

Scottish Funding Council Retention schedule - Web Version

FUNCTION - ADMINISTRATION							
Activity 1 st level description	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
General Administration	All Groups and branches	Expenses: travel and subsistence	6 yrs.	Calculated date	Create date	Prescription and limitation (Scotland) Act 1973, HMCE 700/21, 1970 c.9, 1994 c.23	Electronic delete
		Legacy files from old Admin root area	2 years	Calculated date	Create date	SFC business need	Electronic delete
		Reference and guidance files	0 months.	Calculated date	Closed date. Date from which no longer pertinent.	SFC business need	Electronic delete

		Correspondence and mail merges	0 months.	Calculated date	Closed date. Date from which no longer pertinent.	SFC business need	Electronic delete
		Delegated authority Conferences and events Memos and briefings Meetings agendas minutes Planning and Development Training and Presentations Miscellaneous	6 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Personal Administration	All Groups and branches	Personal data: Private names & addresses data; signatures; photos. Discussions and reports on data subjects.	0 months.	Calculated date	Closed date. Date from which the PD is no longer required	Data Protection Act 1998	Electronic delete

					for relevant purpose		
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FUNCTION - CORPORATE GOVERNANCE							
Activity/ 1 st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention Period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Business planning and strategy	Corporate plans		Permanent	Permanent		Common Practice	NAS archives
	Critical programme	Administration	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Papers	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Group plans	Plans	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Prioritisation	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Outcome measures	Background	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete

		Data	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Performance Measures – outcome framework	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Responses	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Targets and Monitoring	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Progress reporting and Quadrants	Papers	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Reference material		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Committees and forums	Administration		3mths	Calculated date	Create date	Common practice	Electronic delete
	Agendas, minutes and papers		Permanent	Permanent		Common practice	NAS archives
	Declaration of interests		6 yrs.	Calendar date	Closed date	Scottish public finance manual	Electronic delete
	Draft papers		6mths	Calculated date	Create date	SFC business need	Electronic delete
	Events		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Membership		2 yrs.	Calculated date	Closed date	Data Protection Act 1998	Electronic delete

	Pay		10 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Standing order		6 yrs.	Calculated date	Closed date	Prescriptions & Limitations (Scotland) Act 1973	Electronic delete
Council	Administration		1 yr.	Calculated date	Create date	SFC business need	Electronic delete
		Meeting	Permanent	Permanent		SFC business need	
	Consultations		Permanent	Permanent		SFC business need	NAS archives
	Effectiveness review		6 mths	Calculated date	Create date	SFC business need	Electronic delete
	Governance		10 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Information		5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Letter of guidance		Permanent		Permanent	RMS guidance	Permanent
	Members	Administration	1 yr.	Calculated date	Record date	SFC business need	Electronic delete
		Appraisals	9 yrs.	Calculated date	Record date	SFC business need	Electronic delete

		Appointments	6 yrs.	Calculated date	Closed date	Sex Discrimination Act 1975	Electronic delete
						Disability Discrimination Act 1995	Electronic delete
		Biographies	2 yrs.	Calculated date	Closed date	Data Protection Act 1998	Electronic delete
		Inductions	1 yr.	Calculated date	Superseded	SFC business need	Electronic delete
		Profiles	6 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Register of interests	6 yrs.	Calculated date	Closed date	Scottish public finance manual	Electronic delete	
	Merger		Permanent		Permanent	SFC business need	NAS archives
	Draft papers		6 mths	Calculated date	Create date	RMS guidance	Electronic delete
	Agendas, minutes and papers		Permanent		Permanent	Common practice	NAS archives
Internal management & steering groups	Administration		1 yr.	Calculated date	Create date	SFC business need	Electronic delete
	Agendas, minutes and papers		5 yrs.	Calculated date	Create date	SFC business need	Electronic delete

	Draft papers		6mths	Calculated date	Create date	SFC business need	Electronic delete
	Membership		2 yrs.	Calculated date	Closed date	Data Protection Act 1998	Electronic delete
	Strategy	Documentation	5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
		Financial projections	6 yrs.	Calendar date	Record date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
		Planning and review	5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	IT Projects		6 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
Information management	Administration		2 yrs.	Calculated date	Record date	PRO guidance	Electronic delete
	Audit logs		Permanent	Permanent		ISO 15789	Permanent
	Classifications		5 yrs.	Calculated date	Superseded	PRO guidance	Electronic delete
	Dispositions		Permanent	Permanent		ISO 15789 Prescription & Limitation (Scotland) Act	Permanent

