

Definitions of terminology used in record retention

What does it mean?

1	Record	Records are recorded information of any kind and in any form produced or received by Edinburgh Leisure in the course of its business.
2	Meeting note	Personal handwritten or typed brief records from meetings, these should be destroyed once the minutes are received or relevant actions are taken from them and recorded on other minutes.
3	Interview Note	Handwritten records from assessment centres
4	Minute	Typed records of meetings including actions taken (or to be taken), who was there, date etc. These are the records of the meeting.
5	Agenda	The items which are to be discussed at the meeting and circulated to all attending
6	Supersession	The date that a new record replaces the old one e.g. a risk assessment is superseded when the review takes place.
7	Retention Schedule	A retention schedule is a list of records which need to be retained by Edinburgh Leisure for a designated period of time. The Retention Schedule shows the title of each record, a time period for which records are to be retained, and identified the reason (legislative, regulatory and / or operational) on which retention is based.

This schedule is designed to be used in two ways

1. When new records are created

The Retention Schedule should be used as a point of reference in the day-to-day management of records. The most effective point in the life-cycle of any record at which to decide how long it should be retained, and for what reason, is when that record is created.

When opening a new file, creating an electronic record, or typing a letter, this Retention Schedule will act as a guide to the conditions under which that Record should be managed, stored and ultimately disposed of.

2. When destroying files

In order to protect itself and minimise risk, all businesses should not maintain records longer than they need to; nor should they destroy records sooner than is required

The Retention Schedule provides consistent guidelines on the retention period of all records.

Destroying records refers to shredding of confidential records, disposal of non-confidential paper records or deletion of electronic records.

When a record has reached the end of its specified retention period, a designated person needs to be responsible as the signatory for the destruction process where destruction is the specified action.

Function/Activities	Record type	Retention period	Who retains and where	Legislative or guidance info
Corporate Records				
Site and Service Meetings	Agenda and minutes	2 years	Retained locally by meeting chair	Business requirement.
Working/Project Group meetings	Agenda and minutes	2 years	Retained by Meeting Chair	Business requirement.
Strategic meetings (Board/Senior Management)	Board reports, Board minutes, Strategic leadership Team Notes	10 years for meetings held on or after October 2007, Permanently for meetings held after this date	CEO Personal Assistant	Companies Act 06, s 248 Companies Act 85, s 382
Corporate policies	Company Corporate Strategy	Permanent	CEO Personal Assistant	Business requirement.
Corporate policies	Business plan	Permanent	CEO Personal Assistant	Business requirement.
Corporate policies	Service Improvement plans/Workplans	2 years	CEO Personal Assistant	Business requirement.
Corporate policies	Organisational structure	1 year	CEO Personal Assistant	Business requirement.
Corporate Records	Internal or partner reports & documents including business cases	5 years	The individual who creates the report	Business requirement.
JNCC	Minutes and agenda	Indefinite	HR retains.	Business requirement.
Staff reps	Agenda and minutes	Indefinitely	CEO Personal Assistant	Business requirement.
Meetings	Meeting notes (handwritten or typed brief notes)	Destroy once notes are typed.	The individual who creates the notes	Business requirement.
Legal advice	Legal advice (HR/Finance/Commercial/Health and Safety)	5 years after supersession	To be retained by the department Head/Manager who asked for and received the advice.	Business requirement.
Business preparation				
Records documenting the Company's membership of any organisation.	Membership of ICS	1 year after supersession	The individual who holds the membership information	Business requirement.
Project Management				
Projects funded by the Company - major records	Business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	25 years	Property and Facilities Head	Review for archival and re-use value
Marketing				
Customer comments	Customer Comment Forms	1 year	Research Officer	Business requirement.
Surveys	Internally managed surveys (personally identifiable information). This can be online, paper etc.	1 year (except in cases where consent has been given to take part in workshops in which case 5	Research Officer	Raw data which does not identify individuals may be held indefinitely if it serves a Corporate purpose.

Surveys	External research surveys (personally identifiable information)	1 year (except in cases where consent has been)	Research Officer	Raw data which does not identify individuals may be held indefinitely if
Photographs	Photographs used for promotional purposes	5 years	Marketing Manager	Business requirement unless there is historical interest e.g. refurbishment

Function/Activities	Record type	Retention period	Who retains and where	Legislative or guidance info
Energy use and consumption.	Routine monitoring	5 years	Energy and Sustainability Manger	Environmental Information (Scotland) Regulations
Environmental impact assessment		1 year	Energy and Sustainability Manger	Environmental Information (Scotland) Regulations
Environmental incidents on company premises or caused by its operations.	Environmental incident report.	40 years	Energy and Sustainability Manger	Environmental Information (Scotland) Regulations
Environmental risk identification of, or caused by, the Company's premises or operations, and the conduct of a risk assessment.		3 years	Energy and Sustainability Manger	Environmental Information (Scotland) Regulations
Carbon reduction	Commitment packs and supporting information	6 years	Energy and Sustainability Manger	Environmental Information (Scotland) Regulations
Energy Performance	Certificates	10 years	Energy and Sustainability Manger	Environmental Information (Scotland) Regulations

