



The Scottish Parliament
Pàrlamaid na h-Alba

RM-01-2025

The Scottish Parliamentary Service

Records retention schedule

The Scottish Parliament
The Scottish Parliamentary Corporate Body
The Scottish Commission for Public Audit

The Scottish Parliamentary Service records retention schedule is a written statement listing records series and how long each series must be kept before disposition. The retention schedule applies to all records, regardless of format created by the Scottish Parliament, the Scottish Parliamentary Corporate Body (SPCB) and the Scottish Commission for Public Audit (SCPA) and has been approved for use by business areas and Legal Services.

The retention schedule defines how long records should be retained before audited disposition and identifies the public records which should be considered for permanent preservation with National Records of Scotland (NRS) once their operational requirements are completed. Where the disposal action is *NRS*, records will be reviewed with a view to historical preservation with NRS and NRS will be consulted prior to any disposition action.

Key:

Records series	a group of related records that are normally filed together and that document a particular function, transaction, or activity
Trigger	event that prompts start of retention period
Retention period	the minimum length of time we keep records
Disposal action	the final removal of records that have reached the end of their retention period
Review	review to determine if disposition (incl. NRS) can be actioned or if an extension is required
Destroy	review with a view to audited destruction
NRS	review with a view to historical preservation with NRS
Authority	primary reason for retention period and disposal action
Notes	additional information concerning records series including details of any statutory consideration that impacts retention and/or disposition

Records are “information created, received, and maintained as evidence [of what we do] and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business” (ISO 15489-1:2016). *The Public Records Act 1958* affirmed that ““records” not only includes written records but records conveying information by any other means whatsoever”.

Part 1 of the *Public Records (Scotland) Act 2011* defines public records as records created by or on behalf of the authority in carrying out its functions.

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
001	CORPORATE GOVERNANCE					
001.001	Corporate management					
001.001.001	Annual reports	End of Session	15 years	Review	Historical	Scottish Parliament annual report, SPCB annual report, Environmental annual report etc.
001.001.002	Corporate communications	End of calendar year	15 years	Review	Historical	Correspondence and associated records concerning the formal relationship between the SPCB and External bodies such as Commissioners, parliamentary and governmental. Not intended to cover routine contact.
001.001.003	Organisation reviews	End of review	10 years	Destroy	Business	The activities involved in reviewing the organisations functions and structure.
001.001.004	Operational boards	End of calendar year	10 years	Review	Business	Correspondence, minutes, papers and reports.
001.001.005	Operational groups and networks	End of calendar year	5 years	Review	Business	Correspondence, minutes, papers and reports
001.001.006	SPCB management decision-making	End of Session	15 years	NRS	Historical	SPCB - The Scottish Parliamentary Corporate Body. Correspondence, minutes, papers and reports.
001.001.007	SPS senior management decision-making	End of Session	15 years	NRS	Historical	SPS - The Scottish Parliamentary Service. Correspondence, minutes, papers and reports.
001.001.008	Corporate messages	End of calendar year	5 years	Destroy	Business	The activities involved in issuing messages and notices issued by the Chief Executive to an internal audience.

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001.001.009	Governance authorisation	End of Session	15 years	NRS	Historical	Delegation of authority to the Presiding Officer or Clerk to act on behalf of the SPCB and governance authorisation from the Clerk to Parliament staff to exercise functions on behalf of the Clerk. Scotland Act 1998 sections 20(4), 21(3) and Schedule 2, Paragraph 5; Public Finance and Accountability (Scotland) Act 2000 section 16 & 17; Prescription and Limitation (Scotland) Act 1973 c.52
001.002	Corporate policies and procedures					
001.002.001	Corporate policies	When superseded	15 years	Review	Business	The activities involved in developing and establishing strategic or high-level policies.
001.002.002	Corporate procedures	When superseded	15 years	Review	Business	The activities involved in developing and establishing strategic or high-level procedures and guidance.
001.002.003	Operational policies	When superseded	5 years	Destroy	Business	The activities involved in developing and establishing office level policies.
001.002.004	Operational procedures	When superseded	5 years	Destroy	Business	The activities involved in developing and establishing office level procedures and guidance.
001.002.005	Statutory plans	When superseded	5 years	Destroy	Business	Plans committing the SPCB to activities and submitted in compliance with legislation e.g. Gaelic Language Plan (Gaelic Language (Scotland) Act 2005), Records Management Plan (Public Records (Scotland) Act 2011).
001.003	Corporate planning and performance					
001.003.001	Members' surveys	When superseded	10 years	Destroy	Business	Members' surveys and implementation of survey recommendations.

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001.003.002	Operational planning	When superseded	5 years	Destroy	Business	Development of key performance indicators and monitoring and analysis
001.003.003	Strategic planning - key records	When superseded	10 years	Review	Business	Records documenting the development of the SPCB's strategic plan and reports on SPCB performance.
001.003.004	Operational – performance monitoring and analysis	When superseded	1 year	Destroy	Business	Includes key performance indicators
001.003.005	Strategic performance management - data and analysis of performance	When superseded	5 years	Destroy	Business	Data on, and analyses of, the SPCB's performance against the strategic plan. Activities include developing key performance indicators, benchmarking and monitoring performance.
001.003.006	Operational statistics and analysis	End of calendar year	10 years	Destroy	Business	Statistics, analysis and other information of long-term value collected by business areas in the process of monitoring operational performance
001.004	Business continuity and risk management					
001.004.001	Business continuity planning	When superseded	1 year	Destroy	Business	The activities involved in anticipating incidents which would disrupt the SPCB's operations, and in developing response and recovery plans. Records documenting the formulation, testing and maintenance of disaster and recovery plans.
001.004.002	Business continuity reports on exercises/incidents	End of exercise/incident	5 years	Review	Business	Records documenting responses and experiences from business continuity exercises and incidents.
001.004.003	Risk management	When superseded	1 year	Destroy	Business	Risk identification and assessment. The activities involved in managing risks to the viability or success of the SPCB. Includes high impact risks

