							BIL			Effective Imp	act Effective Impact
Function	Activity	Record Description	Disposal Policy	Disposal Method	Person Responsible	Notes	Confidentiality	BIL Confidentiality:Description	BIL Integrity	Level	Level:Description
			6 years after they have been superseded unless retained or								
Corporate	Correspondence	MP/MSP/Councillor Correspondence	destroyed under a specific category	Shred	Executive Assistant		0-3	Depending on Content	3	3	Restricted
- Composition		,									
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Corporate	Health and Safety	Burglar Alarm & Security Documents	Indefinite or until superseded.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		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Corporate	Health and Safety	Fire Alarm & Security Documents	Indefinite or until superseded.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
	Health and Safety	Fire Drill & Evacuation Procedures	Indefinite or until superseded.	Shred	Executive Assistant		2	Protect	2	2	Protect
corporate	ricular and safety	The Brill & Evacuation Frocedures	Current version to be retained until superseded plus 1	Sinca	Executive / ISSIStant		_	Trotect			Trocccc
Cornorate	Health and Safety	Risk Assessments	previous version.	Shred	Executive Assistant		3	Restricted	3	3	Restricted
	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
ос. ро. сес	Health and Safety	Business Continuity Plan	Indefinite or until superseded.	Removing normal means of retrieval	Executive Assistant		3	Restricted	3	3	Restricted
corporate	ricular and safety	business continuity rium	macrimic or artin superseasa.	nemoving normal means of redieval	Executive / Issistant	Sheets should be kept for 2 weeks		nestricted			Restricted
						from the last date recorded on the					
						sheet					
Corporato	Health and Safety	Touch Point Cleaning Record	2 weeks	Shred	Executive Assistant	SHEEL	1	May be available under FOI	1	1	May be available
	Health and Safety	COVID Incident Reports	Destroy after 30 days	Flectronic 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
corporate	Onice ivianagement	Cash received runns	Only last 20 images retained remainder automatically	Jined	EVECUTIAE W2212/411/		1	iviay be available utilder FUI	3	3	nestricteu
			overwritten. Maximum retention period therefore 2 weeks		Principal Administration						
Corporate	Office Management	CCTV Footogo		Romaving normal moans of satricus	Officer Administration		2	Restricted	2	2	Brotost
Corporate	Office Management Office Management	CCTV Footage Complaints Files	unless there has been an incident. 6 years from date of final settlement	Removing normal means of retrieval Shred	Executive Assistant		3	May be available under FOI	2	2	Protect Protect
							1				
corporate	Office Management	Copies of Invoices	After six years	Shred	Executive Assistant	Floring to control of the same	2	Protect	2	2	Protect
						Electronic version retained by VJB Clerk					
C	Office Management	Copy of Valuation Joint Board Papers	Indefinite	Not Applicable	Executive Assistant	CIEFK	0	Published	2	2	Protect
Corporate	Office Management Office Management	Credit Card Statements	After 6 years	Shred	Executive Assistant Executive Assistant			Restricted			Restricted
Corporate							3		3	3	
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
			Non domestic - 6 years, Council Tax - indefinite, Corporate - 6								
Corporate	Office Management	Extracted data for internal use	years	Removing normal means of retrieval	Executive Assistant		1	May be available under FOI	1	1	May be available
			Non domestic - 6 years, Council Tax - indefinite, Corporate - 6								
Corporate	Office Management	Extracted data for other bodies	years	Removing normal means of retrieval	Executive Assistant		1	May be available under FOI	1	1	May be available
			Non domestic - 6 years, Council Tax - indefinite, Corporate - 6								
Corporate	Office Management	Extracted data sent to councils	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			6 months from the date of final FOI response.	Shred	Executive Assistant		0	Published	0	0	Public
	Office Management	Information subject to a FOI request but scheduled for destruction								U	
											
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 Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes	Dispose of after 5 years	Shred	Executive Assistant		1	May be available under FOI	2	2 2	Protect
	Office Management	Internal Policy Documents/Practice Notes	Dispose of after 5 years Indefinite	Shred Not Applicable						2	
Corporate Corporate	Office Management Office Management Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no	Shred Not Applicable	Executive Assistant Executive Assistant		0	May be available under FOI Published	2 0	2 2 0	Protect Public
Corporate Corporate	Office Management Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes	Dispose of after 5 years Indefinite	Shred Not Applicable	Executive Assistant		1	May be available under FOI	2	2 2	Protect
Corporate Corporate	Office Management Office Management Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no	Shred Not Applicable	Executive Assistant Executive Assistant		0	May be available under FOI Published	2 0	2 2 0	Protect Public
Corporate Corporate	Office Management Office Management Office Management Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained	Shred Not Applicable Normal Waste	Executive Assistant Executive Assistant Executive Assistant	Copy retained on Intranet	0	May be available under FOI Published Published	2 0 0	2 2 0 0	Protect Public Public
Corporate Corporate Corporate	Office Management Office Management Office Management Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite	Shred Not Applicable Normal Waste Shred	Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Copy retained on Intranet	0 0	May be available under FOI Published Published Published	2 0	2 2 0 0	Protect Public Public Protect
