BUSINESS CLASSIFICATION & RETENTION OF DOCUMENTS

ASSESSOR & ELECTORAL REGISTRATION OFFICER

|  |  |
| --- | --- |
| **Title** | Business Classification Scheme and Retention of Documents |
| **Owner** | R Nicol |
| **Approved By** | Management Team |
| **Date of Approval** | 29 May 2019 |
| **Version Number** | 1.6 May 19  |
| **Review Frequency** | Annually  |
| **Next Review Date** | June 2020 |

The Business of the Board falls into five main categories, Council Tax, Non-Domestic Rating, Electoral Registration, IT and other business support services (such as personnel, finance etc)

This joint Business Classification and Retention Schedule is designed to follow these main business classifications. The work of the Board is carried out over two locations, Campbeltown and Clydebank, and this schedule is equally relevant for both sites.

**ORGANISATION**

The Valuation Joint Board is a relatively small organisation with approximately 50 members of staff operating across three sites; two in Campbeltown and one in Clydebank. Whilst we have five main categories of business in practical terms, our core business is the delivery of the statutory functions of the Assessor (Council Tax and Non Domestic Rating) and the Electoral Registration Officer. Most of our staff are multi-disciplinary and can, and regularly do, work across all our core business.

**Council Tax** – Delivered primarily by the Valuation Sections with support from Admin /Clerical Teams and the Management Team.

**Non-Domestic Rating** – Delivered primarily by the Valuation Sections with support from Admin / Clerical Teams and the Management Team.

**Electoral Registration** – Delivered by Admin / Clerical Sections with support from the Valuation Sections and the Management Team.

**IT** – Delivered by the IT Team with support from West Dunbartonshire Council.

**Business Support Services** – Delivered by the Secretaries, Caretaker and the Management Team with support from West Dunbartonshire Council.

# COUNCIL TAX

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Council Tax List | Indefinitely (back to 1/4/93 – the inception of Council Tax) | N/A |
| SupplementaryCouncil Tax List | Indefinitely (back to 1/4/93- the inception of Council Tax) | N/A |
| Sales Data/ Computer documents/Spreadsheets | Indefinitely (back to 1990) | N/A |
| Planning & Building Warrant Lists | The period during which the permission remains live, i.e. up to 5 years | To be confidentially disposed of by clerical staff when time limit reached. |
| Survey Log Sheets | Indefinitely  | N/A |
| Proposals and Appeals | Indefinitely | N/A |
| VAC Lists | Indefinitely (back to 1/4/93 – the inception of Council Tax) | N/A |
| Correspondence: Letters/Emails (both paper and electronic)/Faxes | Indefinitely | N/A |
| VAC and Court of Session Case Decisions and , Regulations, Acts of Parliament etc. | Indefinitely  |  N/A |
| Council Tax List 2 yearsPurchase Order | 2 years | To be confidentially disposed of by Secretaries once time limit reached. |
| Technical Property physical attribute Data  | Indefinitely | N/A |
| Domestic Rating Instruction | Indefinite (to enable compliance with S111 of the Local Government Finance Act 1992) | N/A |
| Sales Information from RoS | Indefinite Indefinitely for our own area 2 months after receipt for other Assessors areas | Other areas data deleted by Admin after 2 months |

**NON-DOMESTIC RATING**

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Planning & Building Warrant Lists | The period during which the permission remains live, i.e. up to 5 years | To be confidentially disposed of by clerical staff when time limit reached. |
| Appeal Documents (i.e. log sheets,correspondence, etc.) | 5 years after last date for disposal or actual disposal date whichever is the latter. | To be confidentially disposed of by clerical staff when time limit reached |
| Valuation Roll | Current + 5 years (or back to start of previous revaluation, whichever is longer), along with the last published Roll to contain house valuations i.e. as at 31 March 1989. | To be disposed of by clerical sections, with the exception of one paper copy for each year, which will be held in the VJB library. |
| Running Roll updates | Current Year + 10 Years | To be confidentially disposed of by clerical sections. |
| VAC & Citation Lists | Current Revaluation period, plus previous Revaluation period, up to a maximum of 12 years | To be confidentially disposed of by DAs.  |
| VAC/LT/LVAC Case Papers | Indefinitely | N/A |
| Valuation Details (paper and computer) | Current Revaluation period, plus previous Revaluation period, up to a maximum of 12 years | To be confidentially disposed of once time limit reached by valuation sections.  |
| Valuation Roll Purchase Orders | 2 years | To be confidentially disposed of by Secretary once time limit reached. |
| Survey Records | Indefinitely until superseded and if superseded until the later of final disposal of appeal or disposal date for appeal  | To be confidentially disposed of once time limit reached by valuation section |
| Survey Log Sheets | Indefinitely until superseded and if superseded until the later of final disposal of appeal or disposal date for appeal | To be disposed of by valuation sections. |
| Correspondence | While still relevant, and until at least 12 years | To be confidentially disposed of by valuation sections |

