None	Executive Assistant		0	Published	2	2 Protect
Corporate	Health & Safety	Business Continuity Plan	Indefinite or until superseded.	Shred/Removing normal means of retrieval	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Office Management	Cash Received Forms	6 years after last entry	Shred	Executive Assistant			1 May be available under FOI	3	3 Restricted
Corporate	Office Management	CCTV Footage	Weekly unless incident occurs	Removing normal means of retrieval	Executive Assistant			3 Restricted	2	2 Protect
Corporate	Office Management	Complaints Files	6 years from date of final settlement	Shred	Executive Assistant			1 May be available under FOI	2	2 Protect
Corporate	Office Management	Copies of Invoices	After six years	Shred	Executive Assistant			2 Protect	2	2 Protect
Corporate	Office Management	Copy of Valuation Joint Board Papers	Indefinite	None	Executive Assistant	Electronic version retained by VJB Clerk		0 Published unless exempt	2	2 Protect
Corporate	Office Management	Credit Card Statements	After 6 years	Shred	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Office Management	Data Access Request records	6 years from date of final settlement	Shred/Removing normal means of retrieval	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Office Management	Data Access Request Log	Indefinite	None	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Office Management	External Contracts with suppliers	Six years after expiry of contract	Shred	Executive Assistant			1 May be available under FOI	2	2 Protect
Corporate	Office Management	Extracted data for internal use	Non domestic - 6 years, Council Tax - indefinite, Corporate - 6 years	Removing normal means of retrieval	Executive Assistant			1	1	1 May be available
Corporate	Office Management	Extracted data for other bodies	Non domestic - 6 years, Council Tax - indefinite, Corporate - 6 years	Removing normal means of retrieval	Executive Assistant			1	1	1 May be available
Corporate	Office Management	Extracted data sent to councils	Non domestic - 6 years, Council Tax - indefinite, Corporate - 6 years	Removing normal means of retrieval	Executive Assistant			1	1	1 May be available
Corporate	Office Management	FOI Case records	6 years from date of final settlement	Shred	Executive Assistant			1	1	1 May be available
Corporate	Office Management	FOI Case Log	Indefinite	None	Executive Assistant			0	1	1 May be available
Corporate	Office Management	Grievance Records	6 years from date of final settlement	Shred/Removing normal means of retrieval	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Office Management	ID Cards	On leaving	Shred	Executive Assistant			2 Protect	3	3 Restricted
Corporate	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	0	0 Public
Corporate	Office Management	Internal Policy Documents/Practice Notes	Retain for five years after they have been superseded.	Shred	Executive Assistant			0 Published	2	2 Protect
Corporate	Office Management	Internal Working Group Minutes	Dispose of after 5 years	Shred	Executive Assistant			1 May be available under FOI	2	2 Protect
Corporate	Office Management	Legal Case Reports	Indefinite	None	Executive Assistant			0	0	0 Public
Corporate	Office Management	Local Newspapers	Within 3 Months unless retained under a specific category - no copying; only original can be retained	Bin	Executive Assistant			0	0	0 Public
Corporate	Office Management	Management Team Minutes	Indefinite	Shred	Executive Assistant	Copy retained on Intranet		0 Published	2	2 Protect
Corporate	Office Management	Personnel Files - Current year Staff	Indefinite	None	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Office Management	Personnel Files - Former staff	6 years from leaving, thereafter in summary form	Shred	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Office Management	Petty Cash books	6 years after last entry	Shred	Executive Assistant			1 May be available under FOI	3	3 Restricted
Corporate	Office Management	Portal Board/ Portal Management Committee Papers	Dispose of after 10 years unless Senior Responsible Officer or Treasurer in which case retain indefinitely	Shred	Executive Assistant			3 Restricted	3	3 Restricted
Corporate	Office Management	Product Guarantees	For life of product or guarantee expiry period whichever occurs first	Bin	Executive Assistant			1	1	1 May be available
Corporate	Office Management	Receipts	After six years	Shred	Executive Assistant			2 Protect	2	2 Protect

Corporate	Office Management	Record of Sales of Council Tax List, Valuation Roll & Electoral Register	Dispose of after 5 years	Shred	Executive Assistant		2 Protect	2	2 Protect
Corporate	Office Management	SAA Plenary & Committee Papers	Dispose of after 10 years	Shred	Executive Assistant	Distributed version on CD can be retained	2 Protect	2	2 Protect
