

Ref no.	A - Business Function	Ref no.	B - Activity	Ref no.	C - Process	D - Information Asset Owner	E- Records Series/Information Assets	F - Record Types/ Description	G- Retention Trigger	H - Retention Period	I - Disposal Action	J - Retention Justification
<p>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".</p> <p>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.</p>												
1	Compliance	1	Procedures and guidance	1	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for record of business activity to which the procedures applied	Procedures, guidance, process maps and templates	Superseded	6 years	Destroy	Business requirement
		2	Policy and procedures	1	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business activity to which the policy applied, and have been approved by Council or EMT	Corporate policy and procedures	Superseded	Permanent	Review after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement
		3	Agreements	1	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service level agreements, information and data access, sharing and processing agreements, Memorandum of Understanding	Superseded/ expiry	6 years * with the exception of national and official statistics see below at 'Workforce Policy and Planning/Data Analysis and Reporting'	Destroy	Business requirement
		4	Knowledge base	1	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and research	Relevant IAO	Virtual reference library of SSSC produced information resources	Internal resources in D365	Superseded/ obsolete	Nil	Review for business and historical value	Business requirement
							Virtual reference library of third party produced information resources	External resources, including website articles, legal advice and guidance	Superseded/ obsolete	Nil	Destroy	Business requirement
		5	Corporate complaints	1	Complaints and investigations	Head of P&I	Records documenting the handling of a complaint	Complaints reports	Last action on complaint	6 years	Destroy	Business requirement
				2	Shell records	Head of P&I	Shell records documenting the handling of a complaint	Complaints reports/database	N/A	6 years	Review for business or historical value	Business requirement
		6	Expected Behaviour Procedure (EBP)	1	Recording of information relating to decisions under EBP	Head of P&I	Records documenting decision under EBP	D365, MatterSphere	N/A	Permanent	N/A	Business requirement
		7	Internal and external legal advice	1	Legal advice	Relevant IAO	Internal and external legal advice	SharePoint	Date Legal Advice Received	6 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
				2	Legal advice provision	HLCG	Advice file	Mattersphere	Date file closed	6 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	Business requirement
		8	Protecting People Policy and Protecting People Procedure	1	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 reported the concern.	Microsoft form in Sharepoint - only accessible by the IAO and others as permitted by them	Date of report	100 years	Destroy	Business requirement

		9	Corporate reporting	1	Reporting	Relevant IAO	Equalities mainstreaming, UNCRC, complaints, procurement strategy, biodiversity, corporate parenting, climate change duties, whistleblowing reports	SharePoint	N/A	Permanent	Review after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement
		10	Staff weekly briefing	1	Weekly staff email newsletter	Head of Strategic Communications and Policy	Record of news issued to staff by email.	Email newsletters	N/A	6 years	Review for business and historical value	Business requirement
		11	Impact Assessments	1	Record of all EQIAs	Head of Strategic Communications and Policy	Major record	Spreadsheet	End of financial year	6 years	Destroy	Business requirement
		12	Fitness to Practise/Registration Rules	1	Copies of legal framework underpinning FtP work	HofftP		SharePoint and website	N/A	Permanent	Retain for business and historical value	Business requirement
		13	Sharing Health & Care Intelligence Network (SHCIN)	1	Records of partnership work with SHCIN	Director of Regulation	SHCIN Framework, forum agendas, action notes, contact details of partners. evidence of any actions taken	SharePoint files	Resource no longer required	6 years	Destroy	Business requirement
		14	Knowledge base	1	Legal resources	HLCG	Library of resources	Briefing notes and legal guidance	Superseded/obsolete	Nil	Destroy	Business requirement
		15	Caveats lodged in court	1	Caveats	HLCG	Advice file	Correspondence and caveat	Superseded	Nil	Destroy	Business requirement
		16	Reporting	1	LINETs user reports	HLCG	Monthly stats	Reports and correspondence	End of financial year	6 year	Destroy	Business requirement
		17	Fraud prevention	1	Fraud investigation	Head of Finance - Care Inspectorate	Fraud investigation case files		Completion of court proceedings/disciplinary process	5 years	Destroy	Statutory
		18	Contentious matters	1	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 received), 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, correspondence	Conclusion of legal action	Current year plus 6 years	Destroy	Business requirement
2	Communications and Engagement	1	General enquiries	1	Respond to general enquiries	Relevant IAO	General enquiries	D365, Sharepoint files, Emails	End of financial year	6 years	Destroy	Business requirement
		2	Mail logging and distribution	1	Mail recording	Relevant IAO	Incoming and outgoing mail logs and registers		End of financial year	3 years	Destroy	Business requirement
		3	Event information/SSSC led events	1	SSSC representation evaluate events	Lead, support and	Record of event information with formal SSSC representation		Last action	6 Years	Review for business and historical value	Business requirement
		4	Stakeholder/customer/staff research eg market research/surveys	1	Research	Relevant IAO	Records used for compilation of info for future planning and business intelligence		End of financial year	6 years	Review for business and historical value	Business requirement
		5	Communications	1	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	Business requirement
				2	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
		6	External stakeholder engagement	1	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	6 years	*Destroy audio recording when minute prepared	Business requirement
		7	External consultation	1	SSSC consultation	Relevant IAO	Consultation responses, records documenting anonymised summaries and analyses of responses to consultations, consultation output	SharePoint files, D365	End of financial year	6 years	Review for business and historical value	Business requirement
		8	Event booking system	1	Event booking system	Head of Strategic Communications and Policy	Online platform for managing event bookings	Online platform	Event close	6 years	Destroy	Business requirement

