

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
21	PLANNING AND BUILDINGS STANDARDS										
21.001	Building Standards										
21.001.001	Building Standards	Building forms	Statutory and model forms:- Building Warrant Amendment to building Warrant Extension of period of validity of building warrant Extension of period of use of limited life building Completion Certificate – submission Completion certificate where no building warrant obtained – submission Completion certificate for local authority use Building regulations compliance notice Continuing requirement enforcement notice Building warrant enforcement notice Defective building notice Dangerous building notice Notice of intention to enter premises Authority to enter premises Certificate to accompany application for warrant to exercise powers of entry, inspection or testing Notice to remove from a building	Superseded	6 years	Destroy	Regulatory	Building (Forms) (Scotland) Regulations 2005, SSI 2005 No 172	taken from SCARRS	1.0	
21.001.002	Building Standards	Building Warrant Records	Copies of Building Warrant Plans, specifications and documents, Completion Certificates, Design Certificates		Permanent Part Two of the Register. 25 years and thereafter for such period as the local authority having regard to any guidance issued by the Scottish Ministers considers reasonable Section 57	Retain for business and historical	Business Requirement	Data is used for business purposes (public searches/copies of documents etc.) Building (Procedure) (Scotland) Regulations 2004. SI 2004 No 428	taken from SCARRS	1.0	
21.001.003	Building Standards	Building Warrant Application processing: Building Standards Register Part 1	Electronic applications list, details of certificates from approved certifiers, Compliance and Enforcement Notices		Permanent To be in electronic format Part One of the Register To be maintained by the local authority for all time.	Retain for business and historical value	Statutory	Building (Scotland) Act 2003, Section 24 and The Building (Procedure) (Scotland) Regulations 2004 Section 57 (2)(a) & Section 57(3)	taken from SCARRS	1.0	

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21.001.004	Building Standards	Building Warrant Application processing: Building Standards Register Part 2 (See also 21.002.015)	Copies of warrants and completion certificates, principal drawings and specifications , other documents submitted by verifiers for registration, copies of energy performance certificates, notices served under Building (Scotland) Act 2003	Date Building Warrant granted	25 years - minor applications; major applications - 50 years Part Two of the Register. 25 years and thereafter for such period as the local authority having regard to any guidance issued by the Scottish Ministers considers reasonable Section 57	Review for business and historical value	Statutory	The Building (Procedure) (Scotland) Regulations 2004 Section 57(2)(b) & 57(4) and Procedural Handbook 2010. Legislation requires 25 year retention, Procedural Handbook gives additional advice of documents which should be kept for longer and recommends agreement between Building Control & Archivist; (details of complex buildings should be retained for at least 50 years or until building demolished). Details of drainage layouts, contaminated land or sites requiring special founds to be retained for longer period	taken from SCARRS	1.0	
21.001.005	Building Standards	Building Warrant pre - application discussion	Correspondence, plans and documents	(End of pre-application discussion where no submission results)	2 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.001.006	Building Standards	Alternative Compliance Views	Requests, plans, reports and decisions	Building demolished	5 years	Review for business and historical value	Business requirement	The Building (Procedure) (Scotland) Regulations 2004 , Section 57	taken from SCARRS	1.0	
21.001.007	Building Standards	Building Warrant applications - no plans submitted	Building Warrant application form and documents	from date received	42 days	Return to applicant	Statutory	The Building (Procedure) (Scotland) Regulations 2004, Section 8(b)	taken from SCARRS	1.0	
21.001.008	Building Standards	Building Warrant Application processing - no response	Building Warrant Applications (pre-approval), plans, Correspondence, specifications and documents	from 1st response date	9 months	Reject application /agree further period	Statutory	Building (Scotland) Act 2003, Section 47(2).The Building (Procedure) (Scotland) Regulations 2004, Section 60(3); Data required to approve applications	taken from SCARRS	1.0	
21.001.009	Building Standards	Building Warrant Application processing: - application rejected	Copies of Building Warrant Plans, specifications, documents and refusal.	Last action on case	1 year	Return to applicant	Statutory	The Building (Procedure) (Scotland) Regulations 2004, Section 56(5)Legislative requirement to returns plans to applicant 'without delay'. Destroy	taken from SCARRS	1.0	
21.001.010	Building Standards	Clearance documents	Letters of Comfort; Exempt class enquiries		Retain permanently	Retain	Business requirement		taken from SCARRS	1.0	
21.001.011	Building Standards	Building Standards Compliance & Enforcement - Dangerous/ Defective Buildings	Copies of Notices, details of decisions		Permanent	Retain for business and historical value	Statutory	The Building (Procedure) (Scotland) Regulations 2004, Section 57; Procedures regulations require particulars of notices and details of decisions for sections 28-30 to be retained in part 1 of register for all time.	taken from SCARRS	1.0	

