

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 etc..please specify
Governance	Decision Making	Board	Scheme of Delegation		permanent	retain	business requirement	shared drive
			Integration Scheme		permanent	retain	business requirement	shared drive
			Financial Regulations		permanent	retain	business requirement	shared drive
Governance	Decision Making	Board Meetings	Agendas	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
			Petitions	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
			Terms of Reference		permanent	retain	business requirement	shared drive
			Standing Orders		permanent	retain	business requirement	shared drive
			Code of Conduct		permanent	retain	business requirement	shared drive
			Declarations of Interest	date member leaves office	10 years	review for archival need	business requirement	ACC's Committee Services Management Programme
			Directions		permanent	retain	business requirement	shared drive
			Minutes	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

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			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 Management	Risk Monitoring and Assessment	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