						1973	
	File plan		1 yr.	Calculated date	Superseded	PRO guidance	Electronic delete
	LIO		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	NAS		5 yrs	Calculated date	Record date	PRO guidance	Electronic delete
	Physical filing database		Permanent	Permanent		PRO guidance	Permanent
	Reference		3 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Retention policy		3 yrs	Calculated date	Superseded	SFC Business need	Electronic delete
	RSI		Permanent	Permanent		PRO guidance	Permanent
	Review		6 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
		Final report	Permanent	Permanent		PRO guidance	Permanent
	Scanning		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
Information compliance	Admin		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete

	Internal/external audits		6 yrs.	Calculated date	Closed date	Prescriptions & Limitations (Scotland) Act 1973	Electronic delete
	Complaints and customer services		7 yrs.	Calculated date	Closed date	Brodies law firm	Electronic delete
	Data protection	Administration	2 yrs.	Calculated Date	Record date	Common practise	Electronic delete
		Data Sharing	6 yrs.	Calculated Date	Record date	Common practise	Electronic delete
		Forms	2 yrs.	Calculated date	Closed date	Common practise	Electronic delete
		Logs	10 yrs.	Calculated date	Create date	Common practise	Electronic delete
		Notifications	6 yrs.	Calculated date	Record date	Common practise	Electronic delete
		References	1 yr.	Calculated date	Record date	Common practise	Electronic delete
		Requests	6 yrs.	Calculated date	Closed date	Prescriptions & Limitations (Scotland) Act 1973	Electronic delete
	FOI	Case Logs	10 yrs.	Calculated date	Create date	Common practise	Electronic delete

		General enquiries	2 yrs.	Calculated date	Closed date	Common practice	Electronic delete
		Publication scheme	5 yrs.	Calculated date	Superseded	Freedom of Information Act (Scotland)2002	Electronic delete
		References	5 yrs.	Calculated date	Record date	Common practice	Electronic delete
		Request Cases	6 yrs.	Calculated date	Closed date	Prescription and Limitation (Scotland) Act 1973	Electronic delete
		Requirement for review	6 yrs.	Calculated date	Closed date	Common practice	Electronic delete
	Information security	Administration	5 yrs.	Calculated date	Record date	Common practise	Electronic delete
		ICT content Completed form	6 yrs.	Calculated date	Closed date	Prescription and Limitation (Scotland) Act 1973	Electronic delete
		References	5 yrs.	Calculated date	Record date	Common practice	Electronic delete
	Legal advice		6 yrs.	Calendar calculation	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete

	Legal bulletin		3 yrs.	Calculated date	Create date	RMS guidelines	Electronic delete
	Universities superannuation scheme		6 yrs.	Calculated date	Create date		Electronic delete
Nominations			5 yrs.	Calculated date	Closed date	Common practise	Electronic delete
Policies and Procedures			5 yrs.	Calculated date	Superseded	Common practise	Electronic delete
Risk Management			2 yrs.	Calculated date	Create date	RMS guidelines	Electronic delete

FUNCTION - CORPORATE RESOURCE MANAGEMENT							
SUB-FUNCTION - COMMUNICATIONS							
Activity 1st level	Activity/ transaction 2nd level	Activity/ transaction 3rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition

Corporate design and style	Effective communication		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Exhibition		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	ID brand		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Logos		Permanent	Permanent		SFC business need	Permanent
	Photographs			Calculated date	Closed date	Data Protection Act 1998	Electronic delete
	Publications		Permanent		Permanent	SFC business need	NAS archives & legal deposits
	Signatures			Calculated date	Closed date	Data Protection Act 1998	Electronic delete
	Tender – will be moved into procurement		6 yrs.	Calendar date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
Database	Administration		1 yr.	Calculated date	Record date	SFC business need	Electronic delete
	Contacts		2 yrs.	Calculated date	Closed date	Data Protection Act 1998	Electronic delete
External	Biographies			Calculated	Closed	Data Protection	Electronic

