



## **SHA Data Retention Schedule**

**Issued: May 2018**

**Revised: November 2024**

**Next Review Date: November 2027**

## Contents

1. Introduction	Page 03
2. Human Resources	Page 04
3. Health and Safety	Page 07
4. Finance	Page 08
5. Procurements, Contracts & Agreements	Page 12
6. Governance, Corporate & Communications	Page 13
7. Statutory and Regulatory Returns	Page 15
8. Application and Tenancy Records	Page 16
9. Property Maintenance	Page 18
10. Property Acquisition and Disposal	Page 20

## DATA RETENTION SCHEDULE



The following table lists the principal documentation which Southside Housing Association should keep, together with details of statutory retention periods, retention source(s) and recommended retention periods.

This schedule has been developed with reference to the National Housing Federation's guidance on Document Retention for Housing Associations and also The Scottish Council on Archives Records Retention Schedules. The requirements of the General Data Protection Regulations have been considered in the development of this schedule.

It is recognised that it is good practice for the Association to establish a schedule of timescales for retention and disposal of the data that we hold in terms of:

- Our obligations in line with the General Data Protection Regulations which come into force on 25<sup>th</sup> May 2018, and any subsequent data protection legislation enacted by the United Kingdom government as part of future withdrawal from the European Union.
- Our requirement to retain certain documents in the event of future legal claims either by the Association or taken against the Association. Retention periods therefore need to be established with reference to the timescales set out in the Prescription and Limitation (Scotland) Act 1973.
- Storing documents is expensive in terms of both physical and digital space, finance and other resources.

1.1 This schedule sets out the length of time that our records and other documents should be held by the Association.

1.2 All data when no longer required must be disposed of confidentially in line with the Association's confidential waste disposal procedures. The Association holds confidential waste in dedicated secured containers within our premises and is disposed of by our confidential waste disposal contractor who has entered into a data sharing agreement with the Association to handle our confidential waste in line with our explicit instructions.

1.3 Legal advice will be obtained with regard to the admissibility of electronically formatted documents for court of law purposes before disposing of an original hard copy document where original documents may be essential for legal proceedings.

Activity/Record	Description	Trigger	Retention Period	Personal Data	Authority	Notes
<b>Human Resources</b>						
Summary management systems that allow the monitoring & management of employees in summary form. Note: The summary information that this record class attempts to capture is: Name, DOB, date of appointment, work history details, position/designation, titles & dates held	Information held on HR System	Termination of employment	6 Years	Yes	Business Requirement	Established practice within Human Resources
The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	Medical clearance, Letter of appointment, Letter of acceptance, medical examinations, Educational qualifications, Employment contracts, Secondment Agreement, Voluntary Working Agreement	Termination of employment	6 Years	Yes	Business Requirement	Established practice within Human Resources
Records relating to staff working with children	As above	Termination of employment	25 years	Yes	Business Requirement	Established practice within Human Resources
Policies associated with the terms and conditions of employment		Superseded	5 years	No	Business Requirement	Established practice within Human Resources
HR Guidelines		Superseded	5 years	No	Business Requirement	Established practice within Human Resources
Identification & development of significant directions concerning industrial matters	Generic agreements and awards, Negotiations, Disputes, Claims lodged, Common practice	N/A	Permanent	No	Business Requirement	Established practice within Human Resources
Liaison processes of minor and routine industrial matters	Daily industrial relations management - Consultation with employee representatives	Date of meeting	3 years	No	Business Requirement	Established practice within Human Resources
Processing of disciplinary, grievances and harassment investigations where	Stage 1 Warning, Stage 2 Warning. Employment Tribunals, Appeals	Termination of employment	6 years	Yes	Business Requirement	Established practice within Human Resources

