

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>12</b>	<b>FINANCE</b>										
<b>12.001</b>	<b>Accounts and audit</b>										
<b>12.001.001</b>	Accounts and audit	Records documenting the preparation of the Council's consolidated annual accounts and financial statements	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	End of financial year (on completion of audit)	5 years	Destroy	Statutory	Local Authority Accounts (Scotland) Regulations 2014 SSI 2014 No 200 Regulation 11(2)	taken from SCARRS, agreed by service	1.0	
<b>12.001.002</b>	Accounts and audit	Published copy of consolidated annual accounts and financial statements.			Permanent	Retain for business and historical value	Business requirement	The Local Authority Accounts (Scotland) Regulations 1985. SI 1985 No. 267 (S. 24)	taken from SCARRS, agreed by service	1.0	
<b>12.001.003</b>	Accounts and audit	Periodic financial reports	Consolidated monthly & quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports.	Date superseded	None	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>12.001.004</b>	Accounts and audit	Internal Audit Reports and Working papers		End of financial year	5 years	Review for historical value	Business requirement		taken from SCARRS, name and trigger changed by service	1.1	
<b>12.001.005</b>	Accounts and audit	Corporate Fraud Reports and Working Papers	Corporate Fraud reports, including those leading to disciplinary action or referral to Police Scotland or Procurator Fiscal	End of financial year/completion of disciplinary process/court proceedings	5 years	Review for historical value	Business requirement		taken from SCARRS, name, description and trigger updated by service, citation removed	1.1	
<b>12.001.006</b>	Accounts and audit	Internal Audit and Corporate Fraud Records	General papers re provision and management of Internal Audit and Corporate Fraud service (not specific to individual audits / investigations)	End of financial year	5 years	Review for historical value	Business requirement		taken from SCARRS, name and description updated by service, citation removed	1.1	
<b>12.002</b>	<b>Asset management</b>										
<b>12.002.001</b>	Asset management	Records documenting the value of the Council's tangible assets ( <b>excluding Common Good assets</b> )	Asset registers	End of financial year (on completion of audit)	6 years	Review for historical value	Business requirement	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; VAT Act 1994; Audit Commission Act 1998	taken from SCARRS, agreed by service	1.0	
<b>12.002.002</b>	Asset management	Records documenting decisions (and authorisations) to dispose of capital assets ( <b>excluding Common Good assets</b> )	Disposal registers	Date sold/ disposal of asset	6 years	Review for historical value	Business requirement	Taxes Management Act 1970 c9; Audit Commission Act 1998	taken from SCARRS, agreed by service	1.0	
<b>12.002.003</b>	Asset management	Records documenting the value of the Council's Common Good assets	Asset registers	Keep up to date	Permanent	Retain for business and historical value	Business requirement	Separate records for Common Good assets required by LASAAC <i>Accounting for the common good fund: a guidance note for practitioners, 2007</i>	taken from SCARRS, agreed by service	1.0	
<b>12.002.004</b>	Asset management	Records documenting decisions (and authorisations) to dispose of Common Good assets	Disposal registers		Permanent	Retain for business and historical value	Business requirement	Separate records for Common Good assets required by LASAAC <i>Accounting for the common good fund: a guidance note for practitioners, 2007</i>	taken from SCARRS, agreed by service	1.0	
<b>12.003</b>	<b>Financial provisions management</b>										
<b>12.003.001</b>	Financial provisions management	Preparation of the Council's annual capital and revenue budgets: <b>consolidated budget</b>		End of current financial year	6 years	Destroy	Business requirement	Review for historical value	taken from SCARRS, agreed by service	1.0	

