

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
08	DEMOCRACY										
08.001	Decision making										
08.001.001	Decision making	Council and committee meeting records including Council, Committee and Boards.	Agenda, minutes & reports	Date of meeting	6 years	Retain	Business requirement	Retain signed minutes in Archives; Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985. Agenda, minutes and reports on website and retained permanently	taken from SCARRS, name and citation updated by Service	1.1	
08.001.FC.001	Decision making	Corporate Management Team, Service Management Teams, Service Level Working Groups, Staff / Team Meetings	Agenda, minutes & reports	Date of meeting	5 years	Destroy	Business requirement	Working copies should only be retained for 2 years.	Added by Service	1.1	
08.001.003	Decision making	Calendar of meetings of Council and Council committees		Continually updated	None	Retain	Business requirement	calendar is available online	taken from SCARRS, trigger, disposal action and citation updated by service	1.1	
08.001.004	Decision making	External committees, partnerships and agencies meeting records where the Council does own the record	Documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings		Permanent	Retain	Business requirement	Retain master record; copies should be destroyed	taken from SCARRS, agreed by service	1.0	
08.001.006	Decision making	Records of minute-taking	Shorthand notes, audio tapes, draft minutes	Date of confirmation of the minutes	None	Destroy	Business requirement	Only final draft is retained as part of 08.001.001. Audio tapes are kept, posted online	taken from SCARRS, notes updated by service	1.1	
08.001.FC.002	Decision making	Records of statutory appointments			6 years	Retain	Business requirement		taken from SCARRS, was previously 08.002.001	1.1	
08.003	Governance										
08.003.001	Governance	Records documenting the Councils Standing Orders, Scheme of Delegation and Financial Regulations			Permanent	Retain	Business requirement		taken from SCARRS, merged with 08.003.002	1.1	
08.004	Honours and awards										
08.004.001	Honours and awards	Records of Honours submissions	Honours nomination form, Covering documentation Letters of support Referral for comment from lord lieutenant.	Date of last action	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
08.005	Member support										
08.005.001	Member support	Records documenting Councillors' declarations of interests.	Member's register of interest	Date member leaves office	10 years	Review for archival value	Business requirement		taken from SCARRS, agreed by service	1.0	
08.005.002	Member support	Councillors' Code of Conduct		After administrative use is concluded	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
08.005.003	Member support	Register of gifts and hospitality		Date member leaves office	10 years	Review for archival value	Business requirement		taken from SCARRS, agreed by service	1.0	
08.005.FC.001	Member support	Councillors expenses, training and civic vehicle logs	Records of members expenses, attendance at conferences/seminars, training and associated costs and log of vehicles used	Date member leaves office	5 years (6 if financial)	Destroy	Business requirement		series added by FC	1.1	

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08.005.004	Member support	Records documenting routine communications between Council officers and individual councillors (not service-related matters)		Last action	1 year	Destroy	Business requirement	Some communications may be retained dependant on subject matter	taken from SCARRS, retention updated by service	1.1	
08.005.005	Member support	Standards - Findings of acceptance		Date member leaves office	1 year	Destroy	Business requirement		taken from SCARRS, retention updated by service	1.1	
08.005.006	Member support	Standards - Investigations		Date member leaves office	1 year	Destroy	Business requirement		taken from SCARRS, retention updated by service	1.1	
08.005.007	Member support	Leader of the Council	Correspondence (Internal and external)	Current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
08.005.009	Member support	Leader of the Opposition	Correspondence (Internal and external)	Current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
08.006	Planning										
08.006.004	Planning	Gaelic Language Plan (Approved)		Superseded	5 years	Consider for archival value	Business requirement	Gaelic Language (Scotland) Act 2005 asp 7 Section 3. Review at intervals of not later than 5 years Section 7 (2)	taken from SCARRS	1.0	
08.007	Representation	Note: Returning Officer is NOT part of the Council and representation is not a local authority function. However the function is normally administered within local authorities and the function is contained here for convenience.									
08.007.001	Representation	Records documenting activities undertaken in preparing for a Scottish parliamentary election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Ballot papers; Declaration of Candidate Expenses; Returning Officer Correspondence	Date of election	1 year	Destroy	Statutory	Scottish Parliament (Elections etc.) Order 2007. SI 2007 No 937 (S.3) Regulation 69 Political Parties and Elections Act 2009 c. 12 Part 3 — Elections 25 Disposal of election documents in Scotland In the 1983 Act— (b) in Schedule 1 (parliamentary elections rules), for rule 58 there is substituted— “58 (1) This rule modifies rules 55 to 57 in relation to elections in Scotland. (2) In relation to such elections— (a) the documents mentioned in rule 55(1)— (i) are not to be forwarded by the returning officer as required by that rule.	taken from SCARRS, agreed by service	1.0	

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	Representation							(ii) instead, are to remain in the returning officer's custody (and be endorsed by the officer as required by that rule); (b) the references in rules 56 and 57 to the relevant registration officer are to be read as references to the returning officer (and rule 55(1A) is to be disregarded); (c) the reference in rule 57(1) to the documents to be retained is to be read as a reference to the documents remaining in the returning officer's custody under sub-paragraph (a)(ii)."	Continued from above	1.0	
08.007.002	Representation	Records documenting activities undertaken in preparing for a local government election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Declaration of Candidate Expenses; Returning Officer Correspondence	Date of election	1 year	Destroy	Statutory	The Scottish Local Government Elections Rules 2002. SSI 2002 No 457 Regulation 47	taken from SCARRS, agreed by service	1.0	
08.007.003	Representation	Records documenting activities undertaken in preparing for a UK parliamentary election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Declaration of Candidate Expenses; Returning Officer Correspondence	Date of election	1 year	Destroy	Statutory	Political Parties and Elections Act 2009 (c. 12), Part3, para 25	taken from SCARRS, agreed by service	1.0	
08.007.004	Representation	Records documenting activities undertaken in preparing for a European parliamentary election	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of Results; Declaration of Candidate Expenses; Returning Officer Correspondence	Date of election	1 year	Destroy	Statutory	SI 2004 No. 293 Schedule 1 Rule 61 and Schedule 2 para. 52	taken from SCARRS, agreed by service	1.0	
08.007.005	Representation	Formal record of election results			Until Superseded	Destroy	Business requirement		taken from SCARRS, retention, disposal and authority updated by service	1.1	