

Data Retention Schedule for Link Group, Link Housing and C-urb 6

Date of last review

01-Dec-21

Business area	Information Asset Owner	Description of record	Colleague responsible for record	Classification	Retention Period	Disposal	Events which trigger disposal action
Housing Services	Managing Director	Application for accomodation	CSC Supervisor	Confidential	1 year after offer accepted	Destroy	Offer accepted
Housing Services	Managing Director	Application for accomodation	CSC Supervisor	Confidential	Indefinite whilst applicant is seeking	Destroy	Application withdrawn
Housing Services	Managing Director	Allocation record including	CSC Supervisor	Confidential	1 year after offer accepted	Destroy	Offer accepted
Housing Services	Managing Director	Additional information gathered	CSC Supervisor	Confidential	Nil	Destroy	Tenancy allocated
Housing Services	Managing Director	Rent statements	Housing Services Co-ordinator	Confidential	Duration of tenancy + 1year	Destroy	End of tenancy
Housing Services	Managing Director	Current tenants' tenancy files	Housing Services Co-ordinator	Confidential	Duration of tenancy + 1year	Destroy	End of tenancy
Housing Services	Managing Director	Former tenants' tenancy files	Housing Services Co-ordinator	Confidential	1 year	Destroy	End of tenancy
Housing Services	Managing Director	Care and support plans	Housing Services Co-ordinator	Confidential	Duration of tenancy + 1year	Destroy	End of tenancy
Housing Services	Managing Director	Information about special needs	Housing Services Co-ordinator	Confidential	Duration of tenancy + 1year	Destroy	End of tenancy
Housing Services	Managing Director	Fair rent documentation	Housing Services Co-ordinator	Confidential	Duration of tenancy + 1year	Destroy	End of tenancy
Housing Services	Managing Director	Sever anti-social behaviour case	Housing Services Co-ordinator	Confidential	Duration of tenancy + 3years	Destroy	End of tenancy
Housing Services	Managing Director	Housing benefit notifications	Housing Services Co-ordinator	Confidential	NIL	Destroy	Payments recorded on Housing system
Development	Head of Development	Project Gas & Electric Meter Info spreadsheet containing resident and tenancy start date which is provided to the energy supplier after handover including electronic communications to resolve issues	Head of Development	Confidential	5 years -with tenant/owner details. (Separate copy to be kept with only meter info to keep indefinitely.)	Archive	Date email sent to supplier of tenancy name and start date.
Development	Head of Development	Community Consultation - Notification Addresses	Head of Development	Public	5 years	Destroy	Date that the information event is held
Development	Head of Development	Community Consultation - Individual Feedback	Head of Development	Confidential	1 years	Destroy	Final handover date
Development	Head of Development	Communications with private individuals before site start.	Head of Development	Confidential	2 years	Destroy	Final handover date
Development	Head of Development	Project Customer Feedback Survey Report	Head of Development	Confidential	Until 2 months after the information report has been issued	Destroy	Creation of information report
Development	Head of Development	Development Database (Carista)	Head of Development	Confidential	The current database stores records permanently and the status of the project and records management process denote which projects are classed as active/current.	Destroy	N/A
Development	Head of Development	Assignment of Missives	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Deed of Servitude	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	Disposition	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	Discharge of Standard Security	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Disposition – Transfer of Titles	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	Lease Agreement	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Minute of Agreement	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Ranking Agreement	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date

Development	Head of Development	Section 69 Consent	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	Section 75 Consent	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	Standard Security	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Wayleave Agreement	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	District Valuation Report	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Development Agreement	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Heads of Terms	Head of Development	Confidential	At practical Completion of the Development	Archive	Final handover date
Development	Head of Development	Letter of Intenet	Head of Development	Confidential	2 years after completion	Archive	Final handover date
Development	Head of Development	Off The Shelf- Purchase Documents	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Report on Title	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	Sale of Land	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	Lease of Land	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	State for Settlement	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Title Deeds	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	Title Plan	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date
Development	Head of Development	Financial Checks	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Indemnity Insurances Etc	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Contractor & Consultant Insurance Records	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Liquidated & Ascertained Damages	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Principal Contractor Appointment Letter	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Consultants Appointment Letter	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Savings/ Value Engineering	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Estimated Final Account	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Final Account	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Acquisition Stage Checklist	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Practical Completion Stage Checklist	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Tender Stage Checklist	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Land Valuation Report	Head of Development	Confidential	Until the land is no longer in Link's ownership	Archive	Final handover date

Development	Head of Development	Sales Valuation Reports	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Consultants Performance Reviews	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Contractors Performance Reviews	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	CAPEX	Head of Development	Confidential	As per Finance procedures	Archive	As per Finance procedures
Development	Head of Development	1. 30 Year Financial Model	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Individual Project Schedule	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	66. Property Information Schedule	Head of Development	Confidential	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Development Procedures Sections 0 -12	Head of Development	Standard	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Development Procedures - Associated Documents	Head of Development	Standard	Until the buildings are demolished	Archive	Final handover date
Development	Head of Development	Programme/ project specific development process and procedure documentation	Head of Development	Internal	Until the buildings are demolished	Archive	Final handover date
Corporate Governance	Group Director of People and Governance	Data Breach Reports	Information Management Co-ordinator	Confidential	3 years	Destroy	Date of completion
Corporate Governance	Group Director of People and Governance	Subject access request response	Information Management Co-ordinator	Confidential	1 year	Destroy	Date of completion
Corporate Governance	Group Director of People and Governance	Freedom of Information reports	Information Management Co-ordinator	Confidential	3 years	Destroy	Date of completion
Corporate Governance	Group Director of People and Governance	Freedom of information responses	Information Management Co-ordinator	Confidential	1 year	Destroy	Date of completion
Corporate Governance	Group Director of People and Governance	Environmental information responses	Information Management Co-ordinator	Confidential	3 years	Destroy	Date of completion
Corporate Governance	Group Director of People and Governance	Board Member Contact details	Corporate Governance Officer	Confidential	6 years	Destroy	End of engagement
Corporate Governance	Group Director of People and Governance	Member Contact details	Corporate Governance Officer	Confidential	Permanently	Destroy	Not applicable
Corporate Governance	Group Director of People and Governance	Board Member Register of Interests	Corporate Governance Officer	Public	6 years	destroy	End of engagement
Corporate Governance	Group Director of People and Governance	Loan Agreements	Corporate Governance Manager	Confidential	Duration of loan	Destroy	End of loan
Corporate Governance	Group Director of People and Governance	Property Valuations	Corporate Governance Manager	Confidential	3-5 years	Destroy	Date of valuation
Corporate Governance	Group Director of People and Governance	Lender certificates & reports	Corporate Governance Manager	Confidential	1 -2 years	Destroy	End of lending
HR & L&D	Group Director of People and Governance	Hard Copy Staff Files at Oasis Off-Site	Head of Human Resources	Confidential	6 + 1 financial years from last date of work	Destroy	End of employment
HR & L&D	Group Director of People and Governance	Electronic Staff Files	Head of Human Resources	Confidential	6 + 1 financial years from last date of work	Destroy	End of employment
HR & L&D	Group Director of People and Governance	Speculative CV's received by Link HR team that are not for an advertised vacancy	Head of Human Resources	Confidential	Deleted on receipt	Destroy	Receipt of CV
HR & L&D	Group Director of People and Governance	Unsuccessful candidate recruitment and selection information e.g. applications, CV's, interview records, selection documentation.	Head of Human Resources	Confidential	7 months from successful candidate start date	Destroy	Start date

