Retention Schedule 2024

A - Business Function	B - Activity	C - Process	D - Information Asset Holder	E- Records Series/Information Assets	F - Record Types/ Description	G- Retention Trigger	H - Retention Period	I - Disposal Action	J - Retention Justification
SSSC									
	Procedures and guidance	Team procedures and guidance	Relevant IAO	Minor operational procedures and guidance - ie where there is no requirement for long term retention for record of business activity to which the procedures applied	Procedures, guidance, process maps and templates	Superseded	5 years	Destroy	Business requirement
	Policy and procedures	Corporate policies and procedures	Relevant director	Major operational policies - ie where there is a requirement for long term retention for record of business activity to which the policy applied, and have been approved by Council or EMT	Corporate policy and procedures	Superseded	Permanent	Review for business or historical value	Business requirement
	Briefing papers and research reports	Report, publish and promote final research	Relevant IAO	Report, publish and promote final research	SharePoint files, research published via SSSC website and WES resources	End of financial year	5 years	Review for business and historical value.	Business requirement
	General enquiries	Respond to general enquiries	Relevant IAO	General enquiries	D365, Sharepoint files, Emails	End of financial year	3 years	Destroy	Business requirement
	Strategy and planning/business plans	Business Planning	Relevant IAO	Strategic plans, including any supporting organisational strategies ie digital and communication strategy and workplans	Strategic, business and operational plans. Stakeholder research.	Superseded	Permanent	Review for business or historical value	Business requirement
	Employee development, support, supervision and managers notes	Employee management	Relevant IAO	Employee information	Supervision records and notes, development discussions forms, performance information, workload status, workload projections, task timings personal details, induction information. Held in SharePoint files, email and LMS	Leaver	Current year plus 6 years	Destroy	Business requirement
	Information asset management	Information asset register	SIRO	Information asset register	List of information assets held by organisation including detail on assets that contain personal data	Current	Keep up to date	Retain for business and historic value	Business requirement
	Mail logging and distribution	Mail recording	Relevant IAO	Incoming and outgoing mail logs and registers		End of financial year	3 years	Destroy	Business requirement
	Team Meetings	Team Meetings	Relevant IAO	Meeting Record	Agenda, minutes and discussion papers	End of financial year	3 years * Destroy audio recording when minute prepared	Destroy	Business requirement
	EMT Team Meetings	Executive Management Meetings	Relevant director	Meeting Record	Finalised agenda and minutes, recommendations, briefing and discussion papers, reports, audio recording of meeting	N/A	Permanent	Retain for business and historic archive	Business requirement
	OMT Team Meetings	Operational Management Meetings	Relevant IAO	Meeting Record	Finalised agenda and minutes, recommendations, briefing and discussion papers, audio recording of meeting	End of financial year	3 years * Destroy audio recording when minute prepared	Destroy	Business requirement
Organisational	Agreements	SLAs, MOUs, DSAs, agreements	Relevant IAO	Information relating to the development of standard protocols and agreements between the SSSC and third parties	Includes partnership agreements, service level agreements, information and data access, sharing and processing agreements, Memorandum of Understanding	Superseded/ expiry	5 years * with the exception of national and official statistics see below at 'Workforce Policy and Planning/Data Analysis and Reporting'	Destroy	Business requirement
	Contract management	Contracting	Head of Shared Services	Contract management including performance and compliance monitoring	Contract management - final contract and extensions, reports/schedules, surveys and inspections, complaints, payment disputes, minutes and papers of meetings, service level agreements, audio recording of meeting	End of Contract/contract extension	5 years * Destroy audio recording when minute prepared	Destroy	Statutory
	Requisitioning	Purchase order processing	Head of Shared Services	Records relating to the procurement of non-tendered good and services	Purchase orders; authorised requisitions	End of financial year	6 years	Destroy	Business requirement
	Knowledge base	Information management and research	Relevant IAO	Virtual reference library of SSSC produced information resources	Internal resources in D365	Superseded/ obsolete	Nil	Review for business and historical value	Business requirement

Knowledge base	Information management and research	Relevant IAO	Virtual reference library of third party produced information resources	External resources, including website articles, legal advice and guidance	Superseded/ obsolete	Nil	Destroy	Business requirement
Event information/SSSC led events	SSSC representation Lead, support and evaluate events	Relevant IAO	Record of event information with formal SSSC representation		Last action	5 Years	Review for business and historical value	Business requirement
Stakeholder/customer/staff research eg market research/surveys	Research	Relevant IAO	Records used for compilation of info for future planning and business intelligence		End of financial year	5 years	Review for business and historical value	Business requirement
Communication and Engagement	Publication and image library	Relevant IAO	Photographs, videos, audio and stories of individuals and related consent form		Date of consent	3 years	Destroy or seek re-consent as appropriate	Statutory
Communication and Engagement	Intranet communication to all staff	Relevant IAO	Promotion materials	Slides and scripts, photos, videos, broadcasts	Last action	3 years	Review for business and historic value	Business requirement
External stakeholder engagement	Managing stakeholder engagement	Relevant IAO	External stakeholder contact details Minutes of meetings Presentations Organisation reports Audio recording of meeting	D365, Email, Calendar information, SharePoint files	End of financial year	5 years *Destroy audio recording when minute prepared	Destroy	Business requirement
Corporate complaints and investigations	Corporate complaints	Head of P&I	Records documenting the handling of a complaint	Complaints reports	Last action on complaint	5 years	Destroy	Business requirement
Corporate complaints - shell records	Corporate complaints	Head of P&I	Shell records documenting the handling of a complaint	Complaints reports/database	N/A	Permanent	Review for business or historical value	Business requirement
Expected Behaviour Procedure (EBP)	Recording of information relating to decisions under EBP	Head of P&I	Records documenting decision under EBP	D365, MatterSphere	Decision revoked	5 years	Destroy	Business requirement
Training materials	Materials in relation to preparing, delivering and receiving internal and external training	Relevant IAO	Training materials	Sharepoint	Superseded/ obsolete	5 years	Destroy	Business requirement
Internal and external legal advice	Legal advice	Relevant IAO	Internal and external legal advice	SharePoint	Date Legal Advice Received	25 years (Advice where expert opinion of counsel received is to be retained permanently). Other advice: Review for historical value for potential retention in archives if a major precedent - otherwise destroy. *except legal advice contained in individual case work files - see FtP	Destroy	Business requirement
