

D. GOVERNANCE

Owner	Director of Governance	Date Approved	Oct-19				
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 (Co-operative and Community Benefit Societies Act 2014): 1) 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 workingpapers	Draft reports, pre-meeting 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	Date superseded/ Date of meeting	Nil	Confidential Destruction	Business requirement	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 (Co-operative and Community Benefit Societies Act 2014): 2) 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 (Co-operative and Community Benefit Societies Act 2014): 3) 5 years	Retain / Confidential Destruction as appropriate	Statutory	Companies Acts. Retain master record; copies should be destroyed
2.5	Board/Committee meeting records: Preparatory and working papers	Draft reports, pre-meeting documents and invites to meetings.	Date superseded/ Date of meeting	Nil	Confidential Destruction	Business requirement	
2.6	Calendar of meetings of Board and Committee meetings		Date superseded	Nil	Confidential Destruction	Business requirement	
2.7	Records documenting the preparation of business for consideration by Group's Executive Team and EET, and the record of discussion and decisions.	Agenda, reports/papers for consideration, minutes	Date of meeting	1 year	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 Governance							
3.1	Records documenting Schemes of Delegation			10 years	Confidential Destruction	Business requirement	Legal Advice - keep permanently to illustrate delegated authority at point a decision made?
4 Board and Committee Members							
4.1	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

4.2	Board and Committee Members' signed Code of Conduct		Date member leaves the Board	Nil	Confidential Destruction	Business requirement	
4.3	Schedule 7 register		No longer applies	nil	Confidential Destruction	Business requirement	need to ensure process in place for checks that were needed for S7 purposes e.g. letting to Board member

4.4	Register of gifts and hospitality		Date member leaves the Board	10 years	Confidential Destruction	Business requirement	
4.5	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
5	Tenant Elections						
5.1	Records documenting activities undertaken in preparing for tenant elections	Nomination Papers; Notices of Appointment; Notices of Candidature; Declarations of	Date of election	1 year	Confidential Destruction	Business requirement	

6 Registrations and Statutory returns							
6.1	Annual returns to SHR		Annual requirement	5 years	Confidential Destruction	Business requirement	Best practice
6.2	Annual returns to SHR - working papers		Date of annual return	3 years	Confidential Destruction	Business requirement	Best practice
6.3	Register of directors and secretaries		N/A	Permanently	Retain	Statutory	Companies Acts
6.4	Register of directors' residential addresses		N/A	Permanently	Retain	Statutory	Companies Act 2006
6.5	Register of persons with significant control		N/A	Permanently	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
6.6	Register of members		N/A	Permanently	Retain	Statutory	Companies Act. Records may be removed from register 10 years after membership ceases

6.7	Register of seals		Registration	Permanently	Retain	Business requirement	Best practice
6.8	Register of share certificates		Registration/transfer of shares	Permanently	Retain	Statutory	Companies Act
6.9	List of members (Registered Societies)		N/A	Permanently	Retain	Statutory	Co-operative and Community Benefit Societies Act 2014 - Must be kept at registered address
7	Community Governance						
7.1	Group wide committees, partnerships, and agencies such as: Scrutiny Panel, Tenant Led Inspection Teams, Youth Board, Communities of Interest.	records such as agenda, minutes, business papers & reports, meeting notice papers,	End of Financial Year	1 year	Confidential Destruction	Business requirement	
7.2	Local committees and Panels such as: Local Housing Committees, Local Panels	records such as agenda, minutes, business papers & reports, meeting notice papers, proceedings	End of Financial Year	1 year	Confidential Destruction	Business requirement	
7.3	Grants available for the Group such as Chairs' Christmas Fund, Over Seventies Vouchers, RTO funding	records such as grant application, offer and correspondence	Date funding ceases	1 year	Confidential Destruction	Business requirement	

7.4	Database of grant applications to the Group such as Chairs' Christmas Fund, Over Seventies Vouchers, RTO funding	Spreadsheet of	Date funding ceases	1 year	Confidential Destruction	Business requirement	
7.5	Helping hands/TSF fund applications	Electronic and paper copies of applications, decisions made and awards	Date funding ceases	1 year	Confidential Destruction	Business requirement	
8	Tenants 'Organisations						
8.1	Register of Tenants Organisations		Date superseded	Nil - keep up to date	Confidential Destruction	Statutory	Housing (Scotland) Act 2001. 2001 asp 10.
8.2	Application for registration		Date of re-registration	6 months	Confidential Destruction	Statutory	The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002. SSI 2002 No 416 Regulation 5 To be in writing
8.3	Removal from Register		Date of de-registration	3 years	Confidential Destruction	Statutory	The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002. SSI 2002 No 416. Regulation 6. To be in writing