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21.001.012	Building Standards	Building Standards Compliance & Enforcement - Unauthorised works	Copies of Notices, details of decisions	once administrative use has concluded	Permanent	Retain for business and historical value	Statutory	The Building (Procedure) (Scotland) Regulations 2004 Section 57; Procedures regs require particulars of notices and details of decisions for sections 25-27 to be retained in part 1 of register for all time.	taken from SCARRS	1.0	
21.001.013	Building Standards	Building Standards Compliance & Enforcement - recovery of costs of works		Last action on case	6 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.001.014	Building Standards	Property and Ownership Enquiries	Correspondence	Enquiry Response date	2 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.001.015	Building Standards	Street Naming & Numbering	Street Naming & Numbering consultations and decisions		Permanent	Retain for business and historical value	Business requirement	Civic Government (Scotland) Act 1982: S97	taken from SCARRS	1.0	
21.001.016	Building Standards	Search Requests	Records of requests and responses	Date of decision	5yrs	Destroy	Business requirement		taken from SCARRS	1.0	
21.001.017	Building Standards	Evacuation of building notice		Date of issue	6 years	Destroy	Business requirement	Building (Scotland) Act 2003. 2003 asp 8 Section 42. To be in writing	taken from SCARRS	1.0	
21.002	Development management										
		Planning application processing							taken from SCARRS	1.0	
21.002.001	Development management	Pre-application enquiries documentation where no submission results		Last action	2 years	Destroy	Business requirement	Where submission results, transfer records to application file	taken from SCARRS	1.0	
21.002.002	Development management	Application Case Files	application form, statutory certificates, checklists, acknowledgement letters, correspondence, objections, officer reports, decision notices, appeal correspondence,	Determination of application	10 years	See 21.002.017 - Register of planning applications Part I	Business requirement	Other than requiring the provision of Registers planning legislation does not prescribe a retention policy. However in relation to appeals, access to information legislation, enforcement activity and general openness and transparency on complex procedures it is important that the authority can guarantee that this information exists and is accessible easily and quickly.	taken from SCARRS	1.0	
21.002.003	Development management	Withdrawn applications		Submission date	1 year	Destroy	Business requirement	It is possible to resubmit an application within 12 months of the original application with no fee	taken from SCARRS	1.0	
21.002.004	Development management	Dormant applications		Last action	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.002.005	Development management	Planning appeal files			Permanent	Retain for business and historical value			taken from SCARRS	1.0	

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21.002.006	Development management	Enforcement case file		Until premises demolished	Permanent	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992). The need for enforcement action may last for many years and indefinitely in the case of listed buildings. All enforcement records need to be kept in perpetuity for legal reasons.	taken from SCARRS	1.0	
21.002.007	Development management	Enforcement register	Served enforcement notices, breach of condition notices and stop notices		Permanent	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 147 and Town and Country Planning (Enforcement of Control)(N02)(Scotland Regulations 1992)	taken from SCARRS	1.0	
21.002.008	Development management	Ordnance Survey Maps/ Plans - Annotated			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
21.002.009	Development management	Planning prosecution reports		Close of case	5 years	Review for business and historical value	Business requirement		taken from SCARRS	1.0	
21.002.010	Development management	application for conservation area consent		Determination of application	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.002.011	Development management	Tree works		Completion of work	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.002.012	Development management	Tree preservation orders		While tree exists	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 160 and The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas)(Scotland) Regulations 1995 as amended in 1981 and 1984;	taken from SCARRS	1.0	
21.002.013	Development management	Housing development (Social Housing)	See Schedule 14: Housing						taken from SCARRS	1.0	
		Maintaining registers							taken from SCARRS	1.0	

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21	PLANNING AND BUILDINGS STANDARDS										
21.002.014	Development management	Register of planning applications (see also 21.002.003 - Planning Application case files)	Submitted applications, plans and drawings	Determination of application	10 years	Review for historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 36 and The Town and Country Planning (General Development Procedure (Scotland Order 1991 (as amended) Section 10 and Schedule 5; Planning etc. (Scotland) Act 2006.	taken from SCARRS	1.0	
21.002.016	Development management	Register of Applications for advertisement consent		Until consent lapses	Permanent	Retain for business and historical value	Business Requirement	The Town and Country Planning (Control of Advertisement Regulations) (Scotland) Regulations 1984 Regulation 31	taken from SCARRS	1.0	
21.002.017	Development management	Register of Applications for Hazardous Substances Consent and Hazardous Substances contravention notices		End of consent for site	6 years	Retain for business and historical value	Business Requirement	Planning (Hazardous Substances) (Scotland) Act 1997 ;Section 56N(1)(a) ; The Town and Country Planning (Hazardous Substances)(Scotland Regulations 1993 as amended Regulations 22 &24	taken from SCARRS	1.0	
21.002.018	Development management	Informal Register - Details of confirmed Tree Preservation Orders (TPO)		Tree no longer in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 160 and The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas)(Scotland) Regulations 1995 as amended in 1981 and 1984	taken from SCARRS	1.0	
21.002.019	Development management	Register of Notifications of proposals to fell or lop trees in conservation areas		Tree no longer in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 172 & 175	taken from SCARRS	1.0	

