

LOTHIAN VALUATION JOINT BOARD RETENTION and DISPOSAL SCHEDULE

FUNCTION Describes the business functions, activities and processes that records support	Activity Further defines the business, activity or process that records support	Transaction Record Description	Actioned by	Confidentiality	Vital Record	Reason for Retention	Location of Paper Files	Location of Digital Information	Disposal Trigger Event that triggers the start of the retention period.	Retention Period Paper Specifies the length of time records must be kept following the retention disposal event	Retention Period Electronic Specifies the length of time records must be kept following the retention disposal event	Disposal Action Paper Specifies disposal action following end of retention period	Disposal Action Electronic Specifies disposal action following end of retention period	Authority Identifies the legal or regulatory reasons that records need to be created, received and kept (even if requirements are not explicitly stated)	COMMENTS
Address Management	Property Records	Street Gazetteer System	ICT	No	Yes	Legislative	n/a	LVJB-WINAPP	n/a	n/a	Retain permanently	n/a	n/a		
Address Management	Property Records	CAG data	ICT	No	No	Operational needs	n/a	LVJB-WINAPP	n/a	n/a	Retain permanently	n/a	n/a		
Admin - Electoral Registration	Historic Registers	Non-current Electoral Registers	Admin Managers	No	Yes	Legislative/Operational	Admin Section	Pickwick data held on in-house application/Eros	Legislative/Operational requirement	20 Years	20 Years	Confidential Waste	Archive Application/Eros Archive	ER Legislation	Paper Registers/register data retained for operational purposes to check validity of Overseas Elector applications (currently valid for 15 year period) also worth retaining as valuable historic document. Monitor progress of votes for Life Bill
Admin - Electoral Registration	Absent Voters	Expired Absent Voter Applications	Admin Managers	Restricted	Yes	Legislative	File Room	Civica	60 Months following initial application or AVPI refresh	5 Years	5 Years (following AVPI refresh updates)	Confidential Waste	Civica Disposal Module	ER Legislation	
Admin - Electoral Registration	Absent Voters	Absent Voting Applications (Postal, Proxy and Postal Proxy)	Admin Managers	Restricted	Yes	Legislative	File Room	Civica/Eros	60 Months following initial application or AVPI refresh	5 Years	5 Years (following AVPI refresh updates)	Confidential Waste	Civica Disposal Module/Eros Archive	ER Legislation	Migration of electronic images from Civica to Eros Completed. All images now scanned on to Eros.
Admin - Electoral Registration	Registration Declarations	Special category elector Declarations (Overseas, Service, Local Connection, Anonymous)	Admin Managers	Restricted	Yes	Legislative/Operational	Support Section	Civica/Eros	Following monthly update period within three months	3 Months	5 Years	Confidential Waste	Civica Disposal Module/Eros Archive	ER Legislation	Service declarations can be valid for up to 5 years. All other declaration types require renewal on an annual basis.
Admin - Electoral Registration	Absent Voters	Absent Voter Personal Identifier (AVPI) Notices	Admin Managers	Restricted	Yes	Legislative	File Room	Eros	60 Months following initial application or AVPI refresh	5 Years	5 Years (following AVPI refresh updates)	Confidential Waste	Delete	ER Legislation	
Admin - Electoral Registration	ER IER Canvass	Household Enquiry Forms (HEFs)	Admin Managers	Restricted	Yes	Legislative/Operational	Mail Room	Eros	End of Canvass period following Register publication	3 Months	10 Years (From 2014)	Confidential Waste	Delete	ER Legislation	HEFs first issued under IER transition rules from 15 October 2014. First IER Canvass using HEFs commences 1 July 2015.
Admin - Electoral Registration	ER IER Rolling Registration	Invitation to Register Forms (ITRs)	Admin Managers	Restricted	Yes	Legislative/Operational	Mail Room	Eros	Following monthly update period within three months	3 Months	10 Years (From 2014)	Confidential Waste	Delete	ER Legislation	ITRs first issued under IER transition rules from 15 October 2014.
Admin - Electoral Registration	ER Canvass	Canvass Forms	Admin Managers	Restricted	Yes	Operational needs	Support Section	Civica	Operational requirement	N/A	10 Years (Ongoing annual disposal until 2024)	No longer held	Civica Disposal Module	ER Legislation	Household Canvass forms replaced by Household Enquiry forms (HEFs) from 2014/2015.
Admin - Electoral Registration	ER Correspondence (pre IER)	General Correspondence	Admin Managers	Restricted	Yes	Operational needs	Support Section	Civica	Following monthly update period within three months	3 Months	5 Years	Confidential Waste	Civica Disposal Module	ER Legislation	
Admin - Electoral Registration	ER Rolling Registration	Voter Registration Forms (VRFs)	Admin Managers	Restricted	Yes	Operational needs	Support Section	Civica	Operational requirement	N/A	10 Years (Ongoing annual disposal until 2024)	No longer held	Civica Disposal Module	ER Legislation	Voter Registration forms replaced by Invitation to Register forms (ITRs) from 2014/2015.
