

M. PROPERTY

Owner	Director of Regeneration	Date Approved	Oct-17	Approved By	Executive team	To be reviewed by:	end 2018
Ref	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
1	Housing Enforcement						
1.1	Assessment - housing standards		Date of last assessment	3 years	Confidential Destruction	Business requirement	
1.2	HMO (House in multiple occupation) Licence	Such records shall include: safety inspection report and amenity notice (if appropriate)	Expiry of licence	3 years	Confidential Destruction	Business Requirement	Housing (Scotland) Act 2006. Sections 124, 160. Schedule 4. Details to be kept in a register
2	Estate management						
2.1	Garage (Lock-Up) rentals	Applications, letter granting permissions, termination records	Date of Expiry	2 years	Confidential Destruction	Business requirement	
3	Demolition						
3.1	Demolition project records - Health and Safety File	Records such as;-Asbestos air monitoring, survey, geo-tech reports, ground investigations, Plans, Planning Permissions, Building warrants, Completion Certificates, utility disconnection confirmation	N/A	Permanently	Retain	Business requirement	These records are live records.
3.2	Demolition project records - contractual correspondence	signed pre-commencement letters, signed stewardship letters, final payment of account from contractor,	Date of completion of project	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.
3.3	Demolition project grants - Conditions attached	Records documenting the grant process and decision such as grant preparatory papers, application and letter of award	Date of completion of project or last date of expiry of conditions whichever is the later	6 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.
3.4	Demolition project grants - No conditions attached	Records documenting the grant process and decision such as grant preparatory papers, application and letter of award	Date of completion of project	6 years	Confidential Destruction	Business requirement	
4	New-Build						
4.1	New Build project records - Health and Safety File	Records such as;-Asbestos air monitoring, survey, geo-tech reports, ground investigations, Plans, Planning Permissions, Building warrants, Completion Certificates, utility connection confirmation	N/A	Permanently	Retain	Business requirement	These records are live records.
4.2	New Build project records - Contractual records	Records such as:- Third party warranties Collateral warranties Building contracts Development Agreements	Cross Reference to Procurement Retention Schedule: row 2.4	Cross Reference to Procurement Retention Schedule: row 2.4	Cross Reference to Procurement Retention Schedule: row 2.4	Cross Reference to Procurement Retention Schedule: row 2.4	Cross Reference to Procurement Retention Schedule: row 2.4
4.3	New Build project records - Grant records	Records such as - Site valuation and purchase Grant offer Grant calculation Tender report Sales valuations Revenue funding agreements	Date of completion of project or last date of expiry of conditions whichever is the later	30 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 Capital Investment							
5.1	Capital investment - contract files	Contract file	Date of contract end	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.
5.2	Capital investment - specification files - no roof work undertaken	Specification file including architectural drawings	Date of contract end	30 years	Review for archival and re-use value	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. Consider corporate memory.
5.3	Capital investment - specification files -roof work undertaken	Specification file including architectural drawings	Date of contract end	60 years	Review for archival and re-use value	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. Consider corporate memory.
5.4	Capital investment - Health & Safety files	Records such as: survey, geo-tech reports, ground investigations.	N/A	Permanently	Retain	Business requirement	These records are live records.
6 Leases							
6.1	Leases (both registered and unregistered in Books of Council and Session)		Cross Reference to Legal Retention Schedule: row 5.4	Cross Reference to Legal Retention Schedule: row 5.4	Cross Reference to Legal Retention Schedule: row 5.4	Cross Reference to Legal Retention Schedule: row 5.4	Cross Reference to Legal Retention Schedule: row 5.4
7 Housing Stock							
7.1	Property Adaptation grants - Conditions attached	Records documenting the grant process and decision such as grant preparatory papers, application and letter of award	Date work completed or last date of expiry of conditions whichever is the later	6 years	Confidential Destruction	Business requirement	
7.2	Property Adaptation grants - No Conditions attached	Records documenting the grant process and decision such as grant preparatory papers, application and letter of award	Date work completed	6 years	Confidential Destruction	Business requirement	
7.3	Property Adaptations - application	Records documenting the application for adaptation such as: Application form, Letter of request, Letter of approval or rejection	Cross reference to Housing Retention Schedule: row 5.1	Cross reference to Housing Retention Schedule: row 5.1	Cross reference to Housing Retention Schedule: row 5.1	Cross reference to Housing Retention Schedule: row 5.1	Cross reference to Housing Retention Schedule: row 5.1
7.4	Property Adaptations - description of works	Records documenting the work undertaken such as: plans, specification of works,	N/A	Permanently	Retain	Business requirement	These records are live records.
7.5	Asbestos Register		N/A	Permanently	Retain	Business requirement	These records are live records.
7.6	Housing grants - Notice of cessation of conditions		Date of notice	5 years	Confidential Destruction	Business requirement	The Housing Grants (Form of Cessation or Partial Cessation of Conditions Notice) (Scotland) Regulations 2003. SII 2003 No 337. Regulation 2 To be in the form of the Schedule
7.7	Housing grants - Notice of payment		Date of notice	5 years	Confidential Destruction	Business requirement	The Housing Grants (Form of Notice of Payment) (Scotland) Regulations 2003. SSI 2003 No 338. Regulation 2. To be in the form of the Schedule

House file deleted 7 years after tenancy, need to make sure record is held centrally permanently