Function/Activities	Record type	Retention period	Who retains and where	Legislative or guidance info
Managing Human resource (site)				
Line Managing Staff Members-Managing Performance	1:1 meeting agenda/minutes/action plans	3 years	Site Manager in Personnel file	Data Protection Act 1998
Line Managing Staff Members-Managing Performance	Appraisal	3 years	Site Manager in Personnel file	Data Protection Act 1998
Disclosure Scotland Certificate information (or PVG Membership details)	Form IMS HR DIS 3	Destroy once HR acknowledge acceptance	Counter signatory in locked file until HR acknowledge receipt. HR retain in central staff file until end of employment.	Data Protection Act 1998
Human resource staff information	Emergency contact details and name/address of staff member	Supersession, destroy when staff member leaves employment.	Site Manager to retain in locked storage	Data Protection Act 1998
Human resource work experience	Contact details, training, etc	3 years once work experience leaves. Site to retain young persons risk assessment for 5 years along with any relevant records relating to this.	Site Manager to retain in locked storage	Data Protection Act 1998
Human resource volunteers	Contact details, training, etc. this may also include PVG/Disclosure cover sheet.	7 years once volunteer leaves.	Site Manager to pass to HR to retain	Data Protection Act 1998
Human resource attendance	Signing in sheets	1 year rolling basis	Site Manager to retain	Data Protection Act 1998
Human resource staff forms	Overtime forms	1 month after payment received	Site manager to retain	Data Protection Act 1998
Human resource assessment	New start assessment records and reference details	6 years after employment ceases	HR to retain no copies to be held on site.	Data Protection Act 1998
Human resource assessment	Assessment records, failed to get job	12 months	Lead Assessor responsible for securing on their site and destroying.	Data Protection Act 1998
Health and Safety				
Managing and Monitoring Hazards	Electronic or paper copies of all site based risk assessments (including COSHH)	5 years following supersession.	Site Manger has responsibility for retaining this information.	Limitation Act 1980
Managing and Monitoring Hazards	Driving authorisation forms	Site to destroy once database updated (max 1 month) H&S Manager to retain database for 1 year following supersession. Records destroyed 1 month following supersession.	Health and Safety Manager in locked storage.	Data Protection Act 1998
Managing and Monitoring Hazards	Site and corporate staff consultation on health and safety matters	Indefinitely for corporate consultation, site based consultation 6 years.	Site Managers to retain in secure storage or on shared drive, H&S Manager to retain on G Drive under H&S Meetings for corporate consultation.	Data Protection Act 1998
Managing incidents	EAP's NOP's	Supersession	Site Manager	Good Practice

Managing incidents	Accident incident report forms and investigations	3 years (or in the case of a child up until they turn 21).	Health and Safety Manager	Any claims can be submitted up to 3 years from the date of the accident and up to the date the child turns 21.
Health and Safety Monitoring	Maintenance of equipment records & tests, includes electricity, gas, & lab equipment	6 years	Facilities Management has responsibility for retaining unless there are site based contracts in which case the site Manager must retain this information	Limitation Act 1980, Provision & Use of Work Equipment Regs 1998, Lifting Operations & Lifting Equipment Regs 1998, Pressure Systems Safety Regs 2000, Regulatory Reform (Fire Safety) Order 2005, Gas Safety (Installation & Use) Regulations 1998
Health and Safety Monitoring	Workplace inspections (all H&S Checks carried out in house).	6 years	Site Manager has responsibility for retaining	Limitation Act 1980, Provision & Use of Work Equipment Regs 1998, Lifting Operations & Lifting Equipment Regs 1998, Pressure Systems Safety Regs 2000, Regulatory Reform (Fire Safety) Order 2005, Gas Safety (Installation & Use) Regulations 1998
Health and Safety Training Management	All health and safety training records to include Induction and Ongoing Competency, training event attendance registers and individual employee training records (wet and dry). This also applies to all training certificates (so first aid, college etc).	6 years from recorded delivery	Site Managers to retain in individuals personal folder (employee training records) and in a site attendance register folder . L&D retain database of attendees and will destroy attendance register once database is updated.	Data Protection Act 1998 and good business practice
Managing and Monitoring Hazards	First Aid: List of First Aiders	Supersession	Site Manager in NOP	Business practice
Managing and Monitoring Hazards	All site based H&S checks	6 years	Site Manager	Business practice
Managing and Monitoring Hazards	Letters and contact with fire brigade	6 years from completion	Site Manager	Business practice
Member records				
Member Records Gym	PAR Q forms	2 years	Site Manager to retain in locked storage.	Data Protection Act 1998
Member Records Joining	Application form and Direct Debit mandate	Site to scan in then destroy, file to be stored in members database	Site to destroy once scanned, finance to remove data record once member no longer live.	Data Protection Act 1998
Member Records Leisure Card	Application Form	Site to destroy once in MRM	Site Manager to arrange destruction at the end of each day.	Data Protection Act 1998
Member Records Coaching	Coaching booking form	Site to retain until new term is in place	Site Manager to retain in locked storage until week 2 of the next term then records should be destroyed	Data Protection Act 1998
Member records Activator	Activator booking forms	Site to retain for once month following end of activator term.	Site Manager to retain in locked storage and destroy one month after end of activator.	Data Protection Act 1998
Members data	EICA climbers waiver form	Three years after supersession	Site retain in locked storage.	Data Protection Act 1998