# NON-DOMESTIC RATES (CONT’D)

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Rental Data (letters, lease copies etc.) | Retain while current plus a Revaluation period,   | To be confidentially disposed of by valuation section. |
| Returns of Information (OD’s) | Current + 1 year | To be confidentially disposed of by clerical staff.  |
| Revaluation & Annual Questionnaires | Current revaluation period, plus previous Revaluation Period. | To be confidentially disposed of by valuation section |
| Stated Cases, Legislation, Statutory Instruments & Opinions, etc. | Indefinite | N/A |
| Revaluation Practice Notes | Current plus previous Revaluation period unless there is an outstanding appeal. | To be disposed of once time limit reached by valuation section on instruction from D.A.s. |
| Cost Information including Construction and fit out costs | Indefinite | N/A |
| Revaluation Project Planning Documents | Current Reval plus one | To be disposed of by Depute Assessor |
| Papers of/for Harmonisation meetings | Indefinite | N/A |
| Shootings info from SNH held at:N:\Non Domestic\Reval 2017\Miscellaneous\Shootings\SNH Data | June 2022 per Data sharing agreement | Confidentially disposed of by DAs. |

# ELECTORAL REGISTRATION

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Canvass Register (record of visits by a canvasser for door knock exercise) | 5 years from 2014 | To be confidentially disposed of once time limit reached by clerical staff |
| Household Enquiry Forms (HEFs) – hard copies | 12 months | To be confidentially disposed of once time limit reached by clerical staff |
| Household Enquiry Forms (HEF’s) | Scanned image to be removed within 24 months from date of scan. Redaction after 13 months. | Automatic removal at 24 months via Eros Retention Policy.  |
| All Other Property Forms | 6 months from date of scanning | Automatic removal at 6 months via Eros Retention Policy |
| HERA/IVR Download files | 12 months | To be confidentially disposed of by Admin Manager |
| Voter Registration Forms (ITRs) – hard copies | Do not retain any hard copies after application determined. Electronic copies to have NiNo redacted no later than 13 months after application determined.  | Hard copies -to be confidentially disposed of by clerical staff on a weekly basis.NiNos to be redacted by clerical staff once time limit reached |
| Voter Registration Forms (ITR’s) | Scanned image to be removed within 24 months from date of scan. Redaction after 13 months. | Automatic removal at 24 months via Eros Retention Policy. Staff to redact after 13 months using dedicated screen. |
| Elector Application Data (on-line) | Application details to be removed within 24 months of application first being received | Automatic removal at 24 months via Eros Retention Policy |
| Electoral Register | 15 years  | To be confidentially disposed of once time limit reached by clerical staff |
| Open (Edited) Register | Current  | Electronic copy to be confidentially disposed of by Admin manager monthly. Any paper copies to be destroyed by clerical staff as and when public viewing complete. |
| Change of Name Applications | 24 months from date of application | Automatic removal at 24 months via Eros Retention Policy |
| All Other Elector Forms | 24 months from date of scanning | Automatic removal at 24 months via Eros Retention Policy |
| Absent Voters’ List | Current | N/A |
| ER Letters not in EROs | Current + 5 years  | To be removed from Secretarial drive by Secretary |
| Absent Vote Applications/PI Collection Notices/Signature Waiver Applications (for a particular election) | 1 year from date of receipt, even although scanned, to allow time for potential fraud investigations/ court cases to be heard | To be confidentially disposed of once time limit reached by clerical staff |
| Absent Voter Applications/PI Collection Notices/Signature Waiver Applications (for a set period) | For the duration of the set period and up to 1 year following – a set period means from/ to a date and thereafter they are cancelled. Retention is to allow time in case of potential fraud investigations. | To be confidentially disposed of once time limit reached by clerical staff |
| Absent Voter applications – any cancelled / deleted applications | Hold for 1 year after deletion/cancellation | To be confidentially disposed of once time limit reached by clerical staff |
| Absent Vote Applications Deletions | Scanned image to be removed within 12 months from **date of expiry** | Automatic removal at 12 months via Eros Retention Policy |