Admin - Electoral Registration	Registration Declarations	Expired Registration Declarations	Admin Managers	Restricted	Yes	Operational needs	N/A	Civica	60 Months following full election cycle	N/A	5 Years	No longer held	Civica Disposal Module	ER Legislation	
Admin - Electoral Registration	EPE Registration Applications	European Parliamentary Registration Applications (UCS forms)	Admin Managers	Restricted	Yes	Operational needs	Support Section	Civica/Eros	60 Months following EP election cycle	3 Months	5 Years	Confidential Waste	Civica Disposal Module/Eros Archive	ER Legislation	
Admin - Electoral Registration	ER Processing	Electoral Registration Processing and Procedural Instructions	Admin Managers	Restricted	Yes	Operational needs	N/A	Sharepoint/Network Drives	Whilst relevant	N/A	Ongoing whilst relevant	N/A	Delete	ER Legislation	
Admin - Electoral Registration	ER Rolling Registration	New Council Tax Payers Information	Admin Managers	Restricted	Yes	Operational needs	N/A	Network Drives	Current register year plus one	N/A	24 Months	N/A	Delete from Network	ER Legislation	
Admin - Electoral Registration	ER Rolling Registration	New Property Information	Admin Managers	Restricted	Yes	Operational needs	N/A	Network Drives	Current register year plus one	N/A	24 Months	N/A	Delete from Network	ER Legislation	
Admin - Electoral Registration	ER Correspondence (IER)	General Correspondence	Admin Managers	Restricted	Yes	Operational needs	Mail Room	Eros	Following monthly update period within three months	3 Months	5 Years	Confidential Waste	Delete	ER Legislation	
Admin - Valuation Roll	Valuation Roll	Building Warrant Lists	Admin Managers	No	Yes	Legislative/Operational	Admin Section	N/A	12 Months	12 Months	N/A	Confidential Waste	N/A	VR Legislation	
Admin - Valuation Roll	Valuation Roll	Granted Building Warrant Plans	Admin Managers	No	Yes	Legislative/Operational	Admin Section	N/A	Until processed and passed to Tech	2 Months	N/A	Passed to Tech	N/A	VR Legislation	
Admin - Valuation Roll	Valuation Roll Names	Lands Valuation Schedules (Return of Information Forms)	Admin Managers	Restricted	Yes	Operational needs	Support Section	Civica	Retain current issue plus one	3 Months	up to 5 Years	Confidential Waste	Civica Disposal Module	1854 Act	
Admin - Valuation Roll	Valuation Roll Names	General Correspondence	Admin Managers	Restricted	Yes	Operational needs	Support Section	Civica	24 Months	3 Months	24 Months	Confidential Waste	Civica Disposal Module	1854 Act	
Admin - Valuation Roll	Valuation Roll	Planning Permission Lists	Admin Managers	No	Yes	Operational needs	Admin Section	Network Drives	12 months paper/6 months electronic	12 Months	6 Months	Confidential Waste	Delete from Network	1854 Act	
Admin - Valuation Roll	Council Tax	Deleted Domestic Property Files	AO Support	Yes	Yes	Operational needs	File Room	N/A	Historical Value	10 Years	N/A	Confidential Waste	N/A	N/A	
Admin - Valuation Roll	Valuation Roll	Lodged Building Warrant Plans	Admin Managers	No	No	Operational needs	Admin Section	N/A	Until warrant period expires	5 Years	N/A	Confidential Waste	N/A	N/A	
Corporate	Finance	Licences	ICT	Restricted	No	Operational needs	ICT Section	Online	Duration of licence	n/a	n/a	Confidential Waste	n/a		
Corporate	Finance	Contracts	ICT	Restricted	No	Operational needs	ICT Section	Online	Duration of contract	n/a	n/a	Confidential Waste	n/a		
Corporate	Audit	Interface Files Emails	Audit Manager	No	No	Audit Requirement	n/a	Network Drive	Revaluation	n/a	2 Reval Periods + 1year	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	Electronic Interface File Emails	Audit Manager	No	No	Audit Requirement	n/a	Network Drive	Revaluation	n/a	2 Reval Periods + 1year	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	Interface File Receipts	Audit Manager	No	No	Audit Requirement	n/a	Network Drive	Revaluation	n/a	2 Reval Periods + 1year	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	Interface Correspondence	Audit Manager	No	No	Audit Requirement	n/a	Network Drive	Revaluation	n/a	2 Reval Periods + 1year	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	Interface Files Emails & Documentation (preceding revaluation period)	Audit Manager	No	No	Audit Requirement	n/a	Network Drive	Revaluation	n/a	2 Reval Periods + 1year	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	Interface Audit Reconciliation Documentation	Audit Manager	No	No	Audit Requirement	Audit	n/a	Revaluation	2 Reval Periods + 1year	n/a	Confidential Waste	n/a	Audit Scotland/Internal Audit	
Corporate	Audit	Interface Audit Reports	Audit Manager	Restricted	No	Audit Requirement	n/a	Network Drive	Revaluation	n/a	2 Reval Periods + 1year	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	System Mismatch Reports	Audit Manager	No	No	Audit Requirement	n/a	Network Drive	Revaluation	n/a	2 Reval Periods + 1year	n/a	Delete from Network	Audit Scotland/Internal Audit	

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Corporate	Audit	Compatibility File Emails & Correspondence	Audit Manager	No	No	Audit Requirement	n/a	Network Drive	Revaluation	n/a	2 Reval Periods + 1year	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	Notice Issue Reports	Audit Manager	No	No	Audit Requirement	n/a	Network Drive	End of year	n/a	1 year	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	Royal Mail OBA Invoices	Audit Manager	No	No	Audit Requirement	n/a	Network Drive	End of year	n/a	1 year	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	Task Specific Audit Reports	Audit Manager	Restricted	No	Audit Requirement	n/a	Network Drive	5 years from report date	n/a	5 years	n/a	Delete from Network	Audit Scotland/Internal Audit	
Corporate	Audit	Driver Documentation	Audit Manager	Restricted	No	Employers Duty of Care	Audit	n/a	End of year	1 year	n/a	Confidential Waste	n/a	Health & Safety Legislation	