substantiated						Resources
Processing of disciplinary, grievances and harassment investigations were unfounded	At investigation stage or following a hearing. Employment Tribunals	Termination of employment	6 years	Yes	Business Requirement	Established practice within Human Resources
Electronic audio	Recording of investigatory meetings	Agreement of minutes	Nil	Yes	Business Requirement	Established practice within Human Resources
Parental leave		N/A	5 years from birth/adoption of the child or 18 years if child is disabled	Yes	Business Requirement	Established practice within Human Resources
The process of checking and ensuring the health of staff	Pre-employment health questionnaire, medical clearance, Adjustment to workplace, Restrictions, Occupational Health Reports, Health Surveillance, EAP's	Date of Birth	75 years	Yes	Requirement	Established practice within Human Resources
The selection of an individual for an established position - unsuccessful applicants	Advertisements, Applications, Referee reports, Interview reports and notes, Job Descriptions, Person Specifications	Notification to unsuccessful candidates	1 year	Yes	Business Requirement	Limitations Act 1980 – 1 year limitation for defamations
The selection of an individual for an established position	Psychometric testing	Appointment of successful candidate	1 month	Yes	Business Requirement	Established practice within Human Resources
Short lists, interview notes and related application forms		N/A	1 year	Yes	Business Requirement	IPD Recommendation
Application forms of non-shortlisted candidates		After notification that application has not been shortlisted	1 year	Yes	Business Requirement	Equality and Human Rights Commission recommendation
Disclosure Scotland Information		Date of clearance	For - Basic/Standard/Enhanced Disclosures – after recruitment decision has been made – destroy all documentation.  For – Protection of Vulnerable Groups Scheme documentation – retain for comparison purposes whilst person concerned is still in your employment	Yes	Business Requirement	Established practice within Human Resources
Performance	Probation Reports, Performance	Action	5 years	Yes	Business	Established

	Plans, PDR's	completed			Requirement	practice within Human Resources
Process of monitoring staff leave and attendance	Sick leave, Jury service, Study leave, Special and personal leave, Attendance books, Flexitime sheets, Leave applications, Timeclock, Annual leave Maternity/Adoption/Paternity	Action completed	2 years	Yes	Business Requirement	Established practice within Human Resources
Electronic audio	Recording of absence/performance meetings	Agreement of minutes	Nil	Yes	Business Requirement	Established practice within Human Resources
The process of termination of staff through voluntary redundancy, dismissal and retirement	Resignations, Redundancy, Dismissal, Death, Retirement, SSSC Notification	Termination of employment	6 years	Yes	Business Requirement	Established practice within Human Resources
Routine staff training processes, not occupational health and safety or children related/vulnerable adult related	Course individual staff assessments. Job specific training	Action completed	2 years	Yes	Business Requirement	Established practice within Human Resources
Training (concerning children)	Course individual staff assessments, Training register	Training completion date	35 years	Yes	Business Requirement	Standard practice within local authorities providing services or looking after children
Training (occupational health and safety training)	OH&S training register	Training completion date	3 years	Yes	Business Requirement	Standard practice within local authorities
Training (Material)		Superseded	1 Year	No	Business Requirement	Established practice within Human Resources
Training (proof of completion)	Certificates, Awards, Exam results	Training completion date	7 years	Yes	Business Requirement	Established practice within Human Resources
Results of Job evaluation exercise	Job description, person specification, Working Papers		Permanent	Yes	Business Requirement	Established practice within Human Resources
Details of each job within the organisation	Job description, person specification	Superseded	5 years	No	Business Requirement	Established practice within Human