7.8	Application forms (Improvement Grant)		Date of payment	6 years	Confidential Destruction	Business requirement	The Housing (Scotland) Act 2006
7.9	Grant Assistance applications		Date of payment	6 years	Confidential Destruction	Business requirement	The Housing (Scotland) Act 2001 (Assistance to Registered Social Landlords and Other Persons) (Grants) Regulations 2004. SSI 2004 No 117. Regulation 5
7.10	Repair Notice (house in serious disrepair)		Date of notice	5 years	Confidential Destruction	Business requirement	The Form of Repair Notice (Scotland) Regulations 2003. SSI 2003 No 335. Regulation 2 To be in the form as Schedule
7.11	Acquisitions, and Mortgage to Rent	Financial Assessment & Property Survey Packs	Date of transaction	10 years	Confidential Destruction	Business requirement	
7.12	Water Management Report	Findings Report	Date of finalised report	6 years	Confidential Destruction	Business requirement	
7.13	Lifts & Hoists Insurance Certification	Certificate	Date of certification	3 years	Confidential Destruction	Business requirement	
7.14	Electrical Inspection	Certificate	Date of certification	6 years	Confidential Destruction	Business requirement	
7.15	Legionella Risk Assessment	Findings Report	Date superseded	Nil	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.
7.16	Fire Risk Assessment	Findings Report	Date superseded	Nil	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.
7.17	EN81 Lift Assessment	Findings Report	Date superseded	Nil	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.
8	Property Compliance						
8.1	Electrical safety	Copy of electrical safety inspection retained by landlord	Date of inspection	6 years	Confidential Destruction	Statutory	Housing (Scotland) Act 2014. Section 23 Inserts Section 19B into the 2006 Act
8.2	Gas safety certificate	Gas safety certificates	Date of check	2 years	Confidential Destruction	Business requirement	Gas Safety (Installation and Use) Regulations 1998 SI 1998 No 2451 Part F 36 (3)(c). Refers to landlords' responsibilities. 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.
8.3	Energy Performance Certificates	Energy Performance Certificates	Date superseded	Nil	Confidential Destruction	Business requirement	In line with Scottish Government Guidance
9	Property Management						
9.1	Buildings Insurance for owners	Endorsements, Insurance 1	Date policy expired or Date policy cancelled, or where a contract has required insurance to be in place this is date of contract expiry.	5 years	Confidential Destruction	Statutory	Prescriptions and Limitations (Scotland) Act 1973. 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.

LHO query as in House File (Housing 3.1) so kept for 7 yrs from end of tenancy

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9.2	Resale documentation	Seller's notification of sale; Financial Account to Selling Solicitors	Date of resale	1 year	Confidential Destruction	Business requirement	NB do not destroy if there is an instalment agreement on the file.
9.3	Proprietors Meetings	Minutes of meetings, attendance sheets eg Change of Factor, Introduction of Service, Vote on proposed works, owner disputes.	Date of completion of works	5 years	Confidential Destruction	Statutory	Prescriptions and Limitations (Scotland) Act 1973 . 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.
9.4	Notification of change of circumstances	General Correspondence	Date of amendment	Nil	Confidential Destruction	Business requirement	
9.5	Owner's property management records	Service requests, invoice queries	Date ownership ceased or date property no longer factored by YourPlace	7 years	Confidential Destruction	Business requirement	
9.6	Consent to common works	Letters of consent/rejection for works	Date of completion of works	5 years	Confidential Destruction	Statutory	Prescriptions and Limitations (Scotland) Act 1973 . 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.
9.7	Residents Association meetings	Minutes of meetings	End of Financial Year	5 years	Confidential Destruction	Business requirement	
9.8	Owner Led Project File	Records documenting the owner led project such as: returned work consent letters; Minutes of meetings, attendance sheets, Vote on proposed works, notification of contractor award, payment request forms, payment reminder letters, YP advanced customer payment receipt letters to customers, QO snagging lists, QO ok to pay contractors works sign off, works cancellation letters, contractor start date notification letters, work completion letters, customer satisfaction forms post work completion, Customers advanced payment cheques, YP Suspense payment logs.	Date of completion of works	5 years	Confidential Destruction	Statutory	Prescriptions and Limitations (Scotland) Act 1973 . 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.
9.9	Owner Led Projects	Contractor gas certificates, Rot warranties	Date of guarantee	25 years	Confidential Destruction	Statutory	
9.1	Owner Led Projects	Workmanship guarantee & manufacturers material warranties	Date of expiry	2 years	Confidential Destruction	Statutory	
10	Facilities Management						
10.1	Property security - inspection and enforcement	Records documenting the conduct and outcomes of a security inspection of a property, and action taken to deal with matters raised.	Date superseded	Nil	Confidential Destruction	Business requirement	

10.2	Property security - Records documenting property access controls to secure areas (e.g. access registers, key registers, fob registers, security data logs).	Access registers, key registers, fob registers	Date superseded	6 months	Confidential Destruction	Business requirement	
10.3	Property security - Register of fobs/ security passes issued to staff		Date superseded	Nil	Confidential Destruction	Business requirement	This is a live register.
10.4	Property security - Register of security passes issued to visitors		Date superseded	Nil	Confidential Destruction	Business requirement	This is a live register.
10.5	Property security - Records documenting the investigation of a security incident in a property, and action taken.		Date of completion of investigation	3 years	Confidential Destruction	Business requirement	
10.6	Register of car park passes issued to staff		Date superseded	Nil	Confidential Destruction	Business requirement	This is a live register.
10.7	Equipment and consumables - stock	Stock inventory, stock taking records, condition monitoring, movement of stock	End of financial year	3 years	Confidential Destruction	Business requirement	Subject to specific requirements for particular categories of items