

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
25	TRANSPORT AND INFRASTRUCTURE										
25.001	Design and construction										
25.001.001	Design and construction	Design and construction:- Roads and highways; Traffic management schemes; Coast Protection Structures; Flood Schemes; Harbours, Quarries, etc.	Project Management Design of Works Procurement of Works Construction Environmental assessments Public Enquiries	Completion of project	5 years	Destroy/review for historical value	Business requirement	Quarries are subject to separate specific health and safety legislation	taken from SCARRS, agreed by Service	1.0	
25.001.002	Design and construction	Design and construction - as built and supporting information.	Drawings, photographs, design calculations, ground investigations, inspection reports		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.001.003	Design and construction	Lighting scheme design	Bill of quantities, Design Drawings, calculations, correspondence;	End of life of asset	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.001.004	Design and construction	Lighting scheme design	Installation documentation, Health & Safety file, correspondence	End of life of asset	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.001.006	Design and construction	Road construction consent	URSN, Application Form, Acknowledgement Letter, Approved Plans, Supporting Information, Committee Report, Decision Confirmation	Date of adoption or date of consent if road not constructed	6 years	Review for business and historical value	Business requirement	Roads (Scotland) Act, 1984 section 21;	taken from SCARRS, trigger updated by service	1.1	
25.002	Harbours and waterways										
25.002.001	Harbours and waterways	Application processing for adoption of harbour/pier - application rejected		Date of last action on application	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
25.002.002	Harbours and waterways	Application processing for adoption of harbour/pier - application approved			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
25.002.003	Harbours and waterways	Development of an adopted harbour/pier by the Council.			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
25.002.004	Harbours and waterways	Inspection and assessment of an adopted harbour/pier to identify defects and priorities for maintenance.		End of current year	10 years	Review for business value	Business requirement		taken from SCARRS	1.0	
25.002.005	Harbours and waterways	Maintenance work on an adopted harbour/pier.		End of current year	10 years	Destroy	Business requirement		taken from SCARRS	1.0	
25.003	Roads development control										
25.003.001	Roads development control	Recording location of highways, bridle paths, foot paths and rights of way.	Definitive map Correspondence concerning enquiries and disputes	To be kept up to date	Permanent -	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
25.003.002	Roads development control	Establishing planning scheme controls and providing for them to be amended and modified.	Amendments to definitive map Road adoption		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.003.003	Roads development control	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments		Issue of decision	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	

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25.004	Roads enforcement										
25.004.001	Roads enforcement	Car Parking - penalty charge notices		completion of penalty charge process	3 years	Destroy	Business requirement	Road Traffic Act 1991	taken from SCARRS, activity, trigger, retention and citation updated by service	1.1	
25.004.002	Roads enforcement	Fixed Penalty Notices served by Roads Authority		After compliance with notice	3 Years	Destroy	Business requirement	Road Traffic Act 1991	taken from SCARRS	1.0	
25.004.003	Roads enforcement	Applications and consents - builder skips, building materials, scaffolding, road opening and works related to private apparatus on or over any part of the road	Application Form, Assessment, Approval, Inspections, Enforcement	Expiry of consent	3 Years	Destroy	Business requirement	Required by Roads (Scotland) Act 1984	taken from SCARRS, agreed by Service	1.0	
25.004.004	Roads enforcement	Applications and consents - rejected	Application Form, Assessment, Approval, Inspections, Enforcement	Date rejected	3 years	Destroy	Business requirement	Required by Roads (Scotland) Act 1984	taken from SCARRS, retention period updated by Service	1.1	
25.005	Infrastructure management										
25.005.001	Infrastructure management	List of public roads (LOPR)	Notification, Request, LSG, USRN, Road Schedule, Plan, Inspection, street Gazetteer		Permanent	Retain for business and historical value	Business requirement	Required by Roads (Scotland) Act 1984	taken from SCARRS, agreed by Service	1.0	
25.005.002	Infrastructure management	Local and national coring	SWSR extract, location List, Notification, Plans, Report, Inspections, Follow On Action, Inspection List, Symology Website	End of guarantee period of failed reinstatements	5 years	Destroy	Business requirement	to comply with the New Roads and Street Works Act(NRSWA)	taken from SCARRS, agreed by Service	1.0	
25.005.003	Infrastructure management	Weekly road report		End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.006	Public Transport										
25.006.005	Public Transport	Liaison with public transport users through a representative group.		Current	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.006.008	Public Transport	Community transport scheme - development	Records documenting the Council's involvement in developing a community transport scheme.	Life of scheme	5 years	Review for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.006.009	Public Transport	Community transport scheme - support	Records documenting the Council's support for a community transport scheme.	Current year	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.006.012	Public Transport	Fuel movement reports		End of current year	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
20.007	Rights of way										
25.007.001	Rights of way	Handling of a general enquiry about Rights Of Way.		Current year	1 year	Destroy	Business requirement		taken from SCARRS	1.0	
25.007.002	Rights of way	Records documenting the Council's involvement in resolving a dispute over a Rights Of Way.	Case file	Last action on case	5 years	Destroy	Business requirement		taken from SCARRS	1.0	
25.007.003	Rights of way	Records documenting legal action taken by the Council to protect, maintain, divert or extinguish a Right Of Way.	Case file		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	
25.007.004	Rights of way	Definitive map/descriptions of public rights of way			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS	1.0	

