

# Corporate Procedure:

## The Corporate Records Retention and Disposal Schedule

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# The Corporate Retention & Disposal Schedule

## 1 What is this procedure for?

This procedure outlines the process by which the retention and disposal periods outlined in the Corporate Records Retention & Disposal Schedule are set, reviewed, revised, and updated. For information about using the Corporate Retention & Disposal Schedule please refer to the Council's Managing Information Procedures.

This procedure supports the Council's Corporate Information Policy.

## 1.2 The Corporate Records Retention and Disposal Schedule

Corporately, the Council's recommended retention periods for its key information and record types are set out in the Council's [Records Retention & Disposal Schedule](#).

### 2.1 Setting Retention & Disposal Periods

The Corporate Retention & Disposal Schedule was developed in 2015 with reference to:

- national retention and disposal guidance outlined within the Scottish Council on Archives Retention Schedules
- pre-existing service or team level retention schedules already in use across the Council

Retention periods are derived from either:

- **Statutory requirement:** in cases where a law specifies how long a particular record or information type must be kept, or:
- **Business requirement:** this may be defined by a relevant legal requirement which impacts on retention but does not in itself specify a retention period. Examples of this maybe where a retention period for a record type which contains personal information is informed by data protection law, or where information about contracts or services provided is informed by the law around time limits for bringing legal proceedings. Where no relevant legal requirement impacts on retention, the agreed retention period will be based on the Council's business requirements for keeping that information or record. These will usually be based on national guidance unless there is a local business reason to vary from this.

### 2.2 Reviewing and revising Retention & Disposal Periods and Actions

Changes to the law and changes to the way the Council does its business may require us to review the retention and disposal periods set out in the Corporate Retention & Disposal Schedule.

This will usually happen in two ways:

- **Pro-active regular review of Retention & Disposal Periods**

The Information Governance Office will conduct an annual review of the Corporate Records Retention & Disposal Schedule with reference to the national retention and disposal guidance outlined within the Scottish Council on Archives Retention Schedules.

- **Ad-hoc review**

The Information Governance Office will review retention and disposal periods on an ad-hoc basis in response to queries raised by internal business areas, our customers, or changing legislative or business requirements.

The Information Governance Office will review the retention and disposal period and action in conjunction with the relevant Information Asset Owner(s) for the information or record type, as identified in the Council's Information Asset Register.

Any proposed revisions to existing retention periods or actions which result will be subject to review by the Information Governance Group to ensure that there are no wider legal or other implications which should be taken into account from revising the retention period or action.

The revision will then be approved by the Information Manager, who will ensure that the Corporate Records Retention & Disposal Schedule is appropriately updated, and reported up to the Governance Delivery Board.

### **3. Recordkeeping**

The Information Governance Office will be responsible for maintaining the Corporate Records Retention and Disposal Schedule and for maintaining an appropriate audit trail of any revisions to it.