Corporate Corporate	Office Management Office Management Office Management Office Management Office Management Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite	Shred Not Applicable Normal Waste Shred Not Applicable	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Copy retained on Intranet	0	May be available under FOI Published Published Published Published Restricted	2 0 0	2 2 0 0	Protect Public Public Protect Restricted
Corporate Corporate Corporate Corporate Corporate Corporate Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite 6 months from conclusion of recruitment process	Shred Not Applicable Normal Waste Shred Not Applicable Shred Shred	Executive Assistant	Copy retained on Intranet	0 0	May be available under FOI Published Published Published Restricted Restricted	2 0 0	2 2 0 0	Protect Public Public Protect Restricted Restricted
Corporate Corporate Corporate Corporate Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year	Shred Not Applicable Normal Waste Shred Not Applicable	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Copy retained on Intranet	0 0	May be available under FOI Published Published Published Restricted	2 0 0	2 2 0 0	Protect Public Public Protect Restricted Restricted Restricted
Corporate Corporate Corporate Corporate Corporate Corporate Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnalires Occupational Health Records	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite 6 months from conclusion of recruitment process	Shred Not Applicable Normal Waste Shred Not Applicable Shred Shred	Executive Assistant	Copy retained on Intranet	1 0 0	May be available under FOI Published Published Published Restricted Restricted	2 0 0	2 2 0 0	Protect Public Public Protect Restricted Restricted
Corporate Corporate Corporate Corporate Corporate Corporate Corporate Corporate Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year	Shred Not Applicable Normal Waste Shred Not Applicable Shred Shred Shred Shred	Executive Assistant	Copy retained on Intranet	1 0 0 0 3 3 3	May be available under FOI Published Published Published Restricted Restricted Restricted Restricted Restricted	2 0 0 2 3 3 3	2 2 0 0	Protect Public Public Protect Restricted Restricted Restricted Restricted Restricted Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 6 years Employment plus 6 years	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant	Copy retained on Intranet	1 0 0 0 3 3 3 3	May be available under FOI Published Published Published Restricted Restricted Restricted Restricted Restricted Restricted Restricted Restricted	2 0 0 2 3 3 3 3	2 2 0 0	Protect Public Public Protect Restricted Restricted Restricted Restricted Restricted Restricted Restricted Restricted Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 6 years	Shred Not Applicable Normal Waste Shred Not Applicable Shred Shred Shred Shred Shred	Executive Assistant	Copy retained on Intranet	1 0 0 0 3 3 3 3 3	May be available under FOI Published Published Published Restricted Restricted Restricted Restricted Restricted	2 0 0 2 3 3 3 3 3	2 2 0 0	Protect Public Public Protect Restricted Restricted Restricted Restricted Restricted Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 6 years Employment plus 6 years	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant	Copy retained on Intranet	1 0 0 0 3 3 3 3 3 3 3	May be available under FOI Published Published Published Restricted Restricted Restricted Restricted Restricted Restricted Restricted Restricted	2 0 0 2 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3	Protect Public Public Protect Restricted Restricted Restricted Restricted Restricted Restricted Restricted Restricted Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant	Copy retained on Intranet	1 0 0 0 3 3 3 3 3 3 3 3	May be available under FOI Published Published Published Restricted	2 0 0 2 3 3 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 6 years Employment plus 6 years 6 years from leaving, thereafter in summary form 6 years after last entry	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant	Copy retained on Intranet	1 0 0 0 3 3 3 3 3 3 3 3	May be available under FOI Published Published Published Restricted	2 0 0 2 3 3 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 6 years Employment plus 6 years 6 years from leaving, thereafter in summary form 6 years after last entry Dispose of after 10 years unless Senior Responsible Officer or	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant	Copy retained on Intranet	1 0 0 3 3 3 3 3 3 3 3	May be available under FOI Published Published Published Restricted	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3	2 2 2 0 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant	Copy retained on Intranet	1 0 0 3 3 3 3 3 3 3 3	May be available under FOI Published Published Published Restricted	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3	2 2 2 0 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books Portal Board/ Portal Management Committee Papers	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 6 years Employment plus 6 years Employment plus 6 years 6 years after last entry Dispose of after 10 years unless Senior Responsible Officer or Treasurer in which case retain indefinitely For life of product or guarantee expiry period whichever occurs first	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant	Copy retained on Intranet	1 0 0 3 3 3 3 3 3 3 3	May be available under FOI Published Published Published Published Restricted	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	2 2 2 0 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books Portal Board/ Portal Management Committee Papers Product Guarantees	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 5 years 6 years from leaving, thereafter in summary form 6 years after last entry Dispose of after 10 years unless Senior Responsible Officer or Treasurer in which case retain indefinitely For life of product or guarantee expiry period whichever	Shred Not Applicable Shred Not Applicable Shred	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Copy