		9	Media platform	1	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	6 years	Review for business and historical value	Business requirement
				2	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	Keep up to date	N/A	Business requirement
		10	Press cuttings index	1	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	Review after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement
		11	Email distribution/marketing platform	1	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	6 years	Destroy	Business requirement
				2	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	6 years	Destroy	Business requirement
		12	Mass marketing mailings and APS webshop orders	1	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	6 years	Destroy	Business requirement
		13	Media log	1	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	6 years	Destroy	Business requirement
		14	Social media tools	1	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
		15	Website content	1	Online platform	Head of Strategic Communications and Policy	Public facing information	Information and engagement online platform	Removed	Nil	Review for business and historical value	Business requirement
		16	Graphic design assets	1	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	6 years	Review for business and historical value	Business requirement
		17	SSSC Newsletters	1	Monthly newsletters	Head of Strategic Communications and Policy		Email newsletters	N/A	6 years	Review for business and historical value	Business requirement
		18	Consultation register	1	Record of policy positions and statements	Head of Strategic Communications and Policy	Major record	Spreadsheet	Date of last action	6 years	Review for business and historical value	Business requirement
		19	Briefings register	1	Record of all policy briefings	Head of Strategic Communications and Policy	Minor record	Spreadsheet	End of financial year	6 years	Destroy Review for business and historical value	Business requirement
		20	Collaborate with partners to support policy implementation e.g. develop resources jointly, engage jointly with stakeholders, provide advice and sector intelligence	1	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	6 years	Destroy	Business requirement
		21	Promote learning and development and workforce activity	1	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, WFS resources list	SharePoint files, SSSC Azure Cloud - SharePoint, online resource content e.g. websites, MTC Media Ltd secure Cloud	End of financial year	6 years	Destroy	Business requirement
		22	Ambassador and Champion recruitment and support	1	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	6 year from role ending. Keep contact lists up to date. Immediate if consent withdrawn	Destroy	Business requirement
		23	Network and learning engagement	1	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	6 year from activity ending. Keep contact lists up to date. Immediate if consent withdrawn	Destroy	Business requirement
		24	Enquires phone service	1	Stakeholder information	HoR	Personal details Contact Information Summary of call	Five9 data/call recordings	Completion of request	3 months	Destroy	Business requirement
3	Digital	1	Reports	1	Data extracts from Key operational systems used	Head of Digital Services	Could contain any number of the following:	D365 and MatterSphere	End of financial	6 years	Destroy	Business

