

Retention and Disposal Schedule v 4.0

June 2020

We will review and update our retention schedule when the Scottish Child Abuse Inquiry concludes. We will keep all relevant records until then, we will then publish our revised retention schedule on our website.

No.	Level 1 heading	No.	Level 2 heading	Retention period (after file closure)
1	Council Governing Body	1	Administration	2 years (working copies 1 year)
		2	Meetings	Retain permanently (working copies 1 year)
		3	Corporate Governance	Retain permanently (working copies 1 year)
		4	Minutes	Retain permanently (working copies 1 year)
		5	Agendas	Retain permanently (working copies 1 year)
		6	Non Human Resource Policies	Retain permanently (working copies 1 year)
		7	Members	5 years from leaving date
		8	Members Personnel Files	5 years from leaving date
		9	Convener	(invitations and conferences attended 2 years) 5 years from leaving date
2	SSSC	1	Staff meetings	EMT and OMT meetings retain permanently, away days and others 5 years
		2	Consultation Register	Retain permanently
		3	Record of Staff accepting Gifts and hospitality	Retain permanently
		4	Administration	2 years
		5	Legislation	Retain permanently
		6	External Relations	5 years except contracts retain permanently
		7	Internal Relations	5 years except contracts retain permanently
		8	4 Countries	5 years except contracts retain permanently
		9	Complaints	Retain permanently
3	Human Resources	1	Employee Files	5 years from leaving date
		2	Human Resource Policies & Procedures	Retain permanently (working copies 1 year)
		3	Recruitment	All recruitment documentation including unsuccessful applications and adverts 2 years
		4	Establishment Control	5 years

Retention and Disposal Schedule v 4.0

June 2020

		5	Employee Conduct	5 years from leaving date (consolidate with personnel file)
		6	Employee Development, Support & Supervision	5 years from leaving date
		7	Partnership Working	Retain permanently (working copies 1 year)
		8	Human Resources Management Information System	Retain permanently
		9	Health and Safety	5 years
		10	Workforce Development	5 years
		11	Equal Opportunities	5 years
		12	Pay and Employee Benefits	5 years
		13	Working Time and Absences	2 years (from date on which they were made)
		14	Administration	2 years
4	SSSC Committees	1	Appeals Committee	Retain permanently
		2	Audit Committee	Retain permanently
		3	Complaints Review Committee	Retain permanently
		4	Conduct Committee	Retain permanently except Sub-committee member details 5 years from leaving date
		5	Conduct Sub-committees	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known) For tape or digital recordings of hearings please see Annex 1.
		6	Resources Committee	Retain permanently
		7	Interim Council Meetings	Retain permanently
		9	Learning and Development Committee	Retain permanently
		10	Preliminary Proceedings Sub Committee	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
		11	Registration Committee	Retain permanently except Sub-committee member details 5 years from leaving date
		12	Registration Sub Committee	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50

Retention and Disposal Schedule v 4.0

June 2020

				years after receipt of info (if age of subject not known) For tape or digital recordings of hearings please see Annex 1.
		13	Registration and Regulation Monitoring Committee	Retain permanently
		14	Restoration Sub Committee	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known) For tape or digital recordings of hearings please see Annex 1.
		15	Short life Working Group	Retain permanently
		17	Finance and Audit Committee	Retain Permanently
		18	Remuneration Committee	Retain permanently
		19	Policy Committee	Retain permanently
5	Information Governance	1	Data Protection	3 years
		2	Copyright	3 years
		3	Freedom of Information	3 years
		4	Library and Information Resources	3 years
		5	Records Management	3 years
		6	Knowledge Management	3 years
		7	Data Sharing	3 years
		8	Security	3 years
		9	Audit	3 years
		10	Legal Advice/Policy	Retain permanently
6	Communications	1	Communications Team	3 years from leaving date
		2	Administration	2 years
		3	Print and design	3 years
		4	Publicity	3 years
		5	Projects	10 Years
		6	Survey Monkey	Delete when survey closed. Export data to shared drive
		7	Event Bright	Delete when survey closed. Export data to shared drive
		8	Service Improvement	Retain permanently
		9	Snap Survey	Delete when survey closed. Export data to shared drive
		10	Photographs and videos	5 Years
7	Information Service	1	Adverts	2 years
		2	Enquiries	2 years