Event and Extended Let				
Event booking	Personally identifiable information (bookee etc.)	3 years	Site Manager to retain in locked storage	Data Protection Act 1998
Event Booking	Details on event, rigging, set up, recovery, services involvement (e.g. fire/police)	10 years (may have historical interest)	Manager to retain, any with historically interest manager to agree with H&S Manager for retaining longer.	Business need
Extended Lets	Extended Let booking form, insurance information, coaches details	1 year following supersession. All extended lets to be renewed annually.	Site Manager to retain in locked storage	Data Protection Act 1998
Reception				
Reception cash	Banking sheets	7 years	Site Manager responsible	Business need
Reception safe	Safe logs	Loomis collections 7 years, site access 1 year rolling basis	Site Manager responsible	Business need
Finance				
Finance Payment	Coaches payment records	1 year rolling basis	Site Manager responsible	Business need
Finance orders	Delivery notes	Current financial year	Site Manager responsible	Business need
Finance orders	Invoices	Current financial year may be retained on site, finance retain for 7 years	Site to retain one year, finance to retain 7 years	Business need
Finance orders	Orders	Current financial year may be retained on site, finance retain for 7 years	Site to retain one year, finance to retain 7 years	Business need
Coaches				Business need
Coaches management	Service providers service level agreement forms	Site to send to relevant Development Officer, once confirmed receipt site to destroy. DO to destroy one year after supersession	Site manger to retain in locked storage, Development Officer to retain and destroy after 1 year of not using coach.	Data Protection Act 1998 and retention of information long enough to provide evidence for civil claims.
Meetings				
Site and Service Meetings	Agenda and minutes	2 years	Retained locally by meeting chair	Business need
Working Group meetings	Agenda and minutes	2 years	Retained by Meeting Chair	Business need
Marketing information				
Customer comments	Customer Comment Forms	1 year	Research Officer	Business requirement.
Signing sheets				
Customer signing sheets	Soft play sign in/out record	1 week	Manager to destroy after 1 week	Business requirement.

Function/Activities	Record type	Retention period	Who retains and where	Legislative or guidance info
Finance				
Statutory Accounts	Signed accounts	Permanent	Finance/Board papers/Electronic & paper	Companies Act/Business Need
Statutory Accounts	Records documenting the preparation of the signed accounts	7 years from end of financial year	Finance/Electronic and paper	Companies Act
Financial Reports	x year performance reports	Permanent	Published on internet/Electronic	Business need
Financial Reports	CEC Usage reporting	Permanent	Finance/Electronic	Business need
Financial reports	Working papers for the preparation of the performance reports	7 years from end of financial year	Finance/Electronic and paper	Companies Act/Business Need
Financial reports	Working papers for the preparation of the CEC Usage reporting	7 years from end of financial year	Finance/Electronic	Business need
Budgeting and forecasting	Approved budget; revenue and capital	Permanent	Finance/Electronic	Business need
Budgeting and forecasting	Budget working papers	7 years from the end of the financial year being budgeted for	Finance/Electronic and paper	Business need
Budgeting and forecasting	Forecasts	7 years from the end of the financial year being forecast	Finance/Electronic and paper	Business need
Budgeting and forecasting	Forecast working papers	7 years from the end of the financial year being forecast	Finance/Electronic and paper	Business need
Corporate performance	Management accounts including variance analysis	7 years from end of financial year	Finance/Electronic	Business need
Corporate performance	Key performance indicators	Permanent	Finance/Electronic	Business need
Corporate performance	Balance sheet reconciliations	7 years from end of financial year	Finance/Electronic or paper	Business need
Financial Transactions - Payments	Invoices	7 years from end of financial year	Finance/Electronic and paper	Companies Act/Business Need
Financial Transactions - Payments	BACS Payment confirmations	7 years from end of financial year	Finance/Electronic and paper	Companies Act/Business Need
Financial Transactions - Payments	Petty cash returns	7 years from end of financial year	Finance/Electronic and paper	Companies Act/Business Need
Financial Transactions - Payments	Petty cash claims and receipts	7 years from end of financial year	Finance/Electronic and paper	Companies Act/Business Need
Financial Transactions - Payments	BACS payment summaries	7 years from end of financial year	Finance/Electronic and paper	Companies Act/Business Need
Financial Transactions - Payments	Cheque payment summaries	7 years from end of financial year	Finance/Electronic and paper	Companies Act/Business Need
Financial Transactions - Payments	Direct credit payment summaries	7 years from end of financial year	Finance/Electronic and paper	Companies Act/Business Need
Financial Transactions - Payments	VAT records	7 years from end of financial year	Finance/Electronic and paper	Companies Act/VAT acts/Business Need
Financial Transactions - Payments	Aged creditors analysis	7 years from end of financial year	Finance/Electronic and paper	Companies Act/Business Need
Financial Transactions – Bank & Cash	Bank statements	7 years from end of financial year	Finance/Paper	Companies Act/Business Need
Financial Transactions – Bank & Cash	Bank reconciliations	7 years from end of financial year	Finance/Electronic	Companies Act/Business Need

