Data Return From	FUNCTION Describes the business	Activity Further defines the business process that records support	Transaction Record Description	Actioned by O	wner Confidentialit	Vital Recor	Reason for Retention	Location of Paper Files	Location of Digital Information	Disposal Trigger Event that triggers the start of the retention period.		Retention Period Electronic Specifies the length of time records must be kept following the retention disposal event	Disposal Action Paper Specifies g disposal action following end of retention period		Authority Identifies the legal or regulatory reasons that records need to be created, received and kept
Hannah Carruthers Hannah Carruthers		Vetting and Checking Recruitment	Vetting and Checking Application Processing (successful candidates)	HR Manager HO HR Manager HO	0 11000110100	Yes Yes	Managing permission to work in the UK and processing communications and checks Processing of applications and assessment of candidates including shortlisting and		Network drive Network drive		ent Retain records for 2 years after date closed ent Retain records for 6 years after date closed		Destroy Destroy	Delete Delete	Border and Immigration Agency recommendation Limitation Act 1980
Hannah Carruthers	Human Resources	Recruitment	Application Processing (unsuccessful candidates)	HR Manager HO	C Restricted	Yes	Processing of applications and assessment of candidates including shortlisting and		Network drive	Close records at completion of appointme	ent Retain records for 1 year after date closed	Retain records for 1 year after date closed	Destroy	Delete	N/A
Hannah Carruthers Hannah Carruthers	Human Resources	Recruitment Recruitment	Interview Management Application forms & interview notes (for unsuccessful candidates	HR Manager HO HR Manager HO	C Restricted	Yes Yes		HR	Network drive Network drive	6 months from close of recruitment proces		Retain records for 1 year after date closed 6 months	Destroy Destroy	Delete Delete	Equality Act 2010 N/A
Hannah Carruthers Hannah Carruthers		Recruitment Disclosure check evidence recording	Contract Management Disclosure check evidence recording	HR Manager HO HR Manager HO		Yes Yes	Management of employee contracts including changes to terms and conditions, job role Operational needs	e HR HR	Network drive		ent Retain records for 6 years after date closed ent Retain records for 6 years after date closed		Destroy Destroy	Delete Delete	SI 1999/584 National Minimum Wage Regulations: Equal Pay Act, Limitation Act 1980
Hannah Carruthers	Human Resources	Termination & Retirement Management	Termination Management	HR Manager HO		Yes		HR	Network drive		ent Retain records for 6 years after date closed		Destroy	Delete	SI 1995/3103 The Retirement Benefit Schemes (Information
Hannah Carruthers Hannah Carruthers		Equalities Monitoring Attendance Management		HR Manager HO HR Manager HO		Yes Yes	Operational needs Administration of non-statutory unpaid leave taking	HR	Network drive Network drive	Close records at termination of employme	ent Retain records for 6 years after date closed	Retain records for 6 years after date closed	Destroy	Delete	Equalaties Act Limitation Act 1980
Hannah Carruthers Hannah Carruthers		Attendance Management Attendance Management		HR Manager HO HR Manager HO		Yes Yes	Managing and processing sickness absence Recording of time worked, flexible hours and lieu time	HR HR	Network drive Network drive		ent Retain records for 6 years after date closed Retain records for 2 years after date created		Destroy Destroy	Delete Delete	SI 1982/894 Statutory Sick Pay (General) Regulations: HM Revenue SI 1998/1833 Work Time Regulations
Hannah Carruthers	Human Resources	Attendance Management	Statutory Leave Administration	HR Manager HO	C Restricted	Yes	Administration of individual's statutory leave entitlement and leave taking	HR HR	Network drive	Close records at termination of employme	ent 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
Hannah Carruthers Hannah Carruthers		Attendance Management Human Resource	Contractual Leave Administration Parental Leave	HR Manager HO HR Manager HO	C Restricted C restricted	Yes Yes	Administration of individual's contractual leave entitlement and leave taking Operational needs	HR HR	Network drive Network drive	5 years from birth/ adoption of the child or	Retain records for 1 year after date closed r 5 years or 18 years	Retain records for 1 year after date closed 5 years or 18 years	Destroy Destroy	Delete Delete	N/A Parental Leave Regulations
Hannah Carruthers Hannah Carruthers		Disciplinary Procedure Personnel	Disciplinary Procedures Administration Personnel files & training records/ including disciplinary record).	HR Manager HO HR Manager HO		Yes Yes	Administration of formal disciplinary process Operational needs	HR HR	Network drive Network drive	Close records at end of disciplinary proce 6 years after employment ceases	ess Retain records in accordance with procedure 6 years	Retain records in accordance with procedure 6 years	Destroy Destroy	Delete Delete	Limitation Act 1980 Limitation Act 1990
Hannah Carruthers		Grievance Procedure	Grievance Procedure Records	HR Manager HO		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
Hannah Carruthers Hannah Carruthers		Employee Information Management Employee Relations Management	Workforce Consultation Administration	HR Manager HO HR Manager HO		Yes Yes	Operational needs Administration of workforce consultation including: staff surveys and consultations	HR HR	Network drive Network drive	Close records when superseded Close records at completion of consultation	Retain records 0 years after date closed on Retain records for 6 years after date closed	Retain records 0 years after date closed Retain records for 6 years after date closed	Destroy Destroy	Delete Delete	N/A N/A
