

| Function | Activity | Record Description | Disposal Policy | Disposal Method | Person Responsible | Notes | BIL Confidentiality | BIL Confidentiality-Description | BIL Integrity | Effective Impact Level | Effective Impact Level-Description |
|-----------|-------------------|--|---|------------------------------------|----------------------------------|--|---------------------|---------------------------------|---------------|------------------------|------------------------------------|
| Corporate | Correspondence | MP/MSP/Councillor Correspondence | 6 years after they have been superseded unless retained or destroyed under a specific category | Shred | Executive Assistant | | 0-3 | Depending on Content | 3 | 3 | Restricted |
| Corporate | Health and Safety | Accident Books, records and reports | 6 years unless accident involves a child, in which case 25 years | Confidential Disposal | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Corporate | Health and Safety | Burglar Alarm & Security Documents | Indefinite or until superseded. | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Health and Safety | Completed Incident Report forms and Operational Logs | 10 years | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Corporate | Health and Safety | Drivers License, MOT and insurance checks | Current plus 2 years | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Corporate | Health and Safety | Fire Alarm & Security Documents | Indefinite or until superseded. | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Health and Safety | Fire Drill & Evacuation Procedures | Indefinite or until superseded. | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Corporate | Health and Safety | Risk Assessments | Current version to be retained until superseded plus 1 previous version. | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Health and Safety | Visitor Books | 2 Years after use ceases | Confidential Disposal | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Corporate | Health and Safety | Audit Reports | Indefinite | Not Applicable | Executive Assistant | | 0 | Published | 2 | 2 | Protect |
| Corporate | Health and Safety | Business Continuity Plan | Indefinite or until superseded. | Removing normal means of retrieval | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| | | | | | | Sheets should be kept for 2 weeks from the last date recorded on the sheet | | | | | |
| Corporate | Health and Safety | Touch Point Cleaning Record | 2 weeks | Shred | Executive Assistant | | 1 | May be available under FOI | 1 | 1 | May be available |
| Corporate | Health and Safety | COVID Incident Reports | Destroy after 30 days | Electronic Deletion | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Corporate | Office Management | Cash Received Forms | 6 years after last entry | Shred | Executive Assistant | | 1 | May be available under FOI | 3 | 3 | Restricted |
| | | | Only last 20 images retained remainder automatically overwritten. Maximum retention period therefore 2 weeks unless there has been an incident. | Removing normal means of retrieval | Principal Administration Officer | | 3 | Restricted | 2 | 2 | Protect |
| Corporate | Office Management | CCTV Footage | 6 years from date of final settlement | Shred | Executive Assistant | | 1 | May be available under FOI | 2 | 2 | Protect |
| Corporate | Office Management | Complaints Files | After six years | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| | | | | | | Electronic version retained by VJB Clerk | | | | | |
| Corporate | Office Management | Copy of Valuation Joint Board Papers | Indefinite | Not Applicable | Executive Assistant | | 0 | Published | 2 | 2 | Protect |
| Corporate | Office Management | Credit Card Statements | After 6 years | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Data Access Request records | 6 years from date of final settlement | Removing normal means of retrieval | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Data Access Request Log | Indefinite | Not Applicable | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | External Contracts with suppliers | Six years after expiry of contract | Shred | Executive Assistant | | 1 | May be available under FOI | 2 | 2 | Protect |
| Corporate | Office Management | Extracted data for internal use | Non domestic - 6 years, Council Tax - indefinite, Corporate - 6 years | Removing normal means of retrieval | Executive Assistant | | 1 | May be available under FOI | 1 | 1 | May be available |
| Corporate | Office Management | Extracted data for other bodies | Non domestic - 6 years, Council Tax - indefinite, Corporate - 6 years | Removing normal means of retrieval | Executive Assistant | | 1 | May be available under FOI | 1 | 1 | May be available |
| Corporate | Office Management | Extracted data sent to councils | Non domestic - 6 years, Council Tax - indefinite, Corporate - 6 years | Removing normal means of retrieval | Executive Assistant | | 1 | May be available under FOI | 1 | 1 | May be available |
| Corporate | Office Management | FOI Case records | 6 years from date of final settlement | Shred | Executive Assistant | | 1 | May be available under FOI | 1 | 1 | May be available |
| Corporate | Office Management | FOI Case Log | Indefinite | Not Applicable | Executive Assistant | | 0 | Published | 1 | 1 | May be available |
| Corporate | Office Management | Grievance Records | 6 years from date of final settlement | Removing normal means of retrieval | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | ID Cards | On leaving | Shred | Executive Assistant | | 2 | Protect | 3 | 3 | Restricted |