		2	Penetration testing reports of key operational systems D365 and MatterSphere	1	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	6 years	Destroy	Business requirement
		3	Team reports Information on team performance, KPIs against actual results	1	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	6 years	Destroy	Business requirement
		4	Change management audit log	1	Audit history of changes made to key operational systems D365 and MatterSphere	Head of Digital Services	Details of changes made, the reasons why and the dates the changes are effective from.	Excel document	Decommissioning of system	6 years	Destroy	Business requirement
		5	JIRA	1	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	6 years	Destroy	Business requirement
		6	SMS tracker	1	Monitoring SMS usage and verifying invoices charges	Head of Digital Services	Audit history of SMS usage	Excel document	Utilisation report	6 years	Destroy	Business requirement
		7	Copilot logs	1	Details of interactions with co-pilot	Head of Digital Services	Details of interactions with co-pilot	Logs, prompts and responses	Date of interaction	180 days	Destroy/auto-delete	Business requirement
4	Programme and Project Management	1	Projects and Programmes funded by SSSC - major records	1	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 meetings	Project close	6 years * Destroy audio recording when minute prepared	Review for archival and reuse value	Business requirement
		2	Projects and Programmes funded externally - all records	1	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	Closure of funding programme that funds project	3 years * Destroy audio recording when minute prepared	Review for archival and reuse value	Business requirement
		3	Projects and Programmes funded by SSSC - minor records	1	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
5	Data and Intelligence	1	Briefing papers and research reports	1	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	6 years	Review for business and historical value.	Business requirement
		2	Strategy and planning/business plans	1	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 after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement
		3	Business management	1	Team improvement	Relevant IAO	Feedback forms	Feedback on internal services delivered to client departments	End of financial year	6 years	Review for business and historical value	Business requirement
		4	Monthly assurance reporting	1	Strategic and Operational reporting process	Head of P&I	Aggregated data sets	D365, Mattersphere, WES aggregated records	Superseded	6 years	Review for business or historical value	Business requirement
		5	Sponsor Factsheet	1	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	6 years	Review for business or historical value	Business requirement
		6	Regulation Monthly Stats	1	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	6 years	Review for business or historical value	Business requirement
		7	Profiling for Finance	1	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
6	Workforce Planning (s58)	1	Endorsement of nationally recognised training and learning resources	1	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	6 years from date resource no longer endorsed	Destroy	Business requirement

		2	Resource development	1	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	6 years	Destroy	Business requirement
		3	Provide the MyLearning service to allow learners to keep a record of their Continuous Professional Learning and earn MyLearning Badges.	1	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
		4	Background information to support data comparison/analysis	1	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	6 years	N/A	Business requirement
		5	Data analysis and reporting (SSSC reports, official statistics, national statistics)	1	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, SharePoint	End of financial year	10 years (Published reports retained and reviewed after 15 years for business or historical value and transfer to NRS for permanent retention)	Destroy (raw data)	Business requirement
		6	Maintain and enhance content of SSSC data website	1	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	6 years	N/A	Business requirement
		7	Collating data for the Return to Social Work Scheme	1	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	Statutory
		8	Standard development and review	1	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	Review after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement
		9	Development of professional learning pathways	1	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	6 years	Destroy	Business requirement
7	Approval of Courses (s54)	1	Qualifications assessment and decisions	1	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
				2	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	Review after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement
		2	Qualification development	1	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	Review after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement

		3	Approval and renewal of programmes/courses	1	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	6 years after programme closure	Destroy	Business requirement
		4	Quality assurance of SSSC-approved courses	1	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	6 years after programme closure	Destroy	Business requirement
		5	Enhancement of SSSC-approved courses	1	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	6 years after programme closure	Destroy	Business requirement
8	Grants and Allowances (s55)	1	Funding disbursement	1	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
9	Continuous Professional Learning (s43)	1	Assess Continuous Professional Learning records for social workers and NQSWs	1	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
10	Registration (s44)	1	Modern Apprenticeship registration and certification	1	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	6 years	Destroy	Business requirement
		2	Maintaining the Register of the workforce	1	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
		2		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	
		3		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	