Corporate	Office Management	SAA Working Group Papers	Dispose of after 10 years unless working group chairman in which case to be retained indefinitely	Shred	Executive Assistant		2 Protect	2	2 Protect
Corporate	Office Management	Signing in sheets	Dispose of after 1 year	Shred	Executive Assistant				
Corporate	Office Management	Training Questionnaires/Information	Indefinite current staff, after 6 years for former staff	Shred	Executive Assistant		2 Protect	2	2 Protect
Corporate	Office Management	Travel & Subsistence Claims	6 years from date of claim.	Shred	Executive Assistant		Protect (may be published 2 for senior staff)	2	2 Protect
Council Tax	Appeals	Appeal Settlement forms	Current year & previous five years	Shred	Divisional Valuer		1	2	2 Protect
Council Tax	Appeals	Citation Lists	Indefinite	None	Divisional Valuer		0	0	0 Public
Council Tax	Appeals	Court of Session decisions	Indefinite	None	Divisional Valuer		0 Published	0	0 Public
Council Tax	Appeals	Domestic Recorded Delivery Lists	Indefinite	None	Divisional Valuer		2 Protect	0	2 May be available
Council Tax	Appeals	VAC decisions	Indefinite	None	Divisional Valuer		1 May be available under FOI	2	2 Protect
Council Tax	Appeals	VAC Lists	Indefinite	None	Divisional Valuer		0	0	0 Public
Council Tax	Appeals	VAC Productions	Indefinite	None	Divisional Valuer		0 May be available under FOI	2	2 Protect
Council Tax	Appeals	VAC Recordings (Council Tax)	6 weeks after the VAC's decision has been issued unless an appeal to the Court of Session has been intimated.	Removing normal means of retrieval	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Appeals	VAC transcripts (Council Tax)	Indefinite	Shred	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Appeals	Valuation List Appeal File	Indefinite	None	Divisional Valuer		0 Public	0	0 Public
Council Tax	Appeals	Valuation List Appeals - Computer	Indefinitely	None	Divisional Valuer		1	2	2 Protect
Council Tax	Audit Document	Printed Valuation Lists	Indefinite	None	Divisional Valuer		0	0	0 Public
Council Tax	Correspondence	General Domestic Correspondence (including Council advice of leases, land sales, social housing purchases)	Indefinitely	None	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Property Record	Survey Reports (electronic)	Indefinite	Removing normal means of retrieval	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Property Record	Domestic Rating Practice Notes	Indefinitely in order to enable compliance with s111 of Local Government Finance Act 1992	None	Divisional Valuer		0 published	1	1 May be available
Council Tax	Property Record	Valuations/Comparison Lists (electronic)	Indefinitely	None	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Property Record	Valuation History -paper	Indefinitely	None	Divisional Valuer		1	1	1 May be available
Council Tax	Property Record	Valuation List Housing Development Folders	Indefinite	None	Divisional Valuer		1	1	1 May be available
Council Tax	Property Record	Valuation List LA Type Cards	Indefinitely	None	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Property Record	Valuation List Standard House Type Records	Indefinitely	None	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Property Record	Valuation List Survey/Plans/Areas in File	6 years after they have been superseded if pre 01/04/1991 otherwise indefinite	Shred	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Property Record	Valuation List Surveys - Computer	Indefinitely	None	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Property Record	Valuation List Surveys - Paper	Current year & previous five years	Shred	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Property Record	Valuation List Technical Details - Computer	Indefinitely	None	Divisional Valuer		2 Protect	3	3 Restricted
Council Tax	Property Record	Valuation List Valuation - Paper	Indefinite	None	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Source Information	Personnel details - computer	Indefinitely	None	Divisional Valuer		2 Protect	2	2 Protect
Council Tax	Source Information	Planning/Building Warrant Lists	Indefinite	None	Divisional Valuer		0	0	0 Public
Council Tax	Source Information	Sasines/Land Vals - Paper & Electronic	Indefinite	None	Divisional Valuer		0	0	0 Public
Council Tax	Source Information	Return of Information Forms - Paper	Indefinite	None	Divisional Valuer		3 Restricted	3	3 Restricted
Electoral	Correspondence	Electoral Correspondence	After 2 years	Shred	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Correspondence	Request Forms for Supply of Register	Indefinite	None	Principle Administration Officer		2 Protect	2	2 Protect