retained on Intranet	1 0 0 0 3 3 3 3 3 3 3 3 3 3 3 3 3	May be available under FOI Published Published Published Restricted May be available under FOI May be available under FOI	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books Portal Board/ Portal Management Committee Papers Product Guarantees Receipts	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 6 years Employment plus 6 years Employment plus 6 years 6 years after last entry Dispose of after 10 years unless Senior Responsible Officer or Treasurer in which case retain indefinitely For life of product or guarantee expiry period whichever occurs first	Shred Not Applicable Shred Not Applicable Shred	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Copy retained on Intranet	1 0 0 0 3 3 3 3 3 3 3 3 3 3 3 3 3	May be available under FOI Published Published Published Restricted May be available under FOI May be available under FOI	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books Portal Board/ Portal Management Committee Papers Product Guarantees Receipts Record of Sales of Council Tax List, Valuation Roll & Electoral	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Inde	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant		0 0 3 3 3 3 3 3 3 3 3 3 1	May be available under FOI Published Published Published Restricted	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books Portal Board/ Portal Management Committee Papers Product Guarantees Receipts Record of Sales of Council Tax List, Valuation Roll & Electoral	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Inde	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Copy retained on Intranet Copy retained on Intranet Distributed version on CD can be retained	0 0 3 3 3 3 3 3 3 3 3 3 1	May be available under FOI Published Published Published Restricted	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books Portal Board/ Portal Management Committee Papers Product Guarantees Receipts Record of Sales of Council Tax List, Valuation Roll & Electoral Register	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Inde	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Distributed version on CD can be	0 0 3 3 3 3 3 3 3 3 3 3 1	May be available under FOI Published Published Published Restricted Protect	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted Pestricted Restricted Restricted Restricted Restricted Restricted Protect
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books Portal Board/ Portal Management Committee Papers Product Guarantees Receipts Record of Sales of Council Tax List, Valuation Roll & Electoral	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 6 years Employment plus 6 years Employment plus 6 years 6 years from leaving, thereafter in summary form 6 years after last entry Dispose of after 10 years unless Senior Responsible Officer or Treasurer in which case retain indefinitely For life of product or guarantee expiry period whichever occurs first After six years Dispose of after 15 years	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Distributed version on CD can be	1 0 0 3 3 3 3 3 3 3 3 1 1	May be available under FOI Published Published Published Restricted	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books Portal Board/ Portal Management Committee Papers Product Guarantees Receipts Record of Sales of Council Tax List, Valuation Roll & Electoral Register SAA Plenary & Committee Papers	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Inde	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Distributed version on CD can be	1 0 0 3 3 3 3 3 3 3 3 1 1 2	May be available under FOI Published Published Published Restricted Protect	2 0 0 0 2 3 3 3 3 3 3 3 3 3 3 3 2 2 2 2	2 0 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 2 2 2	Protect Public Public Protect Restricted Pestricted Restricted Restricted Restricted Restricted Restricted Protect
Corporate	Office Management	Internal Policy Documents/Practice Notes Internal Working Group Minutes Legal Case Reports Local Newspapers Management Team Minutes Personnel Files - Current year Staff Recruitment Paperwork Exit questionnaires Occupational Health Records Disciplinary Records - case found/not found Grievance Records - case found/not found Personnel Files - Former staff Petty Cash books Portal Board/ Portal Management Committee Papers Product Guarantees Receipts Record of Sales of Council Tax List, Valuation Roll & Electoral Register	Dispose of after 5 years Indefinite Within 3 Months unless retained under a specific category - no copying; only original can be retained Indefinite Indefinite 6 months from conclusion of recruitment process Dispose of after 1 year Termination of employment plus 6 years Employment plus 6 years Employment plus 6 years Employment plus 6 years 6 years from leaving, thereafter in summary form 6 years after last entry Dispose of after 10 years unless Senior Responsible Officer or Treasurer in which case retain indefinitely For life of product or guarantee expiry period whichever occurs first After six years Dispose of after 15 years	Shred Not Applicable Normal Waste Shred Not Applicable Shred	Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant Executive Assistant	Distributed version on CD can be	1 0 0 3 3 3 3 3 3 3 3 1 1	May be available under FOI Published Published Published Restricted Prestricted Restricted Restricted Restricted Protect Protect	2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	2 2 0 0 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Protect Public Public Protect Restricted Protect Protect

						BIL			Effective Impa	ct Effective Impact
Function Activity	Record Description	Disposal Policy	Disposal Method	Person Responsible	Notes	Confidentiality	BIL Confidentiality:Description	BIL Integrity	Level	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	May be published for senior stall	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
		6 weeks after the VAC's decision has been issued unless an								