comms				date	date	Act 1998	delete
	Circulars		Permanent	Permanent		SFC business need	NAS archives & legal deposits
	Communication plans		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Consultations		Permanent	Permanent		JISC guidance	Permanent
	Letters		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Events		2 yrs.	Calculated date	Record date	JISC guidance	Electronic delete
	Media alerts		7 years	Calculated date		JISC guidance	Electronic delete
	Media briefings and news articles		7 years	Calculated date		JISC guidance	Electronic delete
	Media fact sheets		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Media quotes and information		7 years	Calculated date		JISC guidance	Electronic delete
	News releases		7 years	Calculated date		SFC business need	Electronic delete
	Parliamentary & governmental monitoring		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Newsletters articles		7 years	Calculated		SFC business	Electronic	

				date		need	delete
	Press summaries		1 yr.	Calculated date	Create date	SFC business need	Electronic delete
	Speeches		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Stakeholder relations	Corporate liaison meetings	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Events	7 years	Calculated date		SFC business need	Electronic delete
		Other liaison meetings	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Surveys	10 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Transcripts		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Internal comms	Email free		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Food for thought		2 yrs.	Calculated date	Closed date	Data Protection Act	Electronic delete
	Informal events		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Newsletter		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	LINKS homepage		1 yr.	Calculated	Record	SFC business	Electronic

				date	date	need	delete
	Presentations	Comms branch	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		External speakers	2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Staff all about	2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Programme of events		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Resource review		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Staff job profiles		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Staff polls on LINKs		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	The Box		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	What's on		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Planning	Away days		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Budgets		CFY+6 yrs.	Calendar date	Record date	Prescription & Limitation	Electronic delete

						(Scotland) Act 1973	
	Christmas cards		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Comms diary		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Comms Strategy		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Comms team meeting		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Corporate stand booking		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	FED		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Guidance		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Internal controls		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Job profiles		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Media training		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Council merger		10 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Processes		3 yrs.	Calculated	Record	SFC business	Electronic

				date	date	need	delete
Responding to consultations	Administration		1 yr.	Calculated date	Create date	SFC business need	Electronic delete
	Agendas, minutes and papers		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Web			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete

SUB-FUNCTION - FACILITIES							
Function 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Accommodation	Administration		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Car park		1 yr.	Calculated date	Create date	SFC business need	Electronic delete
	Internal refurbishment		1 yr.	Calculated date	Create date	SFC business need	Electronic delete
	Minor maintenance		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Major maintenance		15 yrs.	Calculated	Closed	Prescription &	Electronic

				date	date	Limitation (Scotland) Act 1973)	delete
	Re-Alignment		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Review and refurbishment		10 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Security		1 month	Calculated date	Create date	JISC guidance	Electronic delete
Business continuity			5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
External services	Courier and van services		1 yr.	Calculated date	Create date	SFC business need	Electronic delete
	Fax machine		2 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Royal mail		3 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Finance			1 yr.	Calculated date	Create date	SFC business need	Electronic delete
Health and safety	Accident books		3 yrs.	Calculated date	Closed date	RIDDOR (Social security claims	Electronic delete

	Dangerous occurrences		3 yrs.	Calculated date	Create date	and payments regulations	Electronic delete
	Accident reports		3 yrs.	Calculated date	Create date	1979)	Electronic delete
	Fire certificate		3 yrs.	Calculated date	Modified date	Fire Precautious Act 1971	Electronic delete
	Fire wardens			Calculated date	Closed date		
	First aiders			Calculated date	Supersede d		
	Inspections		5 yrs.	Calculated date	Created date	Fire Precautious Act 1971	Electronic delete
	Display screen equipment		10 yrs.	Calculated date	Supersede d	JISC guidance	Electronic delete
	Hazardous substances present and in use		40 yrs.	Calculated date	Modified date	S.I. 20002/2677	Electronic delete

SUB-FUNCTION - FINANCE							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Budgets	Budgets		CFY+6 yrs.	Calendar date	Record date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
	Summary						
	Virements						
Internal operations	Banks and BACS		CFY+6 yrs.	Calendar date	Record date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
	Branch operations						
	General						
	Vision reporting						
	SEETLLD						
Programme funding	HE and FE grants		CFY+6 yrs.	Calendar date	Record date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
Reconciliation			CFY+6	Calendar date	Record date	Prescription &	Electronic

s			yrs.			Limitation (Scotland) Act 1973	delete
Running costs	Invoices		CFY+6 yrs.	Calendar date	Record date	Prescription & Limitation (Scotland) Act 1973, HMCE 700/21, 1970 c.9, 1994 c.23	Electronic delete
	Staff expenses		CFY+6 yrs.	Calendar date	Record date	Prescription and limitation (Scotland) Act 1973, HMCE 700/21, 1970 c.9, 1994 c.23	Electronic delete
	Petty cash		CFY+6 yrs.	Calendar date	Record date	Prescription and limitation (Scotland) Act 1973, 1970 c.9 and 1994 c.23	Electronic delete
Salaries			6 yrs.	Calculated date	Record date	1970 .c 9	Electronic delete