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001.004.004	Insurance claims processing	Date all obligations and entitlements concluded	5 years	Destroy	Business	For particularly serious or contentious cases where no claim has been made, consider retention up to 10 years. Prescription and Limitation (Scotland) Act 1973 (s19)
001.004.005	Insurance policy	Date all obligations and entitlements concluded	5 years / Permanent	Destroy / Permanent	Business	Insurance policies, certificates of insurance and documentation Prescription and Limitation (Scotland) Act 1973
001.005	Equality and diversity					
001.005.001	Equality compliance	End of calendar year	5 years	Destroy	Business	The activities involved in complying with legislation on disability, race and gender equality. Equality Act 2010 (Specific Duties) and Public Authorities) Regulations 2017, S.I. 2017/353; Equality Act 2010 (Equal Pay Audits) Regulations 2014 SI 2014 No 2559, regulations 3 (1) (a) and 9(1) (a).
001.005.002	Equality monitoring	End of calendar year	5 years	Destroy	Business	The activities involved in monitoring equal opportunities within the SPCB.
001.005.003	Equality training	End of calendar year	5 years	Destroy	Business	The activities involved in providing training for SPCB staff on equality and diversity issues.
001.005.004	Equality investigations	End of investigation	5 years	Destroy	Business	Information concerning the employment history of an employee should be retained on career file.
001.006	Corporate identity, branding and graphic design					
001.006.001	–Final design of corporate identity, branding and graphics	When superseded	-	Review	Historical	Final artwork and branding
001.006.002	–Management of identity, branding and graphics	When superseded	-	Destroy	Business	The activities involved in managing the SPCB's corporate identity. Activities include controlling use of corporate identity marks;

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Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
						compiling and ensuring use of corporate style guides.
001.007	Freedom of information					
001.007.001	FOISA/EIR cases	Passing of Review deadline	3 years	Review	Business	Correspondence and associated information relating to FOI/EIR requests made under the provisions of the Freedom of Information (Scotland) Act 2002.
001.007.002	Appealed FOISA/EIR cases including access decisions	Passing of appeal to Commissioner deadline or Commissioner decision or outcome of any appeal to the Court of Session	6 years	Review	Business	Correspondence and associated information relating to a decision being made by the Scottish Information Commissioner following an investigation or any appeal to the Court of Session.
001.007.003	FOISA statistical data	Last action	10 years	Destroy	Business	Statistics; summaries of requests; anonymised data.
001.007.004	FOISA Publication scheme	When superseded	3 years	Destroy	Business	
001.008	Data protection					
001.008.001	Notification	Notification expiration	5 years	Destroy	Business	Records documenting the SPCB's notification of data controller details to the Office of the Information Commissioner. Data Protection Act 1998 c.29, s.20.
001.008.002	Data subject requests	Last action	3 years	Destroy	Business	Correspondence and associated information relating to subject access and information rights requests made under the provisions of the Data Protection Act 2018 or the General Data Protection Regulation. General Data Protection Regulation and Data Protection Act 2018.

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001.008.003	Privacy notices	End of calendar year	5 years	Destroy	Business	Data Protection Act 2018.
001.008.004	Impact assessments	End of calendar year	5 years	Destroy	Business	
001.008.005	Data Processor/Controller processing activities	When superseded	5 years	Destroy	Statutory	Processing activities (not captured by other records series) as required by the Data Protection Act 2018 s.61.
001.008.006	Data protection compliance	End of calendar year	3 years	Destroy	Business	General compliance, data breaches and security
001.009	Internal audit					
001.009.001	Advisory Audit Board	End of financial year	10 years	Destroy	Business	Correspondence, minutes, papers and reports. Includes Audit Scotland reports, Internal Audit reports, annual audit reports to accountable officers and audit report papers used in the course of an investigation, audit reports of long-term contracts – all reports submitted to AAB as board papers. Prescription and Limitation (Scotland) Act 1973.
001.009.002	Internal auditing	End of financial year	6 years	Destroy	Business	Includes audit reports, terms of reference meeting papers, correspondence, programmes, plans and strategies. Prescription and Limitation (Scotland) Act 1973.
001.010	Records management					
001.010.001	Compilation of retention schedules	Last action	10 years	Destroy	Business	Records, including correspondence and papers, documenting the determination of retention periods for Records.
001.010.002	Records retention schedules	When superseded	Lifetime of SPCB	Review	Business	
001.010.003	Information and records surveys	Last action	5 years	Destroy	Business	

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001.010.004	Records disposal	Last action	Lifetime of SPCB	-	Business	Authorisation and processing of disposition. Freedom of Information (Scotland) Act 2002 asp 13, s61 RM code.
001.010.005	Records storage requests	End of calendar year	2 years	Destroy	Business	Records documenting the movement of hardcopy records from / to offsite storage.
001.010.006	Records inventories	Last action	Lifetime of SPCB	Review	Business	Details of destroyed records.
001.011	Environmental management					
001.011.001	Environmental aspects register	Last action - elimination of risk OR updating of risk assessment	5 years	Destroy	Business	Records documenting identified environmental aspects of the SPCB. Environmental Impact Assessment (Scotland) Regulations 1999. SI 1999/1, regulations 4, 12.
001.011.002	Environmental performance data	Last action	5 years	Destroy	Business	The activities involved in monitoring and controlling the SPCB's environmental performance; the conduct and results of formal reviews of the SPCB's environmental performance; and action taken to address issues raised.
001.011.003	Environmental incidents - recording of incidents on the SPCB's campus or caused by its operations	Last action	40 years	Destroy	Business	The activities involved in recording and investigating environmental incidents on the SPCB campus or caused by its operations, and the reporting of reportable incidents to the enforcing authorities.
001.011.004	Waste - general	Last action	3 years	Destroy	Business	The activities involved in collecting, storing and disposing of the SPCB's waste. Includes: office waste; catering waste; redundant equipment and consumables

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001.011.005	Waste - special	Last action	5 years	Destroy	Statutory	The activities involved in collecting, storing and disposing of the SPCB's special waste. Includes: batteries and fluorescent bulbs. <i>The Special Waste (Scotland) Regulations 1996 (SI 1996/972), regulation 15A.</i>
001.011.006	Monitoring	End of calendar year	5 years	Destroy	Business	
001.012	Health and safety					
001.012.001	Accidents, near-misses and dangerous occurrences	End of calendar year	5 years	Destroy	Statutory	The activities involved in recording and investigating near misses, injuries, diseases and dangerous occurrences. Accidents involving a child/young adult – retain until 21 years old. <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013/1471, regulation 12(2).</i> <i>Prescription and Limitation (Scotland) Act 1973.</i>
001.012.002	Equipment safety information	End of calendar year	5 years	Destroy	Business	Records concerning fire and health and safety facilities, equipment and devices. <i>Fire Safety (Scotland) Regulations 2006 SSI 2006/456, regulation 8.</i>
001.012.003	Fire safety log	End of calendar year	5 years	Destroy	Business	Records of statutory fire alarm tests and other fire alarm activities.
001.012.004	Personal Emergency Evacuation Plans (PEEPS)	End of calendar year	5 years	Destroy	Business	<i>Fire Safety (Scotland) Regulations 2006 SSI 2006/456, regulation 8.</i>
001.012.005	Risk assessments	End of calendar year	5 years	Destroy	Business	Findings, assessments and action taken to remove or reduce risk. Health and safety, fire, occupational health, new and expectant mothers and young persons.