Hannah Carruthers Hannah Carruthers		Performance Monitoring and Review Training & Development		HR Manager HO HR Manager HO		Yes Yes	Review of employee performance including: Target setting and review of employee Application and maintenance of accreditation status for courses	HR HR	Network drive Network drive	Close records at completion of review Close records when superseded	Retain records for 6 years after date closed Retain records for 6 years after date closed	Retain records for 6 years after date closed Retain records for 6 years after date closed	Destroy Destroy	Delete Delete	N/A SCC business need guided by accrediting body requirements
Hannah Carruthers	Human Resources	Training & Development	Candidate Registration	HR Manager HO	C Restricted	Yes	Registering candidates on to courses	HR	Network drive	Close records after date of	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
Hannah Carruthers Hannah Carruthers		Training & Development Training & Development		HR Manager HO		Yes Yes	The delivery of LVJB workforce training courses The development of LVJB workforce training courses	HR HR	Network drive Network drive	Close records on course completion Close records when superseded	Retain records for 6 years after date closed Retain records for 6 years after date closed	Retain records for 6 years after date closed Retain records for 6 years after date closed	Destroy Destroy	Delete Delete	N/A N/A
Hannah Carruthers Hannah Carruthers		Training & Development Training & Development		HR Manager HO HR Manager HO		Yes Yes	Booking delegates on to training courses The delivery of LVJB events	HR HR	Network drive Network drive	Close after training course Close at end of event	Retain records for 6 years after date closed Retain records for 6 years after date closed		Destroy Destroy	Delete Delete	N/A N/A
Hannah Carruthers	Human Resources	Training & Development	Event Evaluation	HR Manager HO	C 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
Hannah Carruthers Hannah Carruthers		Training & Development Occupational Health Services Provision		HR Manager HO HR Manager HO		Yes Yes		HR HR	Network drive Network drive	Close when superseded Close records at termination of employme	Retain records for 6 years after date closed ent Retain records for 6 years after date closed		Destroy Destroy	Delete Delete	N/A Access to Medical Reports Act 1998
Hannah Carruthers				HR Manager HO		Yes Yes	Provision of specific health and well being advice to individuals excluding: published Provision of counselling to employees	HR HR	Network drive		ent Retain records for 6 years after date closed ent Retain records for 6 years after date closed	Retain records for 6 years after date closed Retain records for 6 years after date closed	Destroy Destroy	Delete Delete	Limitation Act 1980 DoH Management: NHS code of practice 2005 Limitation Act 1980 DoH Management: NHS code of practice 2005
Hannah Carruthers	Human Resources	Health & Safety	Display Screen Assessment	HR Manager HO	C Restricted	Yes	Health & Safety	HR	Network drive	Close records at termination of employme	ent 6 years	6 years	Destroy	Delete	Health and Safety at Work etc Act 1974
Hannah Carruthers Hannah Carruthers		Health & Safety Health & Safety	Assessments under health & safety regulations & records of Fire and emergency evacuation plan	HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	n/a	Retain permanently	Retain permanently			Health and Safety at Work etc Act 1974 Health and Safety at Work etc Act 1974
Hannah Carruthers		Health & Safety	Fire Risk Assessment	HR Manager HO		Yes	Operational needs	HR	Network drive						Health and Safety at Work etc Act 1974
Hannah Carruthers Hannah Carruthers	Human Resources	Health & Safety Health & Safety	Records relating to working time	HR Manager HO HR Manager HO	C no	Yes Yes	Recording Accidents Health & Safety	HR HR	Network drive Network drive	3 years 2 years from date they were made.	2 years	3 years from the date of the last entry 2 years	Destroy Destroy	Delete Delete	The reporting of Injuries, Diseases & dangerous Occurrences The Working Time Regulations 1998(\$1 1998.1833)
Hannah Carruthers Hannah Carruthers		Health and Safety Risk Assessment Health and Safety Records		HR Manager HO		Yes Yes	Operational needs Health and Safety	HR HR	Network drive Network drive	until superseded 6 years after employment ceases	6 years after employment ceases	6 years after employment ceases	Destroy	Delete from Network	Employment Rights Act 1996
Hannah Carruthers	Human Resources	Finance	Accounting Records	Depute Assessor Ho	C Restricted	Yes	Financial Reporting	HR HR	network drive	6 years from the end of the scheme year	in 6 years	6 years	Destroy	Delete	Section 221 of the Companies Act 1985 as modified by the Section 221 of the Companies Act 1985 as modified by the
Hannah Carruthers Hannah Carruthers		Finance Finance	Audit Reports Invoices	Depute Assessor HO Depute Assessor HO		Yes Yes	Financial Reporting Financial Reporting	HR HR	network drive Network drive	6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme year in 6 years from the end of the scheme years from 8 years from the end of the years from 9 years from the years from 9 ye		6 years 6 years	Destroy Destroy	Delete Delete	Section 221 of the Companies Act 1985 as modified by the Section 221 of the Companies Act 1985 as modified by the
Hannah Carruthers Hannah Carruthers		Finance Finance	Petty Cash Receipts & Books Purchase Orders	Depute Assessor HO		Yes Yes	Financial Reporting Financial Reporting	HR HR	Network drive Network drive	6 years from the end of the scheme year 6 years from the end of the scheme year		6 years 6 years	Destroy Destroy	Delete Delete	Section 221 of the Companies Act 1985 as modified by the Section 221 of the Companies Act 1985 as modified by the