Activity/Record	Description	Trigger	Retention Schedule	Personal Data	Authority	Notes
Terms and conditions of service – general terms and conditions applicable to all staff, and specific terms and conditions applying to individuals		Current terms and conditions are superseded.  Where specific to an individual, when employment is terminated	6 years	No	Business Requirement	Limitation for legal proceedings
Former employee personnel files		Termination of employment	6 years	Yes	Business Requirement	IPD recommendation
References provided for former employees		Provision of reference	1 year	Yes	Business Requirement	IPD Recommendation – May retain for longer period if concern about defending future claims
<b>Health and Safety</b>						
Health and Safety Policy		Superseded	1 Year	No	Business Requirement	
Fire Safety training	Proof of suitable training.	1. Superseded 2. Termination of employment	1. Nil 2. 3 years	Yes	Business Requirement	Fire Safety (Scotland) Regulations 2006. SSI 2006 No 456 Regulation 20
First-aid – Letter advising of award of certificate and training course attendance record		End of current year.	3 years	Yes	Business Requirement	Certificates are valid for three years
Manual Handling - Letter advising of award of certificate and training course attendance record		End of current year	3 years	Yes	Business Requirement	Refresher training every three years or sooner in the event of significant health and safety to job role
Accidents and Incident Reporting – Adults	Accident report	Date of entry	3 years	Yes	Statutory	Reporting of injuries, Diseases and Dangerous

						Occurrences Regulations 2013 SI 2013 No. 1471 Regulation 12(2). Prescription and Limitation (Scotland) Act 1973
Accidents and Incident Reporting – Children	Accident report/register	Date of birth of child	25 years	Yes	Business Requirement	
Equipment safety inspections	Annual inspection or daily/weekly/monthly inspection dependent on schedule	Date of inspection	3 years	No	Business Requirement	
Hazardous substances	Hazardous Substances COSHH health surveillance	Date of last action	40 years	Yes	Statutory	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Reg. 11- Records kept under the 1994 and 1999 Regs to be kept as if 2002 Regs had not been made – Reg 18(2)
Health and Safety Inspections	Routine inspection file – containing inspection report, correspondence, e.g. noise in the workplace, VDU monitoring	Date superseded	3 years	No	Business Requirement	These are not directly related to investigation of specific incidents
Asbestos Control	Employee information/. instruction/ training records – recommend add to HR record	Termination of employment	6 years	Yes	Business Requirement	Control of Asbestos at Work Regulations 2012 SI 2012 no 632 Reg 10
Asbestos Control	Records relating to employee exposure to Asbestos	Date of Incident Report	1. 40 years 2. 3 years	Yes	Statutory	Control of Asbestos at Work Regulations 2012
Risk Assessments		Date of last assessment	3 years	Yes	Business Requirement	Management of Health and Safety at Work Regulations 1992



Activity/Record	Description	Trigger	Retention Period	Personal Data	Authority	Notes
<b>Finance</b>						
Accounting Records for SHA		End of current financial year	7 years	No	Statutory	Charities and Trustees Investment (Scotland) Act 2005.
Accounting Records for SFARS		End of current financial year	7 years	No	Statutory	Companies Act 2006 s. 388 Taxes Management Act 1973 may require any documents relating to tax to be retained for 6 years
SHA/SFARS annual capital and revenue budgets		End of current financial year	7 years	No	Business Requirement	Best practice to relate to accounting records
Budget planning process documents	Draft budgets, departmental budgets	End of current financial year	7 years	No	Business Requirement	Best practice to relate to accounting records
Budget monitoring and actions to deal with variances		End of current financial year	3 years	No	Business Requirement	Best practice to relate to accounting records
Records relating to SHA's loans and borrowing	Mortgage and other loan records	Termination of loan agreement	7 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973
Loan register			Permanent	No		
HAG Documentation			Permanent	No	Business Requirement	Best Practice
Records relating donations, gifts and legacies to SHA/SFARS			Permanent	Yes	Business Requirement	
Records relating to donations made by SHA			7 years	Yes	Business Requirement	Best Practice
Register of gifts and hospitality received by individual members of staff		Register entry date	Permanent	Yes	Business Requirement	
Records relating to the opening, closure and administration of bank accounts		Closure of account	7 years	Yes	Business Requirement	
Records documenting regular payment instructions for bank accounts		Termination of instruction	7 years	No	Business Requirement	
Records documenting deposits/withdrawals/transfer of funds		End of current financial year	7 years	No	Business Requirement	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
Processing and payment of		End of current	7 years	No	Business	Taxes Management