Retention and Disposal Schedule v 4.0

June 2020

		3	External Directories	2 years
		4	eBulletins	2 years
		5	Newsletters	2 years
		6	Market Research	4 years
8 SSSC Website & Intranet				
		1	Website & Intranet	5 years
		2	Website & Intranet Uploads	For duration of item on website
9 SSSC External Events & Conferences				
		1	Care Accolades	5 years
		2	Annual Conference	5 years
		4	General	3 years
10 Non-SSSC External Events & Conferences				
		1	Non-SSSC External Events & Conferences	2 years
11 Finance				
		1	Administration	7 years
		2	Meetings	7 years
		3	Budgets	Retain permanently
		4	Budget Monitoring	7 years
		5	Final Accounts	Retain permanently
		6	Payments	7 years
		7	Income	7 years
		8	Bursaries	7 years
		9	Procurement	7 Years
		10	Audit	Retain permanently
12 Fitness to Practise				
		1	Fitness to Practise/ Conduct	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
		2	Fitness to Practise Team	3 years from leaving date
		3	Rules	Retain Permanently except drafts 2 years
		4	Procedures	Retain Permanently except drafts 2 years
		5	Casework	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
		6	Legal services	3 years
		7	Conduct Groups and Committees	See 4/4 and 4/5.

Retention and Disposal Schedule v 4.0

June 2020

		8	Risk Assessment	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
		9	Equality Reports	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
13	Legal and Corporate Governance	1	Legal and Corporate Governance Team	3 years from date of leaving
		2	Legal Services Training	5 years
		3	Legal Advice - External	Retain permanently
		4	Legal Advice - Internal	Retain permanently
		5	External Relations	5 years after period of contract
		6	Procedures	10 years
14	Learning and Development	1	Learning and Development Team	2 years
		2	Legal Advice- General	Retain permanently
15	Registration	1	Registration	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
		2	Registration Team	3 years from date of leaving
		3	Rules	Retain permanently
		4	Procedures	Retain permanently
		5	Casework	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
		6	Legal services	3 years
		7	Registration Groups and Committees	see 4/11 - 4/14. Retain permanently
		8	Risk Assessment	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
		9	Student Registration	Retain until Registrant/Applicant is 100

Retention and Disposal Schedule v 4.0

June 2020

				years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
		10	Temporary Workers	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
16 Workforce Intelligence				
		1	Workforce Intelligence Groups and Committees	Retain permanently
		2	Scottish Practice Learning Project	Retain permanently
		3	Social Care Data Standards project	5 years
		4	Voluntary Sector	Retain permanently
		5	Domiciliary Care	Retain permanently
		6	Modern Apprenticeships	5 years
		7	Data Collections	5 years
		8	Team Meetings	5 years
		9	Raw Data	10 years
		10	Clean Data	Retain permanently
		11	Non-SSSC External Events and Meetings	5 years
		12	SSSC WI Events and Meetings	7 years
		13	External Documentation	Retain Permanently
		14	Projects	5 years
		15	Ad Hoc Queries	Retain permanently
		16	Governance	Retain permanently
		17	Publication	Retain permanently
		18	Training and Conferences	10 years
17 Workforce Development and Planning				
		1	Workforce Development Groups and Committees	Retain Permanently
		2	Sector Skills Councils	Retain for 10 years or duration of licence if longer
		3	Phase 1 Registration	Retain for 10 years
		4	Funding	7 years
		5	Modern Apprenticeships	5 years
		6	Lifelong Learning	5 years
		7	Legal Advice	Retain permanently
		8	Phase 2 Registration	10 years
		9	Projects	10 years
		10	Administration	3 years
		11	Conditions and Hearings	Retain until Registrant/Applicant is 100 years old, or on