Financial Transactions – Bank & Cash	Overdraft agreements	7 years from end of financial year	Finance/Electronic or paper	Companies Act/Business Need
Financial Transactions – Bank & Cash	Funds on deposit agreements	7 years from end of direct debit	Finance/Electronic or paper	Companies Act/Business Need
Financial Transactions – Bank & Cash	DD mandates	13 months from the last payment	Finance/Electronic in G Drive	DD Rules
Financial Transactions – Income	Invoices	7 years from end of financial year	Finance/Electronic and paper	Companies Act/VAT acts/Business Need
Financial Transactions – Income	MRM income reports	7 years from end of financial year	Finance/Electronic	Companies Act/VAT acts/Business Need
Financial Transactions – Income	Collection and Sundry income account working papers	7 years from end of financial year	Finance/Electronic	Companies Act/VAT acts/Business Need
Financial Transactions – Income	Management fee agreements	7 years from end of financial year	Finance/Electronic	Companies Act/VAT acts/Business Need
Financial Transactions – Income	Funding agreements	7 years from end of financial year	Finance/Electronic & Project manager/Electronic or paper	Business Need
Financial Transactions – Income	Aged Debtor analysis	7 years from end of financial year	Finance/Electronic	Companies Act/Business Need
Financial Transactions – Income	Credit control actions	7 years from end of financial year	Finance/Electronic	Companies Act/Business Need
Financial Transactions – Income	Credit control actions	7 years from end of financial year	Venues/Electronic or paper	Business need
Financial Transactions – Income	Refunds	7 years from end of financial year	Finance/Electronic or paper	Companies Act/Business Need
Financial transactions – Fixed assets	Fixed asset register	7 years from end of financial year	Finance/Electronic	Companies Act/Business Need
Financial transactions – Fixed assets	CAPEX approvals	7 years from end of financial year	Finance/Electronic	Companies Act/Business Need
Financial transactions – Fixed assets	Fixed asset disposal forms	7 years from end of financial year	Finance/Electronic	Companies Act/Business Need

Financial Audit	Correspondence	3 years from end of last agreed action	Finance/Electronic	Business need
Financial Audit	Audit plans	3 years from end of last agreed action	Finance/Electronic	Business need
Financial Audit	Audit reports	3 years from end of last agreed action	Finance/Electronic	Business need
Financial Audit	Management letters	3 years from end of last agreed action	Finance/Electronic	Business need
Property leases	Granting leases	12 years from the expiry of the lease	Finance/Electronic	Business need
Property leases	Leasing property	12 years from the expiry of the lease	Finance/Electronic	Business need
Managing Tenders and Contracts	Standing orders	6 years after supersession	Finance/Electronic	Business need
Managing Tenders and Contracts	Invitation to tender	2 years after the start of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Successful tenders	6 years after the end of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Unsuccessful tenders	6 years after the start of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Inadmissible tenders	18 months from start of contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Quotations	6 years after the start of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Adjudication scores	6 years after the start of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Responses to tender	6 years after the start of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Expressions of interest	1 month after the start of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Outline proposals	6 years after the start of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Tender proposals	6 years after the start of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Approved supplier list	10 years after supercession	Finance/Electronic	Business need
Managing Tenders and Contracts	Contract awards	6 years after the end of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Maintenance contracts	6 years after the end of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Contracts	6 years after the end of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Lease car records	6 years after the end of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Successful tenders	6 years after the end of the contract	Finance/Electronic and paper	Business need
Managing Tenders and Contracts	Purchasing authorisation limits	2 years after supersession	Finance/Electronic and paper	Business need

Vehicle management	Mileage records	7 years after the end of the financial year	Finance/Electronic and paper	Business need