Council Tax Appeals	VAC Recordings (Council Tax)	appeal to the Court of Session has been intimated.	Removing normal means of retrieval	Divisional Assessor		2	Protect	2	2	Protect
Carracil Tarr. Amenda	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 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 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 Tradit Documents	General Domestic Correspondence (including Council advice of	macinica	тост фрисале	Divisional 7 lbscbbol			rabilistica			1 done
Council Tax Correspondence	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
	· · · · · · · · · · · · · · · · · · ·	Indefinitely in order to enable compliance with s111 of Local	•							
Council Tax Property Record	Domestic Rating Practice Notes	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
		6 years after they have been superseded if pre 01/04/1991								
Council Tax Property Record	Valuation List Survey/Plans/Areas in File	otherwise indefinite	Shred	Divisional Assessor		2	Protect	2	2	Protect
Council Tax Property Record	Valuation List Surveys - Computer Valuation List Surveys - Paper	Indefinitely	Not Applicable Shred	Divisional Assessor Divisional Assessor		2	Protect Protect	2	2	Protect Protect
Council Tax Property Record Council Tax Property Record	Valuation List Surveys - Paper Valuation List Technical Details - Computer	Current year & previous five years Indefinitely	Not Applicable	Divisional Assessor		2	Protect	3	2	Restricted
Council Tax Property Record	Valuation List Valuation - Paper	Indefinite	Not Applicable Not Applicable	Divisional Assessor		2	Protect	2	2	Protect
council fax Troperty Record	valuation Else valuation 1 aper	Copies of the electronic files sent to Finance should be deleted		Divisional 7 DSC3501		-	Trotect	-	-	Trotteet
		after 6 years.	•							
Council Tax Property Record	Finance Interface Files	,	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
				Principal Administration		_		_	_	
Electoral Correspondence	Electoral Correspondence	After 2 years	Shred	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 Correspondence	Request Forms for Supply of Register	maerinite	NOT Applicable	Principal Administration		2	Protect	2	2	Protect
Electoral Source Information	Electoral Registers Printed and Electronic	Indefinite	Not Applicable	Officer		3	Restricted	3	3	Restricted
Source information	Electoral Registers Frinted and Electronic	machine	Not Applicable	Principal Administration		,	nestricted	J	,	Restricted
Electoral Source Information	Electoral Register Monthly Updates	18 months	Removing normal means of retrieval	Officer		3	Restricted	3	3	Restricted
			g normal means of retrieval	Principal Administration				<u> </u>		
Electoral Source Information	Canvassers Lists	After 1 year	Removing normal means of retrieval	Officer		2	Protect	2	2	Protect
				Principal Administration	Partly Published					
Electoral Source Information	Absent Voter's List	After 2 years	Shred	Officer		1	May be available under FOI	3	3	Restricted
		Paper forms until the end of Canvass.		Principal Administration						
Electoral Source Information	Annual Canvass Forms - HEF's	Scanned forms/electronic forms after 2 years	Shred	Officer		3	Restricted	3	3	Restricted
		2 years after the application has been cancelled otherwise		Principal Administration						
Electoral Source Information	Postal Application	indefinitely	Shred	Officer		3	Restricted	3	3	Restricted
				Principal Administration						
Electoral Source Information	Boundary Changes	Indefinitely or until superseded	Removing normal means of retrieval	Officer		0	Published	0	0	Public
Sharani Sanari Garani	Al Water France	For duration of qualifying period plus 1 year to allow for	ett	Principal Administration Officer			Building I		2	Restricted
Electoral Source Information	Absent Voter Forms	potential fraud investigation/court cases.	Shred	Principal Administration		3	Restricted	3	3	Kestricted
Electoral Source Information	Death Certificates	Deleted after processing/updating of records	Shred	Officer		3	Restricted	3	2	Restricted
Liectoral Source Information	Death Certificates	Deleted after processing/updating of records	Sined	Principal Administration		3	nestricted	3	3	nestricted
Electoral Source Information	Documentary Evidence	Immediately following verification + 1 day	Removing normal means of retrieval	Officer		3	Restricted	3	3	Restricted
Source information	Documentary Evidence	ininiediately following vernication (1 day	Kemoving normal means of retrieval	Principal Administration			nestricted	,		Restricted
Electoral Source Information	Education List of Attainers	After 2 years	Shred	Officer		3	Restricted	3	3	Restricted
22.00 111011101011		,		Principal Administration			. ,			
Electoral Source Information	European Parliamentary Elector Forms	1 year after qualifying period expired.	Removing normal means of retrieval	Officer		3	Restricted	3	3	Restricted
	Lists of failed Absent Votes (as provided by RO following electoral		-	Principal Administration						
Electoral Source Information	event)	Has to be destroyed within 3 months (legislation)	Removing normal means of retrieval	Officer		3	Restricted	3	3	Restricted
Electoral Source Information										

							BIL			Effective Imp	act Effective Impact
ınction	Activity	Record Description	Disposal Policy	Disposal Method	Person Responsible	Notes		BIL Confidentiality:Description	RII Integrity	Level	Level:Description
Cilon	Activity	Special Declaration Elector Applications (Anonymous, Service,	Disposal Folicy	Disposar Method	Principal Administration		Commentanty	one confidentiality bescription	DIE IIItegrity	LCVC!	zevenbescription
ctoral	Source Information	Local Connection & Overseas)	Retained for 12 months after expiration - maximum 5 years	Shred	Officer		3	Restricted	3	3	Restricted
ctorai	Source information	Local Conficction & Overseasy	Hard copies to be disposed of after scanning determination	Silieu	Officer			Restricted		,	nestricted
			and added to Monthly Update.								