purchase and sales invoices		financial year			Requirement	Act 1970 Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
Petty Cash records		End of current financial year	7 years	Yes	Business Requirement	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
VAT records		End of current financial year	7 years	No	Statutory	HMRC, Charities & Trustee Investment (Scotland) Act 2005
Order & delivery notes		End of current financial year	7 years	No	Statutory	HMRC, Charities & Trustee Investment (Scotland) Act 2005
Credit and Debit Notes		End of current financial year	7 years	No	Statutory	HMRC, Charities & Trustee Investment (Scotland) Act 2005
Journal transfer documents		End of current financial year	7 years	No	Statutory	HMRC, Charities & Trustee Investment (Scotland) Act 2005
Creditors, debtors & cash income control		End of current financial year	7 years	No	Statutory	HMRC, Charities & Trustee Investment (Scotland) Act 2005
Processing and payment of expenses claims		End of current financial year	7 years	Yes	Business Requirement	
National insurance numbers – Notification and input records		End of employment	2 years	Yes	Business Requirement	
SHA and SFARS tax returns and records		End of current tax year	7 years	Yes	Statutory	Taxes Management Act 1970 Ch.9
<b>Employee Financial Records</b>						
Payroll records – major records	Copy payslips, payroll year end prints, salaries	End of current tax year	7 years	Yes	Statutory	Income Tax (Employments Regulations) SI 1993/744 National Minimum Wage Regs. SI 1999/584 Taxes Management Act 1970 Prescription and Limitation (Scotland) Act 1973 ch.52 and 1984 ch.45

Payroll records – minor records	Timesheets, monthly payroll prints	End of current tax year	3 years	Yes	Statutory	Income Tax (Employments Regulations) SI 1993/744 National Minimum Wage Regs. SI 1999/584 Taxes Management Act 1970 Prescription and Limitation (Scotland) Act 1973 ch.52 and 1984 ch.45
P45 (Income tax employee leaving)		End of employment	5 years	Yes	Statutory	Taxes Management Act 1970
P60		End of current tax year	2 years	Yes	Statutory	Taxes Management Act 1970
HMRC notice of code changes, pay & tax details		End of current tax year	7 years	Yes	Statutory	Taxes Management Act 1970
Statutory Sick Pay records		End of current tax year	3 years	Yes	Statutory	Statutory Sick Pay (General) Regulations SI 1982/894
Statutory Maternity Pay records		End of current tax year	3 years	Yes	Statutory	Statutory Maternity Pay (General) Regulations SI 1986/1960 as amended by SI 2005/989
Income Tax and NI returns		End of current tax year	7 years	Yes	Statutory	Income Tax (Employment) Regulations 1993
Redundancy details and record of payments and refunds		End of employment	12 years	Yes	Business Requirements	Institute of Personnel and Development (IPD) recommendation
Annual Earnings summary		End of current financial year	12 years	Yes	Business Requirement	
<b>Pension Schemes</b>						
Actuarial valuation reports		N/A	Permanently	No	Business Requirement	IPD recommendation
Detailed returns of pension fund contributions		N/A	Permanently	No	Business Requirement	Best practice
Annual reconciliations of fund contributions		N/A	Permanently	No	Business Requirement	Best Practice
Money purchase details		Following transfer or value	7 years	Yes	Business Requirement	IPD recommendation