Function/Activities	Record type	Retention period	Who retains and where	Legislative or guidance info
Managing Human Resource	Investigation notes, minutes, findings etc.	6 years	Central HR	Data Protection Act 1998
	Resolution of difference, grievance	6 years	Central HR	Data Protection Act 1998
	Coaching for performance	6 years	Staff file held on site	Data Protection Act 1998
	Counselling record	6 years	Central HR	Data Protection Act 1998
	Turnover Statistics	6 years	Central HR	none (anonymous data)
	Personal data (change) form [bank, address etc.]	6 years after employment ceases	HR employee file/open people	Data Protection Act 1998
	Statement of particulars	6 years after employment ceases	HR & employee retain a copy	Data Protection Act 1998
	Agency Woker Files	2 years after term ceases	HR employee file/open people	Data Protection Act 1998
	Job descriptions	Updated as necessary or subject to change in legislation	Central HR/Payroll	Business Need
	Job grading & evaluation	6 years after employment ceases	Central HR/Payroll	Business Need
Managing disciplinary process	Disciplinary hearing notes	6 years after employment ceases	Central HR	Data Protection Act 1998/Acas Code of Practice on Disciplinary and grievance
	Disciplinary hearing outcome	6 years after employment ceases	Central HR	Data Protection Act 1998
	Disciplinary appeal hearing notes	6 years after employment ceases	Central HR	Data Protection Act 1998
	Disciplinary appeal hearing outcome	6 years after employment ceases	Central HR	Data Protection Act 1998
	Dismissal	6 years after employment ceases	Central HR	Data Protection Act 1998
Managing absence from work	Self- certificate	6 years after employment ceases	Central HR	Data Protection Act 1998
	GP fit to work certificate	6 years after employment ceases	Central HR	Data Protection Act 1998
	IMS HRS2 absence record	6 years after employment ceases	Staff file held on site	Data Protection Act 1998
	IMS HRS1 absence monitoring	6 years after employment ceases	Staff file held on site	Data Protection Act 1998
	Stage meeting outcome letters	6 years after employment ceases	HR permanently [employee file rolling year]	Data Protection Act 1998
	Return to work interview	6 years after employment ceases	HR permanently [employee file rolling year]	Data Protection Act 1998
	Occupational health medical referral	6 years after employment ceases	HR employee file only	Data Protection Act 1998
	Pre-employment health referral	6 years after employment ceases	HR employee file	Data Protection Act 1998
	absence statistics	6 years	Central HR	None (anonymous data) business requirements
	Flexi sheets	2 years after audit	G:drive/HR	Business requirements

	Staffing rotas	2 years after audit	Staff file held on site	Business requirements
	Special leave request: bereavement, dependency, TA duty etc	2 years after audit	Staff file held on site	Data Protection Act 1998
	Time-keeping records (paper) register	2 years after audit	Staff file held on site	Business requirements
	Time-keeping records (master electronic)	2 years after audit	Central HR	Business requirements
	Staff contact details (telephone numbers)	6 years after employment ceases	Secure staff file held on site or venue	Data Protection Act 1998
	annual leave sell back	6 years after employment ceases	Central HR	Business requirements

Managing health & safety	HAVS assessment records, occupational health reports	permanently	HR employee file G:drive	Data Protection Act 1998
	Adjustment to work place, restrictions, recommendations	6 years after employment ceases	HR employee file G:drive	Data Protection Act 1998
Managing Recruitment & selection	Disclosure Scotland record	6 years after employment ceases	HR	Data Protection Act 1998/Employment Practices Data Protection Code
	Unsolicited enquiries, CVs, ad hoc applications	immediate	HR electronic file on ATS	Data Protection Act 1998
			[Sites to respond and destroy after]	Data Protection Act 1998
	Recruitment authorisation form	12 months	HR	None
	Job advertisement		HR	None
	CV non-executive directors (successful)	5 years	HR	Data Protection Act 1998
	CV non-executive directors (unsuccessful)	2 years	HR	Data Protection Act 1998
	Equal opportunity monitoring forms	purged electronically	HR online ATS	Data Protection Act 1998
	Short listed candidates – invite to interview	purged electronically	HR online ATS	Data Protection Act 1998
	Interview notes (successful candidate)	12 months	HR employee file	Data Protection Act 1998
	Interview notes (unsuccessful candidate)	6 months	Held on site	Data Protection Act 1998
	Employment references	6 years after employment ceases	HR employee file	Data Protection Act 1998
	Amendment to contract letter	6 years after employment ceases	HR (staff member retains a copy)	Data Protection Act 1998
	Transfer request & application	retain mosr recent request only	HR	Data Protection Act 1998
Managing performance	Record of Appraisal	6 years after employment ceases	Staff file held on site until employee leaves (see facilites) then sent to HR for	Data Protection Act 1998
	Personal development plan	6 years after employment ceases	Staff file held on site until employee leaves (see facilites) then sent to HR for	Data Protection Act 1998
	Training records	6 years after employment ceases	Staff file held on site until employee leaves (see facilites) then sent to HR for	Data Protection Act 1998
	1-2-1 meetings	6 years after employment ceases	Staff file held on site until employee leaves (see facilites) then sent to HR for	Data Protection Act 1998
	Probationary meeting records	6 years after employment ceases	HR	Data Protection Act 1998
	TALENT management online records	6 years after employment ceases	Online www.tpmg.com/edinburghleisure	Data Protection Act 1998
	LPF, GPP, NEST	6 years after employment ceases	HR/Payroll employee file G:drive/open people	The Pensions Regulator
	Communications with pension provider(s)	6 years after employment ceases	HR/Payroll employee file G:drive/open people	The Pensions Regulator