# ELECTORAL REGISTRATION (CONT’D)

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Absent Voter Applications/Collection Notices/Signature Waiver Applications (for an indefinite period) |  To be disposed of once absent voter moves address or asks for cancellation then hold for a year – other than that we will retain. | To be confidentially disposed of once time limit reached by clerical staff |
| Lists of Failed Absent Votes (as provided by RO following relevant electoral events) | After write out completed | To be confidentially disposed of by clerical/admin staff |
| Register Distribution Lists (on publication and on request, free) | Indefinite | N/A  |
| Special Declaration Elector Applications | Whilst in force – 5 years maximum | To be confidentially disposed of once time limit reached by clerical staff |
| Special Declaration Applications/Renewals (paper) | Scanned image to be removed within 24 months from date of scan. Redaction after 13 months. | Automatic removal at 24 months via Eros Retention Policy. Staff to redact after 13 months using dedicated screen. |
| Anonymous Registration Applications (strictly secure)Registration lasts for 12 months from the day the anonymous entry is first made in the register ( the date of the notice of alteration)Applications can be removed earlier by cancellation from the elector or a review of registration |  Indefinite as along as application is renewed annually, since original application will contain the attestation or may have ‘evidence’ attached.Renewals must contain the same level of evidence as original applications. It is good practice for the ERO to offer to copy any originals so that they can be returned and the copy kept for reference. It is recommended that if the elector loses their supporting documents, the ERO supply a copy of any document or attestation which is still in force to assist with renewal | To be confidentially disposed of once time limit reached by specified admin staff as registration can be renewed annually for another 12month period. |
| Electoral Commission and/or Cabinet Office Performance Indicator Returns (data and financial information) | Indefinite | N/A |
| Summary of Register of Electors (RPF29) as provided to General Registers of Scotland | Indefinite | N/A |
| Young People Information from Education departments or other EROs | 3 months or when replacement list received or whatever is longer | Admin supervisors |
| Young People Information for other EROs | Destroy after transfer to relevant ERO | Disposed of by Clerical / Admin staff |
| HMO Lists  | 3 months | Disposed of by Clerical / Admin staff |
| Private lets lists | 3 months | Disposed of by Clerical / Admin staff |
| New and Terminated accounts including contact details | 3 months | Disposed of by Clerical / Admin staff |
| 2nd Homes and Unoccupied lists | 3 months | Disposed of by Clerical / Admin staff |
| EMB Minutes/Papers | Indefinitely | N/A |
| Electoral Commission Reports | Indefinitely | N/A |
| Boundary Review Info | 24 Months from implementation date | Disposed of by Admin staff |

### Information TECHNOLOGY

##### Note: The VJB is generally covered by the WDC Infrastructure Support, Central Admin and Systems retention periods, and therefore only those IT related items dealt with directly by VJB staff are listed below.

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Back Up Tapes | Replace when server replaced | To be disposed of by Systems Officer |
| Computer Backups –Servers not located inInformation Services Kit Room (i.e. responsibility for operating and maintaining any serverrests with VJB staff) | Daily Back Up each day Monday to Thursday andretained for 2 weeksWeekly Back Up: eachWednesday and retained for 4weeks. | Overwritten when next used. |
| Computer Hardware Guarantees | For life of hardware or guarantee expiry period, whichever was first | To be disposed of by Systems Officer |
| ESCROW Agreement | Paper Current + 1 yearElectronic – Current + 9 years | To be disposed of by SecretariesTo be disposed of by Assessor |
| System Documentation ( for internally managed systems and Databases) | Current versions to be kept for the lifetime of the system / database | To be disposed of by Systems Officer |

**Business Support Services**

# Minutes of Meetings & Related Papers/reports

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| VJB Minutes, agendas and meeting papers (fromShadow year onwards) | Permanent during life of VJB – Transfer a copy to WDC archivist per agreement | N/A |
| Constituent Councils’Minutes | 6 months for general 5 years for Building & Planning papers | To be disposed of by clerical staff  |
| Management MeetingPapers and Minutes | Indefinite  | N/A |
| Minutes of ValuationGroup Meetings | Indefinite  | N/A |
| Minutes of AdminGroup Meetings  | Indefinite  | N/A |
| Minutes of Health & Safety Groups Meetings | Indefinite  | N/A |
| Papers and reports to all of the above Internal Working Groups | Indefinite  | N/A |
| Minutes and papers of ICT Working Group meetings | Indefinite  | N/A |