Expenditure	Documents relating to payments of expenses of parties attending hearings, panel members, council members and staff, including documents relating to catering, external venues, travel and subsistence and other associated expenses	Relevant IAO	Documents relating to expenses incurred and payments made.	Expense claim forms, receipts	End financial year	6 years	Destroy	Statutory
Business management	Team improvement	Relevant IAO	Feedback forms	Feedback on internal services delivered to client departments	End of financial year	5 years	Review for business and historical value	Business requirement
Business management	Team time reports	Relevant IAO	Time recording	Reports	End of financial year	1 year	Review for business and historical value	Business requirement
Protecting People Policy and Protecting People Procedure	Data gathered in relation to child or adult protection concerns reported in line with the Protecting People Policy and Procedure	Relevant IAO	Name, Address, date of concern, nature of the adult or child protection concern, agencies concern was referred to, action taken by other agencies, internal staff member who	Microsoft form in Sharepoint – only accessible by the IAO and others as permitted by them	Date of report	100 years	Destroy	Business requirement
Strategy and Performance								
Communications and Policy								
Event booking system	Event booking system	Head of Strategic Communications and Policy	Online platform for managing event bookings	Online platform	Event close	3 months	Destroy	Business requirement
Media platform	News platform including displaying articles and news release archive	Head of Strategic Communications and Policy	Online platform, integrated with the corporate website for displaying and distributing media statements and articles	News platform that includes news release archive	Upload	3 years	Review for business and historical value	Business requirement
Media platform contact lists	Contact lists for media distribution	Head of Strategic Communications and Policy	Contacts information (names, email address and organisations)	List of contacts on media platform	N/A	Permanent	N/A	Business requirement
Press cuttings index	Index of cuttings archive	Head of Strategic Communications and Policy	Spreadsheet	Spreadsheet with list of press cut headings and the paper appeared in.	End of financial year	Permanent	Destroy	Retain for historical value
Email distribution/marketing platform	Platform to compile branded email templates for news and other information and for bulk email distribution to imported stakeholder lists	Head of Strategic Communications and Policy	Plan, schedule and send bulk emails, gather statistical information on engagement, reach and calls to action.	Online platform	Upload	5 years	Destroy	Business requirement

Strategic Communications	Email distribution/marketing platform stakeholder lists	List of stakeholders to send news and other bulk emails to	Head of Strategic Communications and Policy	Names and email addresses	Distribution lists	Newsletter sent	3 years	Destroy	Business requirement
	Mass marketing mailings and APS webshop orders	Sending SSSC information materials to registered services and other public places (eg GP surgeries/libraries. Sending SSSC information materials to people who request them using the online APS webshop.	Head of Strategic Communications and Policy	Gather postal details in a document or the APS webshop to fulfil mailings.	Spreadsheet or online platform	Mailing complete	One year for APS webshop orders and once mailing is complete for others.	Destroy	Business requirement
	Media log	Enquiries log	Head of Strategic Communications and Policy	Spreadsheet record for all enquiries	Spreadsheet with list of enquiries the organisation has received from the media and responses - contains contact details of those making enquiries	Completion of request	5 years	Destroy	Business requirement
	Social media tools	Engagement with stakeholders	Head of Strategic Communications and Policy	Plan and schedule content	Online tools	Retain in line with records for associated activity	Retain in line with records for associated activity	Retain in line with records for associated activity	Business requirement
	Website	Online platform	Head of Strategic Communications and Policy	Public facing information	Information and engagement online platform	Upload	5 years	Destroy Review for business and historical value	Business requirement
	Graphic design assets	Graphic design assets including templates, images, videos and artwork (editable and final) used in various publications and platforms	Head of Strategic Communications and Policy	Major record of design assets	Visual design assets eg templates	N/A	3 years	Review for business and historical value	Business requirement
	SSSC Newsletters	Monthly newsletters	Head of Strategic Communications and Policy		Email newsletters	N/A	Permanent	Review for business and historical value	Business requirement
	Staff weekly briefing	Weekly staff email newsletter	Head of Strategic Communications and Policy	Record of news issued to staff by email.	Email newsletters	N/A	Permanent	Review for business and historical value	Business requirement
	Consultation register	Record of policy positions and statements	Head of Strategic Communications and Policy	Major record	Spreadsheet	Date of last action	5 years	Review for business and historical value	Business requirement
	Briefings register	Record of all policy briefings	Head of Strategic Communications and Policy	Minor record	Spreadsheet	End of financial year	5 years	Destroy Review for business and historical value	Business requirement
	EqIA register	Record of all EqIAs	Head of Strategic Communications and Policy	Major record	Spreadsheet	End of financial year	5 years	Destroy Review for business and historical value	Business requirement
Digital	Reports	Data extracts from Key operational systems used for reporting purposes and historical reporting	Head of Digital Services	Could contain any number of the following: Names, addresses, DOB, NINO, phone numbers, email addresses, employment details, conditions imposed on registration, registration details, qualifications, fee information, complaints, registration with other regulatory bodies, offence details, disciplinary details, health information, PVG information and equalities information, people applying for registration, people registered, employers, universities, Care Inspectorate and Panel members	D365 and MatterSphere extracts stored in excel	End of financial year	5 years	Destroy	Business requirement
	Penetration testing reports of key operational systems D365 and MatterSphere	Security assurance and monitoring of follow up actions	Head of Digital Services	Areas tested and results of test, recommendations for improvement	Document/Report	End of financial year	5 years	Destroy	Business requirement
	Team reports Information on team performance, KPIs against actual results	For monitoring team performance, identifying bottlenecks and trends in workload management	Head of Digital Services	Stats on performance against SLAs	Word documents	End of financial year	5 years	Destroy	Business requirement
	Change management audit log	Audit history of changes made to key operational systems D365 and MatterSphere	Head of Digital Services	details of changes made, reasons why and dates changes effective from.	Excel document	Decommissioning of system	5 years	Destroy	Business requirement
