

F. HOUSING							
Reference	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
<b>1</b>	<b>Housing Enforcement</b>						
1.1	<b>Enforcement including: Assessments and multiple occupation HMO Licence</b>		Cross Reference to Property Retention Schedule: Section 1	Cross Reference to Property Retention Schedule: Section 1	Cross Reference to Property Retention Schedule: Section 1	Cross Reference to Property Retention Schedule: Section 1	Cross Reference to Property Retention Schedule: Section 1
<b>2</b>	<b>Housing provision</b>	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness					
2.1	Housing Applications register		Date superseded	Nil	Confidential Destruction	Business requirement	This is a live register, update as required
2.2	Section 5 (homeless person referral) where individual does become permanently housed	Assessment, Decisions, Temporary Accommodation, etc.	See row 4.1 below	See row 4.1 below	See row 4.1 below	See row 4.1 below	Forms part of the information held on a customer's house file
2.3	Section 5 (homeless person referral) where individual does not become permanently housed	Assessment, Decisions, Temporary Accommodation, etc.	Date of decision	1 year	Confidential Destruction	Business requirement	
2.4	Successful housing applications	• Housing Registration forms, Community and Social Support Application, Management Transfer or Exceptional Need Application Form, Medical Application Form, Sheltered Housing Application Form and supporting papers	See row 4.1 below	See row 4.1 below	See row 4.1 below	See row 4.1 below	Forms part of the information held on a customer's house file
2.5	Cancelled housing applications	• Housing Registration forms, Community and Social Support Application, Management Transfer or Exceptional Need Application Form, Medical Application Form, Sheltered Housing Application Form and supporting papers	Date status updated to CNR or CANC	1 year	Confidential Destruction	Business requirement	
2.6	Allocations Strategy	Cross reference to Management Retention Schedule: Section 8.4	Cross reference to Management Retention Schedule: row 8.4	Cross reference to Management Retention Schedule: row 8.4	Cross reference to Management Retention Schedule: row 8.4	Cross reference to Management Retention Schedule: row 8.4	
<b>3</b>	<b>Housing stock</b>						
3.1	Register of abandoned personal belongings		Date on which the landlord took possession of the house	To remain on the register until after expiry of a period of 5 years	Confidential Destruction	Statutory	The Scottish Secure Tenancies (Abandoned Property) Order 2002. SSI 2002 No 313. Regulation 8 To be in writing and available for inspection by the public
<b>4</b>	<b>Managing social tenancies</b>	Activities associated with the management of social tenancies					

4.1	Tenancy records - <b>not</b> second stage transfer	Records documenting the management of social tenancies including the Scottish Secure Tenancy Agreement, Form SSS1 (notice of short Scottish secure tenancy), payment arrangements and Decrees.	Termination of tenancy	7 years	Confidential Destruction	Business requirement	Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, an information request has been intimated or an audit is ongoing.
4.2	Tenancy records - second stage transfer properties	Records documenting the management of social tenancies including the Scottish Secure Tenancy Agreement, Form SSS1 (notice of short Scottish secure tenancy), payment arrangements and Decrees.	Date tenancy transferred	5 years	Confidential Destruction	Business requirement	Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, an information request has been intimated or an audit is ongoing.
4.3	Property Record Cards (in place Pre-Iworld)	Property Record Cards	N/A	N/A	Confidential Destruction	Business requirement	No longer need to retain for RTB purposes.
4.4	Tenant file - Contents insurance for tenants	Cross Reference to Finance Retention Schedule: Section 11.3	Cross Reference to Finance Retention Schedule: row 11.3	Cross Reference to Finance Retention Schedule: row 11.3	Cross Reference to Finance Retention Schedule: row 11.3	Cross Reference to Finance Retention Schedule: row 11.3	Cross Reference to Finance Retention Schedule: row 11.3
4.5	Welfare benefits case file	All personal details of a customer receiving a service from the welfare benefits advisers.	Closure of case	4 years	Confidential destruction	Business requirement	Benefit applications can take longer than 1 year to process from end to end. Appeals timescales are 13 months and upper tribunal appeals are longer. Previous awards can be considered in new claims.
<b>5</b>	<b>Managing commercial tenancies</b>	<b>Activities associated with the management of commercial tenancies</b>					
5.1	Tenancy records	Records documenting the management of commercial tenancies including the AT5's pre-tenancy agreement, inventory, short assured Tenancy Agreement, payment arrangements/schedules with debtor and Decrees.	Termination of tenancy	7 years	Confidential Destruction	Business requirement	Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, an information request has been intimated or an audit is ongoing.
5.2	Tenant file - Contents insurance for commercial tenants	Cross Reference to Finance Retention Schedule: Section 11.3	Cross Reference to Finance Retention Schedule: row 11.3	Cross Reference to Finance Retention Schedule: row 11.3	Cross Reference to Finance Retention Schedule: row 11.3	Cross Reference to Finance Retention Schedule: row 11.3	