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						Management of Health and Safety at Work Regulations 1992; Fire Safety (Scotland) Regulations 2006 SSI 456 Regulation 8.
001.012.006	Inspection and audit records	End of calendar year	5 years	Destroy	Business	The activities involved in inspecting common areas and offices. Included audit reports.
001.012.007	Health declaration	-	Until age 85*	Destroy	Business	* or 5 years after last action if later. Management of Health and Safety at Work Regulations 1999 S.I. 1999/3242.
001.012.008	Health referrals	-	Until age 85*	Destroy	Business	* or 5 years after last action if later.
001.012.009	Injuries on duty	-	Until age 85*	Destroy	Business	* or 5 years after last action if later.
001.012.010	Medical/self-certificates unrelated to industrial injury	End of calendar year	4 years	Destroy	Business	
001.012.011	Asbestos control	End of calendar year	40 years	Review	Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Control of Asbestos Regulations 2012
001.012.012	Legionellosis control	End of calendar year	5 years	Review	Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Control of Substances Hazardous to Health (Amendment) Regulations 2004
001.012.013	Ionising radiation control	End of calendar year	5 years	Review	Statutory	Dose assessments and recording of classified person records to be retained for 30

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Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
						years or until the age of 75, whichever is later. <i>The Ionising Radiations Regulations 2017</i>
001.012.014	Health and safety training management	End of calendar year	5 years	Destroy	Business	
001.013	Scottish Parliament elections management					
001.013.001	Election preparation and guidance	End of Session	15 years	NRS	Historical	Records documenting preparations for, and actions during, Scottish Parliament elections including procedural letters issued to MSPs.
001.013.002	Returning Officer election confirmation	End of Session	15 years	NRS	Historical	Returning Officer's confirmation of election results from each region/constituency.
001.014	Copyright management					
001.014.001	Copyright & re-use of information	Resolution of copyright infringement	6 years	Destroy	Business	The activities involved in monitoring and acting on infringement of Scottish Parliamentary copyright protected material under <i>The Copyright, Designs and Patents Act 1988 as amended by the Parliamentary Copyright (Scottish Parliament) Order 1999</i> in consultation with the Office of the Queen's Printer for Scotland.
001.014.002	Copyright compliance	Last action	6 years	Destroy	Business	The activities involved in administering the SPCB's compliance with the <i>Copyright, Designs & Patents Act 1988</i> . Activities include obtaining licences to use materials in which the copyright is not owned by the SPCB; monitoring use of such materials; inter-library copyright declarations.
001.014.003	Trade mark registration	Registration/Renewal	10 years	Destroy	Business	The activities involve d in renewing the SPCB's trade

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Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
						marks registration every 10 years. (<i>Trade Marks Act 1994, ch 26.</i>)
001.015	Enquiries and complaints					
001.015.001	Enquiries, correspondence, and complaints	End of calendar year	3 years	Destroy	Business	General enquiries, correspondence and complaints received and actioned by business areas concerning their primary function and not covered by another records series.
001.015.002	Complaint investigations	On completion	10 years	Destroy	Business	Records containing correspondence, papers and reports of complaints reviewed by the Chief Executive.
001.015.003	Complaint precedents	On completion	10 years	Destroy	Business	Records documenting complaints made to the SPCB where precedents are set.
001.015.004	Complaints register	On completion	10 years	Destroy	Business	
001.015.005	Complaints reports	On completion	5 years	Destroy	Business	
001.015.006	Complaints reviews	On completion	10 years	Destroy	Business	Correspondence, papers and reviews of complaints investigated by independent bodies.
001.015.007	Code of Conduct for MSPs complaints Excluded complaints considered by the Presiding Officer	End of Session End of calendar year	15 years 5 years	Review Review	Historical Business	Complaints and Excluded complaints in relation to the conduct of Members of the Scottish Parliament under the Code of conduct for MSPs.
001.015.008	Enquiries - statistical data / long-term reference value	End of calendar year	10 years	Destroy	Business	Statistics; summaries of anonymised requests of long-term value.
001.015.009	Reference and research enquiries from Members of the Scottish Parliament and their staff	End of Session	3 years	Destroy	Business	Enquiry forms, enquiry correspondence and database records; key information from useful enquiries will be kept for longer to avoid repetitive research.

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001.016	Project management					
001.016.001	Operational projects	Completion of project	4 years	Destroy	Business	Plans and specifications (statements of requirements, operational requirements, technical plans, resource plans & budgets, etc.), Reports (stage assessments, quality reviews, highlight reports, GANTT charts, Project closure reports etc.), handover documents, lessons learned and Project Board papers, minutes and correspondence. Operational and Group projects lasting longer than 12 months should follow the retention period for Strategic Portfolio Projects. Please contact the Information Manager if in doubt.
001.016.002	Strategic projects	Completion of project	10 years	Review	Business	Programmes and projects in the Parliament's strategic plan. For major projects Project Managers may wish to draw up a specific retention schedule at the beginning of the project - Please consult the Information Manager before proceeding. Records relating to major projects may be kept for Second Review (20 years) Plans and specifications (statements of requirements, operational requirements, technical plans, resource plans & budgets, etc.), Reports (stage assessments, quality reviews, highlight reports, GANTT charts, Project closure reports etc.), handover documents, lessons learned and Project Board papers, minutes and correspondence.
001.016.003	Rejected or deferred Strategic projects	Completion of project/project proposal	5 years	Destroy	Business	