	JIRA	System recoding range of support tickets and requests for change or development across key operational systems	Head of Digital Services	details of incidents and resolution steps	JIRA database	Close of call	5 years	Destroy	Business requirement
	SMS tracker	Monitoring SMS usage and verifying invoices charges	Head of Digital Services	Audit history of SMS usage	Excel document	Utilisation report	5 years	Destroy	Business requirement
	Projects and Programmes funded by SSSC - major records	PMO process and methodology, project meetings	PMO	Major records	Business case and proposal, project plan, lessons learned report, assessments, reviews - final versions and key drafts. Programme and Sponsor Board minutes, audio recording of meeting	Project close	6 years * Destroy audio recording when minute prepared	Review for archival and reuse value	Business requirement

Function	Business Function	Process	Owner	Record Type	Records Description	System/Location	Event/Trigger	Retention Period	Action	Reason
Programme Management Office	Projects and Programmes funded externally - all records	PMO process and methodology, project meetings	PMO	Minor and major records	Business case and proposal, project plan, lessons learned report, assessments, reviews - final versions and key drafts. Programme and Sponsor Board minutes, recording of meeting, minor drafts, correspondence, copies of financial and contractual records, programme and sponsor board agendas and papers.		Closure of funding programme that funds project	3 years * Destroy audio recording when minute prepared	Review for archival and reuse value	Business requirement
	Projects and Programmes funded by SSSC - minor records	PMO process and methodology, project meetings	PMO	Minor records	Minor drafts, correspondence, copies of financial and contractual records, programme and sponsor board agendas and papers.		Project close	6 years	Review for archival and reuse value	Business requirement
Performance and Improvement	Monthly assurance reporting	Strategic and Operational reporting process	Head of P&I	Aggregated data sets		D365, Mattersphere, WES aggregated records	Superseded	Permanent	Review for business or historical value	Business requirement
	Sponsor Factsheet	Monthly factsheet for Scottish Government with key statistics for Regulation	Head of P&I	Aggregated data sets		D365, Mattersphere, WES aggregated records	End of financial year	Permanent	Review for business or historical value	Business requirement
	Regulation Monthly Stats	Monthly report with key information relating to Regulation processes	Head of P&I	Aggregated data sets		D365, Mattersphere, WES aggregated records	End of financial year	Permanent	Review for business or historical value	Business requirement
	Profiling for Finance	Next financial year positions for regulation	Head of P&I	Aggregated data sets		D365, Mattersphere aggregated records	End of financial year	6 years	Destroy	Business requirement
Workforce, Education and Standards										
	Endorsement of nationally recognised training and learning resources	Work with Scottish Government and other partners to formally approve nationally recognised training and learning resources	Head of Education and Standards and Head of Workforce Policy and Planning		Letters, change forms, spreadsheet of all endorsed courses, emails	SharePoint files	Training/learning resource no longer endorsed by SSSC	5 years from date resource no longer endorsed	Destroy	Business requirement
	Create and assess Fitness to Practise conditions	Allocate conditions work to advisers, advisers consider requirements or evidence submitted, advisers create or assess the condition and communicate to RIH	Head of Education and Standards and Head of Workforce Policy and Planning		Records relating to the allocation and creation or assessment of conditions	D365, SharePoint files	Date of birth of registrant	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known ***all D365 notes and activities attached to the major record will be deleted after 6 years of creation**	Destroy	Business requirement
	Assess Continuous Professional Learning records for social workers and NQSWs	Allocate CPL submissions to advisers, advisers consider evidence submitted, advisers assess record and communicate to Registration	Head of Education and Standards and Head of Workforce Policy and Planning		Records relating to the allocation and assessment of CPL records	D365, SharePoint files	Date of birth of registrant	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known ***all D365 notes and activities attached to the major record will be deleted after 6 years of creation**	Destroy	Business requirement
	Resource development	Design and develop learning resources, to be hosted online, some in collaboration with partners, some procured from suppliers, review and revise existing resources	Head of Education and Standards and Head of Workforce Policy and Planning		Code, other files for digital resource planning, design and content, permission records from people included in the resource content, finance and procurement files, evaluation files, SSSC Learning Zone (inc. static website), My Learning Badges Platform - WordPress website, Learn Tech Live Assets, Learn Tech Research, Learn Tech Project Archive, Learn Tech events, CLF content archive, CLF website (archived with National Library), Step into Leadership website, 23 Things Digital, 23 Things TEC, 23 Things Leadership, 23 Things Leadership ELC, Leadership Capability Feedback Tool for Frontline Workers, Careers website, workforce planning tools, employability resources, Covid resources, SiSWE website, NQSW website	SharePoint files, SSSC Azure Cloud - SharePoint, online resource content e.g. websites, MTC Media Ltd - secure Cloud, Apple App Store, Google Play Store.	Resource no longer required	5 years	Destroy	Business requirement
	Collaborate with partners to support policy implementation e.g. develop resources jointly, engage jointly with stakeholders, provide advice and sector intelligence	Meet with partners online or face to face, membership of working/project/reference groups, support decision-making, support or lead resource development, support or lead engagement or learning activity with the sector, support or lead evaluation activity	Head of Education and Standards and Head of Workforce Policy and Planning		Meeting records/agreed action, minutes, memorandi of understanding/terms of reference, contact details of partners and stakeholders where relevant; specific group/network lists and contact details, evidence of joint development activity	SharePoint files	Resource no longer required/project complete	5 years	Destroy	Business requirement

	Activity	Description	Owner	Records	Location	Trigger	Retention	Action	Basis
	Provide the MyLearning service to allow learners to keep a record of their Continuous Professional Learning and earn MyLearning Badges.	Users upload data in the form of MyLearning learning logs and MyLearning badge applications. Anonymised data are used by the SSSC to identify trends and usage. Data tied to the users are used to provide personalised learning recommendations.	Head of Workforce Policy and Planning	MyLearning learning logs, MyLearning Badge applications and decisions.	Learning records, learning plans, Open Badge applications and decisions.	When user closes account, or when account becomes inactive for over 2 years.	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known.	Destroy	Business requirement