Corporate	Audit	KPI Monthly Performance Stats	Audit Manager	No	No	Legislative Requirement	n/a	ork Drive & Share	End of year	n/a	5 years	n/a	Delete from Network	Local Government in Scotland Act 2003	
Corporate	Audit	SAA Best Value Statistics	Audit Manager	No	No	Legislative Requirement	n/a	Network Drive	End of year	n/a	15 years	n/a	n/a	Local Government in Scotland Act 2003	
Corporate	Audit	RVAPP Statistics	Audit Manager	No	No	Business Requirement	Audit	Network Drive	Revaluation	2 Reval Periods + 1year	2 Reval Periods + 1year	Confidential Waste	Delete from Network	Scottish Government Requirement	
Corporate	Audit	Portal Ticketed Enquiry Emails	Audit Manager	No	No	Business Requirement	n/a	Network Drive	End of year	n/a	5 years	n/a	Delete from Network	Scottish Government Initiative	
Council Tax	Appeals	Council Tax Appeal Decisions	ICT	No	No	Historic Interest	n/a	LVJB DATA	Replacement of Council tax	n/a	While relevant	n/a	Delete		
Council Tax	Source Information	Domestic Survey Browse	ICT	No	No	Operational needs	n/a	LVJBAPP	Replacement of Council tax	n/a	While relevant	n/a	Delete		
Electoral Registration	Canvass	Canvass Iform Data	ICT	Restricted	No	Operational needs	n/a	er05/lvbelec/lpads	Completion of canvass	n/a	1 month	n/a	Delete		
Electoral Registration Council Tax Rating	Various	GIS Data	ICT	Various	No	Operational needs	n/a	er05	Task completion	n/a	While relevant	n/a	Delete		
Human Resources	Occupational Health Services Provision	Health Assessment	HR Manager	Restricted	Yes	Assessment of individual employee health including: pre-employment assessment, employee self-referred assessment and manager referred assessment	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	Access to Medical Reports Act 1998	
Human Resources	Vetting and Checking	Vetting and Checking	HR Manager	Restricted	Yes	Managing permission to work in the UK and processing communications and checks with UK Border and Immigration Agency	HR	Network drive	Close records at termination of employment	Retain records for 2 years after date closed	Retain records for 2 years after date closed	Destroy	Delete	Border and Immigration Agency recommendation	
Human Resources	Procedure / Policy	Policy on Employment Breaks	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Sickness Absence Procedure	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Sickness Allowance Changes	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Absence Management Policy	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Code of Conduct	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Disciplinary Code	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Disciplinary Procedures	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Fair Treatment at Work	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Flexible Work Options Policy Framework	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Flexible Working Hours Scheme	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Grievance Procedures	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Leave for Family Care Purposes	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Managing Sickness Absence Procedure	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Maternity Information Pack	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Procedure / Policy	Recruitment and Selection Policy	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996	
Human Resources	Equalities Monitoring	Annual Report on Equalities	HR Manager	No	Yes	Operational needs	HR	Network drive						Equalities Act	
Human Resources	Recruitment	Interview Management	HR Manager	Restricted	Yes	Development of criteria for shortlisting and interview	HR	Network drive	Close records at completion of appointment	Retain records for 1 year after date closed	Retain records for 1 year after date closed	Destroy	Delete	Equality Act 2010	
Human Resources	Health & Safety	Display Screen Assessment	HR Manager	Restricted	Yes	Health & Safety	HR	Network drive	Close records at termination of employment	6 years	6 years	Destroy	Delete	Health and Safety at Work etc Act 1974	
Human Resources	Health & Safety	Assessments under health & safety regulations & records of consultations with safety representatives and committees	HR Manager	no	Yes	Operational needs	HR	Network drive	n/a	Retain permanently	Retain permanently			Health and Safety at Work etc Act 1974	
Human Resources	Health & Safety	Fire and emergency evacuation plan	HR Manager	no	Yes	Operational needs	HR	Network drive						Health and Safety at Work etc Act 1974	
Human Resources	Health & Safety	Fire Risk Assessment	HR Manager	no	Yes	Operational needs	HR	Network drive						Health and Safety at Work etc Act 1974	
Human Resources	Attendance Management	Non-statutory Unpaid Leave Administration	HR Manager	Restricted	Yes	Administration of non-statutory unpaid leave taking	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	Limitation Act 1980	
Human Resources	Disciplinary Procedure	Disciplinary Procedures Administration	HR Manager	Restricted	Yes	Administration of formal disciplinary process	HR	Network drive	Close records at end of disciplinary process	Retain records in accordance with procedure	Retain records in accordance with procedure	Destroy	Delete	Limitation Act 1980	

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Human Resources	Disclosure check evidence recording	Disclosure check evidence recording	HR Manager	Restricted	Yes	Operational needs	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	Limitation Act 1980	
Human Resources	Grievance Procedure	Grievance Procedure Records	HR Manager	Restricted	Yes	Administration of formal employee grievance process including tribunal case defence	HR	Network drive	Close records at closure of case	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	Limitation Act 1980	
