



Corporate Retention Schedule

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Document Control Information

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1.1	10/04/2014	Revised definition of 'Record'
1.2	23/02/2018	Reviewed; minor changes to formatting. Section 1.0 updated to reference GDPR. Section 2.0 updated to clarify relationship to BCS. Section 3.0 updated to reference GDPR.

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1.0 Introduction

A retention schedule is a document that lists the different types of records created, used and maintained by an organisation, and indicates how long they should be kept. These records can be in any format -- paper, email, scanned documents, audio files, and more -- but they should all be included in the retention schedule. Midlothian Council's Corporate Retention Schedule is a localised version of national models produced by the Scottish Council on Archives for use by all Scottish local authorities, also known as SCARRS.

The General Data Protection Regulation (GDPR) stipulates that information should be kept no longer than is necessary. Retention schedules are essential to ensuring the Council's compliance. A retention schedule covering all organisational records is also a compulsory element of the Council's Records Management Plan under the Public Records (Scotland) Act 2011.

Retention schedules help us to carry our business effectively and efficiently, making sure that only essential records are kept and valuable space isn't taken up unnecessarily.

2.0 Overview

The Retention Schedule is divided into twenty-six functions. These functions cut across Council service areas, instead of mapping directly to them. This allows the Retention Schedule to remain relevant in the event of organisational re-structuring.

The Retention Schedule is organised into four levels, according to the Council's Business Classification Scheme:

BCS1: Function
BCS2: Activity
BCS3: Transaction
BCS4: Record

Each record type has a 'retention rule' associated with it which states how long these records should be kept and what should be done with them at the end of their 'lives'.

3.0 Legislative framework

The Corporate Retention Schedule has been created with reference to the following legislation and standards:

Legislation

- General Data Protection Regulation
- Public Records (Scotland) Act 2011

Standards

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- Scottish Council on Archives Records Retention Schedules (SCARRS)

4.0 Intended audience

All members of staff are responsible for ensuring that records in their care are properly managed, and that the correct retention period is applied to them.

5.0 Scope

The Corporate Retention Schedule applies to records in all formats, both paper and electronic.

6.0 Definitions

Classification: the categorisation of records (both electronic and paper) into hierarchical classes of activities and functions.

Record: ‘information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.’¹ Certain records management procedures, such as registration and official retention periods, only apply to original records, not copies. Copies can be treated as documents, and official retention periods do not apply. **However, all documents have to be handled securely in line with information security and data protection policies and procedures, even if they are not official records.**

Retention schedule: a record which sets out how long particular types of records should be kept, and what disposal action should be taken.

7.0 Policy statement

See the Corporate Retention Schedule at <http://intranet/services/councilarchives/retschedenquiry.asp>.

8.0 Positions responsible for compliance

- All staff are responsible for ensuring that the Retention Schedule is correctly applied to their records. Staff are also responsible for seeking managerial approval for change requests and submitting them to the Records Officer.
- Managers are responsible for authorising change requests and overseeing compliance with the Retention Schedule within their service areas.
- Information Management Group (IMG) representatives are responsible for promoting and monitoring compliance within their service areas.
- The Records Officer is responsible for managing changes to the Retention Schedule and monitoring quality.

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9.0 Related documents

- Records Management Plan
- Business Classification Scheme

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