11	Fitness to Practise (s49)	1	Supporting FtP Processes	1	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	Destroy	Business requirement
		2	Individual case work files	1	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, Hard copy files stored offsite	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	Destroy	Business requirement
		3	Non Reg - Retention/Sharing/DP	1	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, Hard copy files stored offsite	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
12	Regulatory Improvement and Hearings	1	Management of hearings	1	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	Destroy	Business requirement
				2	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
				3	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	6 years	Destroy	Business requirement
13	Corporate Governance	1	Audit	1	General papers, correspondence and planning	HLCG	Internal audit	General papers, correspondence relating to audit process and planner and action tracker	5 years	6 years	Destroy	Business requirement
		2	Council/Committee/Council Member Working Group, Panels and Sub-Committees papers	1	Council and committee management	HLCG	Minutes, agendas and reports	Council/Committee/Council Member Working Group/ Panels and Sub-Committee papers, including forward planner and action record Council Reports & Agendas	From date of meeting	Permanent	Review after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement

		3	Council/Committee/Council Member Working Group, Panels and Sub-Committee admin, meeting notices, calendar of meetings and correspondence	1	Council and committee management	HLCG	Meeting administration records	Admin and correspondence	Date of confirmation of minutes	6 years	Destroy	Business requirement
		4	Record of minute taking	1	Corporate Governance	HLCG	Record of minute taking	Notes, audio recordings, draft minutes	Date of confirmation of the minutes	Nil	Destroy	Business requirement
14	Information Governance	1	Information asset management	1	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
		2	Responding to internal and external workforce data requests	1	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, SharePoint	N/A	6 years	N/A	Business requirement
		3	Individual Rights Requests	1	Access to information	HLCG	DP information rights requests	Initial request, response, related correspondence, other supporting documentation and MatterSphere, Power BI.	Completion of request	6 years	Destroy	Business requirement
		4	FOI and EIR Requests	1	Access to information	HLCG	FOISA Request for information	Initial request, response, related correspondence, other supporting documentation and MatterSphere, Power BI.	Completion of request	6 years	Destroy	Business requirement
		5	Third party requests	1	Information sharing	HLCG	Third party requests for information	Records documenting data sharing with other regulators, Police Scotland, other third parties and MatterSphere, Power BI	Completion of request	6 years	Destroy	Business requirement
		6	Data Breaches	1	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 MatterSphere, Power BI.	End of calendar year	6 years	Destroy	Business requirement
		7	Records Management - master central database	1	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
		8	Information asset management	1	National Archives of Scotland archive	HLCG	Archive	List of archived files at NRS	Current	Keep up to date	Retain for business and historic value	Business requirement
15	People Management	1	Employee development, support, supervision and managers notes	1	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
		2	Managing the SQA Approved Centre	1	Approved centre information	HoR	Centre policies Centre guidance Centre templates Candidate information Candidate portfolios	SharePoint files Microsoft team chat Email	Superseded	6 years	Destroy	Business requirement
		3	Management of panel members	1	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	6 years	Destroy	Business requirement
		4	Registers of Gifts and Hospitality provided or received	1	Corporate Governance	HLCG	Staff and Council member registers of gifts and hospitality provided or received		Register entry date	6 years	Destroy	Business requirement
		5	Governance membership	1	Council and EMT members registers of interest, Council members appointment and members records	HLCG	Registers and membership	Register of Interests, council members recruitment, selection records, council members contact details, training and development, correspondence and advice	End of membership	6 years	Destroy	Business requirement
		6	Employee training records	1	Training	HOD	Central database	Files downloaded from training platforms and individual records	Termination of employment	6 years	Destroy	Business requirement