	Promote learning and development and workforce activity	Actively promote SSSC and other resources, engagement activity, and the sector as a career choice	Head of Education and Standards and Head of Workforce Policy and Planning	Communications records e.g. fliers for events, social media; promotional material, photos, permission records from people involved in promotional products e.g. hard copy resources; online resources e.g. Careers website, NQSW website; SIESWE website; SSSC Learning Zone (inc. static website), My Learning Badges Platform - WordPress website, WES resources list	SharePoint files, SSSC Azure Cloud - SharePoint, online resource content e.g. websites, MTC Media Ltd - secure Cloud	End of financial year	5 years	Destroy	Business requirement
Workforce Policy and Planning	Ambassador and Champion recruitment and support	Recruit Ambassadors and Champions, engage and provide learning support	Head of Workforce Policy and Planning	Contact details for current Ambassadors and Champions, and associated records	SharePoint files	Role end or contact consent withdraw	1 year from role ending. Keep contact lists up to date. Immediate if consent withdrawn	Destroy	Business requirement
	Network and learning engagement	Promote networks, engage social services workers in network activity, promote learning and gather examples of learning in practice from stakeholders, Promote leadership development activity with people who have expressed an interest in being kept informed	Head of Workforce Policy and Planning	Contact details network members and people who have expressed an interest in being kept informed of leadership development activity, associated records	Sharepoint files	Purpose no longer exists or contact consent withdraw	1 year from activity ending. Keep contact lists up to date. Immidiate if consent withdrawn	Destroy	Business requirement
	Background information to support data comparison/analysis	Refer to past data reports from the SSSC, Scotland, other countries, different parts of the workforce, etc, to compare with current data and to support data analysis and reporting, refer to reference documents to support data analysis and reporting e.g. Statistical Codes of Practice, guidance on the production of national and official statistics	Head of Workforce Policy and Planning	Copies of reports, research, and sets of data/tables (SSSC and non-SSSC)	S-drive and some hard copy files	N/A	Permanently	N/A	Business requirement
	Data analysis and reporting (SSSC reports, official statistics, national statistics)	Collate data, clean data, analyse data, present data in tables, draft reports to contain data, finalise, publish and promote reports	Head of Workforce Policy and Planning	Copies of current data sets/tables and reports, pre-release access lists, records relating to guidance/data standards compliance, letters of delegation from SG, quality assurance records, workings, draft versions, code, data from stakeholders for inclusion (e.g. from local authorities, from the Care Inspectorate, from training providers, about training provision), national data for inclusion (e.g. population estimates), details of major revisions to reports	Code, S-drive	End of financial year	Permanently for clean data; 10 years for raw data	Destroy (raw data)	Business requirement
	Maintain and enhance content of SSSC data website	Review current content, delete old content/reports, add new content/reports	Head of Workforce Policy and Planning	Content files, code, data reports	Code, Online resource content, Cloud server files	Resource no longer required	Permanent, unless resource no longer required	N/A	Business requirement
	Collating data for the Return to Social Work Scheme	Collect data from survey, analyse it to match with employers, pass to matched employers	Head of Workforce Policy & Planning	Microsoft forms survey responses	SharePoint files	From data of survey	When the matching process has been finalised or consent to process data is withdrawn	Destroy	Consent
	Responding to internal and external workforce data requests	Engage with stakeholders to clarify request, consult with legal team to ascertain legal basis for sharing data, prepare data if legal basis for providing it and if agreed as required, provide requester with data	Head of Workforce Policy and Planning	Related correspondence, data tables and reports, workings, code, record of all data requests received	Code, S-drive	N/A	Permanently	N/A	Business requirement
	Qualifications assessment and decisions	Assess qualifications and make decisions about suitability for registration - UK and non-UK	Head of Education and Standards	Qualification decision, verification letters, verification letter data/spreadsheet, applicant personal details and qualification paperwork, qualification decision register	D365 and SharePoint files	End of financial year	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known	Destroy	Business requirement

Education and Standards	Qualifications assessment and decisions	Council and committee management	Head of Education and Standards	QP and DM panel minutes and agenda	Council/Committee/Working Group papers, including forward planner and action record Council Reports & Agendas	From date of meeting	Permanent	Retain for business and historic value	Business requirement
	Modern Apprenticeship registration and certification	Register new Modern Apprenticeships, monthly analysis for MA Online, complete certificates for completed Modern Apprenticeships	Head of Education and Standards	Candidate details, qualification information, financial data	Sharepoint files and MA Online	End of financial year	10 years	Destroy	Business requirement
	Qualification development	Development of new qualifications	Head of Education and Standards	Qualification development decisions, stakeholder engagement records (e.g. consultation), research records, meeting records	SharePoint files	From date of publication	Permanent	Retain for business and historic value	Business requirement
	Standard development and review	Development of new standards to support learning activity (e.g. NOS, specialist awards)	Head of Education and Standards	Standard development decisions, stakeholder engagement records (e.g. consultation), research records, meeting records	SharePoint files	From date of publication	Permanent	Retain for business and historic value	Business requirement
	Funding disbursement	Process applications for funding, make decisions about funding allocation, allocate and disburse funding, monitor funding spend, collate management data, report on final spend to sponsors	Head of Education and Standards	Funding applications, funding allocation decisions, monitoring records, management/financial data, management reports, bursary spreadsheets, bursary database, PL fee folders	SharePoint files, PowerBI, D365, Iron Mountain	End of financial year	6 years	Destroy	Business requirement
	Approval and renewal of programmes/courses	Approve courses/programmes for higher and further education providers to deliver	Head of Education and Standards	Approval paperwork e.g. application for approval, approval panel records, approval confirmation letter, material change forms, renewal records and confirmation of renewal, list of panel members and their contact details, details of all SSSC-approved courses/programmes, SW degree review material, SW, CP, specialist HEI meetings/engagement records, MHO providers engagement records, QA database	SharePoint files	Programme closure	5 years after programme closure	Destroy	Business requirement
	Quality assurance of SSSC-approved courses	Annual monitoring and review of approved courses, support from named link adviser, supporting formal review and renewal of approval every six years in line with course provider's own verification process	Head of Education and Standards	Annual monitoring paperwork, submission from course provider, response from SSSC, letters, quality assurance/review panel records, QA database of all programmes approved and QA'd by SSSC.	Sharepoint files	Programme closure	5 years after programme closure	Destroy	Business requirement