		taken				
Qualifying service details		Following transfer or value taken	7 years	Yes	Business Requirement	IPD recommendation
Investment policies		End of benefit payments payable under the policy	12 years	No	Business Requirement	IPD recommendation
Pension scheme reports		End of current financial year	6 years	Yes	Statutory	Taxes Management Act 1970 Income and Corporation Taxes Act 1988
Records relating to retirement benefits		Year of retirement	7 years	Yes	Statutory	Retirement Benefit Scheme (Information Powers) Regulations 1995
<b>Insurance</b>						
Current and former policies		N/A	Permanently	No	Business Requirement	Limitation can commence from knowledge of a potential claim, not cause of it
Annual insurance schedule		N/A	7 years	No	Business Requirement	Best Practice
Claims and related correspondence		After settlement	2 years	Yes	Business Requirement	Zurich Municipal recommendation
Indemnities and guarantees		Expiry of indemnity or guarantee	7 years	No	Business Requirement	Prescription and Limitation (Scotland) 1973. 12 years if related to land.
Group health policies		Cessation of benefit	12 years	No	Business Requirement	Best practice
Employer's liability insurance certificate		N/A	Permanent – it is in the best interests of an employer to retain insurance certificates	No	Business Requirement	

Activity/Record	Description	Trigger	Retention Period	Personal Data	Authority	Notes
<b>Procurement/Contracts and Agreements</b>						
Documents relating to a successful tender		Termination of contract	6 years	No	Business Requirement	Best Practice
Documents relating to an unsuccessful tender		Award of contract/Notification	2 years	No	Business Requirement	Best Practice

		of unsuccessful tender				
Initial tender proposal	Business case, contract advertisement, statements of interest (successful tender), pre-qualification questionnaire and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	6 years	No	Statutory	Prescription and Limitation (Scotland) Act 1973 Ch. 52 and 1984 Ch.45
Documentation relating to small one-off purchases of goods and services, where there is no continuing maintenance or similar requirement.	Suggested limit – goods or services costing up to £10,000		3 years			Best practice
Purchase ordering records	Purchase orders, goods received notes	End of current financial year	7 years	No	Statutory	Keeping VAT records: HMRC Reference Notice 700/21 (October 2013)
Register of contracts		Termination of contract (delete contractor entry from register)			Statutory	Procurement Reform (Scotland) Act 2014. Sec. 35
Records of purchasing authorisation limits		Superseded	1 year	No	Business Requirement	Best Practice
Internal authorisation for procurement		End of current financial year	1 year	No	Business Requirement	Best Practice
Licensing agreements		Expiry of agreement	6 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973
Rental and hire purchase agreements		Expiry of agreement	6 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973
Indemnities and guarantees		Expiry of indemnity or guarantee	6 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973

Activity/Record	Description	Trigger	Retention Period	Personal Data	Authority	Notes
<b>Governance, Corporate and Communications</b>						
<b>Governance</b>						
Certificate of Incorporation		N/A	Permanently	No	Business	Implied by

					Requirement	Companies Act 2006 sec. 15
Certificate of Change of Company Name		N/A	Permanently	No	Business Requirement	Implied by Companies Act 2006 sec.80
Memorandum and articles of Association (original)		N/A	Permanently	No	Business Requirement	Best Practice
SHA Rules (Constitution, aims and charitable objects)		N/A	Permanently	No	Business Requirement	Requirement for Charitable Status
Confirmation letter of charitable status		N/A	Permanently	No	Business Requirement	Best Practice
HMRC confirmation of charitable status		N/A	Permanently	No	Business Requirement	Best Practice
Registration documentation – Co-operative and Community Benefit Societies		N/A	Permanently	No	Statutory	Co-operative and Community Benefit Societies Act 2014
Certificate of Registration with the Scottish Housing Regulator		N/A	Permanently	No	Business Requirement	Best Practice
Code of Conduct for Governing Body members		End of membership of Governing Body	6 years	Yes	Business Requirement	Best Practice
Governing Body member/SHA Employee declaration of interests forms		End of membership of Governing Body or termination of employment	6 years	Yes	Business Requirement	Limitation for legal proceedings
Declaration of Interests Register		End of membership of Governing Body or termination of employment	6 years	Yes	Business Requirement	Limitation of legal proceedings
Payments and Benefits Register		End of membership of Governing Body or termination of employment	6 years	Yes	Business Requirement	Limitation of legal proceedings
Gifts and Hospitality Register		End of membership of Governing Body or termination of employment	6 Years	Yes	Business Requirement	Limitation of legal proceedings
Notices of Governing Body meetings		Date of notice	6 years	No	Business Requirement	In case of challenge to validity of meeting or resolutions
Governing Body meeting minutes		N/A	Permanently	Yes	Business Requirement	Charities and Trustees Investment