# FINANCE

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Annual Accounts | Indefinite | N/A |
| Budgetary Control Reports | Current + 3 years | To be confidentially disposed of by liaison between Depute Assessor &PAO once time limit reached  |
| Detailed breakdown of Constituent elements of Revenue budget | Indefinite | N/A |
| Ledger Control Documents  | Current + 3 years | To be confidentially disposed of by Secretaries  |
| Journal Entry Requests | Current + 1 years | To be confidentially disposed of by PAO/Admin. Manager/Secretaries once time limit reached including Pdf versions |
| Cheque Requests  | 5 years | To be confidentially disposed of by Secretary once time limit reached |
| Invoices Passed for Payment | 5 years | To be confidentially disposed of by Secretary once time limit reached |
| Stationery Orders | 1 year | To be confidentially disposed of by Secretary once time limit reached |

**FINANCE (CONT’D)**

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Bank Pass Books | 5 years | To be confidentially disposed of by Secretary once time limit reached |
| Imprest Details | 5 years | To be confidentially disposed of by Secretary once time limit reached |
| Receipts for Cash  | Current + 1 year | To be confidentially disposed of by Secretary once time limit reached |
| Bank Pay in Counterfoils | 5 years | To be confidentially disposed of by Secretary once time limit reached |
| Bank Statements (inclCredit card statements) | 5 years | To be confidentially disposed of by Secretary once time limit reached |
| Third Party e.g Electoral System provider contract details & contracts) –  | Current contract + 1 year  | To be confidentially disposed of by Secretary |
| Inventory Forms | Current + 5 years | To be confidentially disposed of by Admin staff who maintain them annually once time limit reached |
| Inter-Departmental Accounts ( B.I.Fs) i.e. with WDC  | Current + 5 years | To be confidentially disposed of by Secretary once time limit reached |
| Claim forms for travel & subsistence expenses, including VAT receipts advance cheques and Overtime | 5 years | To be confidentially disposed of by Secretary once time limit reached |
| Annual Assessor’s Statements of Assurance | Indefinitely |  |
| Annual Statements of Internal Control / Assurance Statement from Internal Audit | Indefinitely |  |
| Audit Reports | Indefinitely |  |
| Payroll Checks | 5 years | To be confidentially disposed of by Admin Manager once time limit reached |
| Contract Lists | Current year +1 | To be disposed of by Assessor &ERO |
| Records of external/grant funding (including any application documents) | Indefinite | N/A |
| Procurement Documentation | Current year + 5 | Confidentially disposed of by secretaries |

### Insurance/Risk Management

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Insurance Policies  | Current + 6 years and then Permanently archive | To be archived by Systems Officers on instruction from Depute Assessor |
| Public LiabilityInsurance Policies | Current + 6 years and thenpermanently archive | To be archived by Systems Officers on instruction from Depute Assessor |
| Employer’s Liability Certificates | Current + 39 years | To be disposed of by Depute Assessor or equivalent postholder when first required in 2037 |
| Public LiabilityClaims | Current + 6 years from dateof settlement | To be destroyed 7 years after all claims settled.  |
| Employers Liability Claims | Current + 6 years from dateof settlement | To be destroyed 7 years after all claims settled.  |
| Business ContinuityPlan  | Current, until replaced | To be confidentially disposed of by all holders |
| Emergency Contact Lists | Current, until replaced | To be confidentially disposed of by all holders |
| Risk Registers &Risk Action Plans | Indefinite | N/A |

# Personnel & Training

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Staff Records (current employees)  | Indefinitely | N/A |
| Qualification Records for Assessor & Statutory Deputes | Indefinitely | N/A |
| RICS Membership Check | Current + 1 year | To be confidentially disposed of by Depute Assessor |
| Staff Records (previous employees) | Current + 4 years | To be confidentially disposed of by Secretary once time limit reached |
| Attendance & Absence Records (current employees)  | Current + 5 years  | To be confidentially disposed of by Secretary once time limit reached |
| Attendance & Absence Records (previous employees) | 4 years after leaving (for the purpose of completing references) | To be confidentially disposed of by Secretary once time limit reached |
| Redundancy details  | 6 years after employee terminates | To be confidentially disposed of by Secretary once time limit reached |
| Parental Leave  | 14 years from the birth of the child or until the child is aged 18 years if the child is in receipt of a disability allowance | To be confidentially disposed of by Secretary once time limit reached |
| Trade Union agreements | 2 years after termination of agreement | To be confidentially disposed of by Depute Assessor |

# Personnel & Training (Cont’d)

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Retirement records  | 4 years after employee terminates.  | To be confidentially disposed of by Secretary |
| Training Records | Indefinitely current employees 4 years after leaving for former employees | To be confidentially disposed of by Depute Assessor  |
| Holidays/Overtime | 5 years | To be confidentially disposed of by Secretary |
| Flexitime reports | Current +1 year | To be confidentially disposed of by Secretary |
| Annual flexitime reports/analysis | Indefinite | N/A |
| Employee AttendanceRecords | Current + 5 years | To be confidentially disposed of by Secretary |
| Attendance Management Documentation | Current + 5 years or in line with attendance management policy | To be disposed of by relevant line manager. |
| Personnel Policy Documents | Current + previous version | To be confidentially disposed of by Depute Assessor |
| Staff Equalities Survey returns/results | Current plus 1 year | To be confidentially disposed of by Depute Assessor |
| Equalities Outcome and Mainstreaming Reports | Indefinite  | N/A |