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25.007.005	Rights of way	Core Path Plans		Until superceded	Permanent	Retain for business and historical value	Business requirement	Land Reform (Scotland) Act 2003. 2003 asp 2 Sections 17, 18, 20 To be available for sale and public inspection	taken from SCARRS	1.0	
25.007.006	Rights of way	Path Orders		Until superceded	Permanent	Retain for business and historical value	Business requirement	Land Reform (Scotland) Act 2003. 2003 asp 2 Section 22 (8) and Schedule 1 To be in writing	taken from SCARRS	1.0	
25.007.007	Rights of way	Notice of proposed order		Date of notice	5 years	Destroy	Business requirement	Land Reform (Scotland) Act 2003. 2003 asp 2 Section 22 (8) and Schedule 1 To be in writing	taken from SCARRS	1.0	
25.008	Road maintenance										
25.008.001	Road maintenance	Annual works programme		End of current year	10 years	Review for business value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.002	Road maintenance	Condition assessment		End of current year	10 years	Review for business value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.003	Road maintenance	Defect rectification		Rectification date	5 years	Destroy	Statutory		taken from SCARRS, agreed by Service	1.0	
25.008.004	Road maintenance	Highway Structures Inspection Reports		Until superseded	Permanent	Retain for business and historical value	Business requirement	Required by Roads (Scotland) Act 1984	taken from SCARRS, agreed by Service	1.0	
25.008.005	Road maintenance	Public Liability Enquiries		Close of enquiry	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.006	Road maintenance	Safety Inspections		Date of inspection	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.007	Road maintenance	Winter maintenance	Gritting Routes - Treatment Logs -	Until superseded End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.008	Road maintenance	ICE Early Warning System	Equipment and Operation	End of financial year to which records relate.	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.009	Road maintenance	Test and inspection of street lighting	Structural Test & Inspections, Night Inspection records	superseded by next inspection and test	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.010	Road maintenance	Street lighting Repair Sheets		End of financial year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.011	Road maintenance	Road closure - application processing where the application is rejected.		Last action on application	1 year	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
25.008.012	Road maintenance	Road closure - application processing where the application is approved.		End of closure period	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.013	Road maintenance	Planning and management of a temporary road closure/diversion, and other traffic restrictions.	including - planning of an alternative route and facilities, the specification of temporary signs and barriers required to warn and divert traffic, installation of signs, barriers and temporary facilities, liaison with other authorities and organisations, the preparation and publication of notices of temporary road closures and diversions	End of restrictions	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.008.FC.001	Road maintenance	Weather forecasting		End of financial year	5 years	Destroy	Business requirement		taken from SCARRS, was previously 25.011.005	1.1	
25.008.FC.002	Road maintenance	Public parking area maintenance	inspection and assessment, maintenance work	Current	5 years	Destroy	Business requirement		taken from SCARRS, was previously 25.011.007	1.1	
25.009	Road Safety										

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25	TRANSPORT AND INFRASTRUCTURE										
25.009.001	Road Safety	Promotion of road safety	local, regional or national campaign, partnership with a community organisation or another agency to promote road safety generally, and to specific target groups	Superseded	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.009.002	Road Safety	Road safety training programme	key records - training materials, evaluation	Programme completed	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.009.003	Road Safety	Road safety training programme	administration and working documents	Programme completed	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.009.004	Road Safety	Analysis of road accident data to identify and prioritise improvements to locations or routes		End of current year	10 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.009.005	Road Safety	Investigation into a reported road safety hazard, and action taken.	case file	Last action on case	3 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
25.009.006	Road Safety	Road safety audit		Completion of next audit	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.010	School transport										
25.010.001		Assessment of requirements/demand for the school transport service.		End of current year	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.010.002		Planning and scheduling of school transport service routes.		End of current year	3 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011	Traffic Management										
25.011.001	Traffic Management	Traffic orders (permanent)			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.002	Traffic Management	Traffic orders (temporary)		Expiry of order	3 years	destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.003	Traffic Management	Traffic management schemes to manage continued flow, diversion or reduction of traffic.		End of life of scheme	5 years	destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.004	Traffic Management	Measurement, monitoring and analysis of traffic volume and flow.		End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.006	Traffic Management	Records documenting lobbying activities aimed at improving transport in and through the region.		End of current year	10 years	Review for ongoing and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.008	Traffic Management	Processing complaint about a public parking area		Last action on complaint	3 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.009	Traffic Management	Resident/disabled parking permit application processing - rejected application	Case file	Last action on application	6 months	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.010	Traffic Management	Resident/disabled parking permit application processing - approved application	Case file	Expiry/withdrawal of permit	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.011	Traffic Management	Traffic lights & pedestrian crossings - needs assessment		Superseded	3 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
25.011.012	Traffic Management	Traffic lights & pedestrian crossings - design & installation		Life of installation	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.011.013	Traffic Management	Traffic lights & pedestrian crossings - maintenance		End of current year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012	Transport planning										

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25.012.001	Transport planning	Records documenting the Council's involvement in the development of a major transport scheme.			Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012.002	Transport planning	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority.	Structure Plan Local transport strategy		Permanent	Retain for business and historical value	Business requirement		taken from SCARRS, description updated by service	1.1	
25.012.003	Transport planning	Public transport service planning including scheduled services, demand responsive services and "special needs" services	Assessment of requirements	Superseded	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012.004	Transport planning	Cycle and Disability Audits		Superseded	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012.006	Transport planning	Traffic Reviews		Superseded	5 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
25.012.007	Transport planning	Traffic Counts, studies and statistics		On completion of review	10 Years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	