Governance retention schedule							
Ref	Activity/ Records Series	Description/ Example Record	Trigger - event that prompts	Retention Period	Disposal Action	Authority	Citation/ Notes
1. Incorporation documents							
1.1	Certificate of Incorporation			Permanently	Retain	Statutory	Companies Acts
1.2	Certificate of change of Company name			Permanently	Retain	Statutory	Companies Acts
1.3	Memorandum and Articles of Association (original)			Permanently	Retain	Statutory	Companies Acts
1.4	Memorandum and Articles of Association (current)			Permanently	Retain	Statutory	Companies Acts
1.5	Rules			Permanently	Retain	Statutory	Companies Act, Required for
1.6	Letter of Charitable Recognition/Registration	letter from HMRC & OSCR		Permanently	Retain	Statutory	Charities and Trustee Investment (Scotland) Act 2005
1.7	Registration documentation (Registered Societies)			Permanently	Retain	Statutory	Co-operative and Community Benefit Societies Act 2014
1.8	Certification of Registration with Scottish Housing Regulator/Communities Scotland			Permanently	Retain	Statutory	Housing (Scotland) Acts 2001 and
2. Decision making							
2.1	Records of General Meetings (AGM, EGM, SGM)	Notices, Agenda, Resolution, Minutes	Date of meeting	Registered Companies (Companies Acts): 1) Permanently for records pre- 1 October 2007 2) 10 years for records post 1 October 2007 Registered Societies (Cooperative and Community Benefit Societies Act 2014): 5 years	Retain / Confidential Destruction as appropriate	Statutory	Co-operative and Community Benefit Societies Act 2014 for registered societies Companies Act for companies
2.2	Records of General Meetings (AGM, EGM, SGM): - Preparatory and working papers	Draft reports, premeeting documents and invites to meetings	Date superseded/ Date of meeting	Nil	Confidential Destruction	Business requirement	
2.3	Board/Committee meeting records	Agenda and reports	Date of meeting	Registered Companies (Companies Acts): 3) Permanently for records pre- 1 October 2007 4) 10 years for records post 1 October 2007 Registered Societies (Cooperative and Community Benefit Societies Act 2014): 5 years	Retain / Confidential Destruction as appropriate	Statutory	In line with Companies Acts

2.4	Board/Committee meeting records	Signed minutes.	Date of meeting	Registered Companies (Companies Acts): 5) Permanently for records pre- 1 October 2007 6) 10 years for records post 1 October 2007 Registered Societies (Cooperative and Community Benefit Societies Act 2014): 5 years	Retain / Confidential Destruction as appropriate	Statutory	Companies Acts. Retain master record; copies should be destroyed
2.5	Board/Committee meeting records	Presentations	Date of meeting	Nil	Confidential Destruction	Business requirement	Recorded in minute of meeting.
2.6	Board/Committee meeting records: Preparatory and working papers	Draft reports, premeeting documents and invites to meetings.	Date superseded/ Date of meeting	Nil	Confidential Destruction	Business requirement	
2.7	Records documenting the preparation of business for consideration by Group's Executive Team and the record of discussion.	Agenda, reports/papers for consideration, minutes	Date of meeting	8 weeks	Confidential destruction	Business requirement	
2.8	Records of minute-taking	shorthand notes, audio tapes, draft minutes	Date of confirmation of the minutes	Nil	Confidential destruction	Business requirement	
3. Board and Committee Members							
3.1	Records documenting Board members' declarations of interests.	Member's register of interest	Date member leaves the Board	10 years	Confidential Destruction	Statutory	Companies Act 2006, s. 177, ss. 182-7 and s. 248
3.2	Board and Committee Members' signed Code of Conduct		Date member leaves the Board	Nil	Confidential destruction	Business requirement	
3.3	Register of gifts and hospitality		Date member leaves the Board	10 years	Confidential Destruction	Business requirement	
3.4	Board member appointment documentation- appointment letters, SLAs		Date member leaves the Board	6 years	Confidential Destruction	Statutory	Nb Bank details should be destroyed immediately after membership ceases
4. Registrations and Statutory returns							
4.1	Annual returns to SHR		Annual requirement	5 years	Confidential Destruction	Business requirement	
4.2	Register of directors and secretaries			Permanent	Retain	Statutory	Companies Acts
4.3	Register of directors' residential addresses			Permanent	Retain	Statutory	Companies Act 2006
4.4	Register of persons with significant control			Permanent	Retain	Statutory	Companies Act 2006. If a person ceases to be a PSC, that must be recorded but the person cannot be removed from the register until 10 years after date of cessation.
4.5	Register of members			Permanent	Retain	Statutory	Companies Act. Records may be removed from register 10 years after membership ceases
4.6	Register of seals			Permanent	Retain		
4.7	Register of share certificates			Permanent	Retain	Statutory	Companies Act

4.8	List of members (Registered Societies)			Permanent	Retain	Statutory	Co-operative and Community Benefit Societies Act 2014 - Must be kept at registered address
5. Community governance							
5.1	Scrutiny Panel	records such as agenda, minutes, business papers & reports, meeting notice papers,	Date of meeting	12 weeks	Confidential destruction	Business requirement	
6. Statutory tenant consultation							
6.1	Rent setting	Records and or reports relating to results of consultation and where applicable pre engagement and focus groups	Tenants receiving rent uplift letter	Nil	Confidential destruction	Business requirement	The results are published on website of each RSL prior to confidential destruction and/or available via publication scheme from Board paper
6.2	Policy/Service model	Records and or reports relating to results of consultation and where applicable pre engagement and focus groups	Board decision on policy post consultation	Nil	Confidential destruction	Business requirement	The results are published on website of each RSL prior to confidential destruction and/or available via publication scheme from Board paper