			Electronic copies to have NiNo redacted no later than 13								
			months after application determined and to be retained until		Principal Administration						
	6	Maria Barbarata Sarah Emb					-	Burgard.	2	3	Book State of
toral	Source Information	Voter Registration Forms - ITR's	3 years after registration is superseded.	Shred	Officer		3	Restricted	- 5	5	Restricted
					Principal Administration						
oral	Source Information	Council Tax Lists, University lists etc	After 2 years	Removing normal means of retrieval	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					
			Only keep current plus previous months		Principal Administration	the month.					
oral	Source Information	Prisoner Data		Electronic Deletion	Officer		2	Protect	2	2	Protect
		Summary of Register of Electors (RPF29) as provided to General			Principal Administration						
oral	Statistical Information	Register of Scotland	Indefinite	Not Applicable	Officer		0	Published	0	2	Protect
	Office Management	Deleted E-mail data	Skyscape retain for 30 days.	Removing normal means of retrieval	Systems Administrator		3	Restricted	3	3	Restricted
	Office Management	Fault Logs	Indefinite	Not Applicable	Systems Administrator		3	Restricted	3	3	Restricted
	Office Management	Hardware Guarantees	For life of product.	Removing normal means of retrieval	Systems Administrator		2	Protect	2	2	Protect
	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
	-0				,			,	-		,
	Office Management	Software Licences	Indefinite whilst ongoing relationship with contractor.	Shred	Systems Administrator		1	May be available under FOI	1	1	May be available
_	Office Management	Back Up Tapes	Indefinite Whist origonia relationship with contractor.	Not Applicable	Systems Administrator		3	Restricted	3	3	Restricted
	2 mee management			фрассолс	= yaccina riammatiator		,		,	3	. reserved
	Office Management	Systems Documentation	Indefinite whilst ongoing relationship with contractor.	Shred	Systems Administrator		1	May be available under FOI	1	1	May be available
	Appeals	Appeal Settlement forms	Current year & previous five years	Shred	Divisional Assessor		2	Protect	2	2	Protect
g g	Appeals	LVAC/LT Case Papers	Indefinitely	Not Applicable	Divisional Assessor		0	Published	0	0	Public
g g	Appeals	Non Domestic Citation Lists	Dispose of after 6 years of hearing date	Shred	Divisional Assessor Divisional Assessor		0	Published	0	0	Public
3					Divisional Assessor		2		1		
_	Appeals	Non Domestic Recorded Delivery Lists	Dispose of after 6 years of date of hearing date	Shred				Protect		2	Protect
g	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								
g	Appeals	VAC Recordings (Non Dom)	appeal to the LVAC or LT has been intimated	Removing normal means of retrieval	Divisional Assessor		2	Protect	2	2	Protect
			While Case to LVAC is possible or otstanding - indefinite.								
			Destruction 6 weeks after case is no longer possible or has								
g	Appeals	VAC Transcripts (Non domestic)	been concluded	Shred	Divisional Assessor		2	Protect	2	2	Protect
g	Appeals	Valuation Roll Appeal File	6 years after they have been finalised	Shred	Divisional Assessor		0	Published	0	0	Public
g	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.								