Magaing Pension records:	SD502 Pension opt out	4 years	HR/Payroll employee file G:drive/open people	The Pensions Regulator
	Pension – combined print	6 years after employment ceases	HR/Payroll employee file G:drive/open people	The Pensions Regulator
	actuarial valuation reports	permanently	HR/Payroll employee file G:drive/open people	The Pensions Regulator
	Money purchase AVC contracts	6 years after employment ceases	HR/Payroll employee file G:drive/open people	The Pensions Regulator
	Added years AVC contracts	6 years after employment ceases	HR/Payroll employee file G:drive/open people	The Pensions Regulator
Retirement records	Application for retirement benefits, records of notifiable events e.g. relating to capacity	6 years from the end of the scheme year in which the	Central HR/ Payroll	The Retirement Benefits Schemes (information Powers) Regulations 1995
Statutory sick pay SSP records	Parental leave paperwork, maternity, paternity, adoption	5 years from birth/adoption of the child or 18 years if the child	Central HR/ Payroll	The Statutory Maternity Pay (general) Regulations 1986 (SI 1986/1960) as
	calculations, certificates and GP certificates	not less than 3 years after the end of the financial year to	Central HR/ Payroll	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as
	income tax and NI returns and correspondence with HMRC	not less than 3 years after the end of the financial year to	Central HR/ Payroll	The income tax (employments) Regualtions 1993 as amended
	Occupational sick pay	not less than 3 years after the end of the financial year to	Central HR/ Payroll	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as

Managing Payroll, wage and salary records	Additional hours, overtime, coaching payments, acting up, call out	2 years	HR/Payroll employee file G:drive/open people	The Working Time Regulations
	Living Wage payment	6 years after employment ceases		National Minimum Wage Act 1998
	CSA wages arrestment	6 years after employment ceases	HR/Payroll employee file G:drive/open people	Taxes Management Act 1970
	Pay progression	6 years after employment ceases	HR/Payroll employee file G:drive/open people	business requirements
	expenses	6 years after employment ceases	HR/Payroll	Taxes Management Act 1970
	Advance payments made to staff	6 years after employment ceases	Central HR/Payroll	Taxes Management Act 1970
	National minimum wage records	3 years after the end of the pay reference period following the	Central HR/Payroll	National Minimum Wage Act 1998
	P45 part 2	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	Payroll controls	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	PAYE records	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	salaries	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	Attachment of earnings orders	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	Night-working allowance	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	P6(T) personal allowance tax code change	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	P9(T) change in tax code	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	GAYE	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	Child care vouchers	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	Hospital Saturday Fund – healthcare deductions	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	Student Loan	3 years after the end of the pay reference period following the	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	Bike to work application	not less than 3 years after the end of the financial year to	HR/Payroll employee file G:drive	Intranet Support Services - Our Benefits
Travel Season ticket loan	not less than 3 years after the end of the financial year to	HR/Payroll employee file G:drive	Intranet Support Services - Our Benefits	
Complying with equality policy	Equality and diversity monitoring including statistics and summaries	6 years after employment ceases	Central HR/Payroll	Data Protection Act 1998
	Equality impact assessments	6 years after employment ceases	Central HR/Payroll	Data Protection Act 1998
Workforce planning	Work force plan/staffing reviews (assessment of needs)	not less than 3 years after the end of the financial year to	Central HR/Payroll	Data Protection Act 1998
	Creation or deletion of posts	not less than 3 years after the end of the financial year to	Central HR/Payroll	Data Protection Act 1998

	Facts relating to redundancy, calculations of payments, refunds, notification to the	6 years from the date of redundancy	Central HR/Payroll	Data Protection Act 1998
Employee Reward (benefits)	Reward or gifts received	Not less than 3 years after the end of the financial year to which they relate	Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
	Reward or gifts issued		Central HR/Payroll	The Income Tax (Employments) Regulations 1993 as amended
Trade Union Activity	Trade Union Agreement	10 years after ceasing to be effective	Central HR/Payroll	Trade Union and Labour Relations (Consolidation) Act 1992Data
HR Management	HR Policies including significant records documenting policy development	3 years from supersession	HR	Business Requirement

