

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
<b>09</b>	<b>ECONOMIC DEVELOPMENT</b>										
<b>09.001</b>	<b>Business intelligence</b>										
<b>09.001.001</b>	Business intelligence	Business directory		Date superseded	Until superseded	Destroy	Business requirement	Maintain current only and update as required	taken from SCARRS, agreed by service	1.0	
<b>09.002</b>	<b>Promotion</b>										
<b>09.002.001</b>	Promotion	Business community survey		Completion of survey	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.002.002</b>	Promotion	Business community consultation		Completion of consultation	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.002.003</b>	Promotion	Establishment and operation of business forum or networking group.	meeting minutes and papers, correspondence	Life of group	5 years	Review for ongoing value / Review for Archives	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.002.004</b>	Promotion	Business development advice and assistance to a specific business.		Last contact with business	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.002.005</b>	Promotion	Application to Council for business loan or grant - application rejected		Last action on application	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.002.006</b>	Promotion	Application to Council for business loan or grant - application approved		Termination of loan agreement/Final payment of grant	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by service	1.0	
<b>09.003</b>	<b>Regeneration</b>										
<b>09.003.001</b>	Regeneration	Area and priority regeneration strategies	Rural strategy, urban strategy, community planning strategy, town planning - final approved plans	Until superceded	10 years	Review for historical value	Business requirement	Consider transferring one copy of key plans to archive	taken from SCARRS, agreed by service	1.0	
<b>09.003.002</b>	Regeneration	Implementation of Area and priority regeneration strategies		Completion of implementation	10 years	Review for historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.003.003</b>	Regeneration	Records documenting the development, progress and outcomes of a regeneration project.		Completion of project	10 years	Review for historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.003.004</b>	Regeneration	Direct support given to social enterprise/economic regeneration organisations.		Last contact with organisation	5 years	Review for business value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.003.005</b>	Regeneration	Participation in a lobbying group to represent Council geographic area in economic development planning at regional, national and European level.		Current	10 years	Review for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.003.006</b>	Regeneration	Direct support given to an inward investment project.		Current year	10 years	Review for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	

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<b>09.003.007</b>	Regeneration	Regeneration funding	Records documenting advice given to an organisation/individual about sources of funding for an economic development project, and assistance given to obtain funding.	Last action with organisation	5 years	Review for business value	Business requirement	All project documentation relating to European programmes should be kept until otherwise instructed by the European Secretariat. Each programme is required to keep all project documentation for three years after the European Commission has made their final payment to the UK. It is also required to keep some documentation for a longer period. The European Secretariat will send out further instructions telling saying when it is safe to destroy records for past programmes.	taken from SCARRS, agreed by service	1.0	
<b>09.003.FC.001</b>	Regeneration	Records documenting the development progress of redevelopment, infrastructure, and other community-improvement projects, where projects are government or externally funded	records of planning, progress and outcomes	Completion of project	30 years	Review for business and historical value	Business requirement	25 year contract project delivery period with Scottish Govt.	Added by Service	1.0	
<b>09.003.FC.002</b>	Regeneration	Records documenting regional and national authorities collaboration on EU funded innovative solutions for improving public service delivery	records of planning, progress and claim outcomes	Completion of project	12 years	Review for Business Value	Business requirement	EU audit and contract requirements for retention	Added by Service	1.0	
<b>09.003.008</b>	Regeneration	Regeneration funding - application processing - application rejected, withdrawn or did not progress beyond Expression of Interest	application reviews, provision of advice	Last action on case	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.003.009</b>	Regeneration	Regeneration funding - application processing - approved	Records documenting the processing of an application for funding, where the application was approved.	Termination of funding agreement	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by service	1.0	
<b>09.004</b>	<b>Sustainability</b>										
<b>09.004.001</b>	Sustainability	Sustainable development projects		Date of last action	10 years	Review for historical value.	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.005</b>	<b>Tourism</b>										
<b>09.005.001</b>	Tourism	Tourism development strategy		Superseded	10 years	Review historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.005.002</b>	Tourism	Council initiatives to promote and develop tourism	records of planning, progress and outcomes	Completion	5 years	Review for business value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>09.005.003</b>	Tourism	Council funding and financial support for a tourism project where the Council is not a project partner.		Termination of funding agreement	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act, 1973 and 1984	taken from SCARRS, agreed by service	1.0	

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<b>09</b>	<b>ECONOMIC DEVELOPMENT</b>										
09.005.004	Tourism	Records documenting the development, progress and outcomes of a project to increase and enhance facilities and services for tourists, where the Council is a project partner.		Date of completion of project	5 years	Review for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
09.005.005	Tourism	Records documenting the provision of non-financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.		Last action	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
09.005.006	Tourism	Records documenting the provision of financial support to a project to develop or sustain facilities or services for tourists, where the Council is not a project partner.		Termination of funding agreement	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act; 1973 c.52	taken from SCARRS, agreed by service	1.0	
09.006	<b>Training - Information on training to support economic growth.</b>										
	See Schedule 15: Human Resources										
09.007	<b>Business Improvement Districts</b>		<b>Records of the establishment and operation of a Business Improvement District</b>								
09.007.001	Business Improvement Districts	Request for information for the purpose of developing a BID proposal		Date of request	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 2 To be in writing May be electronic (Regulation 21)	taken from SCARRS, agreed by service	1.0	
09.007.002	Business Improvement Districts	Notice of a BID proposal		Date of Notice	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 4 To be in writing	taken from SCARRS, agreed by service	1.0	
09.007.003	Business Improvement Districts	Notice requesting a BID ballot		Date of notice	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 5. To be in writing	taken from SCARRS, agreed by service	1.0	
09.007.004	Business Improvement Districts	Information for the purpose of canvassing		Date of request	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 13 (1)	taken from SCARRS, agreed by service	1.0	
09.007.005	Business Improvement Districts	Request for information in data form		Date of request	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 13 (2) (3). To be in writing	taken from SCARRS, agreed by service	1.0	
09.007.006	Business Improvement Districts	Appeal against a Veto		Date of appeal	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 15. To be in writing	taken from SCARRS, agreed by service	1.0	

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<b>09.007.007</b>	Business Improvement Districts	Bid revenue account		Closure of account	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 16	taken from SCARRS, agreed by service	1.0	
<b>09.007.008</b>	Business Improvement Districts	Notice of alteration of BID arrangements without an alteration ballot		Date of notice	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202 Regulation 17 To be in writing	taken from SCARRS, agreed by service	1.0	
<b>09.007.009</b>	Business Improvement Districts	Termination of BID arrangements		Termination	5 years	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. SSI 2007 No 202. Regulation 19. To be in writing	taken from SCARRS, agreed by service	1.0	
<b>09.007.010</b>	Business Improvement Districts	Ballot administration	Ballot papers Proxy appointment Declaration of result	Date of ballot	6 months	Destroy	Business requirement	Business Improvement Districts (Scotland) Regulations 2007. To be In writing SSI 2007 No 202 Schedule 1 - 19	taken from SCARRS, agreed by service	1.0	