g	Audit Documents		Otherwise dispose of after 10 years	Send to Archives	Divisional Assessor		Ω	Published			Public
		Printed Valuation Rolls					U		0	0	
_		Printed Valuation Rolls	6 years (except for working copies for 1988/89)				U	T dbilstica	0	0	
	Audit Documents			Shred	Divisional Assessor		0		2	2	Protect
,	Audit Documents Correspondence	Valuation Roll - Working Copy	6 years (except for working copies for 1988/89)	Shred Shred	Divisional Assessor			Published Protect			
,	Audit Documents Correspondence				Divisional Assessor Divisional Assessor		0	Published	2	2	Protect Protect
	Correspondence	Valuation Roll - Working Copy General Non Dom Correspondence	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant	Shred	Divisional Assessor		0 2	Published Protect	2 2	2	Protect
		Valuation Roll - Working Copy	6 years (except for working copies for 1988/89)	Shred			0	Published	2	2	
3	Correspondence Correspondence	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll	Shred Shred	Divisional Assessor Divisional Assessor		0 2 2	Published Protect Protect	2 2	2 2	Protect Protect
	Correspondence Correspondence Information Collection	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll oer 6 years after they have been superceded	Shred Shred	Divisional Assessor Divisional Assessor Divisional Assessor		0 2	Published Protect Protect	2 2	2 2 2	Protect Protect Restricted
3	Correspondence Correspondence	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll	Shred Shred	Divisional Assessor Divisional Assessor		0 2 2	Published Protect Protect	2 2	2 2	Protect Protect
	Correspondence Correspondence Information Collection	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded	Shred Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor		0 2 2	Published Protect Protect	2 2	2 2 2	Protect Protect Restricted
	Correspondence Correspondence Information Collection	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll oer 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder	Shred Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor		0 2 2	Published Protect Protect	2 2	2 2 2	Protect Protect Restricted
	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercede ones to be retained in Offlice Library for 20 years after they	Shred Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 2 2 1	Published Protect Protect Protect May be available under FOI	2 2 2 2 3 2	2 2 2	Protect Protect Restricted Protect
	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedee ones to be retained in Offlice Library for 20 years after they were superceded before being disposed.	Shred Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 2 2 1	Published Protect Protect Protect May be available under FOI Published	2 2 2 2 3 2	2 2 2 3 2	Protect Protect Restricted Protect May be available
	Correspondence Correspondence Information Collection Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Par Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedee ones to be retained in Offiice Library for 20 years after they were superceded before being disposed. Indefinitely	Shred Shred Shred Removing normal means of retrieval d Shred Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 2 2 1	Published Protect Protect Protect May be available under FOI Published Protect	2 2 2 2 3 2	2 2 2 3 2	Protect Protect Restricted Protect May be available Protect
	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll oper 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded	Shred Shred Removing normal means of retrieval	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 2 2 1	Published Protect Protect Protect May be available under FOI Published	2 2 2 2 3 2	2 2 2 3 2	Protect Protect Restricted Protect May be available
95 95 95 96	Correspondence Correspondence Information Collection Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Par Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1889 Yaluation Roll to be retained indefinitely in accordance	Shred Shred Shred Removing normal means of retrieval d Shred Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 2 2 1	Published Protect Protect Protect May be available under FOI Published Protect	2 2 2 2 3 2	2 2 2 3 2	Protect Protect Restricted Protect May be available Protect
	Correspondence Correspondence Information Collection Property Record Property Record Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Par Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper)	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercede ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992.	Shred Shred Shred Removing normal means of retrieval d Shred Not Applicable Removing normal means of retrieval	Divisional Assessor		0 2 2 2 1 1	Published Protect Protect Protect May be available under FOI Published Protect Restricted	2 2 2 2 3 2 1 1 2 3	2 2 2 3 2 1 2 3	Protect Protect Restricted Protect May be available Protect Restricted
g g g g g g g g g g g g g g g g g g g	Correspondence Correspondence Information Collection Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Par Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1889 Yaluation Roll to be retained indefinitely in accordance	Shred Shred Shred Removing normal means of retrieval d Shred Not Applicable	Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor Divisional Assessor		0 2 2 2 1	Published Protect Protect Protect May be available under FOI Published Protect	2 2 2 2 3 2	2 2 2 3 2	Protect Protect Restricted Protect May be available Protect
	Correspondence Correspondence Information Collection Property Record Property Record Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History - paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceded ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely	Shred Shred Shred Removing normal means of retrieval d Shred Not Applicable Removing normal means of retrieval	Divisional Assessor		0 2 2 2 1 1	Published Protect Protect Protect May be available under FOI Published Protect Restricted	2 2 2 2 3 2 1 1 2 3	2 2 2 3 2 1 2 3	Protect Protect Restricted Protect May be available Protect Restricted
	Correspondence Correspondence Information Collection Property Record Property Record Property Record Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History - paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll oper 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with \$111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years	Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval	Divisional Assessor		0 2 2 2 2 1 1	Published Protect Protect May be available under FOI Published Protect Restricted	2 2 2 2 3 2 1 2 3 3	2 2 2 3 2 3 2	Protect Protect Restricted Protect May be available Protect Restricted