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001.016.004	Building and construction projects	Completion of project	25 years	Review	Business	Bills of quantity subject to relevant contract management series retention period. Includes certificates authorising final payment to contractors.
001.017	Officeholders and supported bodies					
001.017.001	Formal appointment records	End of Officeholder's term	15 years	Review	Historical	
001.017.002	Evaluation	End of Officeholder's term	6 months	Destroy	Business	
001.017.003	Support and governance	End of calendar year	9 years	Destroy	Business	
001.018	Honours and awards					
001.018.001	Honours submissions	End of calendar year	5 years	Destroy	Business	
001.019	Lobbying registration					
001.019.001	Lobbying register	End of Session	15 years	NRS	Historical	The register of lobbying containing information about active registrants, inactive registrants and voluntary registrants. Includes correspondence with registrant and information returns.
001.019.002	Parliamentary guidance and compliance monitoring	End of Session	15 years	NRS	Historical	Guidance, correspondence and supporting information concerning the production and publication of guidance as required by The Lobbying (Scotland) Act 2016.
001.019.003	Information notices	End of Session	5 years	Destroy	Business	Notices, correspondence, supporting information and records of appeals.
001.019.004	Parliamentary resolutions	End of Session	15 years	NRS	Historical	

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001.019.005	Lobbying code of conduct	End of Session	15 years	NRS	Historical	Code of conduct and reviews.
002	PARLIAMENTARY BUSINESS					
002.00S.001	Committee management					
002.00S.001.001	Committee meetings and management	End of Session	15 years	NRS	Historical	Correspondence, minutes, papers and reports
002.00S.001.002	Conveners Group	End of Session	15 years	NRS	Historical	Correspondence, minutes, papers and reports.
002.00S.002	Procedures and standards					
002.00S.002.001	Code of Conduct	End of Session	15 years	NRS	Historical	
002.00S.002.002	Registration of interests Supporting information	Last amendment to entry End Calendar year	10 years	Destroy	Business	Register entries Correspondence and supporting information <i>Interests of Members of the Scottish Parliament Act 2006.</i>
002.00S.002.003	Standing Orders	End of Session	15 years	NRS	Historical	
002.00S.003	Committee inquiries					
002.00S.003.001	Committee inquiries	End of Session	15 years	NRS	Historical	Published and unpublished evidence. Major correspondence, e.g. between Minister and Convener, should be kept, minor correspondence will require a judgement from clerks;
002.00S.004	Primary legislation					
002.00S.004.001	Acts of the Scottish Parliament	Royal Assent	-	NRS	Historical	Official print of Act and Letters Patent.

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002.00S.004.002	Bills of the Scottish Parliament	End of Session	15 years	NRS	Historical	Published and unpublished evidence. Major correspondence, e.g. between Minister and Convener, should be kept, minor correspondence will require a judgement from clerks; Book of reference and maps, plans and sections where relevant; drafting instructions for Members' Bills; Signed Legislative Competence statement; and Signed Bill (and accompanying documents) as introduced. A Passage of the Bill for each Bill should also be deposited with NRS.
002.00S.005	Secondary legislation					
002.00S.005.001	EULPs, LCMs, PBSCs and SSIs	End of Session	15 years	NRS	Historical	Consideration of secondary legislation
002.00S.006	Programme of business					
002.00S.006.001	Business Bulletin	End of Session	15 years	NRS	Historical	A daily publication produced by the Clerk of the Parliament containing details of current and future business, such as the business programme, the daily business list, agendas for committee meetings, written questions, motions, and other matters to be notified to MSPs.
002.00S.006.002	Journal of the Scottish Parliament	End of Session	15 years	NRS	Historical	The Journal is the central, long-term, authoritative record of what the Parliament has done. The Journal contains the Minutes of Proceedings, notice of any Bill introduced, notice of any draft instrument or any other document laid before the Parliament, on a motion of the Parliamentary Bureau.

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002.00S.006.003	Nomination forms	End of election	-	NRS	Historical	Nomination forms for the election of the First Minister, Presiding Officer, Deputy Presiding Officers and the Scottish Parliamentary Corporate Body.
002.00S.006.004	Official Report (Archive edition)	End of Session	15 years	NRS	Historical	The full and authoritative written report of proceedings in the Scottish Parliament.
002.00S.006.005	Parliamentary Bureau	End of Session	15 years	NRS	Historical	Minutes and Papers.
002.00S.006.006	Recordings of proceedings	End of Session	15 years	NRS	Historical	The full and authoritative audio-visual recording of plenary and committee proceedings.
002.00S.006.007	The Parliamentary Register	End of Session	-	NRS	Historical	Oath of allegiance register, required by the Standing Orders of the Scottish Parliament.
002.00S.006.008	Advice to the Presiding Officer	End of Session	5 years	Review with a view to destroy	Business	Plenary business procedural advice. Advice setting precedent should be considered for archiving. Legislative competence advice should be retained according to records series 007.005.001.
002.00S.007	Public petitions					
002.00S.007.001	Public petitions	End of Session (in which petition was closed)	15 years	NRS	Historical	Signatures destroyed 1 year from closure
002.00S.008	Scottish Commission for Public Audit					
002.00S.008.001	SCPA inquiries	End of Session	15 years	NRS	Historical	Published and unpublished evidence; major correspondence. Minor correspondence will require a judgement from clerks.
002.00S.008.002	SCPA meetings and management	End of Session	15 years	NRS	Historical	Correspondence, minutes, papers and reports.

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002.00S.009	Commissions					
002.00S.009.001	Commissions, inquiries or other short-term bodies established by the Scottish Parliament	End of Session	15 years	NRS	Historical	For example, the Session 5 <i>Commission on Parliamentary Reform</i>
003	ENGAGEMENT					
003.001	Public engagement					
003.001.001	Educational visits	End of visit	1 year	Destroy	Business	Records documenting the organisation and administration of visits by schools, colleges and universities. Includes Gaelic and outreach visits. Activities include planning programmes/itineraries; arranging venues, catering, security, transport etc.; reviewing visits, writing reports on visits.
003.001.002	Community engagement	When superseded	10 years	Destroy	Business	The activities involved in developing new partnerships aimed at working with specific groups who are underrepresented in parliamentary engagement e.g. Community Partnerships Project.
003.001.003	Events	End of Calendar year of event	4 years	Destroy	Business	The activities involved in organising events
003.001.004	–Significant events and exhibitions*	End of Session	15 years	NRS	Historical	Includes full and authoritative written reports and audio-visual recordings. *Significant events include events attended by political leaders, heads of state and global figures. Will require a judgement from Events staff.
003.001.005	Public exhibitions	End of Calendar year of exhibition	4 years	Destroy	Business	The activities involved in organising public exhibitions approved by the SPCB. Includes MSP exhibitions.
003.001.006	Fact sheets	End of Session	15 years	NRS	Historical	Fact sheets containing factual information about the Scottish Parliament.