	Enhancement of SSSC-approved courses	Work with course providers and stakeholders to develop aspects of SSSC-approved courses as need dictates	Head of Education and Standards	SW/CP/specialist HEI meeting/engagement records, stakeholders consultation and engagement records, course content change records, letters to training providers	Sharepoint files	Programme closure	5 years after programme closure	Destroy	Business requirement
	Development of professional learning pathways	Work with stakeholders and course providers to enhance aspects of learning provision for specific groups of workers e.g. NQSWs	Head of Education and Standards	Meeting records, minutes, reports, notes and issues logs, consultation records, event details (including attendee details), NQSW website, Governance group details	SharePoint files, online resource content e.g. websites, MTC Media Ltd - secure Cloud	Professional learning pathway no longer exists	10 years	Destroy	Business requirement
Regulation				**As of October 2015 and until further notice, authorities must have regard to the Historical Child Abuse Inquiry Scotland and consider "the protection of potentially relevant records, to ensure they are not destroyed before the Inquiry has had the opportunity to consider them". The scope of the inquiry is considered to extend back to 1945. Authorities should consider the potential value of records to the inquiry before carrying out any disposal. The SSSC consider the records identified in red below of having potential value to the inquiry.**					
Registration	Maintaining the Register of the workforce	Worker information	HoR	Personal details, Contact info, Employment info, Application, Registration, Renewal and conditions info, Qualification and CPL info, Health info, Convictions and disciplinary info, PVG info, Equalities data, Endorsement info, Data relating to FtP cases, Fees and payment info, CPD info, FtP info	D365, Mattersphere, Email, PFR, FtP outcomes on website and hard copy papers	Date of birth of registrant	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known *** all D365 notes and activities attached to the major record will be deleted after 6 years of creation**	Destroy	Business requirement
		Employer information	HoR	Personal details Contact information Employment info Equalities data Data relating to FtP cases Countersignatory details	D365, Mattersphere, Email, and hard copy papers	Date of birth of registrant	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known *** all D365 notes and activities attached to the major record will be deleted after 6 years of creation**	Destroy	Business requirement
		University information	HoR	Approved course details Personal details Contact information Employment info Equalities data Data relating to FtP cases Countersignatory details	D365, Mattersphere, Email, and hard copy papers	Date of birth of registrant	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known ***all D365 notes and activities attached to the major record will be deleted after 6 years of creation**	Destroy	Business requirement
	Enquires phone service	Stakeholder information	HoR	Personal details Contact Information Summary of call	Five9 data/call recordings	Completion of request	3 months	Destroy	Business requirement

	Managing the SQA Approved Centre	Approved centre information	HoR	Centre policies Centre guidance Centre templates Candidate information Candidate portfolios	SharePoint files Microsoft team chat Email	Superseded	Centre policies - 5 years Centre guidance - 5 Years Centre templates - 5 years Candidate information - 1 year Candidate portfolios - 3 weeks	Destroy	Business requirement
Fitness to Practice	Supporting FtP Processes	Providing support to FtP	HofFtP	Papers for individual Registrant/Applicant cases being investigated by FtP. Personal information such as; contact info, qualification and CPL info, health info, convictions and disciplinary info, criminal activity, PVG listing, union membership, witness info, service user info	Mattersphere Hard copy files Emails Five9 call recordings	Date of birth of registrant	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known **all D365 notes and activities attached to the major record will be deleted after 6 years of creation**	Destroy	Business requirement
	Individual case work files	Folders containing papers for individual Registrant/Applicant cases being investigated by FtP - may contain personal information such as; contact info, qualification and CPL info, health info, convictions and disciplinary info, criminal activity, PVG listing, union membership, witness info, service user info; all and any advice including case specific legal and sector advice, conditions drafting etc.	HofFtP	Contact info, qualification and CPL info, health info, convictions and disciplinary info, criminal activity, PVG listing, union membership, witness info, service user info	MatterSphere; D365	Date of birth of registrant	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known **all D365 notes and activities attached to the major record will be deleted after 6 years of creation**	Destroy	Business requirement
	Non Reg - Retention/Sharing/DP	Records of FtP concerns about non registered workers	HofFtP	Information provided in respect of non registered workers. May include personal info such as, contact info, qualifications and CPL info, health info, convictions and disciplinary info, criminal activity, PVG listing, union membership, witness info, service user info.	Mattersphere	Date of last action	7 years The Non Registration Information Policy sets out procedures for assessment and retention of information that does not meet thresholds under Non Registration Information Policy.	Destroy	Business requirement
	Fitness to Practise/Registration Rules/Statutory Instruments	Copies of legal framework underpinning FtP work	HofFtP		SharePoint and website	N/A	Permanent	Retain for business and historical value	Business requirement
Regulatory Improvement and Hearings	Management of hearings	Case files relating to hearings (PPSCs, CSCs, RSCs, CMMs, Impairment, Application and Restoration hearings).	HRIH	Folders containing documents and recordings of hearings for individual Registrant/Applicant cases being investigated by FtP, including Notices of decisions - may contain personal information such as contact info, qualification and CPL info, health info, convictions and disciplinary info, criminal activity, PVG listing, union membership, witness info, service user info.	Mattersphere	Date of birth of registrant	100 years or on confirmation of death - or 50 years after receipt of info if age of subject not known **all D365 notes and activities attached to the major record will be deleted after 6 years of creation**	Destroy	Business requirement
	Management of hearings	Digital recordings relating to hearings (PPSCs, CSCs, RSCs, CMMs, Impairment, Application and Restoration hearings).	HRIH	Digital recordings of all hearing types. Contact details for witnesses to cases.	SharePoint	Conclusion of CSC or date of hearing	See Annex One	Destroy	Business requirement
	Management of hearings	Documents relating to the scheduling of and management of hearings.	HRIH	Document containing scheduling information for all hearings; staff rota for hearings.	Mattersphere	End of next calendar year	1 year	Destroy	Business requirement