	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceded ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely	Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable	Divisional Assessor		0 2 2 2 2 1 0 2 3	Published Protect Protect Protect May be available under FOI Published Protect Restricted Published Published Published Published	2 2 2 3 2 3 2	2 2 2 3 2 2 3 2 2 3 3 2 0 1 1 2 3 3	Protect Protect Restricted Protect May be available Protect Restricted Public May be available
	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History - paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceded ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely	Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable	Divisional Assessor		0 2 2 2 2 1 0 2 3	Published Protect Protect Protect May be available under FOI Published Protect Restricted Published Published Published Published	2 2 2 3 2 3 2	2 2 2 3 2 2 3 2 2 3 3 2 0 1 1 2 3 3	Protect Protect Restricted Protect May be available Protect Restricted Public May be available
	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History - paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll oper 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercedeones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely	Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable	Divisional Assessor		0 2 2 2 2 1 0 2 3	Published Protect Protect Protect May be available under FOI Published Protect Restricted Published Published Published Published	2 2 2 3 2 3 2	2 2 2 3 2 2 3 2 2 3 3 2 0 1 1 2 3 3	Protect Protect Restricted Protect May be available Protect Restricted Public May be available
BB	Correspondence Correspondence Information Collection Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper Valuation Roll Personnel - paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceded ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely 10 years after they have been superceded otherwise indefinitely 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron	Shred Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable	Divisional Assessor		0 2 2 2 2 1 0 2 3	Published Protect Protect Protect May be available under FOI Published Protect Restricted Published Published Protect Published Protect	2 2 2 3 2 3 2	2 2 2 3 2 2 3 2 2 3 3 2 0 1 1 2 3 3	Protect Protect Restricted Protect May be available Protect Restricted Public May be available Protect
	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History - paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll or 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely 6 years after they have been superceded otherwise indefinitely	Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable	Divisional Assessor		0 2 2 2 1 1 0 2 3 3	Published Protect Protect Protect May be available under FOI Published Protect Restricted Published Published Published Published	2 2 2 3 2 3 2	2 2 2 3 2 2 1 1 2 3 3	Protect Protect Restricted Protect May be available Protect Restricted Public May be available
	Correspondence Correspondence Information Collection Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper Valuation Roll Personnel - paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercede ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1889 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely 10 years after they have been superceded otherwise indefinitely 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits	Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable Not Applicable Removing normal means of retrieval	Divisional Assessor		0 2 2 2 1 1 0 2 3 3	Published Protect Protect Protect May be available under FOI Published Protect Restricted Published Published Protect Published Protect	2 2 2 3 2 3 2	2 2 2 3 2 2 1 1 2 3 3	Protect Protect Restricted Protect May be available Protect Restricted Public May be available Protect
	Correspondence Correspondence Information Collection Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper Valuation Roll Personnel - paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll our 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceded ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely 6 years after they have been superceded otherwise indefinitely To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits 6 years after they have been superceded otherwise indefinite	Shred Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable Not Applicable Removing normal means of retrieval	Divisional Assessor		0 2 2 2 1 1 0 2 3 3	Published Protect Protect Protect May be available under FOI Published Protect Restricted Published Published Protect Published Protect	2 2 2 3 2 3 2	2 2 2 3 2 2 1 1 2 3 3	Protect Protect Restricted Protect May be available Protect Restricted Public May be available Protect
	Correspondence Correspondence Information Collection Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Par Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper Valuation Roll Personnel - paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded 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. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits 6 years after they have been superceded otherwise indefinite	Shred Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable Removing normal means of retrieval	Divisional Assessor		0 2 2 2 2 1 0 2 3 3	Published Protect Protect Protect Protect May be available under FOI Published Protect Restricted Published Published Protect Protect Protect Protect	2 2 2 3 2 3 2 1 2 3 0 1 2	2 2 2 3 2 2 1 2 2 3 3	Protect Protect Restricted Protect May be available Protect Restricted Public May be available Protect Protect Protect
	Correspondence Correspondence Information Collection Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper Valuation Roll Personnel - paper Valuation Roll Survey/Areas on computer	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Supercede ones to be retained in Officie Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1889 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits	Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval	Divisional Assessor		0 2 2 2 2 1 1 0 0 2 3 3	Published Protect Protect Protect May be available under FOI Published Protect Restricted Published Protect Published Protect Protect Protect	2 2 2 2 3 2 1 1 2 3	2 2 2 3 2 2 1 1 2 3 0 1 1 2	Protect Protect Restricted Protect May be available Protect Restricted Public May be available Protect Protect Protect Protect