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003.001.007	Presiding Officer's official engagements	End of calendar year	3 years	Destroy	Business	Records concerning the Presiding Officers/Deputy Presiding Officers' official engagements. Includes official diary, speeches etc. Declined invitations to be destroyed as required.
003.001.008	Recording of information films	End of Session	15 years	NRS	Historical	Audio visual recordings produced by the Scottish Parliament's broadcasting service providing information about the Scottish Parliament and its business.
003.001.009	Marketing	End of Session (in which campaign concluded)	15 years	Review	Business	
003.001.010	Oral history recordings	End of Session	15 years	NRS	Historical	Audio and/or visual recordings capturing historical information and recollections concerning the Parliament as an institution Earlier disposition possible for published recordings.
003.001.011	Child protection risk and disclosure	End of calendar year	5 years	Destroy	Business	
003.002	Media relations					
003.002.001	Media communication - news releases	Publication	5 years	Destroy	Business	
003.002.002	Media relations	End of Session	5 years	Destroy	Business	The activities involved in managing the SPCB's, Scottish Parliament's and SCPA's communications with and through the media. Includes correspondence between the SPCB and enquirers, including media lines.
003.002.003	Media relations - long-term operational value	End of Session	10 years	Destroy	Business	Summaries of enquiry responses, anonymised data of long-term operational value.

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003.002.004	Photograph archive	End of Session	15 years	NRS	Historical	Photographs of Parliamentary business and activities.
003.002.005	Website	-	-	NRS	Historical	Snapshot of the Scottish Parliament website taken every 6 months from 1999-2011. From 2011 – 2017 snapshot taken once per session. Regularly crawled by NRS Web Archive from 2017.
003.003	International relations					
003.003.001	Commonwealth Parliamentary Association - Scotland Branch	End of Session	15 years	NRS	Historical	Correspondence, minutes and papers of the Scotland Branch of the Commonwealth Parliamentary Association.
003.003.002	Inter-Parliamentary relations	End of Session	15 years	Review	Historical	Correspondence and associated records concerning the formal relationship between the SPCB and other assemblies and parliaments, for example, The Inter-Parliamentary Research and Information Network (IPRIN). Records include minutes, papers, major correspondence and reports.
003.003.003	Inward visits	End of Session	5 years	Destroy	Business	Records consisting of programmes, briefings and correspondence concerning visits by officials to the Scottish Parliament.
003.003.004	Outward visits	End of Session	5 years	Destroy	Business	Records consisting of programmes, briefings and correspondence concerning visits by officials from the Scottish Parliament.

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
003.003.005	Official visits/delegations	End of Session	15 years	NRS	Historical	Official visit programmes. Will require a judgement from staff. Visit programmes and visit reports concerning significant (e.g. parliaments and high-profile venues or events e.g. Scotland Week) visits by the Presiding Officer and his/her Deputies should also be considered for NRS.
004	HUMAN RESOURCES					
004.001	Recruitment					
004.001.001	Recruitment applications - unsuccessful	Candidate consent to retention	12 months	Destroy	Business	Unsuccessful applicants passing board will be placed on a reserve list, with their consent, for up to 12 months
004.001.002	Recruitment authorisation	End of calendar year	6 months	Destroy	Business	
004.001.003	Recruitment, appointment and/or promotion board selection papers	Completion of recruitment process	6 months	Destroy	Business	
004.001.004	Unsolicited applications for employment	Receipt of application	6 months	Destroy	Business	
004.001.005	Vacancy advertisements & enquiries	Completion of recruitment process	3 months	Destroy	Business	Includes requests for application forms.
004.002	Security and accreditation vetting					
004.002.001	Media accreditation	Date of application	2 years	Destroy	Business	The activities involved in processing media accreditation requests. Security clearance forms and pass forms should be transferred to the Security Office where they will be subject to the relevant retention period.
004.002.002	Pass records - Media	Date of application	1 year	Destroy	Business	The activities involved in issuing day passes to members of the Media.
004.002.003	Security passes	End of employment/contract	-	Destroy	Business	Records of security passes issued.

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
004.002.004	Vetting - Contractors and consultants	End of employment	1 year	Destroy	Business	Records concerning contractor staff and consultants employed.
004.002.005	Vetting - SPCB Staff & MSP staff	End of employment: - before normal retirement age - after normal retirement age - following death	10 years 5 years 1 year	Destroy	Business	The following retention periods apply to records for applicants not employed (after completion of recruitment process): - Where an offer of employment is made but the candidate has not taken up employment - 6 months - Any level of security clearance where applicants have been refused security clearance - 3 years
004.002.006	Media accreditation – breaches of the Code of Conduct	End of calendar year	5 years	Destroy	Business	Activities involved in managing alleged breaches of the Code of Conduct for Members of the Media.
004.003	Staff induction					
004.003.001	Induction programme administration	Completion of programme	1 year	Destroy	Business	
004.003.002	Induction programme development	End of calendar year	5 years	Destroy	Business	
004.004	Staff training					
004.004.001	Contractor training record	End of contract	5 years	Destroy	Business	Fire, environmental management and health and safety records concerning contractors working in the Holyrood complex. Fire Safety (Scotland) Regulations 2006 SSI/2006/456, regulation 8.
004.004.002	Staff training record	End of employment	5* years	Destroy	Statutory	Fire Safety (Scotland) Regulations 2006 SSI 2006/456, The Health and Safety (First-Aid) Regulations 1981, Health and Safety (Consultation with Employees) Regulations 1996, Health and Safety Information for Employees

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
						Regulations 1989 * Training for work with children or vulnerable adults retain for 25 years.
004.004.003	Training and development needs	End of calendar year	5 years	Destroy	Business	Summary information on training and development needs.
004.004.004	Training and development programme development	Completion of programme	5 years	Destroy	Business	
004.004.005	Training and development programmes impact analysis	End of calendar year	5 years	Destroy	Business	Analysis of the impact of training and development programmes.
004.004.006	Training feedback	Completion of analysis of feedback	-	Destroy	Business	Anonymised feedback can be maintained for 5 years.
004.005	Workforce planning					
004.005.001	Workforce requirements assessment and analysis	End of calendar year	5 years	Destroy	Business	Activities include analysing and reporting on the size, composition, structure and competencies of the SPCB's workforce.
004.005.002	Job specifications development and evaluation	When superseded	5 years	Destroy	Business	Activities include developing role descriptions and conducting role evaluations to assign roles to grades in a salary structure.
004.006	Employee relations					
004.006.001	Partnership agreements	End of agreement	10 years	Review	Business	
004.006.002	Partnership Group and Board	End of calendar year	5 years	Destroy	Business	