HR & L&D	Group Director of People and Governance	References requested from Link from other organisations for staff	Head of Human Resources	Confidential	7 months from the date the reference was issued	Destroy	Issue of the reference
HR & L&D	Group Director of People and Governance	Policies	Head of Human Resources	Standard	Manual assessment. Expected min 10 years	Archive	Following assessment
HR & L&D	Group Director of People and Governance	Procedures	Head of Human Resources	Standard	Manual assessment. Expected min 10 years	Archive	Following assessment
HR & L&D	Group Director of People and Governance	Guidelines	Head of Human Resources	Standard	Manual assessment. Expected min 10 years	Archive	Following assessment
HR & L&D	Group Director of People and Governance	Forms	Head of Human Resources	Standard	3 years	Destroy	Creation date
HR & L&D	Group Director of People and Governance	Templates	Head of Human Resources	Standard	3 years	Destroy	Creation date
HR & L&D	Group Director of People and Governance	ER files	Head of Human Resources	Confidential	6 + 1 years (or 25 years for posts covered by PVG checks) after employment ceases but note that it may be unreasonable to refer to expired warnings after two years have elapsed	Destroy	End of employment
HR & L&D	Group Director of People and Governance	Trade Union & Employee Representative Body Agreements	Head of Human Resources	Confidential	10 years after ceasing to be effective	Archive	After ceasing to be effective
HR & L&D	Group Director of People and Governance	Job Evaluation Outcomes	Head of Human Resources	Confidential	10 years after ceasing to be effective	Archive	End of evaluation process
HR & L&D	Group Director of People and Governance	Pay awards - IRPA and corporate sign off of performance related pay awards	Head of Human Resources	Standard	25 years	Archive	End of pay award process
HR & L&D	Group Director of People and Governance	Training Delegate Lists	L&D Business Partner	Standard	3 years	Destroy	End of training event
HR & L&D	Group Director of People and Governance	CiH applications	L&D Business Partner	Standard	3 years	Destroy	Date of submission
HR & L&D	Group Director of People and Governance	EFES applications	L&D Business Partner	Standard	3 years	Destroy	Date of submission
HR & L&D	Group Director of People and Governance	SVQ applications	L&D Business Partner	Confidential	3 years	Destroy	Date of submission
HR & L&D	Group Director of People and Governance	Supplier DPA	L&D Business Partner	Standard	2 years	Destroy	End of engagement
HR & L&D	Group Director of People and Governance	Course evaluation forms	L&D Business Partner	Standard	2 years	Destroy	Completion of course
HR & L&D	Group Director of People and Governance	Training course certificates to be added to employee files	L&D Business Partner	Standard	1 month	Destroy	Upon entry to system
Strategy and Business Support	Group Director of Finance	ARC Evidence	Strategy and Business Support Manager	Standard	7 years	Destroy	Submission of evidence
Strategy and Business Support	Group Director of Finance	KPI and Performance Information	Strategy and Business Support Manager	Public	7 years	Destroy	Submission of evidence
Strategy and Business Support	Group Director of Finance	Complaints reporting (Board evidence)	Strategy and Business Support Manager	Standard	3 years	Destroy	Submission of evidence
Strategy and Business Support	Group Director of Finance	Images - photos and videos	Communications Officer	Public	3 years	Review	Date photograph taken
Strategy and Business Support	Group Director of Finance	Accident and near miss	Health and Safety Officer	Confidential	5 years	Destroy	Date of accident or near miss
Strategy and Business Support	Group Director of Finance	Risk assessments	Health and Safety Officer	Confidential	5 years	Destroy	Date of risk assessment
Strategy and Business Support	Group Director of Finance	Survey customer extract	Strategy and Business Support Manager	Confidential	3 months	Destroy	Date of extract

Strategy and Business Support	Group Director of Finance	Staff Health Surveillance Records	Health and Safety Officer	Confidential	40 years	Destroy	Date of record
Strategy and Business Support	Group Director of Finance	S&BS Survey Monkey responses	Strategy and Business Support Manager	Confidential	1 year	Destroy	Date of survey extract
Digital Services	Director of Digital Services	Contracts - systems & Support contracts	Director of Digital Services	Confidential	3 Years after end of contract	Destroy	End of contract
Digital Services	Director of Digital Services	CAP documentation, agendas, papers, minutes, actions, project score cards	Director of Digital Services	Confidential	Rolling Year	Destroy	Date of meeting
Digital Services	Director of Digital Services	SMG ICT updates	Director of Digital Services	Standard	3 years	Destroy	Date of report
Digital Services	Director of Digital Services	Team meetings, agendas, minutes, presentations, actions	Director of Digital Services	Standard	Rolling Year	Destroy	Date of meeting
Digital Services	Director of Digital Services	ICT&D Forum meetings, agenda, minutes, actions, spreadsheets, presentations, roles and responsibilities (will be Microsoft Team)	Director of Digital Services	Standard	Rolling Year	Destroy	Date of meeting
Digital Services	Director of Digital Services	ICT specific policies	Director of Digital Services	Standard	1 year after decommission	Destroy	Policy decommission
Digital Services	Director of Digital Services	ICT specific processes	Director of Digital Services	Standard	1 year after decommission of product	Destroy	Product decommission
Digital Services	Director of Digital Services	Service and Systems catalogue	Director of Digital Services	Standard	No retention period	N/A	Not applicable
Digital Services	Director of Digital Services	External publications (e.g. Housing Technology)	Director of Digital Services	Standard	3 years	Destroy	Date of publication
Digital Services	Director of Digital Services	Tracker of ICT&D comms, development of ideas, archive of past ones	Director of Digital Services	Standard	3 Years	Destroy	Date of publication
Digital Services	Director of Digital Services	Infrastructure diagrams	Director of Digital Services	Standard	As long as reflection of network	Archive	Not applicable
Digital Services	Director of Digital Services	Annual Budgets	Director of Digital Services	Confidential	1 year after year covered by budget	Destroy	Budgetary period
Digital Services	Director of Digital Services	Budget reporting - spend/against budget	Director of Digital Services	Confidential	1 year after year covered by budget	Destroy	Budgetary period
Digital Services	Director of Digital Services	Team leader meeting, agendas, minutes, actions	Director of Digital Services	Standard	2 years	Destroy	Date of meeting
Digital Services	Director of Digital Services	Presentations, reports	Director of Digital Services	Standard	3 years	Destroy	Date of presentation
Digital Services	Director of Digital Services	Configuration diagrams and artefacts	Director of Digital Services	Standard	No retention period	N/A	Not applicable
Digital Services	Director of Digital Services	Supplier management meetings	Director of Digital Services	Confidential	1 year after contract end	Destroy	Contract end
Digital Services	Director of Digital Services	Digital strategy including reference architecture	Director of Digital Services	Confidential	5 Years	Destroy	Data of document
Digital Services	Director of Digital Services	Asset register	Director of Digital Services	Confidential	No retention period	N/A	Not applicable
Digital Services	Director of Digital Services	Server configuration	Director of Digital Services	Confidential	No retention period	N/A	Not applicable
Digital Services	Director of Digital Services	Build review	Director of Digital Services	Confidential	1 year after decommission of product	Destroy	Decommission of product
Digital Services	Director of Digital Services	Audit results (including penetration testing)	Director of Digital Services	Confidential	2 year after decommission of product	Destroy	Decommission of product
Digital Services	Director of Digital Services	Desktop configuration	Director of Digital Services	Confidential	No retention period	N/A	Not applicable