| Corporate | Office Management | Information subject to a FOI request but scheduled for destruction | 6 months from the date of final FOI response. | Shred | Executive Assistant | | 0 | Published | 0 | 0 | Public |
| Corporate | Office Management | Internal Policy Documents/Practice Notes | Retain for five years after they have been superseded. | Shred | Executive Assistant | | 0 | Published | 2 | 2 | Protect |
| Corporate | Office Management | Internal Working Group Minutes | Dispose of after 5 years | Shred | Executive Assistant | | 1 | May be available under FOI | 2 | 2 | Protect |
| Corporate | Office Management | Legal Case Reports | Indefinite | Not Applicable | Executive Assistant | | 0 | Published | 0 | 0 | Public |
| Corporate | Office Management | Local Newspapers | Within 3 Months unless retained under a specific category - no copying; only original can be retained | Normal Waste | Executive Assistant | | 0 | Published | 0 | 0 | Public |
| | | | | | | Copy retained on Intranet | | | | | |
| Corporate | Office Management | Management Team Minutes | Indefinite | Shred | Executive Assistant | | 0 | Published | 2 | 2 | Protect |
| Corporate | Office Management | Personnel Files - Current year Staff | Indefinite | Not Applicable | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Recruitment Paperwork | 6 months from conclusion of recruitment process | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Exit questionnaires | Dispose of after 1 year | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Occupational Health Records | Termination of employment plus 6 years | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Disciplinary Records - case found/not found | Employment plus 6 years | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Grievance Records - case found/not found | Employment plus 6 years | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Personnel Files - Former staff | 6 years from leaving, thereafter in summary form | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Petty Cash books | 6 years after last entry | Shred | Executive Assistant | | 1 | May be available under FOI | 3 | 3 | Restricted |
| Corporate | Office Management | Portal Board/ Portal Management Committee Papers | Dispose of after 10 years unless Senior Responsible Officer or Treasurer in which case retain indefinitely | Shred | Executive Assistant | | 3 | Restricted | 3 | 3 | Restricted |
| Corporate | Office Management | Product Guarantees | For life of product or guarantee expiry period whichever occurs first | Normal Waste | Executive Assistant | | 1 | May be available under FOI | 1 | 1 | May be available |
| Corporate | Office Management | Receipts | After six years | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Corporate | Office Management | Record of Sales of Council Tax List, Valuation Roll & Electoral Register | Dispose of after 5 years | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| | | | | | | Distributed version on CD can be retained | | | | | |
| Corporate | Office Management | SAA Plenary & Committee Papers | Dispose of after 10 years | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Corporate | Office Management | SAA Working Group Papers | Dispose of after 10 years unless working group chairman in which case to be retained indefinitely | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Corporate | Office Management | Signing in sheets | Dispose of after 1 year | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |

| Function | Activity | Record Description | Disposal Policy | Disposal Method | Person Responsible | Notes | BIL Confidentiality | BIL Confidentiality-Description | BIL Integrity | Effective Impact Level | Effective Impact Level-Description |
|-------------|--------------------|--|---|------------------------------------|----------------------------------|-----------------------------------|---------------------|---------------------------------|---------------|------------------------|------------------------------------|
| Corporate | Office Management | Training Questionnaires/Information | Indefinite current staff, after 6 years for former staff | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| | | | | | | May be published for senior staff | | | | | |
| Corporate | Office Management | Travel & Subsistence Claims | 6 years from date of claim. | Shred | Executive Assistant | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Appeals | Appeal Settlement forms | Current year & previous five years | Shred | Divisional Assessor | | 1 | May be available under FOI | 2 | 2 | Protect |
| Council Tax | Appeals | Citation Lists | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Council Tax | Appeals | Court of Session decisions | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Council Tax | Appeals | Domestic Recorded Delivery Lists | Indefinite | Not Applicable | Divisional Assessor | | 2 | Protect | 0 | 2 | Protect |
| Council Tax | Appeals | VAC decisions | Indefinite | Not Applicable | Divisional Assessor | | 1 | May be available under FOI | 2 | 2 | Protect |
| Council Tax | Appeals | VAC Lists | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Council Tax | Appeals | VAC Productions | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 2 | 2 | Protect |
| Council Tax | Appeals | VAC Recordings (Council Tax) | 6 weeks after the VAC's decision has been issued unless an appeal to the Court of Session has been intimated. | Removing normal means of retrieval | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Appeals | VAC transcripts (Council Tax) | While case to Court of Session is possible or outstanding - Indefinite | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Appeals | Valuation List Appeal File | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Council Tax | Appeals | Valuation List Appeals - Computer | Indefinitely | Not Applicable | Divisional Assessor | | 1 | May be available under FOI | 2 | 2 | Protect |