	Management of panel members	Recruitment, appointment, reappointment and training of panel members, and associated contract. Quality assurance or appraisal information relating to each individual panel member.	HRIH	Recruitment information, contracts. training logs, performance reviews, peer to peer feedback, mentoring documentation, correspondence with panel members. Records of meetings. Newsletters. Quality assurance documents and communications.	SharePoint	End of membership	5 years	Destroy	Business requirement
Finance and Resources									
Legal & Corporate Governance									
	Register of Gifts and Hospitality	Corporate Governance	HLCG	Staff and Council member register of gifts and hospitality		Register entry date	10 years	Destroy	Statutory
	Audit	General papers, correspondence and planning	HLCG	Internal audit	General papers, correspondence relating to audit process and planner and action tracker	5 years	5 years	Destroy	Business requirement
	Expenditure tracker	Expenditure within LCG budget	HLCG	Budget	details of travel, accommodation, catering, correspondence, booking receipts and other expenditure with LCG	End of financial year	1 year	Destroy	Business requirement

Function	Activity	Process	Owner	Record	Contents	Trigger	Retention Period	Action	Reason
Corporate Governance	Governance membership	Members register of interest, appointment and members records	HLCG	Register and membership	Register of Interests, recruitment, selection records, council members contact details, training and development, correspondence and advice	End of membership	5 years	Destroy	Statutory, Business Requirement
	Council/Committee/Working Group papers	Council and committee management	HLCG	Minutes, agendas and reports	Council/Committee/Working Group papers, including forward planner and action record Council Reports & Agendas	From date of meeting	Permanent	Retain for business and historic value	Business requirement
	Council/Committee/Working Group admin, meeting notices, calendar of meetings and correspondence	Council and committee management	HLCG	Meeting administration records	Admin and correspondence	Date of confirmation of minutes	2 years	Destroy	Business requirement
	Record of minute taking	Corporate Governance	HLCG	Record of minute taking	Notes, audio recordings, draft minutes	Date of confirmation of the minutes	Nil	Destroy	Business requirement
Legal Services	Knowledge base	Legal resources	HLCG	Library of resources	Briefing notes and legal guidance	Superseded/obsolete	Nil	Destroy	Business requirement
	Caveats lodged in court	Caveats	HLCG	Advice file	Correspondence and caveat	Superseded	Nil	Destroy	Business requirement
	Internal and external legal advice	Legal advice provision	HLCG	Advice file	Correspondence and legal advice	Date file closed	25 years (Advice where expert opinion of counsel received is to be retained permanently). Other advice: Review for historical value for potential retention in archives if a major precedent - otherwise destroy	Review for business and historic value	Statutory
	Reporting	LINETS user reports	HLCG	Monthly stats	Reports and correspondence	End of financial year	1 year	Destroy	Business requirement
Information Governance	Individual Rights Requests	Access to information	HLCG	DP information rights requests	Initial request, response, related correspondence, other supporting documentation and LCG dashboard entry, MatterSphere, Power BI.	Completion of request	3 years	Destroy	Statutory
	FOI and EIR Requests	Access to information	HLCG	FOISA Request for information	Initial request, response, related correspondence, other supporting documentation and LCG dashboard entry. MatterSphere, Power BI.	Completion of request	3 years	Destroy	Statutory
	Third party requests	Information sharing	HLCG	Third party requests for information	Records documenting data sharing with other regulators, Police Scotland, other third parties and LCG dashboard entry. MatterSphere, Power BI.	Completion of request	3 years	Destroy	Statutory
	Data Breaches	Breach Management	HLCG	Risk assessment and investigation of security incidents and record of actions taken	DB files, including report form, investigation correspondence, risk assessments and LCG dashboard entry. MatterSphere, Power BI.	End of calendar year	3 Years	Destroy	Business requirement
	Records Management - master central database	Physical records management	HLCG	Master central database	Contains details of paper files, including disposal records and retention period	Current	Keep up to date	Retain for business and historic value	Business requirement
	Information asset management	National Archives of Scotland archive	HLCG	Archive	List of archived files at NAS	Current	Keep up to date	Retain for business and historic value	Business requirement
Organisational Development	Employee training records	Training	HOD	Central database	Files downloaded from training platforms and individual records.	Termination of employment	6 years	Destroy	Business requirement
	Workforce planning records	Workforce Planning	HOD	Master central files		Last day of action	5 years	Destroy	Business requirement
	Accounts management	Annual accounts	Head of Finance	Preparation of SSSC's consolidated annual accounts and financial statements required for external audit	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	End of financial year (on completion of audit)	6 years	Destroy	Statutory
	Accounts management	Annual accounts	Head of Finance	Annual Signed Accounts		N/A	Permanent	Retain for business and historic value	Statutory

Function									
Finance	Accounts management	Periodic reporting	Head of Finance	Periodic financial reports	Consolidated monthly & quarterly reports, financial statements and associated working papers; monthly accrual statements, cash flow statements, creditor/debtor listings and reports.	Date superseded	Nil	Destroy	Statutory
	Asset Control	Acquisition and disposal	Head of Finance	Records documenting the acquisition and disposal of the SSSC capital assets		Disposal of Asset	6 years	Destroy	Statutory
	Asset Control	Valuation	Head of Finance	Records documenting the valuation of the SSSC's capital assets including fixed asset register		End of financial year	6 years	Destroy	Statutory
	Banking and cash management		Head of Finance	Petty cash records		End of financial year	6 years	Destroy	Statutory
	Banking and cash management		Head of Finance	Records documenting the opening and closure and routine administration of bank accounts.		Closure of account	6 years	Destroy	Statutory
	Banking and cash management		Head of Finance	Records documenting regular payment instructions for bank accounts.		Termination of instruction	6 years	Destroy	Statutory
	Banking and cash management		Head of Finance	Records documenting the deposits/withdrawals/transfer of funds.		End of financial year	6 years	Destroy	Statutory
	Budget management	Monitoring	Head of Finance	Records documenting budget monitoring and actions to deal with variances		End of financial year	6 years	Destroy	Statutory
	Budget management	Preparation	Head of Finance	Preparation and allocation of the SSSC's annual revenue (and capital if required) budgets		End of financial year	6 years	Destroy	Statutory
	Expenditure	Government procurement card administration	Head of Finance	Records documenting transactions and authority levels etc.		End of financial year	6 years	Destroy	Statutory
	Expenditure	Purchase invoice processing	Head of Finance	Purchase invoice records		End of financial year	6 years	Destroy	Statutory
	Income management	Debt management	Head of Finance	Debt management records	Agreements and schedules between debtor and SSSC	End of financial year when debt is discharged.	6 years	Destroy	Statutory