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
004.006.003	Whistle-blowing investigations	End of investigation	6 months	Destroy	Business	Activities include the raising of a concern by an employee about a danger or illegality which affects others to the SPCB and subsequent investigation. Public Interest disclosure Act 1998.
004.007	Administering employees					
004.007.001	Employee career history (career file)	End of employment	Until age 85*	Destroy	Business	Records concerning complete job history of employee as evidence of employment for superannuation and pension purposes. Includes employee details (name, DOB and work history), applications, annual assessment reports for last 5 year of service, written particulars of employment (including changes e.g. following disciplinary process), training records, medical assessments, termination requests, pension added years, pension additional voluntary contributions, sick absence record, marriage certificates, pension estimates and awards, death benefit details, decree, payroll history unpaid leave periods. * or 5 years after last action if later.
004.007.002	Performance management	End of reporting year	5 years	Destroy	Business	On termination of employment, last 5 years transferred to employee career file.
004.007.003	Absence cases	End of leave year	5 years	Destroy	Business	
004.007.004	Discipline – discipline of employees	End of employment	6 years	Destroy	Business	Includes final/oral warnings where relevant.

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
						See ACAS code of practice on disciplinary and grievance procedures.
004.007.005	Discipline – final warning	Date of warning	18 months	Destroy	Business	ACAS Code of Practice recommends continued retention on Employee career file
004.007.006	Discipline – no warning	Date of decision not to proceed	Immediately	Destroy	Business	Proceedings where accusation proved to be unfounded
004.007.007	Discipline – involving children or vulnerable adults	End of employment	25 years	Destroy	Business	
004.007.008	Discipline – written warning	Date of warning	12 months	Destroy	Business	ACAS Code of Practice - Recommends continued retention on Employee File.
004.007.009	Discipline – written statement to employee dismissed while absent during adoption leave	End of employment	6 years	Destroy	Statutory	The Employment Rights Act 1996 Section 92 (4A) To be in writing
004.007.010	Disclosure of interest	Superseded	1 year	Destroy	Business	
004.007.011	Grievances	End of employment	6 years	Destroy	Business	
004.007.012	Leave and attendance	End of leave year	2 years	Destroy	Business	Annual leave; jury service; study leave; special and personal leave; flexible working; leave applications.
004.007.013	Maternity/paternity leave	End of financial year	6 years	Destroy	Business	
004.007.014	Register of hospitality and gifts	End of calendar year	5 years	Destroy	Business	
005	FINANCIAL RESOURCES					
005.001	Statutory reporting and accounting					
005.001.001	Annual reports and accounts	End of financial year	15 years	NRS	Historical	Final accounts sent to the Auditor General in accordance with the Public Finance and Accountability (Scotland) Act 2000 . One copy of SPCB accounts maintained permanently by SPICe as a

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
						laid paper. Includes Scottish Parliamentary Pension Scheme (Disposal action – review).
005.001.002	Annual reports and accounts preparation	End of financial year	6 years	Destroy	Business	Records documenting the preparation of the SPCB's annual accounts and contributory pension fund annual accounts. Also includes accounts for other bodies e.g. Scotland's Futures Forum and Commissions. Includes Scottish Parliamentary Pension Scheme.
005.002	Budget management					
005.002.001	Preparation, analysis and monitoring	End of financial year	6 years	Destroy	Business	Records documenting the preparation of annual operating budgets, the activities relating to the analysis of budget trends e.g. payroll budget models. Includes cost statements and forecast exercises
005.002.002	Resource planning	When superseded	6 years	Destroy	Business	
005.003	Contract management					
005.003.001	Contract management (including tendering) – standard contracts	End of contract	5 years	Destroy	Business	Public Contracts (Scotland) Regulations 2015 (S.S.I. 2015/446), Procurement (Scotland) Regulations 2016 (S.S.I. 2016/145), Procurement Reform (Scotland) Act 2014; Prescription and Limitation (Scotland) Act 1973 c.52
005.003.002	Contract management (including tendering) – construction contracts	End of contract	16 years	Review	Business	Tendering and management of contracts involving Bills of quantity in relation to the construction of new and additional or alteration of existing parts of the Parliament building complex. Public Contracts (Scotland)

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
						Regulations 2015 (S.S.I. 2015/446), Procurement (Scotland) Regulations 2016 (S.S.I. 2016/145), Procurement Reform (Scotland) Act 2014; Prescription and Limitation (Scotland) Act 1973 c.52
005.003.003	Delegated purchasing authority	Expiration of authority	1 year	Destroy	Business	The authority given to SPCB staff to sign-off contracts.
005.003.004	Standard contract conditions	Last action	10 years	Review	Business	
005.004	Financial accounting					
005.004.001	Sales invoices and processing of incoming payments	End of financial year	6 years	Destroy	Business	Includes credit notes and source documents, sales invoice register, debtors' records and invoices; debits and refunds; records relating to unrecoverable revenue, debts, overpayments and special payments. Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
005.004.002	Purchase invoices and processing of outgoing payments	End of financial year	6 years	Destroy	Business	Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
005.004.003	Losses, special payments and payment investigations	End of financial year of last action	6 years	Destroy	Business	Last action includes completion of court proceedings/disciplinary process etc. Prescription and Limitation (Scotland) Act 1973 c.52; Taxes Management Act 1970 c.9