						(Scotland) Act 2005
Management Committee resolutions		N/A	Permanently	Yes	Business Requirement	Charities and Trustees Investment (Scotland) Act 2005
Record of Management Committee office bearers		End of term as office bearers	5 years	Yes	Business Requirement	Best Practice
Scheme of Delegated Authority		N/A	Permanently	No	Business Requirement	Best Practice
Business Plan and supporting documentation (e.g. organisation structures, aims, objectives, funding issues, internal management plan/delivery plan)		Superseded	5 years	No	Business Requirement	Best Practice
Applications for membership of the Association		Termination of membership	5 years	Yes	Business Requirement	Best Practice
Membership Register		Termination of membership	5 years	Yes	Statutory	Co-operative and Community Benefit Societies Act 2014
<b>Registrations and Statutory Returns</b>						
Scottish Housing Regulator – Annual Regulatory Returns		Date of submission	5 years	No	Business Requirement	Best Practice
Scottish Housing Regulator – Annual Regulatory Returns working papers		Date of submission	3 years	No	Business Requirement	Best Practice
Audited accounts and financial statements – Mutuels public register etc.		N/A	Permanently	No	Statutory	Community Benefit Societies Act 2014
Register of Directors and Secretaries		N/A	Permanently	Yes	Statutory	Required by Mutuels Public Register – Co-operative and Community Benefit Societies Act 2014
Register of Use of the Seal		N/A	Permanently	No	Business Requirement	Best Practice
Register of Share Certificates		N/A	Permanently	No	Business Requirement	Best Practice

Activity/Record	Description	Trigger	Retention Period	Personal Data	Authority	Notes
<b>Housing</b>						
<b>Application and Tenancy Records</b>						
Applications for Housing - Successful	Housing applications held on SHA's customer management system. Includes supporting materials – tenancy reference, verification of identification, interview notes, financial proofs	Date of last action following termination of tenancy	5 years	Yes	Business Requirement	Move to individual's tenancy file
Applications for Housing – Unsuccessful (or where an application is withdrawn)	Housing applications held on SHA's customer management system. Includes supporting materials – tenancy reference, verification of identification, interview notes, financial proofs	Date of decision or withdrawn application	1 year	Yes	Business Requirement	
Temporary Accommodation – Lease Agreement	Lease agreement and associated documents	Termination of lease agreement	5 years	Yes	Business Requirement	
Tenant File	Tenancy correspondence, tenancy files, application forms, housing options forms, tenancy sign-up pack, ASB and complaints	Date of last action following termination of tenancy	5 years	Yes	Business Requirement	Prescription and Limitation (Scotland) Act 1973
Tenant File - Tenancy Agreements	Scottish Secure Tenancy Agreement, Short Scottish Tenancy Agreement, Short Assured Tenancy Agreement, Private Residential Tenancy Agreement	Termination or expiration of tenancy	5 years	Yes	Business Requirement	Housing (Scotland) Act 2001 asp 10 Section 23
Tenant File – Evictions		Date of last action following termination of	5 years	Yes	Business Requirement	