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12.003.002	Financial provisions management	Records documenting budget planning processes.	Draft budgets, departmental budgets	End of current financial year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.003	Financial provisions management	Budget monitoring and actions to deal with variances: - <b>consolidated annual budget reports</b>		End of current financial year	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.004	Financial provisions management	Budget monitoring and actions to deal with variances: - <b>departmental budget reports; budget virement transfers</b>		End of current financial year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.005	Financial provisions management	Records documenting the overall management of the institution's financial investment portfolio		Divestment	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.006	Financial provisions management	Records documenting the purchase / sale of investments		While investment held	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.007	Financial provisions management	Records relating to the borrowing of money by the council	Mortgage and other loan records;	Termination of loan agreement	6 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	taken from SCARRS, agreed by service	1.0	
12.003.008	Financial provisions management	Loan register			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.009	Financial provisions management	Management of government funding	Scottish Government (SG) circulars notifying the Council of funding allocations; preparation and submission of financial reports to SG;	End of current financial year	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.010	Financial provisions management	Management of non-government grant funding - <b>bid approved</b>	funding bid, funding agreement, payment claims and reports to external funding organisation	Termination of funding agreement	6 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	taken from SCARRS, agreed by service	1.0	
12.003.011	Financial provisions management	Management of non-government grant funding - <b>bid rejected</b>	funding bid	Rejection of bid	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.012	Financial provisions management	Records documenting the management of gifts, bequests and other donations of funds to the Council.			Permanent	Retain	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.014	Financial provisions management	Debt management records – debts owed to the Council.	Agreements and schedules between debtor and Council	Date debt discharged.	6 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	taken from SCARRS, agreed by service	1.0	
12.003.015	Financial provisions management	Long term strategy and planning -major records	3 year financial plan; financial strategic forecast		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
12.003.016	Financial provisions management	Long term strategy and planning -preparatory records	working papers, drafts, meeting papers, correspondence	Approval date	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>12.004</b>	<b>Financial transactions management</b>										
12.004.001	Financial transactions management	Authorisation activities involved in delegating authority for carrying out financial activities on behalf of the council.	Includes appointments & delegations, audit investigations, arrangements for the provision of goods and/or services.	End of delegation arrangement	6 years	Destroy	Business requirement	Taxes Management Act 1970 c9; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	taken from SCARRS, agreed by service	1.0	
12.004.002	Financial transactions management	Records documenting the opening and closure and routine administration of bank accounts.		Closure of account	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

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12.004.003	Financial transactions management	Records documenting regular payment instructions for bank accounts.	Original direct debit mandate	Current Year	5 years	Destroy	Business requirement		taken from SCARRS, description, trigger and retention updated by service	1.1	
12.004.004	Financial transactions management	Records documenting the deposits/withdrawals/transfer of funds.		End of financial current year	6 years	Destroy	Business requirement	Keeping VAT records HMRC Reference:Notice 700/21 (October 2013)	taken from SCARRS, agreed by service	1.0	
12.004.005	Financial transactions management	Processing and payment of purchase, sales invoices and IR35 payments		End of current financial year	6 years	Destroy	Business requirement	Taxes Management Act 1970 c9; Keeping VAT records HMRC Reference:Notice 700/21 (October 2013)	taken from SCARRS, name updated by service	1.1	
12.004.006	Financial transactions management	Petty cash records		End of current financial year	6 years	Destroy	Business requirement	Keeping VAT records HMRC Reference:Notice 700/21 (October 2013)	taken from SCARRS, agreed by service	1.0	
12.004.007	Financial transactions management	Processing and payment of expenses claims		End of current financial year	6 years	Destroy	Business requirement	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference:Notice 700/21 (October 2013)	taken from SCARRS, agreed by service	1.0	
12.004.009	Financial transactions management	Funding applications - Activities relating to the process of considering and administering applications to the authority for grant funding		End of financial year in which the records were created	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.004.010	Financial transactions management	Internal recharging	internal claims/payments between business units for goods and services provided/received; control of petty cash allocations held by business units.	End of current financial year	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.004.011	Financial transactions management	National insurance numbers - Notification and input records		End of employment	2 years	Destroy	Business requirement	Tax Management Act 1970	taken from SCARRS, agreed by service	1.0	
12.004.012	Financial transactions management	Reconciliation	processes that Balance and reconcile financial accounts	Administrative use ends	2 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.004.013	Financial transactions management	Refunds		End of financial year in which the records were created	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>12.005</b>	<b>Local taxation</b>										
12.005.001	Local taxation	Council tax collection	Account records, demand notices, supporting documentation, correspondence, payment details, recovery details	End of current year	6 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
12.005.002	Local taxation	Council tax benefit - claim processing	Applications/claims and supporting evidence, correspondence, appeals, claim records	End of current year	6 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
12.005.003	Local taxation	Housing benefit - claim processing	Claims and supporting evidence, correspondence, appeals, claim records, payment records, overpayment records	End of current year	6 years	Destroy	Business requirement		taken from SCARRS, description updated by service	1.1	
12.005.004	Local taxation	Collection of non domestic rates payable for a property	calculation payments due, preparation and issue of bills, action taken to collect outstanding payments	End of current financial year	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
12.005.005	Local taxation	Rateable property information			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	