		7	Workforce planning records	1	Workforce Planning	HOD	Master central files		Last day of action	6 years	Destroy	Business requirement
		8	Organisational	1	To record for reference purposes files that apply across the organisation or required to effectively represent the organisation externally.	Head of Human Resources	HR team files that apply within the organisation. Awards, Benefits, Contacts, External Consultations, External Groups, Freedom of Information, UK GDPR, Job Descriptions, Scottish Government 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	end of financial year	Retain for current year plus 6 years	Destroy	Business requirement
		9	Departmental	1	To record for reference purposes files that apply within the department.	Head of Human Resources	Files that apply within the HR team. Financial, procurement, learning. Job descriptions (HR staff).	Finalised minutes, Recommendations, briefing and discussion papers, decision and actions log, documentation	end of financial year	Retain for current year plus 6 years	Destroy	Business requirement
		10	Projects	1	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
		11	Templates	1	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
		12	Reports	1	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
		13	Workforce	1	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, DSE assessments, photographs and correspondence	End of employment	Current year plus 6 years	Destroy	Business requirement
		14	Care Inspectorate Import (paper files in the office)	1	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, correspondence	End of employment	Current year plus 6 years	Destroy	Business requirement

		15	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 received), 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, correspondence	End of employment	Current year plus 6 years	Destroy	Business requirement
		16	Job Reviews	1	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
		17	Payroll and pensions	1	Pension scheme management	Head of Human Resources	Pension scheme management and reporting	Policy documents; Statement of Principles governing decisions about investments	Superseded/Lifetime of Scheme	5 years	Destroy	Statutory
				2	Payroll administration	Head of Human Resources	Payroll records - minor	Timesheets, monthly payroll prints	End of tax year	3 years	Destroy	Statutory
				3	Payroll administration	Head of Human Resources	P45 (employee leaving)	Document/Report	End of employment	5 years	Destroy	Statutory
				4	Payroll administration	Head of Human Resources	P60	Document/Report	End of current tax year	3 years	Destroy	Statutory
				5	Payroll administration	Head of Human Resources	Statutory Maternity Pay scheme records	Document/Report	End of current tax year	3 years	Destroy	Statutory
				6	Payroll administration	Head of Human Resources	Statutory Sick Pay scheme records	Document/Report	End of current tax year	3 years	Destroy	Statutory
				7	Pension scheme management	Head of Human Resources	Pension scheme reports	Accounts, returns, valuation	End of financial year (on completion of audit)	6 years	Destroy	Statutory
				8	Payroll administration	Head of Human Resources	Payroll records, costings, schedules, guides, procedures	Document/Report	End of financial year (on completion of audit)	6 years	Destroy	Statutory
		18	Recruitment	1	Recruitment management	Head of Human Resources	Draft and final adverts, costs of adverts, correspondence Contracts, correspondence Temp-Agency Contracts Templates, Recruitment Docs Secondments Job profiles, Person Specs and Adverts Applications, sifting documents, correspondence Disclosures	Document/Report	End of tax year	6 years	Destroy	Business requirement
		19	Microsoft teams chat messages	1	Informal conversations	Relevant IAO	Conversations conducted using the 'Chat' function in Microsoft Teams (ie informal, ephemeral conversations)		Date message sent	3 months	Destroy	Business requirement
16	Finance	1	Requisitioning	1	Purchase order processing	Head of Finance - Care Inspectorate	Records relating to the procurement of non-tendered goods and services	Purchase orders; authorised requisitions	End of financial year	6 years	Destroy	Statutory
		2	Expenditure	1	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
		3	Accounts management	1	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
				2	Annual accounts	Head of Finance	Annual Signed Accounts		N/A	Permanent	Retain for business and historic value	Statutory
				3	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	End of financial year (on completion of audit)	6 years	Destroy	Statutory