Digital Services	Director of Digital Services	System access	Director of Digital Services	Confidential	1 year after decommission of product	Destroy	Decommission of product
Digital Services	Director of Digital Services	Detailed system procedures including Security Auditing (SQL server, oracle server)	Director of Digital Services	Standard	1 year after decommission of product	Destroy	Decommission of product
Digital Services	Director of Digital Services	Software licensing information	Director of Digital Services	Confidential	1 year after decommission of product	Destroy	Decommission of product
Digital Services	Director of Digital Services	Firewall configuration	Director of Digital Services	Confidential	No retention period	N/A	Not applicable
Digital Services	Director of Digital Services	Framework quotes	Director of Digital Services	Confidential	1 year after contract award	Destroy	Contract award
Digital Services	Director of Digital Services	Procurement supporting documents	Director of Digital Services	Confidential	3 years (TBC) after end of contract for successful one, or 6 months after contract award for unsuccessful	Destroy	Contract award
Digital Services	Director of Digital Services	AD extracts for manipulation	Director of Digital Services	Standard	As short as task	Destroy	End of task
Digital Services	Director of Digital Services	Broadband log in details	Director of Digital Services	Confidential	1 year after decommission of product	Destroy	Decommission of product
Digital Services	Director of Digital Services	Print logs	Director of Digital Services	Standard	6 months	Destroy	Date of log
Digital Services	Director of Digital Services	Link Laptop Loan Scheme	Digital Participation Officer	Standard	Until end of loan/reporting period - maximum 3 years	Destroy	End of project
Digital Services	Director of Digital Services	Money & Wellbeing Loan Scheme	Digital Participation Officer	Standard	Until end of project/reporting - maximum 3 years	Destroy	End of project
Digital Services	Director of Digital Services	Link Living Loan Scheme	Digital Participation Officer	Standard	Until end of loan/reporting period - maximum 3 years	Destroy	End of project
Digital Services	Director of Digital Services	Connecting Scotland	Digital Participation Officer	Standard	Until end of project/reporting period - maximum 3 years	Destroy	End of project
Factoring	Head of Private Initiatives	Arrears monitoring and communication	DoD&AM	Confidential	CY + 6	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Bankruptcy	DoD&AM	Confidential	CY + 6	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Communication/mail merges	DoD&AM	Confidential	CY + 1 (Non Financial)	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Complaint information	DoD&AM	Confidential	CY + 6 (Financial) / CY + 3 (Non Financial)	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Consultations	DoD&AM	Standard	CY + 6	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Contractor quotes/invoices	DoD&AM	Confidential	CY + 6	Destroy	Change contractor
Factoring	Head of Private Initiatives	Contractor and GM specifications	DoD&AM	Standard	CY + 1	Destroy	Change contractor and received payment of final invoice
Factoring	Head of Private Initiatives	Correspondence	DoD&AM	Confidential	CY + 1 (Non Financial)	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Correspondence in CRM	DoD&AM	Confidential	CY + 1	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Former customer correspondence	DoD&AM	Confidential	CY + 1	Destroy	Once balance is cleared
Factoring	Head of Private Initiatives	Death/marriage certificates	DoD&AM	Confidential	CY + 1	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Former customer email correspondence	DoD&AM	Confidential	CY + 1	Destroy	Once balance is cleared

Factoring	Head of Private Initiatives	Factoring agreements	DoD&AM	Confidential	CY + 1	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Handover information	DoD&AM	Standard	CY + 1	Destroy	Stop factor the property and all balances cleared
Factoring	Head of Private Initiatives	Invoices	DoD&AM	Confidential	CY + 6	Destroy	Date issued
Factoring	Head of Private Initiatives	Minutes	DoD&AM	Public	CY + 1	Destroy	Stop factor the property
Factoring	Head of Private Initiatives	New owner contact details	DoD&AM	Confidential	CY + 1	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Power of attorney	DoD&AM	Confidential	CY + 1	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	RAA2/PA5	DoD&AM	Confidential	CY + 6	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Repair information	DoD&AM	Standard	CY + 6	Destroy	Stop factor the property
Factoring	Head of Private Initiatives	Repossession information	DoD&AM	Confidential	CY + 6	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Sale information	DoD&AM	Confidential	CY + 6	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Signed mandates	DoD&AM	Confidential	CY + 6	Destroy	Sale of property and balance cleared
Factoring	Head of Private Initiatives	Solicitor information/correspondence	DoD&AM	Confidential	CY + 6	Destroy	Stop factor the property
Factoring	Head of Private Initiatives	Trust deed information	DoD&AM	Confidential	CY + 6	Destroy	When trust deed ends
Factoring	Head of Private Initiatives	Write offs	DoD&AM	Confidential	CY + 6	Destroy	Sale of property and balance cleared
Link2Let	Head of Private Initiatives	Successful Application information not relating to tenancy (income details, wage slips, bank statements, previous accommodation status)	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Sale of property and balance cleared
Link2Let	Head of Private Initiatives	Unsuccessful applicants information	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Sale of property and balance cleared
Link2Let	Head of Private Initiatives	Successful tenants information including place of business, next of kin, NI, Photo ID	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Sale of property and balance cleared
Link2Let	Head of Private Initiatives	HMO Licence	Commercial Services Co-ordinator	Standard	CY + 1 Year	Destroy	Sale of property and balance cleared
Link2Let	Head of Private Initiatives	Commercial Leases	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Sale of property and balance cleared
Link2Let	Head of Private Initiatives	Full history tenancy paperwork - Tenancy agreement, AT5, Inventory, Repairing Standard, Key Agreement, Data Protection Forms, Contact Consent Forms, Pet Permission Forms, consent to decorate.	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Change contractor
Link2Let	Head of Private Initiatives	Information for tenancies including visits, arrears, correspondence	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Change contractor and received payment of final invoice
Link2Let	Head of Private Initiatives	Complaints	Commercial Services Co-ordinator	Confidential	5 years	Destroy	Sale of property and balance cleared

Link2Let	Head of Private Initiatives	Landlord Registration information	Commercial Services Co-ordinator	Standard	CY + 1 Year	Destroy	Sale of property and balance cleared
Link2Let	Head of Private Initiatives	Management Agreements NHT / Stirling University / Empty Homes	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Once balance is cleared
Link2Let	Head of Private Initiatives	Development Information	Commercial Services Co-ordinator	Standard	Indefinitely	Review	Sale of property and balance cleared
Link2Let	Head of Private Initiatives	Record for White Goods etc	Commercial Services Co-ordinator	Standard	Indefinitely	Review	Once balance is cleared
Link2Let	Head of Private Initiatives	reports etc	Commercial Services Co-ordinator	Confidential	Indefinitely (unless contain tenant information then CY+ 1 year)	Review	Sale of property and balance cleared
Link2Let	Head of Private Initiatives	PA5s	Commercial Services Co-ordinator	Confidential	CY + 6 years	Destroy	Stop factor the property and all balances cleared
Link2Let	Head of Private Initiatives	MMR Marketing (Property Images and templates)	Commercial Services Co-ordinator	Standard	Indefinitely	Review	Date issued
Shared Ownership	Head of Private Initiatives	Shared Ownership Application	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Stop factor the property
Shared Ownership	Head of Private Initiatives	SO Occupancy Agreements	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Sale of property and balance cleared
Shared Ownership	Head of Private Initiatives	SO Application Supporting Docs (wage slips, banks statements)	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Sale of property and balance cleared
Shared Ownership	Head of Private Initiatives	SO Arrears letters & agreements issued	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	Sale of property and balance cleared
Shared Ownership	Head of Private Initiatives	Email Correspondence with Solicitors	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Review	Stop factor the property
Shared Ownership	Head of Private Initiatives	SO Sale Information - solicitor instructions, offer letters for	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	Sale of property and balance cleared
Shared Ownership	Head of Private Initiatives	SO Repossession and Court Action info and correspondence	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	Sale of property and balance cleared
Shared Ownership	Head of Private Initiatives	SO Trust Deeds, bankruptcy notifications	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	Sale of property and balance cleared
Shared Ownership	Head of Private Initiatives	SO ASB letters and records	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Stop factor the property
Shared Ownership	Head of Private Initiatives	SO Death Certificates	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	When trust deed ends
Shared Ownership	Head of Private Initiatives	SO Executor Information	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Sale of property and balance cleared
Shared Ownership	Head of Private Initiatives	Adaptation requests and responses	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Sign up date of tenancy
Shared Ownership	Head of Private Initiatives	Right to Buy Applications	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	Sign up date of tenancy
Shared Ownership	Head of Private Initiatives	Right to Buy Purchase Forms for Solicitors, plan and title deed info	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	End of tenancy unless balance left on account
Shared Ownership	Head of Private Initiatives	Procedures for Shared Ownership	Commercial Services Co-ordinator	Confidential	Indefinitely	Review	End of HMO period
Shared Ownership	Head of Private Initiatives	Procedures for Commercial Leases	Commercial Services Co-ordinator	Confidential	Indefinitely	Review	End of Lease
Shared Ownership	Head of Private Initiatives	Archive - all SO, RTB, Leases, Disposals Correspondence	Commercial Services Co-ordinator	Confidential	Until saved in electronic file management system	Destroy	End of tenancy unless balance left on account
Shared Ownership	Head of Private Initiatives	Spreadsheets - Sale Information	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	End of tenancy unless balance left on account
Shared Ownership	Head of Private Initiatives	Spreadsheet - Disposals	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	Date complaint closed