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21	PLANNING AND BUILDINGS STANDARDS										
21.002.020	Development management	Register of Listed Building Applications and Applications for Conservation Area consent			Permanent	Retain for business and historical value	Business requirement	Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 and Para 2.45 of the Memorandum of Guidance 1998	taken from SCARRS	1.0	
21.002.021	Development management	Register of applications for section 51 determinations			Permanent	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 c.8 section 36(1)	taken from SCARRS	1.0	
21.002.022	Development management	Register of applications for Certificates of Lawfulness (formerly Established use Certificates)			Permanent	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 c.8 section 36(1)	taken from SCARRS	1.0	
21.002.023	Development management	Register of Telecommunications Masts		While mast is in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 c.8 section 36(1)	taken from SCARRS	1.0	
21.002.024	Development management	Register of Wasteland/Amenity notices served		While wasteland/amenity is in place	3 years or 6 years in case of prosecution	Retain for business and historical value	Business requirement	Town and Country Planning (Scotland) Act 1997 Section 181.	taken from SCARRS	1.0	
21.003	Forward Planning										
21.003.001	Forward Planning	Employment Land GIS data		Following annual review	5 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
21.003.002	Forward Planning	Employment Land Survey database		Project no longer required	nil	Destroy	Business requirement		taken from SCARRS	1.0	
21.003.003	Forward Planning	Housing Land Audit report and GIS features		After issue	10 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
21.003.004	Forward Planning	Housing Land Audit supporting data and documentation		After issue	3 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
21.003.005	Forward Planning	SVDLS Scottish Government returns		Completion of survey	3 years	Destroy	Business requirement	Original record with Scottish Government	taken from SCARRS	1.0	
21.003.006	Forward Planning	SVDLS supporting documentation	analysis, reporting, GIS	Completion of survey	3 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
21.003.007	Forward Planning	Register of Development Plans		Superseded	Permanent	Retain for business and historical value		The Town and Country Planning (Structure and Local Plans) (Scotland) Regulations (SI 1983 No. 1590) Circular 32/1983 Transfer to archives	taken from SCARRS	1.0	

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21	PLANNING AND BUILDINGS STANDARDS										
	Forward Planning	Action area identified in a structure plan			Prescribed period for action area in a structure plan shall be 5 years from the date on which the relevant structure plan is approved by the Secretary of State			The Town and Country Planning (Structure and Local Plans) (Scotland) Regulations (SI 1983 No. 1590) Circular 32/1983	taken from SCARRS	1.0	
	Forward Planning	Economic regeneration	See Schedule 09: Economic Development						taken from SCARRS	1.0	
21.003.008	Forward Planning	Local and Structure plan - final version of plan			Permanent	Place copy in archives	Business requirement		taken from SCARRS	1.0	
21.003.009	Forward Planning	Local and Structure plan - Examination	written submissions, hearings and enquiry	After plan superseded	5 years	Review for historical value	Business requirement		taken from SCARRS	1.0	
21.003.010	Forward Planning	Local and Structure plan - preparatory	drafting of plan and consultations on the drafts	Completion of subsequent planning cycle	Nil	Destroy	Business requirement		taken from SCARRS	1.0	
21.003.011	Forward Planning	Local and Structure plan - action programmes		After plan superseded	2 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.003.012	Forward Planning	Natural environment - Policies re agriculture, countryside and protected sites		Superseded	Permanent	Retain for business and historical value	Business requirement	Transfer to archives	taken from SCARRS	1.0	
21.003.013	Forward Planning	Natural environment / maintaining developing open spaces for public amenity		Date closed	7 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.003.014	Forward Planning	Planning policy - documentation in relation to specific buildings		Date closed	Permanent	Retain for business and historical value	Business requirement	Transfer to archives	taken from SCARRS	1.0	
21.003.015	Forward Planning	Planning Consultation - responding to submissions, objections and amendments		Date of decision	15 years	Destroy	Business requirement	Retain high profile schemes for historical value	taken from SCARRS	1.0	
21.003.016	Forward Planning	Regional plans - final plan	Mineral plan, waste plan,	Superseded	Permanent	Retain for business and historical value	Business requirement	Transfer to archives	taken from SCARRS	1.0	
21.003.017	Forward Planning	Regional plans - working documents	Mineral plan, waste plan,	Superseded	2 years	Destroy	Business requirement		taken from SCARRS	1.0	
21.003.018	Forward Planning	Sustainable development - biodiversity, flooding and pollution		Date closed	7 years	Destroy	Business requirement		taken from SCARRS	1.0	