Function/Activities	Record type	Retention period and when from	Who retains and where	Legislative or guidance info
Health and Safety				
Managing incidents	Accident report forms	Up to 4 years after date of accident or until the person is 21.	Health and Safety Manager in locked storage	Claims can be initiated up to three years from the incident or up until the child reaches 21. Also Data Protection Act 1998
Managing incidents	RIDDOR reports	10 years from date of incident	Health and Safety Manager in locked storage	e.g. The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) Also Data Protection Act 1998
Managing incidents	Investigation of Accidents, Dangerous Occurrences and Notifiable Diseases	10 years from date of incident	Health and Safety Manager in locked storage	Statutory requirement. 3 years 11 months for accidents, other timescales may vary based on incident/disease
Managing incidents	Exposure to asbestos letters, incident reports and air monitoring reports relating to exposure to asbestos incident	40 years from date of last entry.	Health and Safety Manager in locked storage	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH)
Managing and Monitoring Hazards	First Aid: List of First Aiders	Supersession	Site Manager in NOP	Business practice
Managing and Monitoring Hazards	All site based H&S checks	6 years from completion	Site Manager	Business practice, records of no value after this time
Managing and Monitoring Hazards	Letters and contact with fire brigade	6 years from completion	Site Manager	Business practice, records of no value after this time
Managing and Monitoring Hazards	Inspection and testing of plant, equipment and machinery for Health and Safety purposes	6 years from completion	Facility Management paper based until 2012, on GDrive since 2012 Unless there are site based contracts in which case the site Manager has responsibility for retaining e.g. EICA wall inspections and CO ² maintenance records for swimming pools.	Provision and use of work equipment regulations.
Managing and Monitoring Hazards	Assessments / risk assessments of dangers to health and safety in the workplace (including COSHH)	6 years from supersession	Site Manager in file on intranet or on accessible G drive file.	Business practice, records of no value after this time
Managing and Monitoring Hazards	Vision Screening Test results	3 months	Health and Safety Manager in locked storage	Business practice, records of no value after this time
Managing and Monitoring Hazards	Work Environment / Health and Safety Audit	3 years from completion	Health and Safety Manager on G drive	Business practice
Managing and Monitoring Hazards	Health & Safety Board Reports	10 years for meetings held on or after October 2007, Permanently for meetings held after this date	Company Secretary as this is a Board report	Companies Act 06, s 248 Companies Act 85, s 382
Managing and Monitoring Hazards	Health records	40 years minimum	See HR retention schedule.	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) and Data Protection Act 1998
Managing and Monitoring Hazards	Site and corporate staff consultation on health and safety matters	Indefinitely for corporate consultation, site based consultation 6 years.	Site Managers to retain in secure storage, H&S Manager to retain on G Drive under H&S Meetings.	Business practice

Policy and Strategy	Health and Safety Policy	3 years from supersession	Health and safety manager	Business practice
Policy and Strategy	Arrangements	3 years from supersession	Health and Safety Manager	Business practice
Health and Safety Training Management	All health and safety training records to include Induction and Ongoing Competency, training event attendance registers and individual employee training records (wet and dry).	6 years from recorded delivery	Site Managers to retain in individuals personal folder (employee training records) and in a site attendance register folder	Business practice

Function/Activities	Record type	Retention period	Who retains and where	Legislative or guidance info
Information Management				
Data Protection - record of subject access request processing	Initial request, response, related correspondence and other supporting documentation	3 years	Systems Development Manager	Data Protection Act 1998
Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	Initial request, response, appeal records, related correspondence and other supporting documentation	6 years	Systems Development Manager	Data Protection Act 1998
Data protection - general compliance records	Files re. DP audit, general compliance, data breaches, security, training, etc,	3 years	Systems Development Manager	Data Protection Act 1998
Data Protection Register	Register of Data Protection	1 year until superceeded	Systems Development Manager	Data Protection Act 1999
Data protection - Notification and changes	Notification & chnages to Data Porotection Register	3 years	Systems Development Manager	Data Protection Act 1998
Freedom of information (FoISA) - processing of requests for information	Initial request, response, related correspondence and other supporting documentation	3 years	Systems Development Manager	Freedom of Information (Scotland) Act 2002
Freedom of information (FoISA) - processing of requests for information where appeal made to Scottish Information Commissioner	Initial request, response, appeal records, related correspondence and other supporting documentation	6 years	Systems Development Manager	Freedom of Information (Scotland) Act 2002
Edinburgh Leisure's Publication Scheme	Model Publication Scheme	3 years	Systems Development Manager	Freedom of Information (Scotland) Act 2002 asp 13
Environment Information Regulations - processing of requests for information	Initial request, response, related correspondence and other supporting documentation	3 years	Systems Development Manager	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	Initial request, response, appeal records, related correspondence and other supporting documentation	6 years	Systems Development Manager	The Environmental Information (Scotland) Regulations 2004 SSI 2004/520
Knowledge management				
Contact details	Contacts lists	Supersession	Site/service Manager	Data Protection Act 1998
Records management				
Records surveys	Information relating to record audits	2 years	Systems Development Manager	To establish scanning quality control
Classification schemes	Classification schemes	Until superseded	Systems Development Manager	Retain in line with currency of the records series.
Forms development	Standard templates	1 year	Systems Development Manager	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
Image capture		2 years	Marketing Manager	Freedom of Information (Scotland) Act 2002 asp 13, S61 RM code
Retention schedule	Record of documents held and how long they will be retained	2 years	Systems Development Manager	Consider retaining the summary statistics as a measurement of service delivery and for appraising the effectiveness of retention schedules.

