

I. INFORMATION GOVERNANCE							
Ref.	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>Access to information</b>						
1.1	Data Protection - subject access request and data subject rights request under DPA 2018	initial request, response, internal review, related correspondence and other supporting documentation	Date file closed	2 years	Confidential Destruction	Regulatory requirement	
1.2	Data Protection - concern raised with ICO	initial request, response, SAR appeal records, related correspondence and other supporting documentation	Date file closed	5 years	Confidential Destruction	Regulatory requirement	Prescription & Limitation (Scotland) Act 1973 is relevant
1.3	Data protection - general compliance records	Files re. DP audit, general compliance, data breaches, data incidents, security, training, etc.,	Date file closed	10 years	Confidential Destruction	Regulatory requirement	
1.4	Data protection - Notification and changes	ICO registration certificates	Date superseded	Nil	Confidential Destruction	Business requirement	Superseded once renewal confirmation received
1.5	Freedom of information (FOISA) - processing of requests for information under FOISA 2002	initial request, response, internal review, related correspondence and other supporting documentation	Date file closed	2 years	Confidential Destruction	Regulatory requirement	
1.6	Freedom of information (FOISA) - processing of requests for information where appeal made to Scottish Information Commissioner under FOISA 2002	initial request, response, appeal records, related correspondence and other supporting documentation	Date file closed	5 years	Confidential Destruction	Regulatory requirement	Prescription & Limitation (Scotland) Act 1973 is relevant
1.7	Publication Scheme		Date superseded	3 years	Confidential Destruction	Business requirement	Prior to destruction, ensure the rolling record of changes has been updated.
1.8	Environment Information Regulations (EIRs) - processing of requests for information	initial request, response, Internal review, related correspondence and other supporting documentation	Date file closed	2 years	Confidential Destruction	Regulatory requirement	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520

1.9	Environment Information Regulations (EIRs) - processing of requests for information where appeal made to Scottish Information Commissioner	initial request, response, appeal records, related correspondence and other supporting documentation	Date file closed	5 years	Confidential Destruction	Regulatory requirement	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520 - Prescription & Limitation (Scotland) Act 1973 is relevant
1.10	Specification of Documents	Certificate, inventory and documents released	Date file closed	10 years	Confidential Destruction	Regulatory requirement	Law Society Guidelines
1.11	FOISA general compliance records	Submissions to SIC, stats	Date of submission	5 years	Confidential Destruction	Business requirement	
<b>2</b>	<b>Records management</b>						
2.1	Records surveys	Information relating to record audits	Date of survey completion	2 years	Confidential Destruction	Business requirement	
2.2	Classification schemes	Classification schemes	Date superseded	2 years	Confidential Destruction	Business requirement	Prior to destruction, consider historical value.
2.3	Forms development	Standard templates	Date superseded	1 year	Confidential Destruction	Business requirement	Prior to destruction, consider a sample for historical value.
2.4	Retention schedules		Date superseded	2 years	Confidential Destruction	Business requirement	Prior to destruction, consider historical value.
2.5	Lists of Records destroyed	Records destruction register	Date of destruction	12 years	Confidential Destruction	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
2.6	Records disposal certificates	Disposal certificates	Date of destruction	12 years	Confidential Destruction	Business requirement	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
<b>3</b>	<b>Provision of advice</b>						
3.1	Provision of ad-hoc general advice to business eg. CCTV, sharing information, responses	E-mail, file note	End of calendar year	5 years	Confidential Destruction	Regulatory requirement	Law Society Guidelines
3.2	Provision of advice in relation to project and DPIA including information sharing agreements, data processing agreements	DPIA document, e-mail, file note and general project documents	Date file closed	10 years	Confidential Destruction	Regulatory requirement	Law Society Guidelines
<b>4</b>	<b>Meetings</b>						
4.1	GDPR/Steering Group Meeting papers	Agenda, papers submitted	Date of last meeting	1 year	Confidential Destruction	Business requirement	