Electoral	Produced Information	Electoral Registers Printed and Electronic	Indefinite	None	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Produced Information	Electoral Register Monthly Updates	18 months	Shred/Removing normal means of retrieval	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Produced Information	Canvassers Lists	After 1 year	Shred/Removing normal means of retrieval	Principle Administration Officer		2 Protect	2	2 Protect

Electoral	Source Information	Absent Voter's List	After 2 years	Shred	Principle Administration Officer		1 Partially Published	3	3 Restricted
Electoral	Source Information	Annual Canvass Forms - HEF's	Paper forms for 1 year, electronic forms after 2 years	Shred	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	Postal Application	2 years after the application has been cancelled otherwise indefinitely	Shred	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	Boundary Changes	Indefinitely or until superseded	Shred/Confidential disposal	Principle Administration Officer		0 Published	0	0 Public
Electoral	Source Information	Absent Voter Forms	For duration of qualifying period plus 1 year to allow for potential fraud investigation/court cases.	Shred	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	Death Certificates	1 year following deletion	Shred	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	Documentary Evidence	After 13 months	Shred/Removing normal means of retrieval	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	Education List of Attainers	After 2 years	Shred	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	European Parliamentary Elector Forms	1 year after qualifying period expired.	Shred/Removing normal means of retrieval	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	Lists of failed Absent Votes (as provided by RO following electoral event)	Has to be destroyed within 3 months (legislation)	Shred/Removing normal means of retrieval	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	Special Declaration Elector Applications (Anonymous, Service, Local Connection & Overseas)	Retained for 12 months after expiration - maximum 5 years	Shred	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	Voter Registration Forms - ITR's	Hard copies to be disposed of after determination. Electronic copies to have NiNo redacted no later than 13 months after application determined and to be retained until 3 years after registration is superseded. ??	Shred	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Source Information	Council Tax Lists, University lists etc	After 2 years	Removing normal means of retrieval	Principle Administration Officer		3 Restricted	3	3 Restricted
Electoral	Statistical Information	Summary of Register of Electors (RPF29) as provided to General Register of Scotland	Indefinite	None	Principle Administration Officer		0 Published	0	2 Public
IT	Office Management	Deleted E-mail data	Within 6 years unless retained or destroyed under specific category	Removing normal means of retrieval	Systems Administrator		3 Restricted	3	3 Restricted
IT	Office Management	Fault Logs	Indefinite	None	Systems Administrator		3 Restricted	3	3 Restricted
IT	Office Management	Hardware Guarantees	For life of product.	Bin	Systems Administrator		2 Protect	2	2 Protect
IT	Office Management	Internet data logs	After 6 months	Removing normal means of retrieval	Systems Administrator		1	1	1 May be available
IT	Office Management	Software Licences	Indefinite whilst ongoing relationship with contractor.	Shred	Systems Administrator		1	1	1 May be available
IT	Office Management	Back Up Tapes	Indefinite	None	Systems Administrator		3 Restricted	3	3 Restricted
IT	Office Management	Systems Documentation	Indefinite whilst ongoing relationship with contractor.	Shred	Systems Administrator		1	1	1 May be available
Rating	Appeals	Appeal Settlement forms	Current year & previous five years	Shred	Divisional Valuer		2 Protect	2	2 Protect
Rating	Appeals	LVAC/LT Case Papers	Indefinitely	None	Divisional Valuer		0 Published	0	0 Public
Rating	Appeals	Non Domestic Citation Lists	Dispose of after 6 years of hearing date	Shred	Divisional Valuer		0 Published	0	0 Public
Rating	Appeals	Non Domestic Recorded Delivery Lists	Dispose of after 6 years of date of hearing date	Shred	Divisional Valuer		2 Protect	1	2 May be available
Rating	Appeals	Non Domestic VAC Lists	Dispose of after 6 years of hearing date	Shred	Divisional Valuer		0 Published	1	1 May be available
Rating	Appeals	VAC Recordings (Non Dom)	6 weeks after the VAC's decision has been issued unless an appeal to the LVAC or LT has been intimated	Removing normal means of retrieval	Divisional Valuer		2 Protect	2	2 Protect