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
005.004.004	Cash management – bank account management	Closure of account	6 years	Destroy	Business	Opening, closure, access and administration of bank accounts
005.004.005	Cash management – routine bank account activity	End of financial year	6 years	Destroy	Business	Deposits/withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.) Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)
005.004.006	Cash management – regular payments	Life of instruction	6 years	Destroy	Business	Standing orders, direct debits etc
005.004.007	Journals	End of financial year	6 years	Destroy	Business	
005.004.008	Reconciliations	End of financial year	6 years	Destroy	Business	
005.004.009	Financial systems data maintenance	End of financial year	3 years	Destroy	Business	Change requests and auditing of changes made to financial systems
005.004.010	Financial administration	End of financial year	6 years	Destroy	Business	
005.004.011	Purchase authority & authorised signatories	Expiration of authority	1 year	Destroy	Business	Purchase authority given to SPCB staff
005.005	Expenses management					
005.005.001	Members' expenses scheme and policy advice	End of Session	6 years	Destroy	Business	Process of arranging and documenting the payment and/or reimbursement of expenses related to Allowances Schemes. Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
005.005.002	Members' leases	End of MSP's term	6 years	Destroy	Business	
005.005.003	Members' signatories	End of Session	6 years	Destroy	Business	
005.005.004	Parliamentary expenses reviews	End of scheme	15 years	NRS	Historical	Process of reviewing Parliamentary Allowances. Includes minutes, papers of review panels and information papers, submitted evidence and final report. End of scheme: end of the Allowances Scheme that resulted from the review.
005.005.005	Expenses management and reporting	End of financial year	6 years	Destroy	Business	Process of arranging and documenting the payment and/or reimbursement of expenses not related to Allowances Schemes. Taxes Management Act 1970 c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013).
005.006	Asset management					
005.006.001	Asset additions, transfers and revaluation	Sale or disposal of asset (or last one on register)	6 years	Destroy	Business	Records documenting the value of the SPCB's assets, including capital assets. Includes depreciation registers (records relating to the calculation of annual depreciation) and revaluation of building and artwork.
005.006.002	Asset indexation, retirements (disposal) and closing balances	End of financial year (of disposal)	6 years	Review	Business	Records documenting decisions (and authorisations) to dispose of assets, including capital. Taxes Management Act 1970 c9.
005.007	Financial reporting					
005.007.001	Cost statements	End of financial year	6 years	Destroy	Business	

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
005.007.002	Management reports	End of financial year	6 years	Destroy	Business	
005.007.003	Standards Commissioner reports	End of financial year	6 years	Destroy	Business	
005.008	Retail management					
005.008.001	Delivery dockets	End of financial year	2 years	Destroy	Business	
005.008.002	Received goods	End of financial year	6 years	Destroy	Business	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013).
005.008.003	Retail sales transactions	End of financial year	6 years	Destroy	Business	The activities involved in processing transactions concerning the Parliament Shop and Parliament tours. Includes credit card transactions and till rolls. Taxes Management Act 1970 c9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013).
005.008.004	Stocktaking & stock register	End of financial year	2 years	Destroy	Business	Includes inventories, stock reconciliations and stocktake reports.
005.009	Pay and pensions					Not directly concerning the employment history of employees
005.009.001	Advances	Repayment	6 years	Destroy	Business	Includes advances for season tickets, car parking, bicycles, Christmas/holidays, housing, Healthy Living and Well-Being.
005.009.002	Authorisation for temporary promotion and/or overtime	End of financial year	6 years	Destroy	Statutory	Income Tax (Pay as You Earn) Regulations 2003 S.I. 2003/2682; National Minimum Wage Regulations 2015 S.I. 2015/620; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
005.009.003	Bank details - current	End of employment	6 years	Destroy	Business	
005.009.004	Bonus nominations	End of financial year	6 years	Destroy	Business	
005.009.005	Payroll	End of financial year	6 years	Destroy	Statutory	Payslips, payroll year end prints, salaries etc Income Tax (Pay as You Earn) Regulations 2003 S.I. 2003/2682; National Minimum Wage Regulations 2015 S.I. 2015/620; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52;
005.009.006	Maternity pay	End of financial year	3 years	Destroy	Statutory	Statutory Maternity Pay (General) Regulations SI 1986/1960 as amended by SI 2005 No 989.
005.009.007	Statutory sick pay	End of financial year	3 years	Destroy	Business	Statutory Sick Pay (General) Regulations S.I. 1982/894
005.009.008	Overpayments	Repayment/write off	6 years	Destroy	Business	
005.009.009	Pension scheme investment policies	12 years from the ending of any benefit payable under the policy	12 years	Destroy	Business	
005.009.010	Pensioners' records	Ending of any benefit payable	12 years	Destroy	Business	
005.009.011	Pension administration	End of financial year	6 years	Destroy	Business	Administration of pensions schemes – CSPS, GPPS & SPPS. Includes records of compliance. Occupational Pension Schemes (Scheme Administration) Regulations 1996 SI 1715, Regulation 14.

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
005.009.012	Redundancy details	Date of redundancy	6 years	Destroy	Business	Includes: calculations of payments, refunds, notification to the Secretary of State. Collective Redundancies (Amendment) Regulations 2006 no. 2387.
005.009.013	Scottish Parliamentary Pension Scheme Board of Trustees	End of financial year	15 years	Review	Business	
005.009.014	Monthly payroll - final reports	End of financial year	55 years	Review	Business	
005.010	Tax management					
005.010.001	Tax returns and VAT	End of financial year	6 years	Destroy	Statutory/ Business	Records documenting the preparation and filing of the SPCB's tax returns and the SPCB's accounting for VAT. Includes Trading accounts e.g. Parliament shop. Taxes Management Act 1970, c.9; Keeping VAT records HMRC Reference: Notice 700/21 (October 2013).
005.010.002	Agreements with HMRC	When superseded	6 years	Review	Business	Records documenting agreements with HMRC including, for example, corporation tax.
005.011	Political parties					
005.011.001	Financial assistance for political parties	End of financial year	6 years	Destroy	Business	Process of arranging and documenting financial assistance for political parties.
006	BUILDINGS MANAGEMENT AND INFRASTRUCTURE					
006.001	Buildings management					
006.001.001	Maps, plans and drawings	Last action	25 years	Review	Business	Plans including working copies, consultants' and contractors' drawings and associated records and Operation and Maintenance (O&M) Manuals Prescription and Limitation (Scotland) Act 1973 c. 52 s 7.