| Council Tax | Audit Documents | Printed Valuation Lists | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Council Tax | Correspondence | General Domestic Correspondence (including Council advice of leases, land sales, social housing purchases) | Indefinitely | Not Applicable | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Survey Reports (electronic) | Indefinite | Removing normal means of retrieval | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Domestic Rating Practice Notes | Indefinitely in order to enable compliance with s111 of Local Government Finance Act 1992 | Not Applicable | Divisional Assessor | | 0 | Published | 1 | 1 | May be available |
| Council Tax | Property Record | Valuations/Comparison Lists (electronic) | Indefinitely | Not Applicable | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Valuation History -paper | Indefinitely | Not Applicable | Divisional Assessor | | 1 | May be available under FOI | 1 | 1 | May be available |
| Council Tax | Property Record | Valuation List Housing Development Folders | Indefinite | Not Applicable | Divisional Assessor | | 1 | May be available under FOI | 1 | 1 | May be available |
| Council Tax | Property Record | Valuation List LA Type Cards | Indefinitely | Not Applicable | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Valuation List Standard House Type Records | Indefinitely | Not Applicable | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Valuation List Survey/Plans/Areas in File | 6 years after they have been superseded if pre 01/04/1991 otherwise indefinite | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Valuation List Surveys - Computer | Indefinitely | Not Applicable | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Valuation List Surveys - Paper | Current year & previous five years | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Valuation List Technical Details - Computer | Indefinitely | Not Applicable | Divisional Assessor | | 2 | Protect | 3 | 3 | Restricted |
| Council Tax | Property Record | Valuation List Valuation - Paper | Indefinite | Not Applicable | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Finance Interface Files | Copies of the electronic files sent to Finance should be deleted after 6 years. | Electronic Deletion | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Property Record | Portal Interface Files | Deletion of Portal Interface Files after 1 year. | Electronic Deletion | Divisional Assessor | | 1 | May be available under FOI | 1 | 1 | May be available |
| Council Tax | Source Information | Personnel details - computer | Indefinitely | Not Applicable | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Council Tax | Source Information | Planning/Building Warrant Lists | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Council Tax | Source Information | Sasines/Land Vals - Paper & Electronic | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Council Tax | Source Information | Return of Information Forms - Paper | Indefinite | Not Applicable | Divisional Assessor | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Correspondence | Electoral Correspondence | After 2 years | Shred | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Correspondence | Request Forms for Supply of Register | Indefinite | Not Applicable | Principal Administration Officer | | 2 | Protect | 2 | 2 | Protect |
| Electoral | Source Information | Electoral Registers Printed and Electronic | Indefinite | Not Applicable | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Electoral Register Monthly Updates | 18 months | Removing normal means of retrieval | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Canvassers Lists | After 1 year | Removing normal means of retrieval | Principal Administration Officer | | 2 | Protect | 2 | 2 | Protect |
| Electoral | Source Information | Absent Voter's List | After 2 years | Shred | Principal Administration Officer | Partly Published | 1 | May be available under FOI | 3 | 3 | Restricted |
| Electoral | Source Information | Annual Canvass Forms - HEF's | Paper forms until the end of Canvass. Scanned forms/electronic forms after 2 years | Shred | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Postal Application | 2 years after the application has been cancelled otherwise indefinitely | Shred | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Boundary Changes | Indefinitely or until superseded | Removing normal means of retrieval | Principal Administration Officer | | 0 | Published | 0 | 0 | Public |
| Electoral | Source Information | Absent Voter Forms | For duration of qualifying period plus 1 year to allow for potential fraud investigation/court cases. | Shred | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Death Certificates | Deleted after processing/updating of records | Shred | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Documentary Evidence | Immediately following verification + 1 day | Removing normal means of retrieval | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Education List of Attainers | After 2 years | Shred | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | European Parliamentary Elector Forms | 1 year after qualifying period expired. | Removing normal means of retrieval | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Lists of failed Absent Votes (as provided by RO following electoral event) | Has to be destroyed within 3 months (legislation) | Removing normal means of retrieval | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |

| Function | Activity | Record Description | Disposal Policy | Disposal Method | Person Responsible | Notes | BIL Confidentiality | BIL Confidentiality-Description | BIL Integrity | Effective Impact Level | Effective Impact Level-Description |
|-----------|-------------------------|--|---|------------------------------------|----------------------------------|--|---------------------|---------------------------------|---------------|------------------------|------------------------------------|
| Electoral | Source Information | Special Declaration Elector Applications (Anonymous, Service, Local Connection & Overseas) | Retained for 12 months after expiration - maximum 5 years | Shred | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| | | | Hard copies to be disposed of after scanning determination and added to Monthly Update. | | | | | | | | |
| | | | Electronic copies to have NiNo redacted no later than 13 months after application determined and to be retained until 3 years after registration is superseded. | | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Voter Registration Forms - ITR's | | Shred | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| Electoral | Source Information | Council Tax Lists, University lists etc | After 2 years | Removing normal means of retrieval | Principal Administration Officer | | 3 | Restricted | 3 | 3 | Restricted |
| | | | | | | Calculated date in SharePoint Library with view that shows files ready for deletion. Process to be completed shortly after the 1st of the month. | | | | | |
| Electoral | Source Information | Prisoner Data | Only keep current plus previous months | Electronic Deletion | Principal Administration Officer | | 2 | Protect | 2 | 2 | Protect |
| | | Summary of Register of Electors (RPF29) as provided to General | | | Principal Administration Officer | | 0 | Published | 0 | 2 | Protect |
| Electoral | Statistical Information | Register of Scotland | Indefinite | Not Applicable | Principal Administration Officer | | 0 | Published | 0 | 2 | Protect |
| IT | Office Management | Deleted E-mail data | Skyscape retain for 30 days. | Removing normal means of retrieval | Systems Administrator | | 3 | Restricted | 3 | 3 | Restricted |
| IT | Office Management | Fault Logs | Indefinite | Not Applicable | Systems Administrator | | 3 | Restricted | 3 | 3 | Restricted |
| IT | Office Management | Hardware Guarantees | For life of product. | Removing normal means of retrieval | Systems Administrator | | 2 | Protect | 2 | 2 | Protect |
| IT | Office Management | Internet data logs | After 6 months | Removing normal means of retrieval | Systems Administrator | | 1 | May be available under FOI | 1 | 1 | May be available |
| IT | Office Management | Software Licences | Indefinite whilst ongoing relationship with contractor. | Shred | Systems Administrator | | 1 | May be available under FOI | 1 | 1 | May be available |
| IT | Office Management | Back Up Tapes | Indefinite | Not Applicable | Systems Administrator | | 3 | Restricted | 3 | 3 | Restricted |
| IT | Office Management | Systems Documentation | Indefinite whilst ongoing relationship with contractor. | Shred | Systems Administrator | | 1 | May be available under FOI | 1 | 1 | May be available |
| Rating | Appeals | Appeal Settlement forms | Current year & previous five years | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Rating | Appeals | LVAC/LT Case Papers | Indefinitely | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Rating | Appeals | Non Domestic Citation Lists | Dispose of after 6 years of hearing date | Shred | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Rating | Appeals | Non Domestic Recorded Delivery Lists | Dispose of after 6 years of date of hearing date | Shred | Divisional Assessor | | 2 | Protect | 1 | 2 | Protect |
| Rating | Appeals | Non Domestic VAC Lists | Dispose of after 6 years of hearing date | Shred | Divisional Assessor | | 0 | Published | 1 | 1 | May be available |
| | | | 6 weeks after the VAC's decision has been issued unless an appeal to the LVAC or LT has been intimated | | | | | | | | |
| Rating | Appeals | VAC Recordings (Non Dom) | | Removing normal means of retrieval | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| | | | While Case to LVAC is possible or outstanding - indefinite. Destruction 6 weeks after case is no longer possible or has been concluded | | | | | | | | |
| Rating | Appeals | VAC Transcripts (Non domestic) | | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Rating | Appeals | Valuation Roll Appeal File | 6 years after they have been finalised | Shred | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Rating | Appeals | Valuation Roll Appeals - Computer | 10 years | Removing normal means of retrieval | Divisional Assessor | | 0 | Published | 1 | 1 | May be available |
| | | | 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. | | | | | | | | |
| Rating | Audit Documents | Printed Valuation Rolls | Otherwise dispose of after 10 years | Send to Archives | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| | | | 6 years (except for working copies for 1988/89) | | | | | | | | |
| Rating | Audit Documents | Valuation Roll - Working Copy | | Shred | Divisional Assessor | | 0 | Published | 2 | 2 | Protect |
| Rating | Correspondence | General Non Dom Correspondence | 6 years after the item has ceased to be relevant | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Rating | Correspondence | Valuation Roll Personnel Correspondence | 6 years after the change has been made to the Valuation Roll | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Rating | Information Collection | Return of Information Forms (Incl E1's but Excl Rent Forms) - Paper | 6 years after they have been superceded | Shred | Divisional Assessor | | 2 | Protect | 3 | 3 | Restricted |
