

HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

RECORD RETENTION SCHEDULE

Version Control

Version	Date	Author	Change
1	24 December 2015	Frank Finlayson	Original record retention schedule
1.1	30 August 2017	Frank Finlayson	Updated to reflect changes in retention of information in data format and destruction of paper copies for non-domestic rating records.

Function: Electoral Registration

Activity	Transaction	How Stored	Retention	How disposed of
Source Information	Annual Canvass forms	Paper/data	Last form received for property	Securely Destroy/Remove from system
Source Information	Rolling Registration forms	Paper/data	Last form if no canvass form. Destroy when canvass form received	Securely Destroy/Remove from system
Source Information	Current Absent voter forms	Paper/data	Until expired or elector deleted	Securely Destroy/Remove from system
Source Information	Non current absent voter forms	Paper	3 months after next election	Securely Destroy
Source Information	Unsuccessful absent voter forms	Paper	3 months	Securely Destroy
Produced Information	Absent Voting Lists	Paper/Data	Destroy paper in 3 months keep data until after next election	Securely Destroy/Remove from system
Source Information	Death Certificates	Paper	Keep until after receipt of canvass form	Securely Destroy
Source Information	Tenancy Changes Lists	Paper	Keep until after canvass	Securely Destroy
Source Information	Council Tax non-return list	Paper/Data	Keep until new list received	Securely Destroy/Remove from system
Produced Information	Qualifiers report	Paper	Keep until new list received	Securely Destroy
Source Information	R.O.P. questionnaire	Paper	Keep until receipt of new canvass form	Securely Destroy
Source Information	Sales	Data	Indefinitely	
Source Information	Declaration of local connection	Paper	When expired keep until next canvass	Securely Destroy

Source Information	Overseas elector form	Paper	When expired keep until next canvass	Securely Destroy
Source Information	Crown Servants form	Paper	When expired keep until next canvass	Securely Destroy
Source Information	European Parliamentary elector form	Paper	When expired keep until next canvass	Securely Destroy
Source Information	Service declaration	Paper	When expired keep until next canvass	Securely Destroy
Produced Information	Full register of electors	Paper/Data	15 years	Offer to Archivist
Produced Information	Edited register of electors	Data	15 years	Offer to Archivist
Produced Information	Z register of electors	Data	15 years	Offer to Archivist
Source Information	Request forms for supply of register	Paper/Data	Current year	Securely Destroy
Source Information	Running Roll information from other E.R.O.s	Paper	Current destroy after canvass	Securely Destroy
Produced Information	Deletions Per. Reg. 34	Data	Keep until next canvass	Remove from system
Source Information	Housing Benefit & Council Tax information	Data	Keep until next list	Remove from system
Source Information	Education list of attainers	Paper/Data	Keep until next list	Securely Destroy/Remove from system
Correspondence	Letters received	Paper/Data	Paper retained for 1 year, data retained for 10 years, or less if no longer resident	Securely Destroy/Remove from system
Correspondence	Reply to letters received	Paper/Data	Paper retained for 1 year, data retained for 10 years, or less if no longer resident	Securely Destroy/Remove from system
Source	Boundary Changes	Paper	Destroy when superseded	Offer to Archivist

Information				
Source Information	Maps showing boundaries	Paper	Destroy when superseded	Offer to Archivist
Produced Information	Election Information	Paper/Data	Keep until next election	Securely Destroy/Remove from system
Statistical Information	Stats. Showing number of electors	Paper/Data	5 years	Securely Destroy/Remove from system
Statistical Information	Stats. Canvass returns	Paper/Data	5 years	Securely Destroy/Remove from system

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Function: Non Domestic Rating