		4	Asset Control	1	Acquisition and disposal	Head of Finance	Records documenting the acquisition and disposal of the SSSC capital assets		Disposal of Asset	6 years	Destroy	Statutory
				2	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
		5	Banking and cash management	1	Petty cash	Head of Finance	Petty cash records		End of financial year	6 years	Destroy	Statutory
				2	Opening/closure and routine admin of bank accounts	Head of Finance	Records documenting the opening and closure and routine administration of bank accounts.		Closure of account	6 years	Destroy	Statutory
				3	Regular payment instructions	Head of Finance	Records documenting regular payment instructions for bank accounts.		Termination of instruction	6 years	Destroy	Statutory
				4	Deposits/withdrawals/transfer of funds	Head of Finance	Records documenting the deposits/withdrawals/transfer of funds.		End of financial year	6 years	Destroy	Statutory
		6	Budget management	1	Monitoring	Head of Finance	Records documenting budget monitoring and actions to deal with variances		End of financial year	6 years	Destroy	Statutory
				2	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
		7	Expenditure	1	Government procurement card administration	Head of Finance	Records documenting transactions and authority levels etc.		End of financial year	6 years	Destroy	Statutory
				2	Purchase invoice processing	Head of Finance	Purchase invoice records		End of financial year	6 years	Destroy	Statutory
		8	Income management	1	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
				2	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
				3	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
				4	Refunds, rebates and credit notes	Head of Finance	Records of refunds, rebates and credit notes		End of financial year	6 years	Destroy	Statutory
				5	Data formatting	Head of Finance	Files used by Transactions team to format large volumes of data.		End of financial year	6 years	Destroy	Statutory
		9	Taxation	1	Preparation and submission of SSSC tax returns	Head of Finance	Records documenting the preparation and submission of SSSC tax returns.		End of tax year	6 years	Destroy	Statutory
		10	Finance System Users	1	Set up and remove users	Head of Finance	Delegated authority to staff on Finance system	User request forms	New staff/leaver or review of delegated authority	6 years	Destroy	Business requirement
17	Procurement	1	Contract management	1	Contracting	Head of Finance - Care Inspectorate	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 meetings	End of Contract/contract extension	6 years * Destroy audio recording when minute prepared	Destroy	Statutory
		2	Contracting	1	Register	Head of Finance - Care Inspectorate	Contract register		Date superseded	Current only	Maintain current only	Statutory
				2	Tendering	Head of Finance - Care Inspectorate	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	6 years	Destroy	Statutory
				3	Tendering	Head of Finance - Care Inspectorate	Tender evaluation, negotiation and notification records Unsuccessful tenders		Award of contract	6 years	Destroy	Statutory
				4	Tendering	Head of Finance - Care Inspectorate	Tender evaluation, negotiation and notification records Successful tenders		End of contract	6 years	Destroy	Statutory
		3	Supplier development and management	1	Creditor set up, removal and review of spend information	Head of Finance - Care Inspectorate	Contracted supplier lists or databases and records	Creditors in Financial System	Removal from suppliers list	6 years	Destroy	Business requirement
18	Management	1	Meetings	1	Team Meetings	Relevant IAO	Meeting Record	Agenda, minutes and discussion papers	End of financial year	6 years * Destroy audio recording when minute prepared	Destroy	Business requirement