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
006.001.002	Maps, plans and drawings - as built' or 'as installed'	Life of construction	-	Review	Business	<i>Prescription and Limitation (Scotland) Act 1973 c. 52 s 6.</i>
006.001.003	Buildings reports	Last action	25 years	Review	Business	Architectural master copies, mechanical and electrical engineering, drainage, building conditions inspections, archaeological features.
006.001.004	Buildings asset lists	Last action	25 years	Review	Business	<i>Prescription and Limitation (Scotland) Act 1973 c. 52 s 8.</i>
006.001.005	Buildings maintenance & inspection	Last action	16 years	Review	Business	Records concerning maintenance schedules, diaries or logs, Installation surveys, programmes and forward maintenance registers. Records include gas safety; lifting equipment; work equipment; pressure systems; fixed electrical installations and portable appliances. <i>Prescription and Limitation (Scotland) Act 1973 c. 52 s 9.</i>
006.001.006	Change requests	Last action	3 years	Destroy	Business	Formal change requests and correspondence. Change requests involving projects should be kept in accordance with 001.016 <i>Project management</i> . Financial information should be kept in accordance with 005 <i>Financial resources</i> . Final drawings should be kept for the retention period assigned to 006.001.001 <i>Maps, plans and drawings</i> .
006.001.007	Planning consents (including listed buildings consents)	Last action	25 years	Review	Business	
006.002	Art collection management					

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
006.002.001	Art collection	Lifetime of artwork/loan period	5 years	Destroy	Business	The activities involved in managing the Parliament's art collection. Including correspondence, minutes and papers. For loan agreements, see 007.001.001 Agreements .
006.003	Development and management of ICT systems and hardware					
006.003.001	Faults reported by users of ICT systems & action taken to investigate & resolve faults	Last action	3 years	Destroy	Business	
006.003.002	Maintenance of appropriate software licences for live ICT systems	End of license	5 years	Destroy	Business	
006.003.003	Management, modification and maintenance of ICT systems	Decommission of system	5 years	Destroy	Business	System support documentation including handover documents, user guides, system support/technical documents and knowledge base. Includes security protocols <i>Prescription and Limitation (Scotland) Act, 1973.</i>
006.003.004	New ICT account requests	Completion of account creation	2 years	Destroy	Business	Correspondence and associated records concerning requests for new IT user accounts.
006.003.005	Requests for change to the ICT infrastructure	End of year	3 years	Destroy	Business	The movement/change of IT equipment and systems; normally submitted as a Work request.
006.003.006	Development of ICT systems which are not implemented	Last action	1 year	Destroy	Business	
006.003.007	Development of technical & application training for ICT system users	When superseded	1 year	Destroy	Business	
006.003.008	ICT hardware management	End of device cycle	6 years	Destroy	Business	Stocking, distribution and return of ICT hardware

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
006.004	Security management, surveillance and incident reporting					
006.004.001	Security incidents and logs	End of calendar year	1 year	Destroy	Business	Records documenting the conduct of routine incidents e.g. thefts and action taken and the process of Control room incident logging – including records arising from requests for Security assistance and the deployment and management of security resources: <ul style="list-style-type: none"> - Telephone calls - Messages from internal SPCB personnel - Messages from external forces & agencies - Radio & telephone calls to/from Security control rooms. Incident reports used in investigations should be kept until proceedings have been completed.
006.004.002	Security surveillance	Creation	31 days	Destroy	Business	Recorded images (CCTV) and logged door transactions. Note: Recordings used in investigations may be retained until the proceedings are completed or, when involving personal injury, for 5 years.
006.004.003	Security threats planning and preparation	Last action	5 years	Review	Business	
006.004.004	Security advice	Last action	5 years	Review	Business	
006.004.005	Security solutions and equipment	End of Session	5 years	Review	Business	
006.004.006	Protests and demonstrations	End of calendar year	5 years	Destroy	Business	Facilitation of organised protests on the Holyrood campus. Records of banned and

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
						disruptive protesters to be disposed of 6 months following expiration of ban.
007	LEGAL SERVICES					
007.001	Agreements					
007.001.001	Agreements, concordats and memoranda of understanding	End of agreement/when superseded	5 years	Destroy	Business	Process of agreeing terms between the SPCB, Scottish Parliament or SCPA with other bodies or individuals. This does not include purchasing agreements (see 005.003). Prescription and Limitation (Scotland) Act 1973.
007.002	Conveyancing					
007.002.001	Leases and other agreements	End of lease / agreement	5 years	Destroy	Business	Leases and legal advice concerning the lease of any property. Prescription and Limitation (Scotland) Act 1973.
007.002.002	Purchase and sale	On completion	10 years	Destroy	Business	Legal advice regarding the process of changing ownership of land or property. Prescription and Limitation (Scotland) Act 1973.
007.002.003	Land Certificate for Title MID79950 and associated documents	On completion of purchase	For as long as property is owned	Keep for as long as property is owned	Business	Land Certificate for any land or property owned by the SPCB. The Parliament title is registered in the Land Register, established by the Land Registration (Scotland) Act 1979 . It is the definitive record of land ownership in Scotland (in the majority of cases), along with the Keeper of the Registers of Scotland's decisions relating to it. We hold the Land Certificate issued by the Keeper, which may be treated as sufficient evidence in a dispute, and it makes business sense to retain it, but a copy can always be obtained from the Keeper.

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
007.003	General legal advice					
007.003.001	Legal advice (not falling within any other records series)	On completion	10 years	Review with a view to destroy	Business	All general (non-Parliamentary) legal advice to the SPCB. Advice where expert opinion received is to be retained permanently/transferred to archives. Other advice: review for historical value for potential retention in archives if a major precedent - otherwise destroy <i>Prescription and Limitation (Scotland) Act 1973.</i>
007.004	Litigation					
007.004.001	Litigation	On completion	10 years	Destroy	Business	Advice on the process of managing, pursuing or defending litigation (e.g. damages claim, judicial review, breach of contract, freedom of information as well as any records which have been prepared in response to litigation) on behalf of the SPCB.
007.004.002	Litigation - legal claims	Settlement or withdrawal of claim	10 years	Destroy	Business	The activities involved in handling claims by or against the SPCB which do not proceed to litigation or settlement or are settled by agreement. <i>Prescription and Limitation (Scotland) Act 1973.</i>
007.004.003	Litigation - Precedent cases	On completion	30 years	Review	Business	Records documenting the conduct of litigation involving the SPCB, where a legal precedent was established.
007.005	Parliamentary business legal advice					
007.005.001	Legislative competence legal advice	End of Session	30 years	Review	Historical	
007.005.002	Parliamentary business legal advice	End of Session	30 years	Review	Historical	Legal advice provided in support of Parliamentary business e.g. advice to a Committee

Records retention schedule

Reference	Records series	Trigger	Retention period	Disposal action	Authority	Notes
007.005.003	Legislation legal advice	End of Session	30 years	Review	Historical	

Change log

The following table details changes made to the 2025 records retention schedule.

Date	Reference	Details of change
19/03/2025	v1.0	Updated by Gordon Hobbs, Information Manager, to replace 2021 Records retention schedule. Changes signed off by Legal Services and relevant business areas.