	Income management	Fees collection	Head of Finance	Registrants fees records	Completed fees submission forms and payment records including payment methods	End of financial year on receipt of full payment	6 years	Destroy	Statutory
	Income management	Public funding	Head of Finance	Public funding records	Records relating to management of government funding, including Scottish Government (SG) circulars notifying the SSSC of funding allocations; preparation and submission of financial reports to SG	End of financial year	6 years	Destroy	Statutory
	Income management	Refunds, rebates and credit notes	Head of Finance	Records of refunds, rebates and credit notes		End of financial year	6 years	Destroy	Statutory
	Income management		Head of Finance	Files used by Transactions team to format large volumes of data.		End of financial year	6 years	Destroy	Statutory
	Insurance Management	Claims processing	Head of Finance	Claims processing		Date all obligations and entitlements concluded or for minors, 16th birthday	5 years* see note	Destroy	Business requirement
	Insurance Management	Policy management	Head of Finance	Policy management - core documents	Policy documents and certificates of insurance	N/A	Permanent	Retain for business and historic value	Business requirement
	Insurance Management	Policy management	Head of Finance	Policy management - renewal	Policy and tender renewal documents	Policy renewal date	5 years	Destroy	Business requirement
	N/A	N/A	Head of Finance	Business unit / team copies of financial records **NOT REQUIRED** to be retained as part of record of function specific business activity		End of financial year	1 year	Destroy	Business requirement
	Reconciliation		Head of Finance	Records documenting the balancing and reconciliation of financial accounts		End of financial year	6 years	Destroy	Business requirement
	System developments		Head of Finance	Records documenting the balancing and reconciliation of financial accounts		End of financial year	3 years	Destroy	Business requirement
	Taxation		Head of Finance	Records documenting the preparation and submission of SSSC tax returns.		End of tax year	6 years	Destroy	Statutory
	Fraud prevention	Fraud investigation	Head of Shared Services	Fraud investigation case files		Completion of court proceedings/ disciplinary process	5 years	Destroy	Statutory
	Contracting	Contracting	Head of Shared Services	Contract register		Date superseded	Current only	Maintain current only	Statutory

	Function	Activity	Owner	Description	Records	Trigger	Retention	Action	Reason
Procurement	Contracting	Tendering	Head of Shared Services	Initial proposal	Business case/requisition; contract advertisement, statements of interest (successful);European Single Procurement Document (ESPD) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	5 years	Destroy	Statutory
	Contracting	Tendering	Head of Shared Services	Tender evaluation, negotiation and notification records Unsuccessful tenders		Award of contract	3 years	Destroy	Statutory
	Contracting	Tendering	Head of Shared Services	Tender evaluation, negotiation and notification records Successful tenders		End of contract	5 years	Destroy	Statutory
	Supplier development and management	Creditor set up, removal and review of spend information	Head of Shared Services	Contracted supplier lists or databases and records	Creditors in Financial System	Removal from suppliers list	3 years	Destroy	Business requirement
	Finance System Users	Set up and remove users	Head of Shared Services	Delegated authority to staff on Finance system	User request forms	New staff/leaver or review of delegated authority	6 years	Destroy	Business requirement
	Organisational	To record for reference purposes files that apply across the organisation or required to effectively represent the organisation externally.	Head of Human Resources	Files that apply within the organisation. Awards, Benefits, Contacts, External Consultations, External Groups, Freedom of Information, GDPR, Job Descriptions, Scottish Goverment Guidance, Learning and Skills, Organisation Charts, Pay, Policy, Suppliers, Shared Services, Union matters.	Finalised minutes, Recommendations, briefing and discussion papers, decision and actions log, documentation	Until superceded	Retain for current year plus 6 years	Destroy	Business requirement
	Departmental	To record for reference purposes files that apply within the department.	Head of Human Resources	Files that apply within the department. Financial, procurement, learning. Job descriptions (HR staff).	Finalised minutes, Recommendations, briefing and discussion papers, decision and actions log, documentation	Until superceded	Retain for current year plus 6 years	Destroy	Business requirement
	Projects	To record for reference purposes files related to projects that are not managed within another system.	Head of Human Resources	Files that apply to projects that are not managed within another system. Eg Care Experience, CEO Recruitment, Pay	Finalised minutes, Recommendations, briefing and discussion papers, decision and actions log, documentation	Until superceded	Retain for current year plus 6 years	Destroy	Business requirement
	Templates	To record for reference purposes template files for generating letters, investigations, training materials and other matters	Head of Human Resources	Files that are used for templates (current versions only).	Templates	Until superceded	Until superceded	Destroy	Business requirement
	Reports	To record for reference purposes files related to papers issued to Council, EMT, OMT, People Board and similar groups	Head of Human Resources	Files that are issued to Council, EMT, OMT, People Board and similar groups.	Reports	Until superceded	Until superceded	Destroy	Business requirement
	Workforce	To record for reference purpose files relating to individuals.	Head of Human Resources	Files that related to Agency Workers, Council and Panel Members, Employees, Student Placement, Work Experience, and other atypical workers.	Contract, Employee Relations (discipline, grievance, absence, dignity at work, health), Leave arrangements (inc maternity, paternity, special, adoption), pay and benefits, recruitment (inc VISA, application, eligibility to work, criminal record), references (issued and recieved), protected characteristics, racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, contact details, emergency contacts, risk assessments,	Employment/relationship ending	Current year plus 6 years	Destroy	Business requirement

Group	Title	Purpose	Owner	Description	Data	Trigger	Retention	Action	Reason
Human Resources	Care Inspectorate Import (paper files in the office)	Temporary location of working documents relating to the work of HR and current and former employees	Head of Human Resources	Employee and HR files imported from Care Inspectorate HR. These are unstructured. They are a work in progress.	Contract, Employee Relations (discipline, grievance, absence, dignity at work, health), Leave arrangements (inc maternity, paternity, special, adoption), pay and benefits, recruitment (inc VISA, application, eligibility to work, criminal record), references (issued and recieved), protected characteristics, racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, contact details, emergency contacts, risk assessments,	Employment/relationship ending	Current year plus 6 years	Destroy	Business requirement