Hannah Carruthers	Human Resources	Finance	Quotes from Suppliers	Depute Assessor HO	C Restricted	Yes	Financial Reporting	HR	Network drive	6 years from the end of the scheme year	in 6 years	6 years	Destroy	Delete	Section 221 of the Companies Act 1985 as modified by the
Hannah Carruthers Hannah Carruthers		Payroll Finance	wages/salary records(also overtime, bonuses, expenses) Retirement Benefits Scheme - records of notifiable events, for	HR Manager HO HR Manager HO		Yes Yes	Financial Reporting Financial Reporting	HR HR	Network drive Network drive	3 years after the end of the tax year 6 years from the end of the scheme year	3 years in 6 years	3 years 6 years	Destroy Destroy	Delete Delete	Tax Management Act 1970 The Retirement Benefits Schemes(Information Powers Regulations
Hannah Carruthers		Payroll Payroll	Statutory Maternity Pay records, calculations, certificates(MAT Bl's) Industrial Relations Management	HR Manager HO		Yes Yes	Financial Reporting	HR HR	Network drive Network drive	3 years after the end of the tax year in		3 years	Destroy	Delete Delete	The Statutory Maternity Pay(general) Regulations 1986(S! Limitation Act 1980 CIPD recommendation
Hannah Carruthers Hannah Carruthers		Employee Relations Management Complaints procedure	Complaints procedure	HR Manager HO HR Manager HO		Yes	Management of the relationship between LVJB and trade unions and employee Operational needs	HR	Network drive	Close records at termination or agreemen		d Retain records for 10 years after Date Closed	Destroy	Delete	N/A
Hannah Carruthers Hannah Carruthers		MINUTES MINUTES		HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	n/a n/a	Retain permanently Retain permanently				N/A N/A
Hannah Carruthers	Human Resources	MINUTES	SAA Minutes	HR Manager HO	C Restricted	Yes	Operational needs	HR	Network drive	n/a	Retain permanently				N/A
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy		HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy		HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers	Human Resources	Procedure / Policy	Control of Smoking at Work	HR Manager HO	C no	Yes	Operational needs	HR	Network drive	until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy		HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy	Information management & Technology Security Policy Interim Policy on Preparation for Normal Retirement	HR Manager HO		Yes Yes	Operational needs	HR HR	Network drive	until superseded until superseded					
Hannah Carruthers	Human Resources		LG Pension Scheme Policy Proposals for Employers Discretions	HR Manager HO	C no	Yes	Operational needs	HR	Network drive	until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy	Long Service Awards Minimum Staffing Levels - Interim Guidance Note	HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers		Procedure / Policy Procedure / Policy		HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers	Human Resources	Procedure / Policy	Performance Management Policy	HR Manager HO	C no	Yes	Operational needs	HR	Network drive	until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy		HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers		Procedure / Policy Procedure / Policy	Records Management Policy	HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive	until superseded until superseded					
Hannah Carruthers	Human Resources	Procedure / Policy	Risk management Strategy	HR Manager Ho	C no	Yes	Operational needs	HR	Network drive	until superseded					
		Procedure / Policy Procedure / Policy		HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy	Staff Car Allowance Scheme Staff Car Scheme	HR Manager HO		Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers	Human Resources	Procedure / Policy	Training and Education Policy - LVJB	HR Manager HO		Yes	Operational needs	HR	Network drive	until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy		HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy	Policy on Employment Breaks	HR Manager HO		Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					Employment Rights Act 1996
Hannah Carruthers	Human Resources	Procedure / Policy	Sickness Allowance Changes	HR Manager HO	C no	Yes Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996 Employment Rights Act 1996
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy		HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					Employment Rights Act 1996 Employment Rights Act 1996
Hannah Carruthers		Procedure / Policy	Disciplinary Code	HR Manager HO		Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996
Hannah Carruthers Hannah Carruthers	Human Resources	Procedure / Policy Procedure / Policy	Fair Treatment at Work	HR Manager HO HR Manager HO	C no	Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					Employment Rights Act 1996 Employment Rights Act 1996
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy		HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					Employment Rights Act 1996 Employment Rights Act 1996
Hannah Carruthers	Human Resources	Procedure / Policy	Grievance Procedures	HR Manager HO	C no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996
Hannah Carruthers Hannah Carruthers	Human Resources	Procedure / Policy Procedure / Policy		HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					Employment Rights Act 1996 Employment Rights Act 1996
Hannah Carruthers Hannah Carruthers	Human Resources	Procedure / Policy Procedure / Policy		HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					Employment Rights Act 1996 Employment Rights Act 1996
Hannah Carruthers	Human Resources	Procedure / Policy	Annual Leave - Broken Periods of Service and Floating Days	HR Manager HO	C no	Yes	Operational needs	HR	Network drive	until superseded					SI 1998/1833 Work Time Regulations