| Rating | Property Record | Computer Documents/Spreadsheets | 6 years after they have been superceded | Removing normal means of retrieval | Divisional Assessor | | 1 | May be available under FOI | 2 | 2 | Protect |
| | | | Current Practice Notes to be retained indefinitely. Superceded ones to be retained in Office Library for 20 years after they were superceded before being disposed. | | | | | | | | |
| Rating | Property Record | Non Domestic Practice Notes | | Shred | Divisional Assessor | | 0 | Published | 1 | 1 | May be available |
| Rating | Property Record | Personnel details - computer | Indefinitely | Not Applicable | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Rating | Property Record | Rental Analysis (Electronic & Paper) | 10 years after they have been superceded | Removing normal means of retrieval | Divisional Assessor | | 3 | Restricted | 3 | 3 | Restricted |
| | | | 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. | | | | | | | | |
| Rating | Property Record | Valuation | Otherwise dispose of after 10 years | Shred | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Rating | Property Record | Valuation History - paper | Indefinitely | Not Applicable | Divisional Assessor | | 0 | Published | 1 | 1 | May be available |
| Rating | Property Record | Valuation Roll Personnel - paper | Indefinitely | Not Applicable | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| | | | 6 years after they have been superceded otherwise indefinite. | | | | | | | | |
| Rating | Property Record | Valuation Roll Survey/Areas on computer | To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exists | Removing normal means of retrieval | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| | | | 6 years after they have been superceded otherwise indefinite. | | | | | | | | |
| Rating | Property Record | Valuation Roll Survey/Plans/Areas in File | To be retained indefinitely if property has been excluded from the Valuation Roll by legislation but still physically exists. | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Rating | Property Record | Valuation Roll Surveys - Computer | 10 years | Removing normal means of retrieval | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Rating | Property Record | Valuation Roll Surveys - Paper | Current year & previous five years | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Rating | Property Record | Valuation Roll Valuation - Computer Excl T/O | 10 years after they have been superceded | Removing normal means of retrieval | Divisional Assessor | | 0 | Published | 2 | 2 | Protect |
| Rating | Property Record | Valuation Roll Valuation - Paper Excluding T/O | 10 years after they have been superceded | Shred | Divisional Assessor | | 0 | Published | 2 | 2 | Protect |
| Rating | Property Record | Valuation Roll Valuation - Computer T/O | 10 years after they have been superceded | Removing normal means of retrieval | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |

| Function | Activity | Record Description | Disposal Policy | Disposal Method | Person Responsible | Notes | BIL Confidentiality | BIL Confidentiality-Description | BIL Integrity | Effective Impact Level | Effective Impact Level-Description |
|----------|--------------------|--|--|------------------------------------|---------------------|-------|---------------------|---------------------------------|---------------|------------------------|------------------------------------|
| Rating | Property Record | Valuation Roll Valuation - Paper T/O | 10 years after they have been superceded | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| | | | Copies of the electronic files sent to Finance should be deleted after 6 years. | | | | | | | | |
| Rating | Property Record | Finance Interface Files | Deletion of Portal Interface Files after 1 year. | Electronic Deletion | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |
| Rating | Property Record | Portal Interface Files | | Electronic Deletion | Divisional Assessor | | 1 | May be available under FOI | 1 | 1 | May be available |
| Rating | Source Information | Planning/Building Warrant Lists | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Rating | Source Information | Sasines/Land Vals - Paper & Electronic | Indefinite | Not Applicable | Divisional Assessor | | 0 | Published | 0 | 0 | Public |
| Rating | Source Information | Rent Review Letter - computer | 6 years after the form/lease it relates to has been superseded | Shred | Divisional Assessor | | 3 | Restricted | 3 | 3 | Restricted |
| Rating | Source Information | Rent Review Letter - paper | 6 years after the form/lease it relates to has been superseded | Shred | Divisional Assessor | | 3 | Restricted | 3 | 3 | Restricted |
| Rating | Source Information | Return of Rent Forms - Computer | 6 years after the form has been superseded. NB A review letter counts as modification of the form it does not supersede it | Removing normal means of retrieval | Divisional Assessor | | 3 | Restricted | 3 | 3 | Restricted |
| Rating | Source Information | Return of Rent Forms/Leases - Paper | 6 years after the form/lease has been superseded. NB A review letter counts as modification of the form it does not supersede it | Shred | Divisional Assessor | | 3 | Restricted | 3 | 3 | Restricted |
| Rating | Source Information | Valuation Roll Schedules | 6 years | Shred | Divisional Assessor | | 2 | Protect | 2 | 2 | Protect |