Strategic forum efficiency programme			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Yr. end			CFY+6 yrs.	Calendar date	Record date	Prescription and limitation (Scotland) Act 1973 , 1970 c.23 and 1994 c.23	Electronic delete
SUB-FUNCTION - INFORMATION COMMUNICATION TECHNOLOGY							
Activity 1st level	Activity/ transaction 2nd level	Activity/ transaction 3rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Assets	Disposals		1 yr.	Calculated date	Closed date	SFC business need	Electronic delete
	Equipment loans		3mths	Calculated date	Closed date	SFC business need	Electronic delete
	Hardware		1 yr.	Calculated date	Closed date	SFC business need	Electronic delete

	Software license			Calculated date	Closed date	SFC business need	Electronic delete
Continuity	Network back-up		Permanent				Permanent
	Private Cloud		Permanent				Permanent
Network			Permanent				Permanent
Network change	ICT access		1 yr.	Calculated date	Closed date	SFC business need	Electronic delete
	Leaving and secondment		1 yr.	Calculated date	Closed date	SFC business need	Electronic delete
Projects and system	Administration		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Bench marking and analysis		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Budgeting and purchasing		CFY + 6 yrs.	Calendar date	Closed date	PRO guidance	Electronic delete
	Issue logs		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Reporting and		5 yrs.	Calculated	Closed	PRO guidance	Electronic

	communicating			date	date		delete
	Requirements		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Reviews		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Roll-out		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Support and maintenance		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	System architecture		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Technical manual		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Testing and validation		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Training		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
	Upgrades		5 yrs.	Calculated date	Closed date	PRO guidance	Electronic delete
Strategic management	Administration		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Plans	Documentation	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Financial projections	6 yrs.	Calculated	Record	SFC business	Electronic

				date	date	need	delete
		Reviews	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Programme team	Reports	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Work plans	5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	User group		2 yrs.	Calculated date	Closed date	SFC business need	Electronic delete

SUB-FUNCTION - HUMAN RESOURCES							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Absence & leave	Adoption		3 yrs.	Calculated date	Closed date	Maternity & Parental Leave	Electronic delete

						Regulation 1999	
	Annual leave		2 yrs.	Calculated date	Closed date	Working Time Regulations 1998	Electronic delete
	Compassionate/special leave		2 yrs.	Calculated date	Closed date	Working Time Regulations 1998	Electronic delete
	Doctors certificates		6 yrs.	Calculated date	Closed date	Access to Medical Reports Act 1998	Electronic delete
	Flexible working		6 yrs.	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
	Health and Safety	Policy and guidance	6 years	Calculated date	Superseded date	Convention	Electronic delete
	Maternity		3 yrs.	Calculated date	Closed date	Statutory Maternity Pay	Electronic delete

	Paternity					Regulations 1996 & Maternity & Parental Leave Regulation 1999	Electronic delete
	Public duties		2 yrs.	Calculated date	Closed date	SFC business need guided by Working Time Regulations 1998	Electronic delete
	Self-certificates		6 yrs.	Calculated date	Closed date	Access to Medical Reports Act 1998	Electronic delete
	Sickness Absence		3 yrs.	Calculated date	Closed date	SFC business need guided by IR CA30	
Benefits			3 yrs.	Calendar date	Record date	SFC business need	Electronic delete
Budgets			CFY + 6 yrs.	Calendar date	Create date	Prescription & Limitation (Scotland) Act 1973	Electronic delete

Disciplinary & grievance	Warnings		6 yrs.	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
	Investigations						
Equalities	Monitoring		5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Scheme		6 yrs	Calculated date	Superseded	Business need	Electronic delete
	Equal pay		5 yrs.	Calculated date	Closed date	Equal Pay Act 1970	Electronic delete
Industrial relations	HR		10 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Negotiating forum	Admin	20 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Agendas, minutes and papers	20 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Working group	20 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Recognition	10 yrs.	Calculated date	Create date	Prescription & Limitation (Scotland) Act	Electronic delete