Shared Ownership	Head of Private Initiatives	Disposal Board Reports and Property Information	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	End of registration period
Shared Ownership	Head of Private Initiatives	Disposals - Valuations and SHR Correspondence	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	End of agreement or any disputes/arrears settled
Shared Ownership	Head of Private Initiatives	Shared Ownership Disposal Folders	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	Disposal of property
Shared Ownership	Head of Private Initiatives	Various Operational Folders for Commercial Services	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Review	Replacement of white good
Shared Ownership	Head of Private Initiatives	Shared Ownership - Historic records going back 30 years	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	date of report
Shared Ownership	Head of Private Initiatives	Shared Ownership - Debt and Bankruptcy records	Commercial Services Co-ordinator	Confidential	CFY + 6 years	Destroy	date of PA5
Shared Ownership	Head of Private Initiatives	Shared Ownership Occupancy Agreements	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Application date
Shared Ownership	Head of Private Initiatives	Shared Ownership Customer Contact	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	End of ownership (Owner or LHA) or clear accounts
Shared Ownership	Head of Private Initiatives	Shared Ownership Arrears Actions	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	Application date
Shared Ownership	Head of Private Initiatives	Shared Ownership Customer personal info DOB, NI No etc	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	End of ownership (Owner or LHA) or clear accounts
Shared Ownership	Head of Private Initiatives	Shared Ownership ASB Complaints	Commercial Services Co-ordinator	Confidential	CY + 1 Year	Destroy	date of correspondence
	Head of Private Initiatives	Landlord Application Form	Housing Operations Manager	Confidential	5 Years	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Landlords	Head of Private Initiatives	Landlord Registration Evidence	Housing Operations Manager	Confidential	5 Years	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Landlords	Head of Private Initiatives	Property Lease	Housing Operations Manager	Confidential	5 Years	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Landlords	Head of Private Initiatives	Notice of Availability	Housing Operations Manager	Confidential	5 Years	Destroy	End of ownership (Owner or LHA)
PSL Landlords	Head of Private Initiatives	Notice of Extension	Housing Operations Manager	Confidential	5 Years	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Landlords	Head of Private Initiatives	Notice of Termination	Housing Operations Manager	Confidential	5 Years	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Landlords	Head of Private Initiatives	Property Inventory	Housing Operations Manager	Confidential	5 Years	Destroy	End of ownership (Owner or LHA)
PSL Landlords	Head of Private Initiatives	Notice of Rent Suspension	Housing Operations Manager	Confidential	5 Years	Destroy	Completion of RTB
PSL Landlords	Head of Private Initiatives	Notes	Housing Operations Manager	Confidential	5 Years	Destroy	Completion of RTB
PSL Landlords	Head of Private Initiatives	Statutory Notices / Communal Repairs	Housing Operations Manager	Confidential	5 Years	Destroy	Date of repair
PSL Landlords	Head of Private Initiatives	Repair & Compliance Correspondance	Housing Operations Manager	Confidential	5 Years	Destroy	Date of repair
PSL Landlords	Head of Private Initiatives	Early Renunciation application	Housing Operations Manager	Confidential	5 Years	Destroy	Data of applicatoin
PSL Landlords	Head of Private Initiatives	Marriage/Death Certificates	Housing Operations Manager	Confidential	5 Years	Destroy	End of ownership (Owner or LHA)
PSL Tenants		CEC Referral Form	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership
PSL Tenants	Head of Private Initiatives	Supporting Documents / ID	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership
PSL Tenants	Head of Private Initiatives	Complaints correspondence	Housing Operations Manager	Confidential	Current Tenancy +5 years	Destroy	End of ownership
PSL Tenants	Head of Private Initiatives	Equality information	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership

PSL Tenants	Head of Private Initiatives	Privacy Notice	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	Date of information
PSL Tenants	Head of Private Initiatives	ASB File	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Tenants	Head of Private Initiatives	Arrears correspondence	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Tenants	Head of Private Initiatives	Breach Tenancy	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Tenants	Head of Private Initiatives	Household Details	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Tenants	Head of Private Initiatives	Legal Action	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Tenants	Head of Private Initiatives	Abandonment notice	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership (Owner or LHA) or clear accounts
PSL Tenants	Head of Private Initiatives	Notice of Termination of tenancy/death etc	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership (Owner or LHA)
PSL Tenants	Head of Private Initiatives	Tenancy Sustainment form	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of ownership (Owner or LHA)
PSL Tenants	Head of Private Initiatives	Death certificates	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of relationship plus five year Current Lease +5
PSL Tenants	Head of Private Initiatives	Notes on system	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of relationship plus five yearsCurrent Lease +5
PSL Tenants	Head of Private Initiatives	Revenue Transactions	Housing Operations Manager	Confidential	Current Tenancy + 1 year	Destroy	End of relationship plus five yearsCurrent Lease +5
PSL Tenants	Head of Private Initiatives	Tenancy Agreement	Housing Operations Manager	Confidential	Current Tenancy + 1 year	Destroy	End of relationship plus five yearsCurrent Lease +5
PSL Tenants	Head of Private Initiatives	Property Inventory	Housing Operations Manager	Confidential	Current Tenancy + 1year	Destroy	End of relationship plus five yearsCurrent Lease +5
PSL Tenants	Head of Private Initiatives	Support Services Referral	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of relationship plus five yearsCurrent Lease +5
PSL Tenants	Head of Private Initiatives	Property Visit Forms	Housing Operations Manager	Confidential		Destroy	End of relationship plus five yearsCurrent Lease +5
PSL Tenants	Head of Private Initiatives	Rent arrears correspondence	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of relationship plus five yearsCurrent Lease +5
PSL Tenants	Head of Private Initiatives	Stage 2 Investigation notes	Housing Operations Manager	Confidential	Current Tenancy +1 year	Destroy	End of relationship plus five yearsCurrent Lease +5
After Sales	Head of Private Initiatives	Proposal form - All transactions	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of relationship plus five yearsCurrent Lease +5
After Sales	Head of Private Initiatives	Home Reports, Offers, Sales Schedule	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of relationship plus five yearsCurrent Lease +5
After Sales	Head of Private Initiatives	Valuation Reports	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	end of relationship plus five year Current Lease +5
After Sales	Head of Private Initiatives	Proceed Form	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	end of relationship plus five year Current Lease +5
After Sales	Head of Private Initiatives	Tenancy Agreements	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Employment Contracts	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Permission to Let - Medical Evidence	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Home Improvement Medical Evidence	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Ranking Agreement, Minute Agreement & Charge Certificate	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy

After Sales	Head of Private Initiatives	Change of Title - Death & Marriage Certificates	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Mortgage Redemption Statements	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Planning Permission & Building Warrants	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	112 & 108 Settlement forms	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Client Files - New Agents	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Payment Receipts & PRN Tracker	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Homestake Discharge Docs	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	After Sales Transaction Log	Commercial Services Co-ordinator	Confidential	Indefinitely	Review	End of tenancy
After Sales	Head of Private Initiatives	List of Scottish Government Properties - Finance Spreadsheet	Commercial Services Co-ordinator	Confidential	Indefinitely	Review	End of tenancy
After Sales	Head of Private Initiatives	Customer Satisfactions	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Old client files - Various docs & emails	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Old logs	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Permission to Let - Utility Bills, council tax & landlord Reg confirmation	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	All email correspondence sent and received	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
After Sales	Head of Private Initiatives	Client record & details of transactions	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Application	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Reservation Agreement, Decision In Principal, PaySlips	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	End of tenancy
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Applicant Supporting Emails	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Calculator	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Authority To Proceed & Emails	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Re-issue Authority to Proceed & Emails	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Sol's Form 1	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Let Expiry
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Mortgage Offers	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Let Expiry
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Valuations	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Let Expiry
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	CML's	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	SG Consent/Reject
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Certificate of Title (COT) - Including bank details	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	PA5 - Including bank Details	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Discharge of security

Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Housing Association Grant (HAG) (Form1, PA5, COT)	Commercial Services Co-ordinator	Confidential	Indefinitely & CY+ 1	Review	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	HARP Creator	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	HARP CSV	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Sales Logs	Commercial Services Co-ordinator	Confidential	2 years	Destroy	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Customer Satisfactions	Commercial Services Co-ordinator	Confidential	CY+ 10	Destroy	Date receipt sent to Finance
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	All email correspondence sent and received	Commercial Services Co-ordinator	Confidential	CY + 1 year	Destroy	Discharge of security
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Quarter Performance Reports for SG	Commercial Services Co-ordinator	Standard	2 years	Destroy	Ongoing Log
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Clients folders (Containing all of above)	Commercial Services Co-ordinator	Confidential	CY + 1 year	Review	Ongoing Log
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Clients folders (Containing all of above)	Commercial Services Co-ordinator	Confidential	CY + 1 year	Review	Date Complete by client
Help to Buy, NSSE and First Homes Fund	Head of Private Initiatives	Settlement docs	Commercial Services Co-ordinator	Confidential	3 to 6 Months	Review	Discharge of security
LIFT	Head of Private Initiatives	wage slips, accounts, SA302	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Completion of Log
LIFT	Head of Private Initiatives	savings - bank statements, mortgage redemption statements & valuations	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Let Expiry
LIFT	Head of Private Initiatives	dip	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Date Received
LIFT	Head of Private Initiatives	tenancy agreement	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Date Received
LIFT	Head of Private Initiatives	benefit award letter	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Settlement Date
LIFT	Head of Private Initiatives	utility bills as proof of address	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Settlement Date
LIFT	Head of Private Initiatives	medical supporting docs	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Settlement Date
LIFT	Head of Private Initiatives	schedules and home reports, damp proof reports	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Settlement Date
LIFT	Head of Private Initiatives	letters, letter 1, passport letter, legal instructions, data sheet	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Settlement Date
LIFT	Head of Private Initiatives	COTS, PA5	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Settlement Date
LIFT	Head of Private Initiatives	stats (weekly, monthly, sales logs, expiry, customer satisfaction report)	Shared Equity Team Leader	Confidential	two years	Destroy	Date of Entry
LIFT	Head of Private Initiatives	completed grant claims	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Date of Entry
LIFT	Head of Private Initiatives	Reservation agreements, CML, Developers split details	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Date of Entry
LIFT	Head of Private Initiatives	Council funding offer letters for Demolition cases	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Date of Entry
LIFT	Head of Private Initiatives	hag information	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Date of Entry
LIFT	Head of Private Initiatives	Letter templates	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Date of Entry
LIFT	Head of Private Initiatives	applications forms	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Date of Entry

LIFT	Head of Private Initiatives	file with support documentataion, as above	Shared Equity Team Leader	Confidential	current plus one year	Destroy	Date of Claim
LIFT	Head of Private Initiatives	purchase log	Shared Equity Team Leader	Confidential	10 years/indefinitely	Destroy	Date of Claim
LIFT	Head of Private Initiatives	customer satisfaction surveys	Shared Equity Team Leader	Confidential	two years	Destroy	Date Complete by client
LIFT	Head of Private Initiatives	data input details, personal info	Shared Equity Team Leader	Confidential	current plus six years	Destroy	End of Contract
Corporate Services	Group Director of Finance and Business Services	Correspondence (general low level)	Corporate Services Manager	Confidential	1 year	Destroy	Date Received
Corporate Services	Group Director of Finance and Business Services	Recording Books	Corporate Services Manager	Confidential	6-months	Destroy	Date created
Corporate Services	Group Director of Finance and Business Services	Business Continuity Documents	Corporate Services Manager	Confidential	1 year	Destroy	Discharge/End Contract
Corporate Services	Group Director of Finance and Business Services	Invoices and expenses	Corporate Services Manager	Confidential	1 year	Destroy	Discharge/End Contract
Corporate Services	Group Director of Finance and Business Services	Service user grant information	Corporate Services Manager	Confidential	1 year	Destroy	Once processed as saved to clients files
Corporate Services	Group Director of Finance and Business Services	Tenders and Bids - Contractors who have unsuccessfully bid for Link work	Corporate Services Manager	Confidential	1 year	Destroy	Date of tender
Corporate Services	Group Director of Finance and Business Services	Minutes and reports (working groups)	Corporate Services Manager	Confidential	2 years	Destroy	Date of minute
Corporate Services	Group Director of Finance and Business Services	Members details in Membership Database and Application Forms	Corporate Services Manager	Confidential	Current and 10 years after surrendered share or no longer contactable	Destroy	Surrender of share
Corporate Services	Group Director of Finance and Business Services	Staff Concerns	Corporate Services Manager	Confidential	2 years	Destroy	Date of concern
Corporate Services	Group Director of Finance and Business Services	Complaints	Corporate Services Manager	Confidential	6 months	Destroy	Date of complaint
Corporate Services	Group Director of Finance and Business Services	Declaration of Interest	Corporate Services Manager	Confidential	3 years	Destroy	Date of submission
Corporate Services	Group Director of Finance and Business Services	Service Reports	Corporate Services Manager	Public	3 years	Destroy	date of report
Corporate Services	Group Director of Finance and Business Services	Tenders and Bids - Responses that Link have made and been unsuccessful	Corporate Services Manager	Confidential	3 years	Destroy	Data of tender
Corporate Services	Group Director of Finance and Business Services	Contracts for services and supplies (offices)	Corporate Services Manager	Public	6 years	Destroy	Date of contract
Corporate Services	Group Director of Finance and Business Services	Board member details	Corporate Services Manager	Confidential	6 years	Destroy	Resignation from Board

Corporate Services	Group Director of Finance and Business Services	Audit reports	Corporate Services Manager	Confidential	6 years	Destroy	Date of audit
Corporate Services	Group Director of Finance and Business Services	Copies of Seal Book/Register/Company Registers	Corporate Services Manager	Confidential	Permanent	Destroy	Not applicable
Corporate Services	Group Director of Finance and Business Services	Board/SMG reports (original)	Corporate Services Manager	Confidential	6 years	Destroy	Date of report
Corporate Services	Group Director of Finance and Business Services	Leases	Corporate Services Manager	Confidential	12 years	Destroy	Date of lease
Corporate Services	Group Director of Finance and Business Services	Staff records	Corporate Services Manager	Confidential	Duration of staff member employment	Destroy	End of employment
Corporate Services	Group Director of Finance and Business Services	Furniture package	Corporate Services Manager	Confidential	Immediate	Destroy	Upon order
Corporate Services	Group Director of Finance and Business Services	Correspondence (general high risk)	Corporate Services Manager	Confidential	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Tender and Bids - Responses that Link have made and been successful	Corporate Services Manager	Confidential	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Contracts for services Link delivers	Corporate Services Manager	Confidential	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Board/SMG minutes (original)	Corporate Services Manager	Confidential	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Minutes of general meetings, directors minutes and written resolutions	Corporate Services Manager	Confidential	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Memorandum and Articles of Association	Corporate Services Manager	Confidential	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Register of Directors and Secretaries	Corporate Services Manager	Confidential	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Trust Deeds	Corporate Services Manager	Confidential	Permanent	Archive	Upon order
Corporate Services	Group Director of Finance and Business Services	Legal documents, certificates, documents of title	Corporate Services Manager	Confidential	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Registers	Corporate Services Manager	Confidential	Permanent	Archive	Date of regis
Corporate Services	Group Director of Finance and Business Services	Company files and agreements	Corporate Services Manager	Confidential	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Building drawings and records	Corporate Services Manager	Public	Permanent	Archive	Not applicabce

Corporate Services	Group Director of Finance and Business Services	Certificate of Incorporation	Corporate Services Manager	Public	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Certificate to Commence Business	Corporate Services Manager	Public	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Annual Reports and Accounts	Corporate Services Manager	Public	Permanent	Archive	Not applicable
Corporate Services	Group Director of Finance and Business Services	Business Plan	Corporate Services Manager	Confidential	Permanent	Archive	Upon order
Finance	Group Director of Finance and Business Services	30 yr planning model	Head of Finance	Confidential	3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Account code structure	Head of Finance	Standard	Permanent	Review	None
Finance	Group Director of Finance and Business Services	After sales invoice instructions	Head of Finance	Standard	Permanent	Review	None
Finance	Group Director of Finance and Business Services	Aged Creditors	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Aged Debtor	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	All pay topup log	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Allpay files	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Annual Stat Accts	Head of Finance	Public	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Apprentiship Levy data	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Arrears reports	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Arrears downloads	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Asset Additions	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Audit file	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Bacs runs	Head of Finance	Standard	7 Years	Destroy	End of financial year