Activity	Transaction	How Stored	Retention	How disposed of
Source Information	Owners Declarations	Paper/data	Keep until new one received	Securely Destroy/Remove from system
Source Information	Rent questionnaires	Data	Scan on receipt. Retain data for 7 years.	Securely Destroy/Remove from system
Source Information	Review questionnaires	Data	Scan on receipt. Retain data for 7 years.	Securely Destroy/Remove from system
Source Information	Copy of Lease	Data	Scan on receipt. Retain data for currency of lease.	Securely Destroy/Remove from system
Appeals	Appeal Letters	Data	Scan. Retain for current revaluation cycle + 1 year	Securely Destroy/Remove from system
Appeals	Reply to appeal letters	Data	Scan on receipt. Retain for current revaluation cycle + 1 year	Securely Destroy/Remove from system
Appeals	Valuation Appeal Committee Lists (previously titled Court Lists)	Data	Scan. Retain for current revaluation cycle + 1 year	Securely Destroy/Remove from system
Source Information	Revaluation – return of information forms	Data	Scan on receipt. Retain for current revaluation cycle + 1 year	Securely Destroy/Remove from system
Source Information	Turnovers/copy of accounts	Data	Retain for current revaluation cycle + 1 year	Securely Destroy/Remove from system
Source Information	Return of building cost information	Data	Retain for current revaluation cycle + 1 year	Securely Destroy/Remove from system

Produced Information	Valuation Roll	Paper/Data	Retain for 7 years	Remove form system/Offer to archivist
Correspondence	Letters received	Data	Scan on receipt. Retain for 2 revaluations + 1 year	Securely Destroy/Remove from system
Correspondence	Reply to letters received	Data	Scan. Retain for 2 revaluations + 1 year	Securely Destroy/Remove from system
Source Information	Building Warrants	Paper/data	Scan into system and retain paper copy for one year.	Securely Destroy/Remove from system
Source Information	Completion certificate minutes	Paper/data	Scan into system and retain paper copy for one year.	Securely Destroy/Remove from system
Appeals	Recording Transcripts & minutes of appeals	Tape & paper	Indefinite	Securely Destroy
Property Records	Property files – Non Domestic	Paper/data	Indefinite	Ongoing weeding by Surveyors to weed out duplicate of superseded documents
Property Records	Deleted property file – Non Domestic	Paper/data	5 years	Securely destroy/Remove from system
Source Information	Valuation information sent to Assessor by Highland Council Services	Paper	Scan. Retain for 2 Revaluations + 1 year	Securely destroy
Source Information	Re-valuation information sent to Assessor (mainly by other Assessors – SAA purposes)	Data	Scan. Retain for 2 Revaluations + 1 year	Securely destroy/Remove from system
Source Information	Lands Register information	Data	Indefinite	
Source Information	Planning and building control plans	Paper	Currency of property file or until superseded	Securely destroy when superseded
Produced Information	Alteration advice (note from valuer to admin staff) authorising change to property entry in database	Paper	Currency of file	

HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

RECORD RETENTION SCHEDULE

Function: Council Tax

Activity	Transaction	How Stored	Retention	How disposed of
Appeals	Proposals/Appeals	Paper	Indefinite while list is current + 5 years	Securely Destroy
Appeals	Reply to appeal letters	Paper/Data	Indefinite while list is current + 5 years	Securely Destroy/Remove from system
Source Information	Pro forma – new houses	Paper	Currency of property file	Securely Destroy
Produced Information	Valuation Lists	Paper/Data	Replace annually	Offer to Archivist/Destroy securely
Appeals	Court Lists	Paper/data	Scan paper and store data indefinitely	
Correspondence	Letters received	Paper/data	Currency of list + 5 years	Securely Destroy/Remove from system
Correspondence	Reply to letters received	Paper/data	Currency of list + 5 years	Securely Destroy/Remove from system
Appeals	Valuation Appeal Committee Decisions	Paper/data	Indefinite	
Source Information	Completion Certificates	Paper	Scan into system and retain paper copy for one year.	Securely Destroy
Property Record	Plans/Drawings	Paper	Currency of property file or until superseded	Securely Destroy
Property Record	Photographs	Paper/Data	Permanent while live	Securely Destroy/Remove from system

Property Record	House Survey Sheets	Paper/data	Currency of property file or until superseded	Securely Destroy/Remove from system
Property Record	Standard house type	Data	Indefinite	
Property Record	Property files Council Tax	Paper/data	Indefinite	Ongoing weeding by Surveyors to weed out duplicate of superseded documents
Property Record	Deleted property file – Council Tax	Paper/data	5 years	Securely destroy/remove from system
Source Information	Building control and planning lists	Paper/data	Scan into system and retain paper copy for one year.	Securely Destroy/Remove from system
Source Information	Completion certificates	Paper/data	Scan into system and retain paper copy for one year.	Securely Destroy/Remove from system
Source Information	Council House Sales Notifications	Paper/data	Indefinite (data), Paper 1 year	Securely destroy
Source Information	Lands Register information	Data	Indefinite	
Property Record	Housing Development Master Files	Data	Completion of development + 5 years	Securely destroy
Produced Information	Alteration advice (note from valuer to admin staff) authorising change to property entry in database	Paper	Currency of file	

HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

RECORD RETENTION SCHEDULE

Function: Others (Finance, Staffing information etc)

Activity	Transaction	How Stored	Retention	How disposed of
Policies	Board Policies	Data	Current year + 2 years	Securely Destroy/Remove from system
Minutes	Board Minutes	Data	Permanent	
Minutes	Council Minutes	Paper	Retain 1 year	Securely Destroy
Minutes	Minutes of other meetings	Data	5 years	Remove from system
Office Management	Purchase Orders	Paper/Data	Current financial year + 5 years	Securely Destroy
Office Management	Quotes from Suppliers	Paper/Data	Current financial year + 5 years	Securely Destroy
Office Management	Invoices	Paper/Data	Current financial year + 5 years	Securely Destroy
Office Management	Budget Information	Paper/Data	Current financial year + 5 years	Securely Destroy
Office Management	Salary Information	Paper/Data	Current financial year + 5 years	Securely Destroy
Office Management	Wage/Salary Records	Paper/Data	Current financial year + 5 years	Securely Destroy
Office Management	Petty Cash receipts & books	Paper	Current financial year + 5 years	Securely Destroy
Office Management	Overtime Sheets	Paper	Current financial year + 1 year	Securely Destroy
Office Management	Travel & Subsistence claims	Paper	Current financial year + 1 year	Securely Destroy
Office	Complaint Files	Paper	Retain 5 years	Securely Destroy

Management				
Office Management	Attendance Records	Paper	Guidance period of employment plus 6 years	Securely Destroy
Office Management	Leave Applications	Data	Current + 1 year	Securely Destroy/Remove from system
Office Management	Flexi Applications	Data	Current + 1 year	Securely Destroy/Remove from system
Office Management	Flexi Recording Sheets	Paper/Data	Current + 1 year	Securely Destroy
Office Management	Personnel Files (inc. Training Records)	Paper	Guidance Period of employment plus 6 years	Securely Destroy
Office Management	Establishment Lists & Information	Data	Current + 1 year	Securely Destroy
Office Management	Performance management data	Paper/Data	5 years	Securely Destroy/ Remove from system
Office Management	CCTV footage	Tape	14 days	Record over
Office Management	Application forms Successful/unsuccessful	Paper	Successful retain, unsuccessful retain for 6 months (unless complaint hold for 6 months after resolution of complaint)	Securely Destroy
Office Management	Recruitment Application Forms and interview notes	Paper	Successful retain, unsuccessful retain for 6 months (unless complaint hold for 6 months after resolution of complaint)	Securely Destroy
Office Management	Training Questionnaires and information	Paper/data	Destroy questionnaires after logged, data after 5 years	Securely Destroy/Remove from system
Office Management	Sales of Council Tax, Val. Roll & Electoral Register	Paper/Data	Current financial year + 5 years	Securely Destroy/Remove from system
Office Management	Books & Publications	Paper	Permanent	
Office	Inventory	Data	Current financial year + 2	Securely Destroy/Remove from system

Management			years	
Office Management	Accident Reporting	Paper	5 years	Securely Destroy
Office Management	Substantive emails	Data	7 years except senior management indefinite	Remove from system
Office Management	Legislation	Paper/Data	Indefinite	
Office Management	Customer satisfaction forms	Paper/Data	Destroy originals after scanning, data 5 years	Securely Destroy/Remove from system
Office Management	Occupational Health Reports	Paper	Guidance Period of employment plus 6 years	Securely Destroy/Remove from system
Office Management	Signing in sheet	Paper	1 year	Securely destroy
Office Management	Audit Reports	Paper	10 years	Securely destroy
Office Management	Wage/Salary Records	Paper/data	Current year + 6 years	Securely Destroy/Remove from system
Office Management	Statutory Maternity Pay records	Paper/data	Current year + 6 years	Securely Destroy/Remove from system
Office Management	Retirement Benefit Scheme Records	Paper/data	Current year + 6 years	Securely Destroy/Remove from system
Office Management	Purchase Card transactions	Paper	Current year + 5 years	Securely destroy