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy	Annual Leave - Leave Year Instruction Time Off Work for Trade Union Duties and Activities	HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					SI 1998/1833 Work Time Regulations Trade Union and Labour Relations (Consolidation) act 1992
Hannah Carruthers Hannah Carruthers	Human Resources	Procedure / Policy Procedure / Policy	Time Off Work for Trade Union Safety Representatives Policy	HR Manager HO	C no	Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					Trade Union and Labour Relations (Consolidation) act 1992
Hannah Carruthers	Human Resources	Procedure / Policy	Sickness Absence Employee Reporting Chart	HR Manager HO	C no	Yes	Operational needs	HR	Network drive	until superseded					Employment Rights Act 1996
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy	Sickness Allowance Changes Career Development - Salary Progression for Surveying Technicians	HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers	Human Resources	Procedure / Policy Procedure / Policy	Clear Desk and Clear Screen Policy	HR Manager HO		Yes	Operational needs Operational needs	HR HR	Network drive	until superseded					
Hannah Carruthers Hannah Carruthers	Human Resources	Procedure / Policy	Equality Policy	HR Manager HO	C no	Yes Yes	Operational needs	HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy		HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers	Human Resources	Procedure / Policy	Redeployment Procedure	HR Manager HO	C no	Yes	Operational needs	HR HR	Network drive	until superseded					
Hannah Carruthers Hannah Carruthers		Procedure / Policy Procedure / Policy	Time Off for TU Duties Policy	HR Manager HO HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers Hannah Carruthers	Human Resources	Procedure / Policy Procedure / Policy	Time Off for TU Learning Reps Policy	HR Manager HO		Yes Yes	Operational needs Operational needs	HR HR	Network drive Network drive	until superseded until superseded					
Hannah Carruthers	Human Resources	Procedure / Policy	Workplace Wellness	HR Manager HO	C no	Yes	Operational needs	HR	Network drive	until superseded					
Hannah Carruthers Kier Murray	Human Resources Corporate	Procedure / Policy Finance		HR Manager HO ICT BO		Yes No	Operational needs Operational needs	HR ICT Sectio	Network drive in Online	until superseded Duration of licence	n/a	n/a	Confidential Waste	n/a	
Kier Murray	Corporate	Finance	Contracts	ICT BO	C Restricted	No	Operational needs	ICT Section	n Online	Duration of contract	n/a	n/a	Confidential Waste	n/a	Audit Scotland/Internal Audit
Bernie Callaghan	Corporate	Audit Audit	Electronic Interface File Emails	Head of Governace BO Head of Governace BO	C No	No	Audit Requirement Audit Requirement	n/a n/a	Network Drive Network Drive	Revaluation Revaluation	n/a n/a	2 Reval Periods + 1year 2 Reval Periods + 1year	n/a n/a	Delete from Network Delete from Network	Audit Scotland/Internal Audit Audit Scotland/Internal Audit
		Audit Audit	Interface File Receipts Interface Correspondence	Head of Governace BO Head of Governace BO		No No	Audit Requirement Audit Requirement	n/a n/a	Network Drive Network Drive	Revaluation Revaluation	n/a n/a	2 Reval Periods + 1year 2 Reval Periods + 1year	n/a n/a	Delete from Network Delete from Network	Audit Scotland/Internal Audit Audit Scotland/Internal Audit
Bernie Callaghan	Corporate	Audit	Interface Files Emails & Documentation (preceding revaluation period	d)Head of Governace B0	C No	No	Audit Requirement	n/a	Network Drive	Revaluation	n/a	2 Reval Periods + 1year	n/a	Delete from Network	Audit Scotland/Internal Audit
		Audit Audit	Interface Audit Reconciliation Documentation Interface Audit Reports	Head of Governace BO Head of Governace BO		No No	Audit Requirement Audit Requirement	Governace n/a	n/a Network Drive	Revaluation Revaluation	2 Reval Periods + 1year n/a	n/a 2 Reval Periods + 1year	Confidential Waste n/a	n/a Delete from Network	Audit Scotland/Internal Audit Audit Scotland/Internal Audit
Bernie Callaghan	Corporate	Audit Audit	System Mismatch Reports	Head of Governace BO	C No	No	Audit Requirement Audit Requirement	n/a n/a	Network Drive Network Drive	Revaluation Revaluation	n/a n/a	2 Reval Periods + 1year 2 Reval Periods + 1year	n/a n/a	Delete from Network Delete from Network	Audit Scotland/Internal Audit Audit Scotland/Internal Audit
		Audit	Notice Issue Reports	Head of Governace IL	No	No	Audit Requirement	n/a	Network Drive	End of year	n/a	1 year	n/a	Delete from Network	Audit Scotland/Internal Audit
Bernie Callaghan		Audit	Task Specific Audit Reports	Head of Governace BO	C 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

Bernie Callaghan Corporate Bernie Callaghan Corporate Bernie Callaghan Corporate Bernie Callaghan Corporate	Audit Audit Audit Audit	Driver Documentation KPI Monthly Performance Stats SAA Best Value Statistics RVAPP Statistics	Head of Governace HC Head of Governace BC Head of Governace GE Head of Governace BC	No No No	No No No	Employers Duty of Care Legislative Requirement Legislative Requirement Business Requirement	n/a Governace	Network Drive & Sharepoil Network Drive Network Drive	End of year Revaluation	1 year n/a n/a 2 Reval Periods + 1year	n/a 5 years 15 years 2 Reval Periods + 1year	Confidential Waste n/a n/a Confidential Waste	n/a Delete from Network n/a Delete from Network	Health & Saftety Legislation Local Government in Scotland Act 2003 Local Government in Scotland Act 2003 Scottish Government Requirement
Bernie Callaghan Corporate	Audit	Portal Ticketed Enquiry Emails	Head of Governace KM	No	No	Business Requirement	n/a	Network Drive	End of year	n/a	5 years	n/a	Delete from Network	Scotish Government Initiative

Calian Plays Cali																			_	