						1973	
Job evaluation			6 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Leavers			6 yrs.	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
Pay	Negotiations		6 yrs.	Calculated date	Create date	Tax Management Act 1970	Electronic delete
Pensions			75 yrs.	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
Personnel			6 yrs.	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973 (unless contains pensions/	Electronic delete

						sickness details sickness +40yrs) pensions +75yrs)	
	Drafting		1 yr.		Record date	SFC business need	Electronic delete
	Forward job plan		6 yrs.		Record date	SFC business need	Electronic delete
	Self-appraisal		6 yrs.		Record date	SFC business need	Electronic delete
	Staff appraisal		6 yrs.		Record date	SFC business need	Electronic delete
Planning			3 yrs.	Calculated date		SFC business need	Electronic delete
Projects			2 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
Resourcing	Planning		6 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Proposed staff changes		1 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Recruitment	Adverts	6mths	Calculated date	Closed date	Sex Discrimination	Electronic delete

						Act 1975	
						Race Relations Act 1976	
						Disability Discrimination Act 1995	
		Approval	6 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
		Chairs report	6 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Condition of service	6 yrs.	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
		Exercise	6 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Profiles	6 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Questions	6 yrs.	Calculated date	Record date	SFC business need	Electronic delete
		Vacancies	6mths	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
		Job descriptions	0 months	Calculated	Closed	SFC business	Electronic

				date	date. Date from which no longer pertinent.	need	delete
	Secondment		6 yrs.	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
	Staff lists		1 yr.	Calculated date	Superseded	SFC business need	Electronic delete
Staff information	Handbook		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Training	Course design and development		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Course material		3 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Course outline and content		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	IIP		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Post course evaluation and reports		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete

	Training plans and needs analysis		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
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SUB-FUNCTION PROCESS REVIEW & DEVELOPMENT							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Delegated authority and risk work stream	Meeting		6 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Outputs						
	Planning						
Finance funding	Meeting		6 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Outputs						
	Planning						
Operational and resource planning	Meeting		6 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Outputs						
	Planning						

Policy							
Policy	Meeting		6 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Outputs						
	Planning						
Programme management							
Programme management	Meeting		6 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Outputs						
	Planning						
Project							
Project	Meeting		6 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Outputs						
	Planning						

SUB-FUNCTION - PROCUREMENT							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Collaborative tendering			1 yr.	Calculated date	Record date	SFC business need	Electronic delete
McClelland report			5 yrs.	Calculated date	Superseded	SFC business need	Electronic delete
Spikes Cavell (Database)			Permanent				Permanent

Tendering							
Tendering	Tender name	Successful	6 yrs.	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
	Tender name	Unsuccessful	1 yr.	Calculated date	Start of contract Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete

SUB-FUNCTION STATISTICS							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Advisory groups	Administration		1 yr.	Calculated date	Create date	SFC business need	Electronic delete
	Agendas, minutes and		5 yrs.	Calculated	Create	SFC business	Electronic

	papers			date	date	need	delete
	Draft papers		5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Analysis	Audited/ unaudited		3 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Correspondences	External/internal		2 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Data collection	Documentation		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Date returned						
	Date sent						
Data sharing			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Funding			10 yrs.	Calculated date	Record date	SFC business need	Electronic delete
ESF Funding			10 yrs.	Calculated date	Record date	SFC business need	Electronic delete

National Statistics			5 yrs.	Calculated date	Supersede d date	SFC business need	Electronic delete
Official statistics – legislation and guidance			5 yrs.	Calculated date	Supersede d date	SFC business need	Electronic delete
Online query engines			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Parliamentary questions			20 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Pre- release			6 Months	Calculated date	Closed date	SFC business need	Electronic delete
Projects			6 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
Publications			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete

FUNCTION - EXECUTIVE OFFICE							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Administration			3 yrs.	Calculated date	Record date	SFC business need	Electronic delete
HR			3 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Institutions and corporate services management			3 yrs.	Calculated date	Record date	SFC business need	Electronic delete

Ministerial			3 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Skills research and knowledge exchange management			3 yrs.	Calculated date	Record date	SFC business need	Electronic delete