		tenancy				
Tenant File – Repairs		Date of last action following termination of tenancy	5 years	Yes	Business Requirement	
Tenant File – Rent Arrears		Date of last action following termination of tenancy	5 years	Yes	Business Requirement	
Tenant File – Permissions		Date of last action following termination of tenancy	5 years	Yes	Business Requirement	
Tenant File – Welfare Rights and Money and Debt advice		Date of last action following termination of tenancy	5 years	Yes	Business Requirement	
Notice of Proceedings for Recovery of Possession	Notice to Quit, AT6, Section 33 Notices	Date of last action following termination of tenancy	5 years	Yes	Business Requirement	Scottish Secure Tenancies (Proceedings for Possession) Regulations 2002
Form SSS1 (Notice under Section 34 to be served on a prospective tenant on a short Scottish secure tenancy)		Date of last action following termination of tenancy	5 years	Yes	Business Requirement	Scottish Secure Tenancies (Notices) Regulations 2002
Housing Benefit Notifications			2 years	Yes	Business Requirement	CiH Recommendation
Rent Statements			2 years	Yes	Business Requirement	Best Practice
Anti-Social Behaviour cases	All papers relating to court cases including all file papers any productions	Date of last action following termination of tenancy	5 years	Yes	Business Requirement	Law Society guidelines
Anti-Social Behaviour Orders		End of tenancy	5 years	Yes	Business Requirement	Anti-Social Behaviour etc. (Scotland) Act 2004
Anti-Social Behaviour Notices		End of tenancy	5 years	Yes	Business Requirement	Anti-Social Behaviour etc. (Scotland) Act 2004
Noise Complaint		End of tenancy	5 years	Yes	Business Requirement	Anti-Social Behaviour etc. (Scotland) Act 2004
CCTV footage		Date of recording	28 days	Yes	Business Requirement	Information Commissioner's Officer Code of Practice on CCTV, section 8.3
Records relating to offenders, ex-offenders		End of tenancy	Nil	Yes	Business Requirement	Information held on a 'need to know' basis.

and persons subject to cautions						Police sourced records may be confidential
Documentation, correspondence and information provided by both agencies relating to special needs of current tenant		End of tenancy	Nil	Yes	Business Requirement	Information held on a 'need to know' basis. Medical and Social Services records liable to be confidential. To be returned or passed to relevant agency at end of tenancy or destroyed
<b>Property Maintenance</b>						
Property File – Demolition		End of current year	5 years	No	Business Requirement	
Property File – Adaptations Grants		Date of last action	5 years	No	Business Requirement	
Property File – Leases		From expiry of lease	10 years	No	Business Requirement	
Property File – Planned Maintenance		End of current year	5 years	No	Business Requirement	
Property Files – Major Repairs – Over £50,000		Date of last action	10 years	No	Business Requirement	
Property Files – Major Repairs – Over £50,000		Date of last action	5 years	No	Business Requirement	
Maintenance Plans		Superseded	1 years	No	Business Requirement	Housing (Scotland) Act 2006 Sections 43,44,45
Certification for Work completed		Date of Issue	10 years	No	Business Requirement	Housing (Scotland) Act 2006 Section 60
Provision of Repairs and List of Contractors		Keep Up to Date		No	Statutory	The Scottish Secure Tenants (Right to Repair) Regulations 2003. SSI 2003 no. 335
Electrical Safety	Copy of electrical safety inspection retained by landlord	Superseded	10 years (RSL) 5 years (PRT – Southside Lettings)	No	Statutory	Housing (Scotland) Act 2014 Section 23. Inserts section 19b into the 2006 Act
Rent Registrations (superseded)			6 years	No	Business Requirement	6 years if it has been superseded by a subsequent registration
Rent Registrations (not superseded)			Permanent	No	Business Requirement	When no Fair Rent has been registered

						(for example because there is no longer a Rent Act tenant in the property) the maximum recoverable rent will be applicable if a Rent Act tenant is ever moved into the property
Rent Reviews			Permanently	No	Business Requirement	
Fair Rent Documentation			6 years			
Leases and deeds of ownership			While owned. Deeds of title – permanently or until property disposed of. Leases – fifteen years after expiry	Yes		NCVO Best practice
Copy of former leases			12 years after settlement of all issues	Yes		Limitation for legal action relating to land or contracts under seal
Wayleaves, licences and easements			12 years after rights given or received cease	No		Limitation for legal action relating to land or contracts under seal
Abstracts of title			12 years after interest ceases			Limitation for legal action relating to land or contracts under seal
Planning and building control permissions			12 years after interest ceases			Limitation for legal action relating to land or contracts
Searches			12 years after interest ceases			Limitation for legal action relating to land or contracts under seal
Decoration Allowance			6 years			Best Practice
Works Orders			2 full years and current year			Best Practice
Property maintenance records			6 years			Limitation for legal action
Reports and professional opinions			6 years			Limitation for legal action