Retention and Disposal Schedule v 4.0

June 2020

				confirmation of death, or 50 years after receipt of info (if age of subject not known)
		12	Corporate Governance	Retain permanently
18	Approvals	1	Approvals project	5 years from closure of programme
		2	University of Dundee	5 years from closure of programme
		3	University of Edinburgh	5 years from closure of programme
		4	Glasgow School	5 years from closure of programme
		5	GCU	5 years from closure of programme
		6	Open University	5 years from closure of programme
		7	University of Paisley	5 years from closure of programme
		8	Robert Gordon University	5 years from closure of programme
		9	University of Stirling	5 years from closure of programme
		10	Aberdeen University	5 years from closure of programme
		11	Stevenson College	5 years from closure of programme
		12	Learning Network West	5 years
		13	Learning Network Tayforth	5 years
		14	Ayrshire College	5 years from closure of programme
		15	Dundee City Council	5 years from closure of programme
		16	Edinburgh College	5 years from closure of programme
		17	Experiential Play	5 years from closure of programme
		18	Glasgow Clyde College	5 years from closure of programme
		19	HiMats	5 years from closure of programme
		20	Midlothian and Borders SVQ Assessment Centre	5 years from closure of programme
		21	North East College	5 years from closure of programme
		22	University of Glasgow	5 years from closure of programme
		23	University of Strathclyde	5 years from closure of programme
		24	University of the Highlands and Islands	5 years from closure of programme
		25	University of the West of Scotland	5 years from closure of programme

Retention and Disposal Schedule v 4.0

June 2020

		26	West Lothian College	5 years from closure of programme
		27	Langside College	5 years from closure of programme
19	Quality Assurance	1	Diploma in Social Work	5 years from closure of file
		2	Practice Teaching Award	5 years from closure of file
		3	Mental Health in Social Work	5 years from closure of file
		4	Post Qualifying Consortia	5 years from closure of file
		5	New Courses	5 years from closure of file
		6	Handbook	5 years from closure of file
		7	External Examiners	5 years from closure of file
		8	Practice Teaching Units	5 years from closure of file
20	Quality Enhancement	1	Quality Enhancement Project	5 years
21	International Recognition Service	1	International Recognition Service	Retain permanently
		2	Case Conferences	Retain permanently
22	Children & Young People	1	Children & Young People	5 years
		2	Children & Young People Groups and Committees	5 years
		3	Early Education & ChildCare	5 years
23	Justice	1	Skills for Justice	5 years
		2	Youth Justice	5 years
24	Standards	1	National Care Standards	10 years
		2	National Occupational Standards	10 years
		3	Standards Groups and Committees	10 years
		4	Skills Set Development	10 years
25	Education and Training	1	Social Work Training Rules	Retain permanently
		2	Disbursements	7 years
		3	Mental Health Project	5 years
		4	Consortia and Fora	10 years
		5	Fast Track	10 years
26	Qualifications	1	Qualifications (including international)	10 years
		2	Qualifications criteria	10 years
		3	Scottish Credit and Qualifications Framework	3 years

Retention and Disposal Schedule v 4.0

June 2020

		4	Regulation of Care Award (ROCA)	3 years after approval
		5	Qualifications Awaiting Approval	5 years after approval
		6	Equivalence	5 years after approval
27	Continuing Professional Development	1	Continuing Professional Development	5 years
		2	Post Qualifying Framework	5 years
		3	Post Registration Training and Learning	Retain until Registrant/Applicant is 100 years old, or on confirmation of death, or 50 years after receipt of info (if age of subject not known)
28	Housing	1	Housing Administration	2 years
		2	Housing Groups and Committees	10 years
29	Scottish Practice Learning Project	1	Administration	3 years
		2	Practice Learning Opportunities	10 years
		3	Learning Organisations/Culture	5 years
		4	Learning Networks	5 years
		5	Qualifications	10 years
30	Strategic Policy and Performance	1	Consultations	10 years
		2	Intelligence	10 years
		3	Projects	10 years
		4	Policy	3 years
31	Equalities	1	Working Group	3 years
		2	Reports	3 years
		3	Equality Impact Assessment	5 years
		4	Training	2 years
32	Skills for Care and Development	1	Ambassadors for Care in Careers	10 years
		2	MA Data Validation database	Retain permanently
		3	Modern Apprenticeships	Retain permanently
		4	NOS	10 years
		5	SQUAB Skilled and Qualification Board	10 years