Figure F	FUNCTION	N Describes Activi	tivity Further defines	Transaction Record Description	Actioned by	Owner	Confident	tialit Vital		Location o	Location of Digital Information								Electronic disposal status/notes	Civica Disposal Profile
Caller Piges Descript Reportance Descript Reporta	the bus	business the b	e business process				У	Recor	rd Retention	Paper File:	;	start of the retention period.	the length of time records must be	the length of time records must be	disposal action following end of					
Second Registration Continue Plant Second Registration Continue Plant Second Registration Continue Plant Second Registration Continue Plant Second Registration Second Registratio	functi	nctions that											kept following the retention dispos	al kept following the retention dispos	al retention period		need to be created, received an			
Calim Page Cali		•		5		CB	No	Yes										applications (currently valid for 15 year period) also worth retaining as valuable historic document. Monitor	All paper Electoral Registers over 15 years have been shredded as per disposal profile.	=
Column Pigers Sectoral Registration Sectoral Reg	Electoral Regis	egistration Publishe	· ·	Statutory Recipients/Purchasers	Managers	IL		Yes	Legislative/Operation		•	•		•						
Column Pignal Electrical Registration Registration Designation (Particular Registration Registration Designation (Particular Registration Registration Processes Registration	Electoral Regi	Registration Absent	nt Voters			IL	Restricted	Yes	Legislative	File Room	Civica		5 Years	5 Years (following AVPI refresh updates)	Confidential Waste	Civica Disposal Module			244,121 absent votes due to be removed if disregarding process status. 231113 if only deleteing avs where process is not active. Will all active process not be on Eros? Should the retention schedule not	Applications
Callum Pgot Electroni Registration Canno Callum Pgot Electroni Registration Callum Pgot Electroni Registration Callum Pgot Electroni Registration Canno Callum Pgot Electroni Registration Canno Callum Pgot Electroni Registration Canno Callum Pgot Electroni Registra	Electoral Regi	Registration Absent \				IL	Restricted	Yes	Legislative	File Room	Eros		5 Years	5 Years (following AVPI refresh updates)	Confidential Waste	Eros Archive		Migration of electronic images from Civica to Eros Completed. All images now scanned on to Eros.	Postal votes shredded and destroyed 2.5.11 to 31.12.11 on 30 Nov 2017.	-
Callum Piget Callu				(Overseas, Service, Local Connection,	Managers	CB		Yes	Legislative/Operation	Section						•				Electoral Registration/Special Category Elector Declarations
Callum Pigott Electoral Registration Form Pigott Electoral Registration Form Pigott						IL		Yes	Legislative											Electoral Registration/AVPI Notic
Callum Pigott Ca						IL		Yes	Legislative/Operation	al Mail Room						Delete				Electoral Registration/HEF Forms
Callum Pigott Electoria Registration Callum Pigott Electoria Registration Callum Pigott Electoria Registration Collum Pigo						IL		Yes	Legislative/Operation	al Mail Room										Electoral Registration/ITR Forms Electoral Registration/Canvass Fe
Callum Pigot Electoral Registration Callum Pigot Electoral Registration Forms (PIFS) Admin CB Restricted Yes Operational needs Support Confidential Waste Confidential Was						CB		Yes	Operational needs									Household Canvass forms replaced by Household Enquiry forms (HEFs) from 2014/2015.		Electoral Registration/Canvass F Electoral Registration/General
Callum Pigot I Beltorin Registration Declaration Pigot I Beltorin Registration Declaration Pigot I Beltorin Registration Pigot I Beltor						CB		Voc	Operational needs									Votor Popietration forms replaced by Invitation to Popieter forms (ITPs) from 2014/2015		Electoral Registration/Voter
Callum Pigot Electoral Registration Pigot Electoral Registration Applications (USC Discoss) Managers College Englished Pigot Discossing Managers College Englished Pigot						CB		Vac	Operational needs	N/A								void registration forms replaced by invitation to register forms (Triss) from 2014/2015.		Electoral Negistration(vote)
Foodular listractions data properties of Rolling Registration ER Rolling Registration Excitation Data Sets Admin CB Restricted Ves Operational needs N/A Sharepoint/Network Drives 12 Months N/A Callum Pigott Electoral Registration ER Rolling Registration From Part Sets Admin CB Restricted Ves Operational needs N/A Operational needs N/A Property Information New Council Tax Payers Information Admin CB Restricted Ves Operational needs N/A Network Drives 12 Months N/A Callum Pigott Electoral Registration Rolling Registration Rolling Registration Registration Registration Review Property Information Admin CB Restricted Ves Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network Callum Pigott Electoral Registration Rolling Registration Review Property Information Admin CB Restricted Ves Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network Callum Pigott Electoral Registration Registration Review Property Information Admin CB Restricted Ves Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network Callum Pigott Electoral Registration Registration Review Property Information Admin CB Restricted Ves Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network Callum Pigott Electoral Registration Review Pigott Pig	Electoral Regi		Registration Applications	European Parliamentary Registration	Admin	CB		Yes	Operational needs		Civica/Eros			5 Years					disposal profile applied in civica live. Profile set up with retention	Electoral Registration\European Parliamentary Registration Election