Finance	Group Director of Finance and Business Services	BAD DEBT WRITE OFF	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Bank Reconciliations	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Bank statements	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Board agreements	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Board reports	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Budget workings	Head of Finance	Confidential	3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Budgets	Head of Finance	Confidential	3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Business objects report downloads	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Business plans	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	CallPay	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Car loans / Corporate clothing loans	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Carron grove reports	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Cash books	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Cash flow	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Cashbook Jnls	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Cheques issued	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Committe reports	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Company Secretay info	Head of Finance	Standard	Permanent	Archive	None

Finance	Group Director of Finance and Business Services	Component accounting	Head of Finance	Standard	Life of asset + 7 years after disposal	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Consolidation workings	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Construction industry schemes	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Contract registers	Head of Finance	Standard	2 years after end of contract	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	contractor statements	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Contracts & Funding	Head of Finance	Standard	2 years after end of contract	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Council reports	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Council tax notices	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Credit Card info	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	cross entity recharges	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Debt Collector	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Development annual accounts	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Development project recs	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Downloads from Council of housing benefits landlords schedule	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	employee expences	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	empty homes	Head of Finance	Confidential	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Enviromental trust docs	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	EPSIP data	Head of Finance	Confidential	Length of loan + 7 Years	Destroy	End of financial year

Finance	Group Director of Finance and Business Services	Faster payment requests	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Fixed assets register	Head of Finance	Standard	Permanent rolling record	Review	None
Finance	Group Director of Finance and Business Services	GL1 Rent Calculation	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Hags documnts	Head of Finance	Standard	Length of ownership + 3 years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Help to adapt claims	Head of Finance	Confidential	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Holiday calender	Head of Finance	Standard	2 yrs	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Housing benift recieved Universal credit	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	income logs	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Inhouse magament repairs records	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Instant issue card log	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Insurance declarations	Head of Finance	Confidential	3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Insurance policy docs	Head of Finance	Standard	3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	internal audit reports	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Invoices issued	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Invoices recharges	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Jnl backups	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	landlord payments files	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Landlord Tax	Head of Finance	Standard	10 Years	Destroy	End of financial year

Finance	Group Director of Finance and Business Services	Lift & homesale list of all properties	Head of Finance	Confidential	Permanent	Review	None
Finance	Group Director of Finance and Business Services	Link giving trust	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Link Living Sales Ledger	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	LISTING OF DISPUTED INVOICES	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	LOAN AGREEMENTS	Head of Finance	Confidential	Length of loan + 7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Loan portfolio files	Head of Finance	Confidential	Length of loan + 7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Meeting Minutes	Head of Finance	Standard	3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Monthly Management Accs Calc files	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Monthly Management Accounts	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	National Stats	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	New ammended Service user forms	Head of Finance	Confidential	Length of servies + 3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	New Solicitor forms	Head of Finance	Standard	2 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	New Suppler forms	Head of Finance	Standard	2 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Nominal recs	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	northgate extracts	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Northgate output	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Northgate system setup files	Head of Finance	Standard	until change of system + 7 Years	Review	End of financial year
Finance	Group Director of Finance and Business Services	OMSE recs	Head of Finance	Standard	7 Years	Destroy	End of financial year

Finance	Group Director of Finance and Business Services	P11D calcs	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	PA5 forms	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	payment run files	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Payroll reconciliations	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Payroll reports	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Pension Reconciliations	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Petty Cash Claims	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Policy documents	Head of Finance	Standard	Permanent	Review	None
Finance	Group Director of Finance and Business Services	Prepaymts log	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Process notes	Head of Finance	Standard	Permanent	Review	None
Finance	Group Director of Finance and Business Services	Project info	Head of Finance	Standard	Dependant on project type	Review	End of financial year
Finance	Group Director of Finance and Business Services	Property reconciliation report	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Property records	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Property sales	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	PSL landlord transactions	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	PSL liability claims	Head of Finance	Confidential	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	Purchase ledger recs	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Purchase order invoices	Head of Finance	Standard	7 Years	Destroy	End of financial year

Finance	Group Director of Finance and Business Services	Q&A reports	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	RAA2 forms	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	LL services Recs	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Refunds list	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Registration docs	Head of Finance	Standard	Permanent	Archive	None
Finance	Group Director of Finance and Business Services	regulator reports	Head of Finance	Standard	3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Remittance advice	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Rent and service charge	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Rent deposits	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Rent Reconciliation	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Rent suspension	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	repair contractors invoices	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Salaries jnls	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Salary recs	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Salary runs	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	sales ledger invoices	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Sales ledger Recs	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Secured stock reports	Head of Finance	Standard	7 Years	Destroy	End of financial year

Finance	Group Director of Finance and Business Services	SOR Codes	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	SQL reports	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Staff establishment	Head of Finance	Confidential	3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Staff files	Head of Finance	Confidential	3 Years after employee leaves	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Stair cleaning certificates	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Stirling Uni recharges	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Supplier statements	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Support logs hrs adj log	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	suspence account download	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Syran housing file	Head of Finance	Confidential	3 Years after tenancy ends	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Templates	Head of Finance	Standard	permanent	Destroy	None
Finance	Group Director of Finance and Business Services	tenant compensation log	Head of Finance	Confidential	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	PSL tenant data	Head of Finance	Confidential	2 Years after end of tenancy	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Tender docs	Head of Finance	Standard	2 years after end of contract	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Third party insurance claims	Head of Finance	Confidential	Until claim is settled + 7 Years	Review	End of financial year
Finance	Group Director of Finance and Business Services	Timetable lender info	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Treasury management	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Vat return	Head of Finance	Standard	10 Years	Destroy	End of financial year

Finance	Group Director of Finance and Business Services	Vehicle lease contracts	Head of Finance	Standard	7 Years after end of lease	Destroy	1 yr after end of lease
Finance	Group Director of Finance and Business Services	VISA report	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Void property list	Head of Finance	Standard	3 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Wo review files	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	workings for council mgt fees	Head of Finance	Standard	7 Years	Destroy	End of financial year
Finance	Group Director of Finance and Business Services	Works Order Database	Head of Finance	Standard	Permanent	Review	None
Inclusive Design	Head of Repairs	OT referral / assessment / specification form	Inclusive Design Manager	Confidential	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Post inspection survey	Inclusive Design Manager	Standard	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Act record	Inclusive Design Manager	Confidential	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	General correspondence	Inclusive Design Manager	Standard	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Building warrant letter	Inclusive Design Manager	Standard	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Works instruction - architect	Inclusive Design Manager	Standard	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Works instruction - contractor	Inclusive Design Manager	Standard	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed

Inclusive Design	Head of Repairs	Additional information letter	Inclusive Design Manager	Standard	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Adaptation approved letter - tenant	Inclusive Design Manager	Standard	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Adaptation approved letter - OT	Inclusive Design Manager	Standard	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Drawing approval letter	Inclusive Design Manager	Standard	Duration of tenancy plus 1 year	Destroy	Allocations team confirm tenant moved out or Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Electrical certificate	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Building warrant / planning documentation	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Specification	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Drawings	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Photographs - site survey	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Contractor quote / estimate	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	CDM documentation	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Satisfaction survey	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Architect drawings	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Contractor invoice	Inclusive Design Manager	Standard	Duration of adaptation plus 1 year	Destroy	Voids (or others) confirm adaptation removed
Inclusive Design	Head of Repairs	Grant claim	Inclusive Design Manager	Standard	7 years	Destroy	Date of grant
Inclusive Design	Head of Repairs	Master spreadsheet	Inclusive Design Manager	Standard		Destroy	Document creation date
Inclusive Design	Head of Repairs	Valuation	Inclusive Design Manager	Standard	N/A	Destroy	Document creation date
Inclusive Design	Head of Repairs	Weekly update spreadsheet	Inclusive Design Manager	Standard	7 years	Destroy	Document creation date
Inclusive Design	Head of Repairs	Payment certificate	Inclusive Design Manager	Standard	N/A	Destroy	Document creation date
Inclusive Design	Head of Repairs	Arc Return Report	Inclusive Design Manager	Standard	7 years	Destroy	Document creation date
Inclusive Design	Head of Repairs	Budget monitoring report	Inclusive Design Manager	Standard	7 years	Destroy	Document creation date
Inclusive Design	Head of Repairs	Caseload monitoring report	Inclusive Design Manager	Standard	7 years	Destroy	Document creation date
Inclusive Design	Head of Repairs	Contract monitoring report	Inclusive Design Manager	Standard	7 years	Destroy	Document creation date
Inclusive Design	Head of Repairs	Funding report	Inclusive Design Manager	Standard	7 years	Destroy	Document creation date
Inclusive Design	Head of Repairs	Funding Correspondence	Inclusive Design Manager	Standard	7 years	Destroy	Document creation date
Inclusive Design	Head of Repairs	Monthly contract meeting minutes	Inclusive Design Manager	Standard	7 years	Destroy	Document creation date
Inclusive Design	Head of Repairs	ACT Record	Inclusive Design Manager	Confidential	1 year after intervention complete	Destroy	1 year after Case Completed date on ACT!

Inclusive Design	Head of Repairs	OT Referral / Assessment / Correspondence	Inclusive Design Manager	Confidential	1 year after intervention complete	Destroy	1 year after Case Completed date on ACT!
Inclusive Design	Head of Repairs	Self Assessment (Planned Maintenance)	Inclusive Design Manager	Confidential	1 year after intervention complete	Destroy	1 year after Case Completed date on ACT!
Inclusive Design	Head of Repairs	General correspondence	Inclusive Design Manager	Standard	1 year after intervention complete	Destroy	1 year after Case Completed date on ACT!
Inclusive Design	Head of Repairs	Specification	Inclusive Design Manager	Standard	N/A	Destroy	N/A
Inclusive Design	Head of Repairs	Drawings	Inclusive Design Manager	Standard	N/A	Destroy	N/A
Inclusive Design	Head of Repairs	Reports	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Help to Adapt Application form	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Title deeds documentation and location plans	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Property valuation	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Occupational therapist Assessment report	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Mortgage paperwork	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Loan paperwork (secured by homeowner)	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Architect drawings	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Building warrant/ planning paperwork	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Specification	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Contractors Quotes / Estimates	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Consent form	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Equal opportunities Monitoring form	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Occupational therapist recommendation and design brief	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Consultant quote	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Solicitors quote	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract

Help to Adapt	Head of Repairs	Contractor Scrutiny checklist	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Contractors Insurance documents	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Adaptation detail acceptance	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Consultant fee agreement	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Customer agreement	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Finance data sheet	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Loan offer letter	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Loan application	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Solicitors advice letter	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Solicitors data sheet	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Valuation acceptance	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Electrical certificate	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Completion certificate	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Satisfaction survey	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Solicitors invoice - homeowners	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Solicitors invoice - Harper Macleod	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Architect Invoice	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Contractors invoice	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract

Help to Adapt	Head of Repairs	Evaluation survey	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Photographs (before and after)	Inclusive Design Manager	Standard	6 years	Six years after end of contract	End of contract
Help to Adapt	Head of Repairs	Email correspondence	Inclusive Design Manager	Confidential	6 years	Six years after end of contract	End of contract
C~urb	Head of Repairs	Property Electric Certificates (ECIR's)	Repairs Manager	Standard	10 years	Destroy	Date of certiciate
		Property GES Certificates	Repairs Manager	Public	10 years		Date of certiciate
C~urb	Head of Repairs	Property Epc Certificates	Repairs Manager	Standard	10 years	Destroy	Date of certiciate
C~urb	Head of Repairs	Invoices (electronic copies)	Repairs Manager	Confidential	7 years	Destroy	One year after retention period at financial year end
C~urb	Head of Repairs	Insurance Logs	Repairs Manager	Standard	7 years	Destroy	Date of insurance claim
C~urb	Head of Repairs	West folder with current Voids	Repairs Manager	Standard	12 Days	Destroy	Day of RTL
C~urb	Head of Repairs	East Folder with current Voids	Repairs Manager	Standard	12 days	Destroy	Day of RTL
C~urb	Head of Repairs	Central Folder with current Voids	Repairs Manager	Standard	12 Days	Destroy	Day of RTL
C~urb	Head of Repairs	West/Central Termination Paperwork	Repairs Manager	Standard	30 days	Destroy	The Day keys are recieved
C~urb	Head of Repairs	East Termination Paperwork	Repairs Manager	Standard	30 days	Destroy	The Day keys are recieved
C~urb	Head of Repairs	1 Year of Ohh Reports	Repairs Manager	Confidential	1 year	Destroy	One year after retention period at financial year end
C~urb	Head of Repairs	Planned Mait Survey Sheets	Repairs Manager	Confidential	2 years	Destroy	One year after retention period at financial year end
C~urb	Head of Repairs	CP12 Certificates	Repairs Manager	Confidential	2 years	Destroy	Date of certiciate
C~urb	Head of Repairs	Calibration Certificates	Repairs Manager	Standard	2 year	Destroy	1 year after certificate date
C~urb	Head of Repairs	Work type Errors	Repairs Manager	Standard	2 years	Destroy	1 year after retention period
C~urb	Head of Repairs	Current Weekly Void reports	Repairs Manager	Public	2 years	Destroy	1 year after retention period
C~urb	Head of Repairs	Planned Maintenace (old contracts)	Repairs Manager	Standard	2 years	Destroy	Indefinite
C~urb	Head of Repairs	University Recharges	Repairs Manager	Confidential	2 years	Archive	1 year after retention period
C~urb	Head of Repairs	Non factored blocks	Repairs Manager	Standard	No retention period	Archive	Indefinite
C~urb	Head of Repairs	LP Internal Blank Audit Report	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	Issue Log	Repairs Manager	Confidential	7 Years	Archive	When a new version created
C~urb	Head of Repairs	ISO9001 Management Review Meeting Agenda	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	ISO Integrated Management Review Meeting Agenda	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	LP Agenda_Blank Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	LP Action Register Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	LP General Document Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	LP Minutes Blank Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	LP Powerpoint Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	Repairs Monthly Team Meeting Agenda_Blank Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	Repairs Monthly Team Meeting Minutes_Blank Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	Repairs Monthly Team Meeting Minutes Rota	Repairs Manager	Standard	1 Year	Destroy	When a new version created

C~urb	Head of Repairs	PM TS Monthly Team Meeting Agenda_Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	PM TS Monthly Team Meeting Minutes_Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	RR TS Monthly Team Meeting Agenda_Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	RR TS Monthly Team Meeting Minutes_Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	Repairs Supervisors Monthly Team Meeting Agenda_Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	Repairs Supervisors Monthly Team Meeting Minutes_Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	LP Management Monthly Team Meeting Agenda_Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	LP Management Monthly Team Meeting Minutes_Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	Internal Audit Schedule	Repairs Manager	Standard	7 Years	Archive	When a new version created
C~urb	Head of Repairs	Register of Documented Information	Repairs Manager	Standard	7 Year	Archive	When a new version created
C~urb	Head of Repairs	Risk Register	Repairs Manager	Standard	1 Year	Archive	When a new version created
C~urb	Head of Repairs	Equipment Register	Repairs Manager	Standard	1 Year	Archive	When a new version created
C~urb	Head of Repairs	Legislation Register	Repairs Manager	Standard	1 Year	Archive	When a new version created
C~urb	Head of Repairs	Legal Action Register	Repairs Manager	Standard	1 Year	Destroy	When a new version created
C~urb	Head of Repairs	Specialist Supplier Register	Repairs Manager	Standard	1 Year	Archive	1 year after retention period
C~urb	Head of Repairs	Specialist Supplier Documentation	Repairs Manager	Confidential	1 Year	Destory	1 year after retention period
C~urb	Head of Repairs	Organisation Chart	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Quality Policy	Repairs Manager	Standard	1 Year	Archive	When a new version created
C~urb	Head of Repairs	Quality Manual	Repairs Manager	Standard	1 Year	Archive	When a new version created
C~urb	Head of Repairs	Departmental Chart	Repairs Manager	Standard	1 Year	Archive	When a new version created
C~urb	Head of Repairs	Blank Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Gas Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Management Review Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Objectives Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Documented Information Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Internal Audit Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Issues Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Internal Communication Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Repairs Process. Flow chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Void Property Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Planned Maintenance Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Operatives Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Calibration, Plant & Equipment Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Induction, Training & Competency Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created