Retention and Disposal Schedule v 4.0

June 2020

33	Performance and Improvement	1	Corporate parenting and child rights reporting	6 years
		2	Consultation correspondence	5 years
		3	Public sector equality duty	5 years
		4	Horizon scanning and parliamentary tracking	3 years
		5	Performance reviews and assessments	10 years
		6	Operational and strategic planning	Retain permanently
		7	Performance reporting and framework correspondence	1 year
		8	Performance reports	Retain permanently
		9	Intelligence reporting correspondence	1 year
		10	Intelligence reports	Retain permanently
		11	Research coordination and quality assurance and reporting correspondence	2 years
		12	Research outputs and formal reports	5 years
		13	Annual reports and accounts	Retain permanently
		14	Data quality and integrity	2 years
		15	Final Data sets	Retain permanently
		16	Quality and process improvement	5 years
		17	Survey software	5 years from close of survey

Retention and Disposal Schedule v 4.0

June 2020

Annex One

Scottish Social Services Council (SSSC)

Retention of audio tape and digital recordings of hearings of Sub-committees in terms of the SSSC (Conduct) Rules

No tapes (the word tapes covers whatever recording medium was used) will be destroyed until the case is concluded, when concluded follow the table below **UNLESS** there has been an appeal marked in which case, destroy tapes 1 year after the conclusion of the appeal.

Tapes from PPSC1 and 2.	<p>If a CSC: destroy after 6 months of the conclusion of the CSC. [The period for appealing the ISO will have long since elapsed and appeals after this time are unlikely to be considered by the court. The extra time also allows for any complaints about the SSSC's handling of the case as a whole to be dealt with.]</p> <p>If no CSC and:</p> <ol style="list-style-type: none">1. No ISO – destroy after one year of the PPSC hearing.2. ISO for less than 1 year – destroy after 1 year of the PPSC hearing.3. ISO for more than 1 year – destroy 1 year after the PPSC hearing.4. If there was an ISO, but it was later revoked, destroy 1 year after the date of the date on which the ISO was revoked.5. If old PPSC (pre 2011) that did not refer to a CSC (i.e. NFA) destroy within a year of PPSC final day.
Tapes from a Conduct Sub-committee	<p>Was the case dismissed as misconduct was not found? - Destroy after 1 year of conclusion of CSC, UNLESS an appeal has been lodged. [To allow for an appeal/judicial review/complaints.]</p> <p>Was misconduct found and a condition or a warning imposed? - Destroy after suspension/condition/warning has expired. [In case the conditions/warning requires to be reviewed.] Committee to check with legal who will ensure that conduct are satisfied that the condition/suspension /warning has been fulfilled prior to destruction.</p> <p>Was misconduct found and a removal order made? – Destroy 6 years after the last day of the hearing. [Tapes are needed for restoration applications, these can't be made until 2 years after the CSC and providing another 4 years for the applicant to apply is considered reasonable.]</p>
	<p>Was there a SSC followed by a CSC? - Destroy in line with rules for CSC tapes.</p>

Retention and Disposal Schedule v 4.0

June 2020

Tape from a Screening Sub-committee	Was the case NFA'd by the SSC? - Destroy 1 year after the SSC Did the SSC impose a warning or condition? - Destroy after warning/ condition expires. Committee to check with legal who will ensure that conduct are satisfied that the condition has been fulfilled/ warning over prior to destruction.
-------------------------------------	---

Retention of audio tape and digital recordings of hearings of Sub-committees in terms of the SSSC (Registration) Rules

Tapes from a Registration Sub-committee	Was the application or renewal granted? - Destroy after 1 year of conclusion of CSC. [To allow for an appeal/judicial review/complaints.]
	Was the registration/renewal refused? - Destroy after 1 year of conclusion of CSC. [To allow for an appeal/judicial review/complaints.]
	Did the RSC vary or impose conditions? - Destroy when the condition/warning has expired in case the conditions/warning requires to be reviewed. Committee to check with legal who will ensure that conduct are satisfied that the condition has been fulfilled/ warning over, prior to destruction.
	Was the entry removed? - Destroy after 1 year of conclusion of CSC. To allow for an appeal/judicial review/complaints
	Was the case referral to a CSC? - Destroy when CSC tape destroyed.