FUNCTION - FUNDING							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Briefings			5 yrs.		Create date	SFC business need	Electronic delete

Capital and property (see page 7)								
External policy and guidance	Capital		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete	
	FE		6 yrs.	Calculated date	Create date	SFC business need	Electronic delete	
	HE	Medical		CAY+10 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Ministerial		Permanent	Permanent		SFC business need	Permanent
		Policy and funding enquires		10 yrs.	Calculated date	Create date	SFC business need	Electronic delete
		Social work education		CAY+10 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Teacher education		CAY+10 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Tuition fees		CAY+10 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Widening access		CAY+10 yrs.	Calendar date	Record date	SFC business need	Electronic delete
	Student support		10 yrs.	Calendar date	Record date	SFC business need	Electronic delete	

Future funding and accounting	HEI UK comparison		6 yrs.	Calculated date	Record date	SFC business need	Electronic delete	
	Internal reporting		CFY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete	
	Other future funding	Capital		CFY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Budgeting		CFY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Estimates for future budgets		CFY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Grant in aid		Permanent	Permanent		SFC business need	Permanent
		MGL approach 2012-13		CFY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete
	Public expenditure – inflation		2 yrs.	Calculated date	Create date	SFC business need	Electronic delete	
Spending reviews		Permanent	Permanent		SFC business need	Permanent		
Models	Announcement	Formal sign off	Permanent		Permanent	SFC business need	Electronic delete	
		Core funding group	CAY+6 yrs.	Calendar date	Create date	SFC business need	Electronic delete	

		Correspondences	CAY+6 yrs.	Calendar date	Create date	SFC business need	Electronic delete
		Draft MGL and annexes	CAY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Final Conversion – web version	Permanent	Calculated date	Record date	SFC business need	Electronic delete
		Funding group	CAY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Funding round decisions	Permanent	Calculated date	Record date	SFC business need	Electronic delete
		Timetable	CAY+10 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Indicative grants 2011-12	CAY+10 yrs.	Calendar date	Record date	SFC business need	Electronic delete
	College		CAY+10 yrs.	Calendar date	Record date	SFC business need	Permanent
	HEI model		CAY+10 yrs.	Calendar date	Record date	SFC business need	Electronic delete

	Student support		CAY+10 yrs.	Calendar date	Record date	SFC business need	Permanent	
Programme funds	Drawdown		CFY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete	
	FE/HE grants lines		CFY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete	
		ESF		CFY+13 yrs.	Calendar date	Closed date	EU advice	Electronic delete
	Payments			CFY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete
		Back-up documentation		REC+3 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Programme Mgt			CFY+6 yrs.	Calendar date	Record date	SFC business need	Electronic delete
	Stats			5 yrs.	Calendar date	Record date	SFC business need	Electronic delete
Teaching funding review	Administration		6 yrs.	Calculated date	Record date	SFC business need	Permanent	
	Co-ordination project		6 yrs.	Calculated date	Closed date	SFC business need	Electronic delete	

	Flexible entry to HE		10 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Post 2008		10 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Pre 2008		10 yrs.	Calculated date	Record date	SFC business need	Electronic delete

SUB-FUNCTION - CAPITAL & PROPERTY							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention Period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Briefs, visits and photos			5 yrs.	Calculated date	Create date	NAS guidelines	Electronic delete
Disposals			6 yrs.	Calculated date	Closed date	Prescription & Limitation (Scotland) Act 1973	Electronic delete
Estate strategies			10 yrs.	Calculated date	Create date	Common practice	Electronic delete
Mergers			10 yrs.	Calculated date	Closed date	Common practice	Electronic delete
Projects	Business cases		12 yrs.	Calculated	Closed	Common	Electronic

				date	date	practice	delete
	Monthly reporting		12 yrs.	Calculated date	Closed date	Common practice	Electronic delete
	Financial model and review		12 yrs.	Calculated date	Closed date	Common practice	Electronic delete
	Post project evaluation		12 yrs.	Calculated date	Closed date	Common practice	Electronic delete