Callum Pigott Electoral Registration ER Rolling Registration ER Rolling Registration Prisoner Data Sets Admin CB Restricted Ves Operational needs N/A 7?? Callum Pigott Electoral Registration ER Rolling Registration ER Rolling Registration New Council Tax Payers Information Admin CB Restricted Ves Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network Callum Pigott Electoral Registration New Property Information Admin CB Restricted Ves Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network Callum Pigott Electoral Registration New Property Information Admin CB Restricted Ves Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network	Electoral Regi	Registration ER Proc				CB	Restricted	Yes	Operational needs	N/A	Sharepoint/Network Drives	Whilst relevant	N/A	Ongoing whilst relevant	N/A	Delete			n/a	
Callum Pigott Electoral Registration ER Rolling Registration New Property Information Admin CB Restricted Yes Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network Callum Pigott Electoral Registration ER Rolling Registration New Property Information Admin CB Restricted Yes Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network Callum Pigott Electoral Registration ER Rolling Registration New Property Information Admin CB Restricted Yes Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network	Electoral Regi	Registration ER Rolli	tolling Registration			CB	Restricted	Yes	Operational needs	N/A	Sharepoint/Network Drives	12 Months	N/A		N/A					
Callum Pigott Electoral Registration ER Rolling Registration New Property Information Admin CB Restricted Yes Operational needs N/A Network Drives Current register year plus one N/A 12 Months N/A Delete from Network	Electoral Regi	Registration ER Rolli	tolling Registration			CB	Restricted	Yes	Operational needs	N/A	???				N/A					
	Electoral Regi					CB		Yes		N/A									CP deleted 6 months 26/10/2017	
Callum Pigott Electoral Registration ER Correspondence (EIR) General Correspondence Admin IL Restricted Ves Operational needs Mail Room Eros Following monthly updates period within three 3 Months 5 Years Confidential Waste	Electoral Regi	Registration ER Rolli	tolling Registration	New Property Information	Admin	CB	Restricted	Yes	Operational needs	N/A	Network Drives	Current register year plus one	N/A	12 Months	N/A	Delete from Network				
	Electoral Regi	Registration ER Corr	Correspondence (IER)	General Correspondence	Admin	IL	Restricted	Yes	Operational needs	Mail Room	Eros	Following monthly update period within three	3 Months	5 Years	Confidential Waste	Delete			One sack of general correspondence for month of July disposed off	=

Data FUNCT	ION Activity Further	Transaction Record	Actioned by	Owne	Confidentia	li Vital	Reason for	Location of	Location	Disposal Trigger Event that	Retention Period	Retention Period Electronic	Disposal	Disposal Action	Authority Identifies the legal	COMMENTS	Electronic disposal status/notes	Civica Disposal Profile
	es the defines the busines		,,	r	ty		Retention	Paper Files	of Digital			Specifies the length of time records	Action Paper	Electronic	or regulatory reasons that			
From busine	s process that record					d			Informatio	period.		must be kept following the retention	Specifies	Specifies disposa	records need to be created			
Callum Pigott Admin -	/aluation Valuation Roll	Building Warrant Lists	Admin Managers	NM	No	Yes	Legislative/Operation	o Admin Section	N/A	12 Months	12 Months	N/A	Confidential Waste	N/A	-		Building warrant lists over 12 months have been shredded as per disposal profile.	
	/aluation Valuation Roll	Granted Building Warrant Plans		NM	No	Yes	Legislative/Operation		N/A	Until processed and passed to Tech	2 Months	N/A	Passed to Tech					
	/aluation Valuation Roll Names	Lands Valuation Schedules (Retu		IL.	Restricted Restricted	Yes Yes	Operational needs		Civica	Retain current issue plus one	3 Months 3 Months	up to 5 Years 24 Months		Civica Disposal Module Civica Disposal Module			2006 - 2009 - 1 month retention applied. What happens for pdf roi and dlo roi types.	Valuation Roll and Council Tax\V Valuation Roll and Council
	/aluation Valuation Roll Names /aluation Valuation Roll	General Correspondence Planning Permission Lists	Admin Managers Admin Managers	NM	No.	Yes	Operational needs Operational needs		Civica Network	24 Months 12 months paper/6 months electronic	12 Months	6 Months		Delete from Network			ER & VR names for May & June 2017 have been disposed by confidetial waste	Valuation Roll and Council
	/aluation Council Tax	Deleted Domestic Property Files		II	Yes	Yes	Operational needs		N/A	Historical Value	10 Years	N/A	Confidential Waste		N/A			
	/aluation Valuation Roll	Lodged Building Warrant Plans		NM	No	No	Operational needs		N/A	Until warrant period expires	5 Years	N/A	Confidential Waste		N/A			
Gary Elliot Council	ax General Enquiries	Correspondence General	Senior Technicians/Technician	GE ns	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		applied to ct general email, letter and reply. Retention period dispose of after 5 years of last viewed and not attched to live process. Is that ok or should it be 5 years after creation?	Valuation Roll and Council Tax\C General Correspondence
Gary Elliot Council	ax Property Records	Building Control - approved warra	antSenior	GE	Restricted	Yes	Operational needs	Paper Files /	Civica	Receipt of building warrant	Until further amendmer	nt Retain while relevant, taking account of City	Confidential Waste	Delete from Civica	1992 Local Government Finance Act		Not sure we can implement disposal trigger	
		plans	Technicians/Technician					Technical Divisions				Archive requirements						
Gary Elliot Council		Planning Permissions	Senior	GE	Restricted	Yes	Operational needs		Civica	Receipt of planning permission	Until receipt of building			Delete from Civica	1992 Local Government Finance Act		Doc type(s)? Could only implement a 5 year retention I think	
