

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

Data Return From	FUNCTION Describes the business functions	Activity Further defines the business process that records support	Transaction Record Description	Actioned by	Owner	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	Retention Period Electronic Specifies the length of time records must be kept following the retention disposal	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	COMMENTS	Electronic disposal status/notes	Civica Disposal Profile
Callum Pigott	Electoral Registration	Historic Registers	Archived Electoral Registers	Admin Managers	CB	No	Yes	Legislative/Operational	Admin Section	Pickwork data held on in-house application(LVJBAPP)Eros(LVJBEL)	Legislative/Operational requirement	15 Years	15 Years	Confidential Waste	Archive Application/Eros Archive	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	All paper Electoral Registers over 15 years have been shredded as per disposal profile.		
Callum Pigott	Electoral Registration	Published Registers	Newly Published Registered Issued to Statutory Recipients/Purchasers	Admin Managers	IL	Restricted	Yes	Legislative/Operational	N/A	Sharepoint	2 weeks after upload to SharePoint	N/A	14 days	N/A	Delete				
Callum Pigott	Electoral Registration	Absent Voters	Expired Absent Voter Applications	Admin Managers	IL	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				
Callum Pigott	Electoral Registration	Absent Voters	Absent Voting Applications (Postal, Proxy and Postal Proxy)	Admin Managers	IL	Restricted	Yes	Legislative	File Room	Eros	60 Months following initial application or AVPI refresh	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.	244,121 absent votes due to be removed if disregarding process status. Z31113 if only deleting as where process is not active. Will all active process not be on Eros? Should the retention schedule not Postal votes shredded and destroyed 2.5.11 to 31.12.11 on 30 Nov. 2017.	Electoral Registration/Absent Voter Applications	
Callum Pigott	Electoral Registration	Registration Declarations	Special category elector Declarations (Overseas, Service, Local Connection, Overseas, Service, Local Connection, Absent Voter Personal Identifier (AVPI))	Admin Managers	CB	Restricted	Yes	Legislative/Operational	Support Section	Civica/Eros	Following monthly update period within 3 months	3 Months	5 Years	Confidential Waste	Civica Disposal Module/Eros Archive	Service declarations can be valid for up to 5 years. All other declaration types require renewal on an annual basis.	disposal profile applied in test (5 years)	Electoral Registration/Special Category Elector Declarations	
Callum Pigott	Electoral Registration	Absent Voters	Absent Voter Personal Identifier (AVPI)	Admin	IL	Restricted	Yes	Legislative	File Room	Eros	60 Months following initial application or AVPI	5 Years	5 Years (following AVPI refresh updates)	Confidential Waste	Delete		disposal profile applied in test (5 years)	Electoral Registration/AVPI Notices	
Callum Pigott	Electoral Registration	ER IER Canvass	Household Enquiry Forms (HEFs)	Admin	IL	Restricted	Yes	Legislative/Operational	Mail Room	Eros	End of Canvass period following Register	3 Months	10 Years (From 2014)	Confidential Waste	Delete	HEFs first issued under IER transition rules from 15 October 2014. First IER Canvass using HEFs commences 1	disposal profile applied in test (10 years).	Electoral Registration/HEF Forms	
Callum Pigott	Electoral Registration	ER IER Rolling Registration	Invitation to Register Forms (TRFs)	Admin	IL	Restricted	Yes	Legislative/Operational	Mail Room	Eros	Following monthly update period within three	3 Months	10 Years (From 2014)	Confidential Waste	Delete	Household Canvass forms replaced by Household Enquiry forms (HEFs) from 2014/2015.	disposal profile in test (10 years). DM disposed of August	Electoral Registration/TRF Forms	
Callum Pigott	Electoral Registration	ER Canvass	Canvass Forms	Admin	CB	Restricted	Yes	Operational needs	Support	Civica	Operational requirement	N/A	5 Years (Ongoing annual disposal until 2019)	No longer held	Civica Disposal Module		disposal profile in test - canvass forms applied in test & live	Electoral Registration/Canvass Forms	
Callum Pigott	Electoral Registration	ER Correspondence (pre IER)	General Correspondence	Admin	CB	Restricted	Yes	Operational needs	Support	Civica	Following monthly update period within three	3 Months	5 Years	Confidential Waste	Civica Disposal Module		disposal profile applied in test	Electoral Registration/General	
Callum Pigott	Electoral Registration	ER Rolling Registration	Voter Registration Forms (VRFs)	Admin	CB	Restricted	Yes	Operational needs	Support	Civica	Operational requirement	N/A	5 Years (Ongoing annual disposal until 2019)	No longer held	Civica Disposal Module		disposal profile applied in test	Electoral Registration/Voter	
Callum Pigott	Electoral Registration	Registration Declarations	Expired Registration Declarations	Admin	CB	Restricted	Yes	Operational needs	N/A	Civica	60 Months following full election cycle	N/A	5 Years	No longer held	Civica Disposal Module		not sure of the difference between this and special category	Electoral Registration/European	
Callum Pigott	Electoral Registration	EPE Registration Applications	European Parliamentary Registration Applications (UCS forms)	Admin Managers	CB	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		disposal profile applied in civica live - Profile set up with retention period of 5 years.	Parliamentary Registration Elections	
Callum Pigott	Electoral Registration	ER Processing	Electoral Registration Processing and Procedural Instructions	Admin Managers	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	Education Data Sets	Admin Managers	CB	Restricted	Yes	Operational needs	N/A	Sharepoint/Network Drives	12 Months	N/A	N/A	N/A	Delete				
Callum Pigott	Electoral Registration	ER Rolling Registration	Prisoner Data Sets	Admin Managers	CB	Restricted	Yes	Operational needs	N/A	???		N/A	N/A	N/A	Delete				
Callum Pigott	Electoral Registration	ER Rolling Registration	New Council Tax Payers 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		CP deleted 6 months 26/10/2017.		
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 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.		