FUNCTION - INSTITUTIONAL GOVERNANCE							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Accounting	Accounts direction		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Audit forum						
	Audit Scotland						
	Pensions						
	VAT etc.						
Annual returns	Annual accounts		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	FFU						
	Financial forecast returns						
	Mid yr.						
	Strategic plan forecast						
Capital	Administration		5 yrs.	Calculated	Record	SFC business	Electronic

projects	Projects			date	date	need	delete
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Costing pricing & sustainability	JCPSPG		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Sustainability						
	TRAC						
Efficient government	Business processes		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Business process returns						
	Correspondences						
	FE sector groups						
	HN modernization						
	Paper, briefs						
	Shared services						
Financial security			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
FE	Administration		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Borrowing consent						
	Estates						
	Planning						
	Visits						

	Reviews						
Governance	Administration		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Financial memorandum						
	Fundable bodies						
	Guidance						
	Review of MAPs						
	Review of Scottish colleges						
Higher education	Administration		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Borrowing consent						
	Estates						
	Planning						
	Visits						
	Reviews of Scottish college						
Investigations	Correspondence		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Evidence		5 yrs	Calculated date	Record Date	SFC business need	Electronic delete
	Interviews		5 yrs.	Calculated	Record	SFC business	Electronic

				date	date	need	delete
	Final report		Permanent	Permanent	Permanent	SFC business need	Permanent
External human resources	Administration		5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Contact research stuff						
	FE specific						
	Health and safety						
	Reference, budgets and resources						
	SFC strategy HE						
Institutional visits			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Leadership and management			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Monitoring evaluation and accountability			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete

Performance measurement			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Procurement			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Technical guidance							

FUNCTION - LEARNING & TEACHING							
Activity 1st level	Activity/ transaction 2nd level	Activity/ transaction 3rd level	Retention period	Rule type	Trigger (event that prompts start of	Governing legislation or guidance	Final disposition

					retention period)		
Employability	FE CIEG consultation		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	FE		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	HE conferences		5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Joint		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Learning to work project		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Fund administration			5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
ICT	Archive		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	General		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	ICT FE		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete

	ICT HE		5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	JISC		10 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	McCelland		5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Institutional staff development	CPD toolkit project		6 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	FENTO historic		6 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Gap analysis		5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Lifelong learning UK		5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	PLDF		4 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Professional updating programme		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	Scottish Exec SD policies		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	SFEF strategy for SD		7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
	TQ PDAs		6 yrs.	Calculated date	Create date	SFC business need	Electronic delete

International issues			6 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Quality			8 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Retention			7 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Stakeholder			5 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Student surveys			8 yrs.	Calculated date	Create date	SFC business need	Electronic delete
Sustainable development			8 yrs.	Calculated date	Create date	SFC business need	Electronic delete

FUNCTION - RESEARCH							
Activity 1st level	Activity/ transaction 2nd level	Activity/ transaction 3rd level	Retention period	Rule type	Trigger (event that prompts)	Governing legislation or guidance	Final disposition

					start of retention period)		
International			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Knowledge exchange			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
	Innovation vouchers		CFY +13 yrs.	Calendar calculation	Closed date	EU guidance	Electronic delete
Liaison			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Outcome agreements			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Project and investments			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Research funding and policy			5 yrs.	Calculated date	Record date	SFC business need	Electronic delete

FUNCTION - STRATEGIC DEVELOPEMENT							
Activity 1st level	Activity/ transaction 2 nd level	Activity/ transaction 3 rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Equality & diversity			10 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Mergers & collaborations			10 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Provision & participation			10 yrs.	Calculated date	Record date	SFC business need	Electronic delete

Skills			10 yrs.	Calculated date	Record date	SFC business need	Electronic delete
Widening access			10 yrs.	Calculated date	Record date	SFC business need	Electronic delete

FUNCTION - STRATEGIC INVESTMENT							
Activity 1st level	Activity/ transaction 2nd level	Activity/ transaction 3rd level	Retention period	Rule type	Trigger (event that prompts start of retention period)	Governing legislation or guidance	Final disposition
Evaluation							

guidance and policy							
Former skills and employability fund	Admin		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Approved projects		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Proposals		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Refusals		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Skill utilisation		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
Horizon funds for universities	Admin		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Development of new horizons fund		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Guidance and templates		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Pre-decision point 4		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Projects		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Refusals		5 yrs.	Calculated	Closed	SFC business	Electronic

				date	date	need	delete
Invest to save	Admin		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Guidance and templates		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Pre-decision point 4		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Projects		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
	Refusals		5 yrs.	Calculated date	Closed date	SFC business need	Electronic delete
Monitoring							