Governance Decision Making Board Meetings Agendas Petitions Board Making Board Making Board Making Board Meetings Agendas Board Making	Function Level 1	Activities Level 2	Sub- Activities Level 3	Sub-Activities Level 4	Trigger: What action triggers the retention period?	Retention period	Action - what happens at the end of this period	Legislative / Business Reason for retention policy	Location of information e.g. shared drive, business system name etcplease specify
Integration Scheme Schem	Governance		Board			permanent	retain		shared drive
Financial Regulations Pinancial Regulations Programmes Retain Programme Recurd in Archives; capies should be destroyed control of the Petitions Petitions Programmes Recurd in Archives; specification of the Recurding Recurrency Programmes Recurd in Archives; specification of the Recurrency Programmes Recurd in Archives; specification of the Recurrency Programmes Recurd in Archives; specification of the Recurrency Programmes Recurding Recurrency Programmes Recurding Recurrency Programmes Recurding Recurrency Programmes Recurrency Rec		iviakirig		Integration		permanent	retain	business	shared drive
Governance Decision Making Weetings Agendas Governance Decision Making Weetings Agendas Governance Government Bootshall) Agendas Government Bootshall) Act 1973 is 50°C Covernment Bootshall Act 1973 is 5				Financial		permanent	retain	business	shared drive
Petitions	Governance					6 years	record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information)		Management
Reference permanent retain requirement business requirement conduct permanent retain retain requirement shared drive retain requirement retain requirement shared drive requirement retain requirement shared drive requirement permanent retain requirement shared drive requirement shared drive requirement shared drive requirement shared drive requirement programme retain permanent retain permanent retain permanent retain permanent retain permanent requirement shared drive requirement shared drive requirement programme record in Archives; copies should be destroyed total Government (Scotland) Act 1973, s 50C total Government (Scotland) Act 1973, s 50C total Government (Access to shared drive requirement programme retain publications of the permanent permanent retain publications of the permanent retain permanent retain publications of the permanent permanent permanent programme retain publications of the permanent permanent programme retain publications of the permanent permanent permanent programme retain publications of the permanent permanent programme retain publications of the permanent programme retain programme retain programme retain programme retain programme retain programme r				Petitions		б years	record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information)		Management
Standing Orders Standing Orders Permanent Code of Conduct Declarations of Interest Directions Directions Minutes Standing Orders permanent Pogramme retain retain retain retain permanent retain review for archival need requirement business requirement ACC's Committee Services Management Programme retain ACC's Committee Services Management Programme						permanent	retain		shared drive
Code of Conduct Declarations of Interest Directions						<u>'</u>		business	shared drive
Declarations of Interest date member leaves office 10 years archival need permanent retain permanent record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to								business	shared drive
Directions permanent retain requirement ACC's Committee Services Management Programme Minutes Mi				Declarations of		10 years			Management
Services Management Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to				Directions		permanent	retain		shared drive
date of Information) business meeting 6 years Act 1985 requirement					date of	6.4025	record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information)	business	Management

Function Level 1	Activities Level 2	Sub- Activities Level 3	Sub-Activities Level 4	Trigger: What action triggers the retention period?	Retention period	Action - what happens at the end of this period	Legislative / Business Reason for retention policy	Location of information e.g. shared drive, business system name etcplease specify
			Questions and Answers	date of meeting	6 years	Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985	business requirement	ACC's Committee Services Management Programme
			Reports to meetings	date of meeting	6 years	Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985	business requirement	ACC's Committee Services Management Programme
Governance	Strategy, Policy and Planning	Developing Strategy	Strategic Plan	date of meeting	6 years	Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985	business requirement	ACC's Committee Services Management Programme
Governance	Risk Manageme nt	Risk Monitoring and Assessmen t	Strategic Risk Register	date of meeting	6 years	Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985	business requirement	ACC's Committee Services Management Programme
Resources	Finance	Accounts and Audit	Published Annual Accounts and Financial Statement	date of meeting	6 years	Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985	business requirement	ACC's Committee Services Management Programme

Function Level 1	Activities Level 2	Sub- Activities Level 3	Sub-Activities Level 4	Trigger: What action triggers the retention period?	Retention period	Action - what happens at the end of this period	Legislative / Business Reason for retention policy	Location of information e.g. shared drive, business system name etcplease specify
			Published Annual Performance Report	date of meeting	6 years	Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985	business requirement	ACC's Committee Services Management Programme
			Published Annual Audit Report	date of meeting	6 years	Retain master record in Archives; copies should be destroyed Local Government (Scotland) Act 1973, s 50C Local Government (Access to Information) Act 1985	business requirement	ACC's Committee Services Management Programme