	Contentious matters	Seeking and receiving legal advice	Head of Human Resources	Files related to legal claims.	Contract, Employee Relations (discipline, grievance, absence, dignity at work, health), Leave arrangements (inc maternity, paternity, special, adoption), pay and benefits, recruitment (inc VISA, application, eligibility to work, criminal record), references (issued and recieved), protected characteristics, racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, contact details, emergency contacts, risk assessments,	Conclusion of legal action	Current year plus 6 years	Destroy	Business requirement
	HR	To provide a means of communication, logging and tracking of routine tasks and activities.	Head of Human Resources	Records plans, plans and tasks associated with the work of HR including 1-2-1 and development discussion.	Contract, Employee Relations (discipline, grievance, absence, dignity at work, health), Leave arrangements (inc maternity, paternity, special, adoption), pay and benefits, recruitment (inc VISA, application, eligibility to work, criminal record), references (issued and recieved), protected characteristics, racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, contact details, emergency contacts, risk assessments,	Employment/relationship ending	Current year plus 6 years	Destroy	Business requirement
	Job Reviews	To record for reference purposes job evaluation scores.	Head of Human Resources	Files that relate to conducting job evaluations.	Job evaluation scores	Until superceded	Until superceded	Destroy	Business requirement
Chief Executive	Partnership Forum	Meeting Record	CEO Directors	Meeting Record	Finalised minutes, Recommendations, briefing and discussion papers,audio recording of meeting	N/A	Permanent * Destroy audio recording when minute prepared	Retain	Business requirement
	People Strategy	Meeting Record	CEO Directors	Meeting Record	Finalised minutes, Recommendations, briefing and discussion papers, decision and actions log, audio recording of meeting	N/A	Permanent * Destroy audio recording when minute prepared	Retain	Business requirement
	Joint SSSC/CI Executive Management Team	Meeting Record	CEO Directors	Meeting Record	Finalised minutes, Recommendations, briefing and discussion papers, audio recording of meeting		Permanent	Retain for business and historic archive	Business requirement
	Shared Services Review Board	Meeting Record	CEO Directors	Meeting Record	Finalised minutes, Recommendations, briefing and discussion papers	N/A	Permanent * Destroy audio recording when minute prepared	Retain	Business requirement
	Building and Facilities Management	Access and security management	Estates, Health & Safety Manager	CCTV footage		Footage date	28 days	Destroy	Statutory

Estates, Health and Safety	Building and Facilities Management	Access and security management	Estates, Health & Safety Manager	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).		Date Superseded	2 years	Destroy	Business requirement
	Building and Facilities Management	Access and security management	Estates, Health & Safety Manager	Register of security passes issued to staff		Expiry	1 year	Destroy	Statutory
	Building and Facilities Management	Access and security management	Estates, Health & Safety Manager	Register of security passes issued to visitors		Expiry	1 month	Destroy	Statutory
	Building and Facilities Management	Acquisition and Disposal	Estates, Health & Safety Manager	Records documenting negotiation and acquisition/disposal of a property through purchase, transfer, donation or lease		Disposal of property	Assets under £50,000: 5 years Assets over £50,000: 20 years	Destroy	Business requirement
	Building and Facilities Management	Car parking	Head of Customer Service	Records documenting the processing of staff applications for SSSC car park permits		Expiry	1 month	Destroy	Statutory
	Building and Facilities Management	Energy and waste management	Estates, Health & Safety Manager	Routine monitoring records		End of financial year	5 years	Destroy	Statutory
	Building and Facilities Management	Health & Safety	Estates, Health & Safety Manager	Accidents and incident reporting - relating to adults	Investigation file including final report	Date of entry/ Accident book - date of last entry.	3 years	Destroy	Statutory
	Building and Facilities Management	Health & Safety	Estates, Health & Safety Manager	Accidents and incident reporting - relating to children	Investigation file including final report	Date of birth of child	23 years	Destroy	Statutory
	Building and Facilities Management	Health & Safety	Estates, Health & Safety Manager	Routine facilities and equipment safety monitoring inspections - internal	Yearly inspection Daily / weekly/ monthly checks (eg fire alarms, noise in the workplace, monitoring of display screens)	Date of inspection/superseded Date of inspection	2 years 1 year	Destroy	Business requirement
	Building and Facilities Management	Health and Safety	Estates, Health & Safety Manager	Routine facilities and equipment safety monitoring inspections - external	Safety inspections, audit reports, certification (eg gas, legionella, electrical and fire safety)	Date superseded./ Date of inspection	5 years	Destroy	Business requirement
	Building and Facilities Management	Maintenance and repair	Estates, Health & Safety Manager	Records required for on-going management of the property	Site plans, as-built and detailed plans and drawings, plans and records for engineering works, building surveys, health and safety file, planning and building certification	Termination of lease	Nil	Transfer to new lease	Business requirement
	Building and Facilities Management	Maintenance and repair	Estates, Health & Safety Manager	Major maintenance works and repairs records		End of lease	Nil	Transfer to new lease	Business requirement
	Building and Facilities Management	Maintenance and repair	Estates, Health & Safety Manager	Routine maintenance and minor repairs records		End of financial year	5 years	Destroy	Business requirement
	Building and Facilities Management	Maintenance and repair	Estates, Health & Safety Manager	Records documenting the carrying out of routine maintenance of office facilities (including cleaning) and repairs to fixtures, fittings and interior decoration		End of financial year	2 years	Destroy	Business requirement
	Lease car administration	Administration	Estates, Health & Safety Manager	Record of individual employee car leasing		Termination of lease	3 years	Destroy	Business requirement
	Stores and equipment	Decommissioning and disposal	Estates, Health & Safety Manager	Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of		Disposal of item	1 year	Destroy	Business requirement
	Stores and equipment	Inspection and Testing	Estates, Health & Safety Manager	Records documenting the inspection and testing of equipment: items which are safety critical or are associated with hazardous operations.	e.g. PAT testing	Disposal of item	5 years	Destroy	Statutory
	Stores and equipment	Maintenance & repair	Estates, Health & Safety Manager	Equipment Maintenance & repair records where equipment is not safety critical		Decommissioning/ disposal of item	5 years	Destroy	Business requirement
	Stores and equipment	Maintenance & repair	Estates, Health & Safety Manager	Equipment Maintenance & repair records where equipment is safety critical		Decommissioning / Disposal of item	40 years	Destroy	Business requirement
	Stores and equipment	Specification and installation	Estates, Health & Safety Manager	Records documenting the development of specifications for equipment: major items.		Disposal of item	5 years	Destroy	Business requirement
	Stores and equipment	Specification and installation	Estates, Health & Safety Manager	Records documenting the development of specifications, commissioning and installation for equipment:		Decommissioning/ Disposal of item	5 years	Destroy	Business requirement