	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History - paper Valuation Roll Personnel - paper Valuation Roll Survey/Areas on computer	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll oper 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Office Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits. 10 years	Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable Removing normal means of retrieval Shred Removing normal means of retrieval	Divisional Assessor		0 2 2 2 1 0 2 3 3	Published Protect Protect Protect May be available under FOI Published Protect Restricted Published Protect Protect Protect Protect Protect	2 2 2 3 2 1 2 3 3 0 1 2 2	2 2 2 3 2 1 2 3 3 0 1 1 2 2	Protect Protect Restricted Protect May be available Protect Restricted Public May be available Protect Protect Protect Protect
5 B5	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Par Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History - paper Valuation Roll Survey/Areas on computer Valuation Roll Survey/Plans/Areas in File Valuation Roll Surveys - Computer Valuation Roll Survey - Paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits. 10 years Current year & previous five years	Shred Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable Not Applicable Shred Removing normal means of retrieval Removing normal means of retrieval Shred Shr	Divisional Assessor		0 2 2 2 2 1 1 0 0 2 3 3	Published Protect Protect Protect Protect May be available under FOI Published Protect Restricted Published Protect Protect Protect Protect Protect	2 2 2 2 3 2 1 2 3 0 1 1 2	2 2 2 3 2 2 1 2 3 3 0 1 2 2	Protect Protect Restricted Protect May be available Protect Restricted Public May be available Protect Protect Protect
9	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Pag Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History -paper Valuation Roll Personnel - paper Valuation Roll Survey/Areas on computer Valuation Roll Survey - Computer Valuation Roll Surveys - Paper Valuation Roll Surveys - Paper Valuation Roll Valuation - Computer Excl T/O	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ore 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceded ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1889 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits 10 years Current year & previous five years 10 years after they have been superceded	Shred Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable Removing normal means of retrieval Shred Shred Removing normal means of retrieval Shred Removing normal means of retrieval Shred Removing normal means of retrieval	Divisional Assessor		0 2 2 2 1 1 0 2 3 3 0 0 0 2 2 2 2 2 2 2 2 2 3 2 2 2 2	Published Protect Protect Protect May be available under FOI Published Protect Published Protect Protect Protect Protect Protect Protect	2 2 2 3 2 1 2 3 3 0 1 2 2 2 2 2 2 2	2 2 2 3 2 2 1 1 2 2 3 3 0 1 2 2 2	Protect Protect Restricted Protect May be available Protect Restricted Public May be available Protect Protect
8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Correspondence Correspondence Information Collection Property Record	Valuation Roll - Working Copy General Non Dom Correspondence Valuation Roll Personnel Correspondence Return of Information Forms (Incl E1's but Excl Rent Forms) - Par Computer Documents/Spreadsheets Non Domestic Practice Notes Personnel details - computer Rental Analysis (Electronic & Paper) Valuation Valuation History - paper Valuation Roll Survey/Areas on computer Valuation Roll Survey/Plans/Areas in File Valuation Roll Surveys - Computer Valuation Roll Survey - Paper	6 years (except for working copies for 1988/89) 6 years after the item has ceased to be relevant 6 years after the change has been made to the Valuation Roll ber 6 years after they have been superceded 6 years after they have been superceded 6 years after they have been superceded Current Practice Notes to be retained indefinitely. Superceder ones to be retained in Offlice Library for 20 years after they were superceded before being disposed. Indefinitely 10 years after they have been superceded 1989 Valuation Roll to be retained indefinitely in accordance with s111 (10) of Local Government Finance Act 1992. Otherwise dispose of after 10 years Indefinitely Indefinitely 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits 6 years after they have been superceded otherwise indefinite To be retained indefinitely if property has been excluded fron the Valuation Roll by legislation but still physically exits. 10 years Current year & previous five years	Shred Shred Shred Shred Removing normal means of retrieval Shred Not Applicable Removing normal means of retrieval Shred Not Applicable Not Applicable Not Applicable Not Applicable Shred Removing normal means of retrieval Removing normal means of retrieval Shred Shr	Divisional Assessor		0 2 2 2 2 1 1 0 0 2 3 3	Published Protect Protect Protect Protect May be available under FOI Published Protect Restricted Published Protect Protect Protect Protect Protect	2 2 2 2 3 2 1 2 3 0 1 1 2	2 2 2 3 2 2 1 2 3 3 0 1 2 2	Protect Protect Restricted Protect May be available Protect Restricted Public May be available Protect Protect Protect

							BIL			Effective Im	pact Effective Impact
Function	Activity	Record Description	Disposal Policy	Disposal Method	Person Responsible	Notes	Confidentiality	BIL Confidentiality:Description	BIL Integrity	Level	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		Electronic Deletion	Divisional Assessor		2	Protect	2	2	Protect
			Deletion of Portal Interface Files after 1 year.								
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
			6 years after the form has been superseded. NB A review								
			letter counts as modification of the form it does not supersede	2							
Rating	Source Information	Return of Rent Forms - Computer	it	Removing normal means of retrieval	Divisional Assessor		3	Restricted	3	3	Restricted
			6 years after the form/lease has been superseded. NB A								
			review letter counts as modification of the form it does not								
Rating	Source Information	Return of Rent Forms/Leases - Paper	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