Gary Elliot Council		House Survey Record Card	Senior	GE	Restricted	No	Operational needs		Civica	New entry on Val List		Demolition plus 1 year		Delete from Civica	1992 Local Government Finance Act		Not sure we can implement disposal trigger	
Gary Elliot Council		Proposal / Appeal	Senior	GE	Restricted	Yes	Operational needs		Civica	Document Scanned	Until appeal completed			Deletion From Civica	1992 Local Government Finance Act		n/a	
Gary Elliot Council		Valuation Instructions House Plans (in house)	Head of Valuation Senior	GE GE	No No	Yes Yes	Operational needs	Paper / Technical Paper / Technical	Intranet Civica (if	Revaluation Receipt of plans	Revaluation plus 2 year Until digital copy made			Retain while relevant Retain while relevant	1992 Local Government Finance Act 1992 Local Government Finance Act		n/a until revaluation	
Gary Elliot Council		House Valuation Sheets	Senior	GE	No.	Yes	Operational needs		Civica (II	New entry on Val List		Whilst relevant	No paper copy		1992 Local Government Finance Act		n/a	
Gary Elliot Council		Written Submissions	Divisional Assessors	GE	Restricted	No	Operational needs		Sharepoint	Revaluation	Revaluation plus 1 year		Confidential Waste		1854 Lands Valuation (Scotland) Act		n/a	
Gary Elliot Valuation		Appeal Correspondence	TSO/DA's	GE	Restricted	Yes	Operational needs		Civica	Document Scanned		rs Revaluation plus 5 years		Deletion From Civica			2005 profile applied in test. Will need to create 2010 and 2017 at a later date	
Gary Elliot Valuatio		General Correspondence	TSO's / Valuers	GE	Restricted	Yes	Operational needs		Civica	Receipt of Correspondence	Until Scanned	Revaluation plus 1 year		Deletion From Civica			n/a	
Gary Elliot Valuation		Reply to General Correspondence		GE	Restricted	Yes	Operational needs		Civica	Enquiry Dealt With	Until Scanned	Revaluation plus 1 year		Deletion From Civica			n/a	
Gary Elliot Valuation	Roll Information Collection	Return of Building Cost Information		GM	Restricted	Yes	Operational needs	Paper / Valuers	Civica	Receipt of Correspondence	As required	As required	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act		n/a	
Gary Elliot Valuation	Roll LT Appeals	Appeal Correspondence	Divisional Assessors	GM	Restricted	Yes	Operational needs	TSO's	Civica	Revaluation	Resolution plus 5 years	s As required	Confidential Waste	Deletion From Civica	1854 Lands Valuation (Scotland) Act		n/a	
Gary Elliot Valuation	Roll Appeals	Recordings of Appeal Hearings	TSO's	GM	Restricted	Yes	Operational needs	No paper copy	Memory	Appeal Hearing	1 month	1 Month	No paper copy	Memory Card Wipe	1854 Lands Valuation (Scotland) Ac-	t A reasonable amount of time should be allowed to take late requests into account. Also, if a sta	ated	
									Card/WPO							case is required, retention of the record will be required until such time as a stated case is		
																finalised.		
Gary Elliot Valuation		Valuation Instructions	Head of Valuation	GE	No	Yes	Operational needs			Revaluation		Revaluation plus 10 years	Bin	N/A	1854 Lands Valuation (Scotland) Act		n/a	
Gary Elliot Valuation		Deleted Commercial Property File		GM	No	Yes	Operational needs			Deletion from VR	10 years from deletion		Confidential Waste		1854 Lands Valuation (Scotland) Act			
Gary Elliot Valuation		Building Warrants	Admin	GM	Restricted	Yes	Operational needs		N/A	Receipt	As required	N/A	Confidential Waste		1854 Lands Valuation (Scotland) Act			
Gary Elliot Valuation Gary Elliot Valuation		Lands Tribunal Decisions Valuation Roll	Myra Ebner	Myra BC	No No	Yes Yes	Operational needs Operational needs		Internet	Publication of Decision Publication of Roll	Perpetuity Perpetuity	Perpetuity Perpetuity	Retain Retain	Perpetuity Perpetuity	1854 Lands Valuation (Scotland) Act 1854 Lands Valuation (Scotland) Act		n/a	
Gary Elliot Valuatio		Valuation Roll Working Copy	II IT	BC	NO Restricted	Yes	Operational needs		Internet	End of Revaluation	No paper record	Perpetuity	Retain	Perpetuity	1854 Lands Valuation (Scotland) Act			
Gary Elliot Valuatio		Dimension Sheets	Valuers	GF.	No.	Yes	Operational needs		miconioc	Survey of property	Until documents	Perpetuity Perpetuity or deletion plus 5 years	Confidential Waste			t Dispose of superseded areas where appropriate		
Gary Elliot Valuatio		Property Plans	Valuers	GE	No.	Yes	Operational needs			Receipt from Council	Until documents	Perpetuity or deletion plus 5 years Perpetuity or deletion plus 5 years	Confidential Waste			t Dispose of superseded aleas where appropriate t Dispose of superseded plans where appropriate	where is the electronic copy?	
Gary Elliot Valuatio		Survey Reports	Valuers	GE	No.	Yes		Paper/Subject File		Survey of property	Until documents	Perpetuity or deletion plus 5 years	Confidential Waste			t Dispose of superseded reports where appropriate	where is the electronic copy?	
Gary Elliot Valuation		Valuations	Valuers	GE	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		whole is the distribute copy.	
Gary Elliot Valuation		Planning Permissions	Admin	GM	Restricted	Yes	Operational needs		Civica	Receipt	5 years	N/A	Confidential Waste		1854 Lands Valuation (Scotland) Act	i	n/a	
Gary Elliot Valuation	Roll Appeals	Written Submissions	Divisional Assessors	GE	Restricted	Yes	Operational needs	Word / DA's	Sharepoint	Request for Written Submission to VAC	Revaluation plus 1 year	r As required	Confidential Waste	Retain while relevant	1854 Lands Valuation (Scotland) Act		n/a	
Gary Elliot Valuation	Roll Information Collection	VAC Accounts, VAC Secretary	Nick Chapman	NC	Restricted	Yes	Operational needs	Head of Valuation	n/a	Receipt of Correspondence	6 Years	6 Years	Confidential Waste	n/a	Audit Scotland/Internal Audit	Disposal of paper copy may be delayed beyond 1 month until such time as the record has been	ın.	