Human Resources	Recruitment	Application Processing (successful candidates)	HR Manager	Restricted	Yes	Processing of applications and assessment of candidates including shortlisting and assessment at interview, including provisional job offers	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	Limitation Act 1980	
Human Resources	Employee Relations Management	Industrial Relations Management	HR Manager	Restricted	Yes	Management of the relationship between LVJB and trade unions and employee representative organisations	HR	Network drive	Close records at termination of agreement or date of routine liaison meeting	Retain records for 10 years after Date Closed	Retain records for 10 years after Date Closed	Destroy	Delete	Limitation Act 1980 CIPD recommendation	
Human Resources	Occupational Health Services Provision	Advice Provision	HR Manager	Restricted	Yes	Provision of specific health and well being advice to individuals excluding: published information and events (communications management)	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	Limitation Act 1980 DoH Management: NHS code of practice 2005	
Human Resources	Occupational Health Services Provision	Counselling	HR Manager	Restricted	Yes	Provision of counselling to employees	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	Limitation Act 1980 DoH Management: NHS code of practice 2005	
Human Resources	Personnel	Personnel files & training records (including disciplinary record).	HR Manager	yes	Yes	Operational needs	HR	Network drive	6 years after employment ceases	6 years	6 years	Destroy	Delete	Limitation Act 1990	
Human Resources	Training & Development	Course Accreditation	HR Manager	Restricted	Yes	Application and maintenance of accreditation status for courses	HR	Network drive	Close records when superseded	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	SCC business need guided by accrediting body requirements	
Human Resources	Training & Development	Candidate Registration	HR Manager	Restricted	Yes	Registering candidates on to courses	HR	Network drive	Close records after date of course/examination completion	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	SCC business need guided by examining body requirements	
Human Resources	Finance	Accounting Records	Depute Assessor	Restricted	Yes	Financial Reporting	HR	network drive	6 years from the end of the scheme year in which the event took place	6 years	6 years	Destroy	Delete	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 & 2006	
Human Resources	Finance	Audit Reports	Depute Assessor	Restricted	Yes	Financial Reporting	HR	network drive	6 years from the end of the scheme year in which the event took place	6 years	6 years	Destroy	Delete	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 & 2006	
Human Resources	Finance	Invoices	Depute Assessor	Restricted	Yes	Financial Reporting	HR	Network drive	6 years from the end of the scheme year in which the event took place	6 years	6 years	Destroy	Delete	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 & 2006	
Human Resources	Finance	Petty Cash Receipts & Books	Depute Assessor	Restricted	Yes	Financial Reporting	HR	Network drive	6 years from the end of the scheme year in which the event took place	6 years	6 years	Destroy	Delete	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 & 2006	
Human Resources	Finance	Purchase Orders	Depute Assessor	Restricted	Yes	Financial Reporting	HR	Network drive	6 years from the end of the scheme year in which the event took place	6 years	6 years	Destroy	Delete	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 & 2006	
Human Resources	Finance	Quotes from Suppliers	Depute Assessor	Restricted	Yes	Financial Reporting	HR	Network drive	6 years from the end of the scheme year in which the event took place	6 years	6 years	Destroy	Delete	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 & 2006	
Human Resources	Attendance Management	Sickness Absence Administration	HR Manager	Restricted	Yes	Managing and processing sickness absence	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	SI 1982/894 Statutory Sick Pay (General) Regulations: HM Revenue & Customs E14 and Limitation Act, 1980	
Human Resources	Termination & Retirement Management	Termination Management	HR Manager	Restricted	Yes	Management of leaving processes including resignation, retirement, redundancy or termination of contract. Excluding pensions and redundancy payments administration	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	SI 1995/3103 The Retirement Benefit Schemes (Information Powers) Regulations Limitation Act 1980	
Human Resources	Attendance Management	Time Recording	HR Manager	Restricted	Yes	Recording of time worked, flexible hours and lieu time	HR	Network drive	Retention period starts at date created	Retain records for 2 years after date created	Retain records for 2 years after date created	Destroy	Delete	SI 1998/1833 Work Time Regulations	
Human Resources	Procedure / Policy	Annual Leave - Broken Periods of Service and Floating Days	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					SI 1998/1833 Work Time Regulations	
Human Resources	Procedure / Policy	Annual Leave - Leave Year Instruction	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					SI 1998/1833 Work Time Regulations	
Human Resources	Attendance Management	Statutory Leave Administration	HR Manager	Restricted	Yes	Administration of individual's statutory leave entitlement and leave taking	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	SI 1999/3312 The Maternity and Paternity Leave etc Regulations	