Function/Activities	Record type	Retention period	Who retains and where	Legislative or guidance info
L&D Administration	L&D Calendar	1 year	L&D on Intranet	Business Need
	Course Descriptors	Until superceded	L&D on Intranet	Business Need
Open Courses	End of Course Reaction Sheet	3 years	L&D G-Drive Hard copy on file	Business Need
	Training Event Attendance Register	1 year	L&D G-Drive Hard copy on file	Business Need
	Training Record Spreadheet	Year on Year	G-Drive	Business Need
	Course Booking Sheet	Upto time of course 1 year	G-Drive	Business Need
L&D Budget	L&D Invoice Record	7 years from the end of the financial year	L&D G-Drive Hard copy on file	Business Need
SVQ - Assessor / Candidate	SVQ Candidate Registration	2 years	Candidate Portfolio G-Drive	SQA Guide to Assessment SQA Assessor's Guidelines
	Induction & Initial Assessment	2 years	Candidate Portfolio G-Drive	SQA Guide to Assessment SQA Assessor's Guidelines
	Record of Progress & Planning	2 years	Candidate Portfolio G-Drive	SQA Guide to Assessment SQA Assessor's Guidelines
	Candidate Induction	2 years	Candidate Portfolio G-Drive	SQA Guide to Assessment SQA Assessor's Guidelines
	Candidate Portfolio	2 years	APLC - VQ Site	SQA Guide to Assessment SQA Assessor's Guidelines
	Progress Update	2 years	Candidate Portfolio G-Drive	SQA Guide to Assessment SQA Assessor's Guidelines
SVQ - IV	Sampling & Record of Tracking	2 years	L&D IV Folder	SQA Guidance
	IV Worksheet	2 years	L&D IV Folder	SQA Guidance
	Standardisation Minutes	2 years	L&D IV Folder	SQA Guidance
	Individual IV Record	2 years	L&D IV Folder	SQA Guidance
	Central Candidate List	Ongoing year to year	L&D on G Drive	SQA Guidance
	Record of IV	2 years	L&D IV Folder	SQA Guidance
ELFLEX	Elfex Payment Plan agreement	3 years	L&D on G Drive	Business Need

	Elflex Letter	3 years	L&D on G Drive	Business Need
Appraisal	Self Review	3 years	Held in staff file	Data Protection Act 1998
	Record of Appriasal Meeting	3 years	Held in staff file	Data Protection Act 1998
	Personal Development Plan	3 years	Held in staff file	Data Protection Act 1998
Welcome & Induction	Questionnaire	5 years	L&D on G Drive	Business Need
	New Start Tracking Spreadsheet	5 years	L&D on G Drive	Business Need
	Evaluation Report	5 years	L&D on G Drive	Business Need
	Child Protection Module Tracking Report	5 years	L&D on G Drive	Child Protection Procedures & Policy

Consultancy	Consultancy Records	3 years	L&D Department G-Drive Hard copy folder	Business Need
	Spreadsheet of new leaders	3 years	L&D Department G-Drive Hard copy folder	Business Need
	Minutes of Development Meeting	3 years	L&D Department G-Drive Hard copy folder	Business Need
Managing the Team	Notes of 1-1	1 year	Hard copy with Head of L&D	Business Need
	Probationary Paperwork	6 years after employment ceases	Hard copy with Head of L&D	Data Protection Act 1998
ICS Assessor Preparation	Quality Requirments Grid	2 years	G-Drive	ICS Assessor Guidance
	Mind Maps	2 years	G-Drive	ICS Assessor Guidance
ICS Quality Programme Manager	Monthly Manager Updates	3 years	Head of L&D G-Drive	ICS QPM Guidance
	Central speadsheet of candidates / log in details & progression	Ongoing year on year	Head of L&D G-Drive	
ICS Coaches	Notes from Workshops	3 years	Coaches G-Drive	Business Need
L&D Meetings	L&D Group Minutes	5 years	Head of L&D G-Drive	Business Need
	L&D Facilitator Minutes	5 years	Head of L&D G-Drive	Business Need
HR	Minutes of Agreement	6 years after employment ceases	Held in staff file	Business Need

Function/Activities	Record type	Retention period	Who retains and where	Legislative or guidance info
SPAD programmes	Participant details, where participant does not complete programme	1 year from leaving programme	development officer held secured at VP	Good practice
SPAD programmes	Participant details where programme is completed	3 years from leaving programme or until programme funding finishes	development officer held secured at VP	Good practice
Coaching programmes	Coach details (name, address, insurance, qualifications)	4 years	Coach development officer held secured at VP	Retain for entire period that a civil claim could be initiated.