Valuatio	Roll Information Collection	account correspondence? Legal Accounts	Nick Chapman	NC	Restricted	Yes	Operational peeds	Head of Valuation	Network Driv	e Receipt of Correspondence	6 Years	6 Years	Confidential Waste	delete	Audit Scotland/Internal Audit	input to the relevant database spreadhseet of advocate invoices held in spm dir		
Gary Elliot Valuation		Completion Notices Issued	TSO's	GM	Restricted	Yes		Paper / Valuers	Civica	Issue of Completion Notice		Revaluation plus 5 years		Deletion From Civica	Previous Legislation	apreautages of advocate invoices field in april dil	VR completion notice? No completion certificates pre 2012?	
	Suppport Leases	Lease Copies	TSO/Valuers	GE	Restricted	Yes	Operational needs		Civica	Document Scanned	3 Months	Revaluation plus 5 years		Delete from Civica	1854 Lands Valuation (Scotland) Act		profile applied in test. Check I have understood trigger correctly. Different doc types with samname - can't select both eg CRe Form 2014 Lease.	ne Valuation Roll and Council Tax\V CRE & Leases <year></year>
•	Suppport Property Records	Licensing Board Lists	TSO		Restricted	Yes	·	Support Section	Civica	Document Scanned	3 months	Revaluation plus 1 years		Delete from Civica	1854 Lands Valuation (Scotland) Act		Licensing board application? 1st received in 2013? Wait till 2022 and delete all of this doc typ- From 01/04/2017 new doc type eg 'licensed app 2017' should be used to enable application o	of
•	Suppport Questionnaires - Cost Enquiries	Cost Enquiry Returns	TSO/Valuers		Restricted	Yes		Support Section	Civica	Document Scanned		r Revaluation plus 5 years			1854 Lands Valuation (Scotland) Act		doc types - 2010 RQ Cost Enquiry & 2010 RG Cost Enquiry email. Bulk delete on 01/04/2022	
	Suppport Questionnaires - License Turnover	, ,	TSO/Valuers		Restricted	Yes	Operational needs	Support Section	Civica	Document Scanned	. ,	Revaluation plus 5 years			1854 Lands Valuation (Scotland) Act 1854 Lands Valuation (Scotland) Act		2000 profile applied with 3 year retention (everything seems to have been scanned 2007) 201 profile applied with 5 year retention. 2010 - 2013 set up with retention period set to 2022 2005 profile applied with 5 year retention (legal with a legal). 2010 by 2014 set up with individual.	Licensed Property Returns
•	Suppport Questionnaires - Rent Re		TSO/Valuers TSO/Valuers	GM	Restricted	Yes				Document Scanned		r Revaluation plus 5 years r Revaluation plus 5 years		Deletion From Civica Deletion From Civica	,		2005 profile applied with 5 year retention (including leases). 2010 to 2014 set up with individu profiles. No 2015/2016 doc types, presumably exist in live profile applied in test for 2005. 2010 applied with 12 year retention period. No 2017 forms in	
	Support Questionnaires - Revalua Support Questionnaires - Through		TSO/Valuers	GM	Restricted	Yes	Operational needs Operational needs		Civica Civica	Document Scanned Document Scanned		r Revaluation plus 5 years r Revaluation plus 5 years		Deletion From Civica			doc type(s)? Queried with GE/HC 23/3/16	
	l Suppport Questionnaires - milougi	Citation Lists	TSO	GM	No	Yes	Operational needs			e Appeal Citation		r Revaluation plus 3 years		Delete from network	1992 Local Government Finance Act		Are citations list not published on the website?	
	Support Appeals	Countdown Sheets	TSO	GM	No.	No.		TSO's and Valuers		e Appeal Citation		Up until appeal hearing	Bin VVast	Delete from network	Valuation Appeal Committee		Are ditations has not published on the website?	
	Support Appeals	Hearing Lists	TSO	GM	No	Yes	Operational needs			e Appeal Hearing		rs Revaluation plus 5 years	Confidential Waste	Delete from network	Valuation Appeal Committee		Are hearing lists not published on the website?	
	Support Appeals	VAC minutes / decisions	Myra Ebner	Myra	No	Yes	Operational needs			Document receipt	Perpetuity	Perpituity	N/A	Perpetuity	Valuation Appeal Committee		n/a	
	Support Appeals	VAC Productions	TSO	GM	No	Yes	Operational needs			e Appeal Hearing	Revaluation	Perpituity	Confidential Waste		Valuation Appeal Committee			
		Historic RV Certificates	TSO	GM	No	No	Operational needs		Civica	Issue of Certificate	6 months	5 years		Delete from Civica	Audit Scotland/Internal Audit		profile applied in test	
	Suppport Enquiries				NO													
	Suppport Enquiries	House Valuation Certificates 1989/1990 Valuation Roll	Senior Technicians TSO	GM GM	Restricted Restricted	No Yes	Operational needs Operational needs	TSO's	Civica Network Driv	Issue of Certificate	6 months N/A	5 years Retain permanently		Delete from Civica	Audit Scotland/Internal Audit Finance Act		doc type(s)? Queried with GE/HC 23/3/16	