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Human Resources	Recruitment	Contract Management	HR Manager	Restricted	Yes	Management of employee contracts including changes to terms and conditions, job role, pay, regarding and promotion	HR	Network drive	Close records at termination of employment	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	SI 1999/584 National Minimum Wage Regulations: Equal Pay Act, 1970 and Limitation Act 1980	
Human Resources	Payroll	wages/salary records(also overtime, bonuses, expenses)	HR Manager	restricted	Yes	Financial Reporting	HR	Network drive	3 years after the end of the tax year in which the maternity ends	3 years	3 years	Destroy	Delete	Tax Management Act 1970	
Human Resources	Health & Safety	Accident Books, accident records/reports	HR Manager	Restricted	Yes	Recording Accidents	HR	Network drive	3 years		3 years from the date of the last entry	Destroy	Delete	The reporting of Injuries, Diseases & dangerous Occurrences Regulations 1995(RIDDOR)(SI 1995/3163) as amended, and Limitation Act 1980	
Human Resources	Finance	Retirement Benefits Scheme - records of notifiable events, for example relating to incapacity	HR Manager	Restricted	Yes	Financial Reporting	HR	Network drive	6 years from the end of the scheme year in which the event took place	6 years	6 years	Destroy	Delete	The Retirement Benefits Schemes(Information Powers Regulations 1995	
Human Resources	Payroll	Statutory Maternity Pay records, calculations, certificates(MAT B's) or other medical evidence	HR Manager	restricted	Yes	Financial Reporting	HR	Network drive	3 years after the end of the tax year in which the maternity ends	3 years	3 years	Destroy	Delete	The Statutory Maternity Pay(general) Regulations 1986(SI 1986/1960) as amended	
Human Resources	Health & Safety	Records relating to working time	HR Manager	no	Yes	Health & Safety	HR	Network drive	2 years from date they were made.	2 years	2 years	Destroy	Delete	The Working Time Regulations 1998(S1 1998.1833)	
Human Resources	Procedure / Policy	Time Off Work for Trade Union Duties and Activities	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Trade Union and Labour Relations (Consolidation) act 1992	
Human Resources	Procedure / Policy	Time Off Work for Trade Union Safety Representatives Policy	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded					Trade Union and Labour Relations (Consolidation) act 1992	
Human Resources	Attendance Management	Contractual Leave Administration	HR Manager	Restricted	Yes	Administration of individual's contractual leave entitlement and leave taking	HR	Network drive	Close records at end of financial year	Retain records for 1 year after date closed	Retain records for 1 year after date closed	Destroy	Delete	N/A	
Human Resources	Employee Information Management	Capture & maintenance of personal employee information	HR Manager	Restricted	Yes	Operational needs	HR	Network drive	Close records when superseded	Retain records 0 years after date closed	Retain records 0 years after date closed	Destroy	Delete	N/A	
Human Resources	Employee Relations Management	Workforce Consultation Administration	HR Manager	Restricted	Yes	Administration of workforce consultation including: staff surveys and consultations excluding communications management	HR	Network drive	Close records at completion of consultation	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	N/A	
Human Resources	Human Resource	Parental Leave	HR Manager	restricted	Yes	Operational needs	HR	Network drive	5 years from birth/ adoption of the child or 18 years if the child receives a disability allowance	5 years or 18 years	5 years or 18 years	Destroy	Delete	Parental Leave Regulations	
Human Resources	Performance Monitoring and Review	Performance Monitoring and Review	HR Manager	Restricted	Yes	Review of employee performance including: Target setting and review of employee performance against targets and qualification assessment	HR	Network drive	Close records at completion of review process	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	N/A	
Human Resources	Recruitment	Application forms & interview notes (for unsuccessful candidates	HR Manager	Restricted	Yes	Processing of applications and assessment of candidates including shortlisting and assessment at interview.	HR	Network drive	6 months from close of recruitment process	6 months	6 months	Destroy	Delete	N/A	
Human Resources	Recruitment	Application Processing (unsuccessful candidates)	HR Manager	Restricted	Yes	Processing of applications and assessment of candidates including shortlisting and assessment at interview.	HR	Network drive	Close records at completion of appointment	Retain records for 1 year after date closed	Retain records for 1 year after date closed	Destroy	Delete	N/A	
Human Resources	Training & Development	Course Delivery	HR Manager	Restricted	Yes	The delivery of LVJB workforce training courses	HR	Network drive	Close records on course completion	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	N/A	
Human Resources	Training & Development	Course Development	HR Manager	Restricted	Yes	The development of LVJB workforce training courses	HR	Network drive	Close records when superseded	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	N/A	
Human Resources	Training & Development	Delegate Booking Administration	HR Manager	Restricted	Yes	Booking delegates on to training courses	HR	Network drive	Close after training course	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	N/A	
Human Resources	Training & Development	Event Delivery	HR Manager	Restricted	Yes	The delivery of LVJB events	HR	Network drive	Close at end of event	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	N/A	
Human Resources	Training & Development	Event Evaluation	HR Manager	Restricted	Yes	The evaluating of LVJB events	HR	Network drive	Close at end of event	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	N/A	