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12.005.006	Local taxation	Valuation lists			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by service	1.0	
12.005.007	Local taxation	Water Charges		End of current financial year	6 years	Destroy	Statutory	Water Services Charges (Billing and Collection) (Scotland) Order 2010. SSI 2010 No 10. Reg 11 Accounts and records shall not be disposed of until at least 6 years have passed since the end of the financial year in which the transaction occurred	taken from SCARRS, agreed by service	1.0	
12.005.FC.001	Local taxation	Discretionary Housing Payments (DHP)	Applications, supporting evidence, correspondence, assessments, award details and records of payments made	End of current financial year	6 years	Destroy	Business requirement		added by service	1.1	
12.005.FC.002	Local taxation	Free School Meals and Clothing Grants	Applications, supporting evidence, correspondence, award details and payment records	End of current financial year	6 years	Destroy	Business requirement		added by service	1.1	
12.005.FC.003	Local taxation	Education Maintenance Allowance (EMA)	Applications, supporting evidence, correspondence, award details and payment records	End of current financial year	6 years	Destroy	Business requirement		added by service	1.1	
12.005.FC.004	Local taxation	Contractor Industry Scheme (CIS)	Supporting evidence detailing tax from Contractors which is deducted at source and paid directly to HMRC	End of current financial year	7 years	Destroy	Statutory		added by service	1.1	
<b>12.006</b>	<b>National taxation</b>										
12.006.001	National taxation	Records documenting the preparation and submission of the Council's tax returns.		End of current tax year	6 years	Destroy		Taxes Management Act 1970, c.9;	taken from SCARRS, agreed by service	1.0	
<b>12.007</b>	<b>Payroll and pensions</b>										
12.007.001	Payroll and pensions	Payroll records - major records	copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year	6 years	Destroy	Business Requirement	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	taken from SCARRS, retention and authority updated by service	1.0	
12.007.002	Payroll and pensions	Payroll records - minor records	Timesheets, monthly payroll prints	End of current tax year	6 years	Destroy	Business Requirement	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45;	taken from SCARRS, retention and authority updated by service	1.1	
12.007.003	Payroll and pensions	P45 (Income tax - employee starting)		End of current year	6 years	Destroy	Business Requirement	Taxes Management Act 1970	taken from SCARRS, name, trigger and retention updated by service	1.1	
12.007.004	Payroll and pensions	P60		End of current year	6 years	Destroy	Business Requirement	Taxes Management Act 1970	taken from SCARRS, retention and authority updated by service	1.0	
12.007.005	Payroll and pensions	Statutory Sick Pay scheme records		End of current tax year	6 years	Destroy	Business Requirement	Statutory Sick Pay (General) Regulations S.I. 1982 / 894	taken from SCARRS, retention updated by service	1.1	

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12.007.006	Payroll and pensions	Statutory Maternity Pay scheme records		End of current tax year	6 years	Destroy	Business Requirement	The Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960 as amended by SI 2005 No 989	taken from SCARRS, retention and authority updated by service	1.1	
12.007.007	Payroll and pensions	Pension scheme reports	Accounts, returns, valuation	End of current year	6 years	Destroy	Statutory	Taxes Management Act 1970; Income and Corporation Taxes Act, 1988	taken from SCARRS, agreed by service	1.0	
12.007.008	Payroll and pensions	Individual staff pension files		End of current year after date of payment	10 years	Destroy	Business requirements	Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 (SSI 2010/233)	taken from SCARRS, agreed by service	1.0	
12.007.009	Payroll and pensions	Pension scheme management	Statement of Principles governing decisions about investments	Until superceded	10 years	Destroy	Statutory	The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010. S.S.I. 2010/233 Reg 12	taken from SCARRS, agreed by service	1.0	
<b>12.008</b>	<b>Welfare</b>										
12.008.001	Welfare	Welfare fund applications	Details of decision, facts taken into account, awards made	End of current financial year	6 years	Destroy	Statutory	Welfare Funds (Scotland) Regulations 2016 Reg 16(2)	taken from SCARRS, agreed by service	1.0	