**Health & Safety**

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Accident books, records & reports | 6 years unless accident involves a child when it is 25 years | Confidentially disposed of by Secretaries |
| Assessments under Health & Safety Regulations and records of consultations with safety representativesand committees  | Permanent | N/A |
| Fatal AccidentInvestigations | Current + 6 years | To be confidentially disposed of by Depute Assessor |
| Risk Assessments  | Current version + 1 previous version (if applicable) | To be disposed of by Chairman of H&S Group |
| Fire Alarm &Security Documents  | Indefinite or until superseded | N/A |
| Fire Drill & Evacuation Procedures | Current | N/A |
| Burglar Alarm and Security Documents | Indefinite or until superseded |  |
| Drivers’ licence, Insurance & Mot Checks | Current + 2 years | To be confidentially disposed of by Secretaries |
| HSE Correspondence | Permanent | N/A |
| Emergency Procedures Plans  | Indefinitely until replaced | N/A |
| Completed Incident Reports forms andOperational Logs | 10 years (destroy but retain a sample for archive) | To be disposed of by Depute Assessor |
| Out of hours Directory | Current | N/A |
| Visitor Books  | 2 years after use ceases | To be confidentially disposed of by Secretaries |

### PropertY occupied or Owned by VJB

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Lease documents/occupancy agreements/title deeds  | Lease documents/occupancy agreements – for duration of lease/occupancy plus 3 years.Title deeds – indefinitely, or until ownership ceases | To be disposed of confidentially by Assessor |

# Freedom of information/DATA PROTECTION

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Requests/responses | Current + 3 years | To be disposed of by Depute Assessor (actual correspondence, which should be cleared from individual files) |
| Register of Requests | Current + 3 years | To be disposed of by Depute Assessor |
| Subject Access Requests | Current + 3 years  | To be confidentially disposed of by Depute Assessor |

### OTHER DOCUMENTS

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| List of VJBMembership  | Indefinite |  |
| Mail logging database | 5 years | Disposed of by Systems Officer |
| Outgoing mail log (manual) | Indefinite although no longer in use from 1/4/10 | N/A |
| Mobile TelephoneAccounts  | Current + 5 years | To be confidentially disposed of by Secretary |
| Recorded DeliverySlips | Current + 2 years | To be confidentially disposed of by Clerical staff who retain “books” |
| General Correspondence Files | Current + 5 years | To be disposed of by Secretary |
| MP/MSP/Councillor/Ombudsman Correspondence  | Indefinitely | N/A |
| Key PerformanceIndicator Schedules and Supporting Documentation | Indefinitely | N/A |
| Public Performance Reports | Indefinitely | N/A |
| Suppliers catalogueand product information | Current year | To be disposed of by Secretary |
| Complaints  | Current + 5 years | To be confidentially disposed of by Depute Assessor |
| Fax Machine, MFD Agreements  | 1 year beyond end of contract | To be disposed of by Secretary/Admin. Manager |
| Audit Reports | Indefinite – see above re Board Reports | N/A |
| Audit Action Plans | Indefinite – see above re Board Reports | N/A |
| Grievances | In accordance with the terms of the VJB’s policy | To be confidentially disposed of by Secretaries on advice from line managers |
| Disciplinary Procedure Records | In accordance with the terms of the VJB’s policy | To be confidentially disposed of by Secretaries on advice of line managers |

### OTHER DOCUMENTS (CONT’D)

|  |  |  |
| --- | --- | --- |
| ITEM | RETENTION PERIOD | DESTRUCTION POLICY |
| Assessor’s Annual Reports (as incorporated with final accounts) | Indefinite | N/A |
| Staff Consultations & Reports | Current + 10 years  | To be disposed of by Assessor |
| SAA Minutes/Papers | Indefinitely | N/A |
| Assessors’ Minute of Agreement (Portal) | Indefinite, until superseded | To be disposed of by Assessor |
| Staff Register of Interest | Indefinite | N/A |
| Data Sharing Agreements (various) | During Currency +1 | To be disposed of by administrative contacts named in DSA. |
| Pension Scheme Notifications, Guidance and Documentation | During Currency or retain indefinitely | To be disposed of by Assessor |