Human Resources	Training & Development	Programme Development	HR Manager	Restricted	Yes	The development of the LVJB events programme	HR	Network drive	Close when superseded	Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	N/A	
Human Resources	Complaints procedure	Complaints procedure	HR Manager	Restricted	Yes	Operational needs	HR	Network drive						N/A	
Human Resources	MINUTES	Management Team Minutes	HR Manager	Restricted	Yes	Operational needs	HR	Network drive	n/a	Retain permanently				N/A	

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Human Resources	MINUTES	Other Internal Minutes	HR Manager	Restricted	Yes	Operational needs	HR	Network drive	n/a	Retain permanently				N/A	
Human Resources	MINUTES	SAA Minutes	HR Manager	Restricted	Yes	Operational needs	HR	Network drive	n/a	Retain permanently				N/A	
Human Resources	Procedure / Policy	Health & Safety Policy Statement	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	2012 Bike to Work Scheme	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Anti Fraud & Corruption	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Career Development/Salary Progression Scheme for Trainee Valuer/Valuer	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Control of Smoking at Work	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Email and Use of the Internet Policy	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Honoraria Payments for Overtime	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Information management & Technology Security Policy	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Interim Policy on Preparation for Normal Retirement	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	LG Pension Scheme Policy Proposals for Employers Discretions	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Long Service Awards	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Minimum Staffing Levels - Interim Guidance Note	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Outside Working Policy	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Overtime Working Agreement Guide	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Performance Management Policy	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Policy on Public Interest Disclosure	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Procedure for the Conduct of Reviews	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Records Management Policy	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Redundancy Procedure	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Risk management Strategy	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Salary/Pay Advance for Purchase of Public Transport Tickets	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Sickness Absence Notification & Certification Procedure	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Staff Car Allowance Scheme	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Staff Car Scheme	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Training and Education Policy - LVJB	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Violence to Employees at Work	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Human Resources	Procedure / Policy	Voluntary Early Release Arrangements	HR Manager	no	Yes	Operational needs	HR	Network drive	until superseded						
Rating	Forms Issue	CRE Form Issue System	ICT	No	No	Operational needs	n/a	er04	Amendment to Valroll	n/a	While relevant	n/a	Delete		
Rating	Maintenance of names file	Factors and Large Owners 2000	ICT	No	No	Operational needs	n/a	er04	Revaluation	n/a	While relevant	n/a	Delete		
Rating	Maintenance of names file	Factors and Large Owners 2005	ICT	No	No	Operational needs	n/a	er04	Revaluation	n/a	While relevant	n/a	Delete		
Rating	Maintenance of valuation Roll	Standard Description System	ICT	No	No	Operational needs	n/a	er04	Revaluation	n/a	While relevant	n/a	Delete		
Rating	Source Information	Cost Guide 2000	ICT	No	No	Operational needs	n/a	er04	Revaluation	n/a	While relevant	n/a	Delete		
Rating	Source Information	Cost Guide 2005	ICT	No	No	Operational needs	n/a	er04	Revaluation	n/a	While relevant	n/a	Delete		
Technical Council Tax	Appeals	Written Submissions	Divisional Assessors	Restricted	No	Operational needs	Word / DA's	Sharepoint	Revaluation	Revaluation plus 1 year	Operational Needs	Confidential Waste	Delete	1854 Lands Valuation (Scotland) Act	
Technical Council Tax	General Enquiries	Correspondence General	Senior Technicians / Technicians	Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	3 Months	Enquiry complete plus 5 years	Confidential Waste	Delete from Civica	1992 Local Government Finance Act	
Technical Council Tax	Property Records	Building Control - approved warrant plans	Senior Technicians / Technicians	Restricted	Yes	Operational needs	Paper Files / Technical Divisions	Civica	Receipt of building warrant	Until further amendment or demolition	Retain while relevant, taking account of City Archive requirements	Confidential Waste	Delete from Civica	1992 Local Government Finance Act	
Technical Council Tax	Property Records	Planning Permissions	Senior Technicians / Technicians	Restricted	Yes	Operational needs	Admin Section	Civica	Receipt of planning permission	Until receipt of building warrant or 5 years	Operational Needs	Confidential Waste	Delete from Civica	1992 Local Government Finance Act	
Technical Council Tax	Property Records	House Survey Record Card	Senior Technicians / Technicians	Restricted	No	Operational needs	Paper Files / Technical Divisions	Civica	New entry on Val List	Demolition plus 1 year	Demolition plus 1 year	Confidential Waste	Delete from Civica	1992 Local Government Finance Act	

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Technical Council Tax	Appeals	Proposal / Appeal Correspondence	Senior Technicians / Technicians	Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	Until appeal completed	Operational Needs	Confidential Waste	Deletion From Civica	1992 Local Government Finance Act	