Rating	Appeals	VAC Transcripts (Non domestic)	While Case to LVAC is possible or outstanding - indefinite. Destruction 6 weeks after case is no longer possible or has been concluded	shred	Divisional Valuer		2 Protect	2	2 Protect
Rating	Appeals	Valuation Roll Appeal File	6 years after they have been finalised	Shred	Divisional Valuer		0	0	0 Public
Rating	Appeals	Valuation Roll Appeals - Computer	10 years	Removing normal means of retrieval	Divisional Valuer		0 published	1	1 May be available
Rating	Audit Document	Printed Valuation Rolls	1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years	Send to Archives	Divisional Valuer		0 Published	0	0 Public
Rating	Audit Document	Valuation Roll - Working Copy	6 years	Shred	Divisional Valuer		0	2	2 Protect
Rating	Correspondence	General Non Dom Correspondence	6 years after the item has ceased to be relevant	Shred	Divisional Valuer		2 Protect	2	2 Protect
Rating	Correspondence	Valuation Roll Personnel Correspondence	6 years after the change has been made to the Valuation Roll	Shred	Divisional Valuer		2 Protect	2	2 Protect
Rating	Information Collection	Return of Information Forms (Incl E1's but Excl Rent Forms) - Paper	6 years after they have been superceded	Shred	Divisional Valuer		2 Protect	3	3 Restricted
Rating	Property Record	Computer Documents/Spreadsheets	6 years after they have been superceded	Removing normal means of retrieval	Divisional Valuer		1	2	2 Protect
Rating	Property Record	Non Domestic Practice Notes	Current Practice Notes to be retained indefinitely. Superceded ones to be retained in Office Library for 20 years after they were superceded before being disposed.	Shred	Divisional Valuer		0 published	1	1 May be available

Rating	Property Record	Personnel details - computer	Indefinitely	None	Divisional Valuer		2 Protect	2	2 Protect
Rating	Property Record	Rental Analysis (Electronic & Paper)	10 years after they have been superceded	Paper - Shred, Electronic - Remove normal means of retrieval	Divisional Valuer		3 Restricted	3	3 Restricted
Rating	Property Record	Valuation	1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years	Shred	Divisional Valuer		0 Published	0	0 Public
Rating	Property Record	Valuation History -paper	Indefinitely	None	Divisional Valuer		0 Published	1	1 May be available
Rating	Property Record	Valuation Roll Personnel - paper	Indefinitely	None	Divisional Valuer		2 Protect	2	2 Protect
Rating	Property Record	Valuation Roll Survey/Areas on computer	6 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 exists	Removing normal means of retrieval	Divisional Valuer		2 Protect	2	2 Protect
Rating	Property Record	Valuation Roll Survey/Plans/Areas in File	6 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 exists.	Shred	Divisional Valuer		2 Protect	2	2 Protect
Rating	Property Record	Valuation Roll Surveys - Computer	10 years	Removing normal means of retrieval	Divisional Valuer		2 Protect	2	2 Protect
Rating	Property Record	Valuation Roll Surveys - Paper	Current year & previous five years	Shred	Divisional Valuer		2 Protect	2	2 Protect
Rating	Property Record	Valuation Roll Valuation - Computer Excl T/O	10 years after they have been superceded	Removing normal means of retrieval	Divisional Valuer		0 Published	2	2 Protect
Rating	Property Record	Valuation Roll Valuation - Paper Excluding T/O	10 years after they have been superceded	Shred	Divisional Valuer		0 Published	2	2 Protect
Rating	Source Information	Planning/Building Warrant Lists	Indefinite	None	Divisional Valuer		0	0	0 Public
Rating	Source Information	Sasines/Land Vals - Paper & Electronic	Indefinite	None	Divisional Valuer		0	0	0 Public
Rating	Source Information	Rent Review Letter - computer	6 years after the form/lease it relates to has been superseded	Shred	Divisional Valuer		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 Valuer		3 Restricted	3	3 Restricted
Rating	Source Information	Return of Rent Forms - Computer	6 years after the form has been superseded. NB A review letter counts as modification of the form it does not supersede it	Removing normal means of retrieval	Divisional Valuer		3 Restricted	3	3 Restricted
Rating	Source Information	Return of Rent Forms/Leases - Paper	6 years after the form/lease has been superseded. NB A review letter counts as modification of the form it does not supersede it	Shred	Divisional Valuer		3 Restricted	3	3 Restricted
Rating	Source Information	Valuation Roll Schedules	6 years	Shred	Divisional Valuer		2 Protect	2	2 Protect
Rating	Property Record	Valuation Roll Valuation - Computer T/O	10 years after they have been superceded	Removing normal means of retrieval	Divisional Valuer		2 Protect	2	2 Protect
Rating	Property Record	Valuation Roll Valuation - Paper T/O	10 years after they have been superceded	Shred	Divisional Valuer		2 Protect	2	2 Protect