				2	Executive Management Meetings	Relevant director	Meeting Record	Finalised agenda and minutes, recommendations, briefing and discussion papers, reports, audio recording of meeting	N/A	Permanent	Review after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement
				3	Operational Management Meetings	Relevant IAO	Meeting Record	Finalised agenda and minutes, recommendations, briefing and discussion papers, audio recording of meeting	End of financial year	6 years * Destroy audio recording when minute prepared	Destroy	Business requirement
				4	External and Partnership Meetings for: - Partnership Forum - People Strategy - Joint SSSC/CI Executive Management Team - Shared Service Review Board.	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	Review after 15 years for business or historical value and transfer to NRS for permanent retention	Business requirement
19	Estates, Health and Safety Management	1	Building and Facilities Management	1	Access and security management	Estates, Health & Safety Manager	CCTV footage		Footage date	28 days	Destroy	Statutory
				2	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
				3	Access and security management	Estates, Health & Safety Manager	Register of security passes issued to staff		Expiry	1 year	Destroy	Statutory
				4	Access and security management	Estates, Health & Safety Manager	Register of security passes issued to visitors		Expiry	1 month	Destroy	Statutory
				5	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
				6	Car parking	Head of Customer Service	Records documenting the processing of staff applications for SSSC car park permits		Expiry	1 month	Destroy	Statutory
				7	Energy and waste management	Estates, Health & Safety Manager	Routine monitoring records		End of financial year	5 years	Destroy	Statutory
				8	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
				9	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
				10	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
				11	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
				12	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
				13	Maintenance and repair	Estates, Health & Safety Manager	Major maintenance works and repairs records		End of lease	Nil	Transfer to new lease	Business requirement
				14	Maintenance and repair	Estates, Health & Safety Manager	Routine maintenance and minor repairs records		End of financial year	5 years	Destroy	Business requirement
				15	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
		2	Lease car administration	1	Administration	Estates, Health & Safety Manager	Record of individual employee car leasing		Termination of lease	3 years	Destroy	Business requirement
		3	Stores and equipment	1	Decommissioning and disposal	Estates, Health & Safety Manager	Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.		Disposal of item	1 year	Destroy	Business requirement
				2	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
				3	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
				4	Maintenance & repair	Estates, Health & Safety Manager	Equipment Maintenance & repair records where equipment is safety critical		Decommissioning / Disposal of item	40 years	Destroy	Business requirement

				5	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
				6	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

Retention of audio tape and digital recordings of hearings of Sub-committees in terms of the SSSC (Conduct) Rules and Fitness to Practise Panel Hearings under the Combined Fitness to Practise Rule 2021

No tapes (the word tapes covers whatever recording medium was used and both audio and video recordings) will be destroyed until the case is concluded, when concluded follow the table below **UNLESS** there has been an appeal marked in which case, destroy tapes 1 year after the conclusion of the appeal.

<p>Tapes from Temporary Order (including Temporary Order Review) Hearing</p>	<p>If an Impairment Hearing (IH): destroy after 6 months of the conclusion of the IH. [The period for appealing the TO will have long since elapsed and appeals after this time are unlikely to be considered by the court. The extra time also allows for any complaints about the SSSC's handling of the case as a whole to be dealt with.] If no IH and: 1.No TO – destroy after 1 year of the TO hearing. 2.TO imposed – destroy 1 year after the TO hearing. 4.If there was an TO, but it was later revoked, destroy 1 year after the date of the date on which the TO was revoked.</p>								
<p>Tapes from an Impairment Hearing (IH)</p>	<p>Was the case dismissed as misconduct was not found? Destroy after 1 year of conclusion of IH, UNLESS an appeal has been lodged. [To allow for an appeal/judicial review/complaints.] Was misconduct found and a condition or a warning imposed? Destroy after suspension/condition/warning has expired/been completed. [In case the conditions/warning requires to be reviewed.] RIH to ensure that the condition/suspension /warning has been fulfilled prior to destruction. Where conditions have not been fulfilled due to the worker coming off the register as no longer eligible or moving to a different part of the register, destroy one year after the worker was removed from the register or moved to a different register part [To allow for an appeal/judicial review/complaints.] Was a removal order made? Destroy 6 years after the last day of the hearing. [Tapes are needed for restoration applications, these can't be made until 2 years after the IH and providing another 4 years for the applicant to apply is considered reasonable.] For Application Impairment Hearings: Was the application granted? Destroy after 1 year of conclusion of IH. [To allow for an appeal/judicial review/complaints.] Was the application refused? Destroy after 1 year of conclusion of IH. [To allow for an appeal/judicial review/complaints.] Did the Application Hearing impose conditions? Destroy when the condition has expired in case the condition(s) requires to be reviewed. RIH to ensure that the condition has been fulfilled prior to destruction. Where conditions have not been fulfilled due to the worker coming off the register as no longer eligible or moving to a different part of the register, destroy one year after the worker was removed from the register or moved to a different register part [To allow for an appeal/judicial review/complaints.]</p>								