Technical Council Tax	Domestic Valuation	Valuation Instructions	Head of Valuation	No	Yes	Operational needs	Paper / Technical Divisions	Intranet	Revaluation	Revaluation plus 2 years	Operational Needs	Confidential Waste	Retain while relevant	1992 Local Government Finance Act	
Technical Council Tax	Property Records	House Plans (in house)	Senior Technicians / Technicians	No	Yes	Operational needs	Paper / Technical Divisions	Civica (if scanned)	Receipt of plans	Until digital copy made	Whilst relevant	Confidential Waste	Retain while relevant	1992 Local Government Finance Act	
Technical Council Tax	Property Records	House Valuation Sheets	Senior Technicians / Technicians	No	Yes	Operational needs	Digital / Civica	Civica	New entry on Val List	No paper record	In perpetuity	No paper copy	Perpetuity	1992 Local Government Finance Act	
Technical Support	Leases	Lease Copies	TSO/Valuers	Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	3 Months	Revaluation plus 5 years	Confidential Waste	Delete from Civica	1854 Lands Valuation (Scotland) Act	
Technical Support	Property Records	Licensing Board Lists	TSO	Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	3 months	Revaluation plus 1 years	Confidential Waste	Delete from Civica	1854 Lands Valuation (Scotland) Act	
Technical Support	Questionnaires - Cost Enquiries	Cost Enquiry Returns	TSO/Valuers	Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	Revaluation plus 1 year	Revaluation plus 5 years	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Support	Questionnaires - Licensed Turnover	Licensed Property Returns	TSO/Valuers	Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	Revaluation plus 1 year	Revaluation plus 5 years	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Support	Questionnaires - Rent Returns	Rent Returns	TSO/Valuers	Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	Revaluation plus 1 year	Revaluation plus 5 years	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Support	Questionnaires - Revaluation	Revaluation Questionnaires	TSO/Valuers	Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	Revaluation plus 1 year	Revaluation plus 5 years	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Support	Questionnaires - Throughput	PFS Throughput Returns	TSO/Valuers	Restricted	Yes	Operational needs	TSO's	Civica	Document Scanned	Revaluation plus 1 year	Revaluation plus 5 years	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Support	Appeals	Citation Lists	TSO	No	Yes	Operational needs	TSO's	Network Drive	Appeal Citation	Revaluation plus 1 year	Revaluation plus 1 year	Confidential Waste	Delete from network drive	1992 Local Government Finance Act	
Technical Support	Appeals	Countdown Sheets	TSO	No	No	Operational needs	TSO's and Valuers	Network Drive	Appeal Citation	Up until appeal hearing	Up until appeal hearing	Bin	Delete from network drive	Valuation Appeal Committee (Scotland) Regs 1995	
Technical Support	Appeals	Hearing Lists	TSO	No	Yes	Operational needs	TSO's	Network Drive	Appeal Hearing	Revaluation plus 5 years	Revaluation plus 5 years	Confidential Waste	Delete from network drive	Valuation Appeal Committee (Scotland) Regs 1995	
Technical Support	Appeals	VAC minutes / decisions	Myra Ebner	No	Yes	Operational needs	N/A	Sharepoint	Document receipt	Perpetuity	Perpetuity	N/A	Perpetuity	Valuation Appeal Committee (Scotland) Regs 1995	
Technical Support	Appeals	VAC Productions	TSO	No	Yes	Operational needs	TSO's	Network Drive	Appeal Hearing	Revaluation	Perpetuity	Confidential Waste	Perpetuity	Valuation Appeal Committee (Scotland) Regs 1995	
Technical Support	Enquiries	Historic RV Certificates	TSO	No	No	Operational needs	TSO's	Civica	Issue of Certificate	6 months	5 years	Confidential Waste	Delete from Civica	Audit Scotland/Internal Audit	
Technical Support	Enquiries	House Valuation Certificates	Senior Technicians	Restricted	No	Operational needs	TSO's	Civica	Issue of Certificate	6 months	5 years	Confidential Waste	Delete from Civica	Audit Scotland/Internal Audit	
Technical Support	Enquiries	1989/1990 Valuation Roll	TSO	Restricted	Yes	Operational needs	N/A	Network Drive	N/A	N/A	Retain permanently	N/A	N/A	Finance Act	
Technical Valuation Roll	Appeals	Appeal Correspondence	TSO/DA's	Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	Revaluation plus 5 years	Revaluation plus 5 years	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Correspondence	General Correspondence	TSO's / Valuers	Restricted	Yes	Operational needs	Allocated Staff member / File	Civica	Receipt of Correspondence	Until Scanned	As required	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Correspondence	Reply to General Correspondence	Valuers	Restricted	Yes	Operational needs	Paper / Valuers	Civica	Enquiry Dealt With	Until Scanned	As required	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Information Collection	Return of Building Cost Information	TSO's	Restricted	Yes	Operational needs	Paper / Valuers	Civica	Receipt of Correspondence	As required	As required	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	LT Appeals	Appeal Correspondence	Divisional Assessors	Restricted	Yes	Operational needs	TSO's	Civica	Revaluation	Resolution plus 5 years	As required	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Appeals	Recordings of Appeal Hearings	TSO's	Restricted	Yes	Operational needs	No paper copy	Memory Card/WPO	Appeal Hearing	1 month	1 Month	No paper copy	Memory Card Wipe	1854 Lands Valuation (Scotland) Act	A reasonable amount of time should be allowed to take late requests into account. Also, if a stated case is required, retention of the record will be required until such time as a stated case is finalised.