Close Inspections			1 Full Year & Current Year (Calendar Year)			Best Practice
Landlord's Gas Safety Inspection (CP12)			2 years			Gas Safety Installation and Use Regulations
Records documenting routine inspections of property	Property condition surveys	Date of Inspection	5 years	No	Business Requirement	Retention of inspection records provides evidence of effective property management
Records documenting major maintenance works on property		Disposal of Property	Nil	No	Business Requirement	Transfer records to new owners when land/property is sold
Records documenting minor maintenance works on property – assets over £50,000		Completion of Works	20 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6, 7 and 8.
Records documenting minor maintenance works on property – assets under £50,000		Completion of Works	5 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6, 7 and 8.
Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises		Date of Assessment	10 years	No	Business Requirement	Control of Asbestos at Work Regulations 2012 SI 2012 no 632 Reg 4
Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it		Removal of asbestos or subsequent inspection	10 years	No	Business Requirement	Control of Asbestos at Work Regulations 2012 SI 2012 no 632 Reg 4
Records documenting the carrying out of routine maintenance and repairs to fixtures, fittings and interior decoration		End of current year	10 years	No	Business Requirement	
Records documenting the maintenance of equipment: major items		Decommissioning/Disposal of item	5 years	No		
<b>Property Acquisition and Disposal</b>						
Records documenting negotiation and acquisition of a property through purchase, transfer, donation –	Surveys, valuations, correspondence	Disposal of Property	20 years	If purchased from an individual	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 7 and 8.

assets over £50,000						
Records documenting negotiation and acquisition of a property through purchase, transfer, donation – assets under £50,000	Surveys, valuations, correspondence	Disposal of Property	5 years	Possibly, if purchased from an individual	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 7 and 8.
Title deeds		Disposal of Property	Nil	No	Business Requirement	Transfer to new owner
Records documenting negotiation and acquisition of a property where the property was not acquired		Closure of negotiations	5 years	Possibly, if purchased from an individual	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6
Records documenting the acquisition of a property through lease – assets under £50,000	Lease agreement, correspondence	Expiry of Lease	5 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6, 7 and 8.
Record documenting negotiations for the lease of a property where the property was not leased.		Closure of negotiations	5 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6
Design and construction project files – assets over £50,000	Project files – includes feasibility studies, brief, correspondence, minute if site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation	Completion of project (end of defects liability period and completion of all outstanding payments)	20 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6
Design and construction project files – assets over £50,000	Project files – includes feasibility studies, brief, correspondence, minute if site meetings, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation	Completion of project (end of defects liability period and completion of all outstanding payments)	5 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6
Records documenting the disposal of properties by sale, transfer or donation – assets over £50,000		Disposal of property	20 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6, 7 and 8.
Records documenting the disposal of properties by sale, transfer or donation – assets under £50,000		Disposal of property	5 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6, 7 and 8.

Records documenting the termination of a property lease – assets over £50,000		Termination of Lease	5 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6, 7 and 8.
Records documenting the termination of a property lease – assets under £50,000		Termination of Lease	5 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6, 7 and 8.
Records documenting the on-going management of SHA property and land assets over £50,000	Property case files	Date of lease expiry or disposal	5 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6, 7 and 8.
Records documenting the on-going management of SHA property and land assets over £50,000	Property case files	Date of lease expiry or disposal	5 years	No	Business Requirement	Prescription and Limitation (Scotland) Act 1973 c.52, sections 6, 7 and 8.