Technical Valuation Roll	Commercial Valuation	Valuation Instructions	Head of Valuation	No	Yes	Operational needs	Technical Divisions	Sharepoint	Revaluation	Revaluation plus 10 years	As long as required	Bin	N/A	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Property Records	Deleted Commercial Property Files	TSO	No	Yes	Operational needs	Technical Divisions	N / A	Deletion from VR	As long as required	N / A	Confidential Waste	N/A	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Source Information	Building Warrants	Admin	Restricted	Yes	Operational needs	Technical Divisions	N / A	Receipt	Perpetuity	N / A	Confidential Waste	N/A	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Appeals	Lands Tribunal Decisions	Myra Ebner	No	Yes	Operational needs	Paper / Case Law Library	Sharepoint	Publication of Decision	Perpetuity	Perpetuity	Retain	Perpetuity	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Audit Documents	Valuation Roll	IT	No	Yes	Operational needs	Paper / Reception	Internet	Publication of Roll	Perpetuity	Perpetuity	Retain	Perpetuity	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Audit Documents	Valuation Roll Working Copy	IT	Restricted	Yes	Operational needs	Clerical Sections	Internet	End of Revaluation	No paper record	Perpetuity	Retain	Perpetuity	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Property Records	Dimension Sheets	Valuers	No	Yes	Operational needs	Paper / Subject File	CVS	Survey of property	Until documents scanned plus 1 month	Perpetuity or deletion plus 5 years	Confidential Waste	Perpetuity	1854 Lands Valuation (Scotland) Act	Dispose of superseded areas where appropriate
Technical Valuation Roll	Property Records	Property Plans	Valuers	No	Yes	Operational needs	Paper/Subject File	Files	Receipt from Council	Until documents scanned plus 1 month	Perpetuity or deletion plus 5 years	Confidential Waste	Perpetuity	1854 Lands Valuation (Scotland) Act	Dispose of superseded plans where appropriate
Technical Valuation Roll	Property Records	Survey Reports	Valuers	No	Yes	Operational needs	Paper/Subject File	Files	Survey of property	Until documents scanned plus 1 month	Perpetuity or deletion plus 5 years	Confidential Waste	Perpetuity	1854 Lands Valuation (Scotland) Act	Dispose of superseded reports where appropriate
Technical Valuation Roll	Property Records	Valuations	Valuers	No	Yes	Operational needs	Paper/Subject File	CVS	Valuation of property	N / A	Perpetuity or deletion plus 5 years	N / A	Perpetuity	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Source Information	Planning Permissions	Admin	Restricted	Yes	Operational needs	Admin Section	Civica	Receipt	5 years	N / A	Confidential Waste	Perpetuity	1854 Lands Valuation (Scotland) Act	

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Technical Valuation Roll	Appeals	Written Submissions	Divisional Assessors	Restricted	Yes	Operational needs	Word / DA's	Sharepoint	Request for Written Submission to VAC	Revaluation plus 1 year	As required	Confidential Waste	Retain while relevant	1854 Lands Valuation (Scotland) Act	
Technical Valuation Roll	Information Collection	Legal Accounts, VAC Accounts, VAC Secretary account correspondence?	Nick Chapman	Restricted	Yes	Operational needs	Head of Valuation	Civica	Receipt of Correspondence	6 Years	6 Years	Confidential Waste	Deletion From Civica	Audit Scotland/Internal Audit	Disposal of paper copy may be delayed beyond 1 month until such time as the record has been input to the relevant database.
Technical Valuation Roll	Information Collection	Completion Notices Issued	TSO's	Restricted	Yes	Operational needs	Paper / Valuers	Civica	Issue of Completion Notice	Scanned plus 1 month	Revaluation plus 5 years	Confidential Waste	Deletion From Civica	Previous Legislation	