C~urb	Head of Repairs	Purchasing Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Monitoring & Measurement Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Specialist Suppliers/ Contractors Process Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Legislation Flow Chart	Repairs Manager	Standard	3 Years	Archive	When a new version created
C~urb	Head of Repairs	Schedular operative form (PDA)	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	Disclaimer Form_Template	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	Blank Work Ticket	Repairs Manager	Standard	3 Years	Destroy	When a new version created
C~urb	Head of Repairs	VOID- West Progress Sheet	Repairs Manager	Standard	3 years	Archive	When a new version created
C~urb	Head of Repairs	VOID- Central Progress Sheet	Repairs Manager	Standard	3 years	Archive	When a new version created
C~urb	Head of Repairs	VOID- East Progress Sheet	Repairs Manager	Standard	3 years	Archive	When a new version created
C~urb	Head of Repairs	VOID - Completed Spreadsheet	Repairs Manager	Standard	7 years	Archive	Held indefinitely
C~urb	Head of Repairs	VOID - West Terminations	Repairs Manager	Standard	3 years	Archive	When a new version created
C~urb	Head of Repairs	VOID - Central Terminations	Repairs Manager	Standard	3 years	Archive	When a new version created
C~urb	Head of Repairs	VOID - East Terminations	Repairs Manager	Standard	3 years	Archive	When a new version created
C~urb	Head of Repairs	LP Risk Assessment – Blank Template	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Recalled Jobs Spreadsheet	Repairs Manager	Standard	3 years	Destroy	1 year after retention period at financial year end
C~urb	Head of Repairs	Vehicle check list	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP Blank Timesheet	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP Standby & Overtime Claim Form	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	ISO9001:2015 - Induction document	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP Approved Specialist Suppliers/ Contractors Questionnaire	Repairs Manager	Standard	3 years	Archive	When a new version created
C~urb	Head of Repairs	Standby Work Ticket	Repairs Manager	Standard	3 years	Archive	When a new version created
C~urb	Head of Repairs	Void Inspection Sheet (Editable)	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Operatives Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Repairs Administrator Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Planners Work Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Void Administration Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	St Andrews Garden Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Peel Court Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Glenpark Gardens Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Claddens Place Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Baltimore Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Casting House Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kilsyth Road Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Morar Court Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Ben Lui Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Albany Court Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Glen Park Road Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Glen Lyon Court Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	West Bridge Mill Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Stirling University Manual_Union Street	Repairs Manager	Standard	3 years	Destroy	When a new version created

C~urb	Head of Repairs	Stirling University Manual_Lyon Crescent	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Instructions for recording post inspections for MMR	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	SOR Code Book	Repairs Manager	Public	3 years	Archive	When a new version is available
C~urb	Head of Repairs	Recall Procedure Instructions	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	MMR component Instructions	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Smoke Alarm 2020-2021 Master Spreadsheet	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	Smoke Alarm 2021-2022 Master Spreadsheet	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	Smoke Alarm 2021-2022 Mailmerge Spreadsheet _ CENTRAL	Repairs Manager	Confidential	3 years	Destroy	1 year after retention period
C~urb	Head of Repairs	Smoke Alarm 2021-2022 Mailmerge Spreadsheet _ EAST	Repairs Manager	Confidential	3 years	Destroy	1 year after retention period
C~urb	Head of Repairs	Smoke Alarm 2021-2022 Mailmerge Spreadsheet _ WEST	Repairs Manager	Confidential	3 years	Destroy	1 year after retention period
C~urb	Head of Repairs	Smoke Alarm Advisement of Upgrade Letter template	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Smoke Alarm Installation Appointment Letter - Install Date template	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Smoke Alarm Install - App Postponed Letter template	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Smoke Alarm Upgrade Letter - 2nd Appointment letter template	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Smoke Alarm Cancellation Letter template	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Smoke Alarm No Contact Letter template	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Smoke Alarm Cancellation Letter 2 (Letter sent in error) template	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP PM Bathroom 2020-2021 Master Spreadsheet	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	LP PM Kitchen 2020-2021 Master Spreadsheet	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	LP PM Bathroom 2021-2022 master Spreadsheet	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	LP PM Kitchen 2021-2022 master Spreadsheet	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	LP Kitchen & Boiler Mailmerge Spreadsheet	Repairs Manager	Confidential	3 years	Destroy	1 year after retention period
C~urb	Head of Repairs	LP Planned Maintenance Kitchen & Bathroom Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Bathroom Information sheet_Covid	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Bathroom Information Leaflet A5	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Wetroom Installation Sheet_Covid	Repairs Manager	Standard	3 years	Destroy	When a new version created

C~urb	Head of Repairs	Bathroom Replacement Installation Appointment letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Bathroom Replacement No Contact Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Bathroom Replacement No access Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Wet Floor Shower Appt Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Wetroom Replacement Install App Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Bathroom replacement advisement of inclusion letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Covid_Bathroom Initial and Survey Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen Information sheet_Covid	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen Information Leaflet A5	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Covid_Kitchen Initial and Survey Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen Replacement Installation Appointment letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen Replacement No Access Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen Replacement No Contact Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen Replacement Advisement of inclusion Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen Replacement_EX WESLO ONLY_Advisement of inclusion Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen & Boiler Installation_Covid_EX WESLO ONLY_Leaflet	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen & Boiler Installation_Covid_EX WESLO ONLY_Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Test Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Bathroom Satisfaction Form	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Kitchen Satisfaction Form	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Doors & Windows Master Spreadsheet 20 - 21	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	PM Doors & Windows Master Spreadsheet 21 - 22	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	PM Doors & Windows Mailmerge spreadsheet	Repairs Manager	Confidential	3 years	Destroy	Date of planned maintenance project
C~urb	Head of Repairs	Windows & Doors Satisfaction Form	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Windows & Doors Renewal Information Sheet	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Windows Renewal Information Sheet	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Window Only Installation Sheet	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Windows & Doors Installation Information Sheet	Repairs Manager	Standard	3 years	Destroy	When a new version created

C~urb	Head of Repairs	PM Window & Doors - Install Outstanding - No Contact Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Window & Doors Missed Survey Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Windows & Doors COVID - Survey Appointment Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Windows & Doors COVID - Installation Appointment Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Windows & Doors Advisement of inclusion in the programme letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Windows & Doors Installation Appointment Letter_Not prearranged	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Windows & Doors_EIRC Appointment Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Windows & Doors - CMS Survey Information	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	PM Doors & Windows Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Bathroom Initial Survey Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Wetroom Initial and Survey Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Operative sign in sheet	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Link Property Gas Procedures	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Link Property Gas Maintenance Audit Procedure	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Q2 Non Conformance Form	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Engineers Reference Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Awareness Training	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Appendix 1 - Emergency Gas Procedure	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Appendix 2 - Procedure for Gas Escapes and Reported Spillage	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Appendix 3 - Gas SOR's List	Repairs Manager	Public	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Stage 1 Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Stage 2 Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Stage 3 Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Stage 3 Letter - Contact Made	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Stage 4 Letter	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Stage 4 Letter - Mid Market	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Safety Awareness Story Board - Training Doc	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Servicing Master Spreadsheet	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	LP Gas Heating Install Procedure	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Linkscape Master spreadsheet 20-21	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	Linkscape Master spreadsheet 21-22	Repairs Manager	Confidential	3 years	Archive	When a new version created

C~urb	Head of Repairs	Work Orders Postponed Spreadsheet	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	New non-essential repairs book in spreadsheet	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	Spreadsheet for BCP / manual work orders	Repairs Manager	Confidential	3 years	Archive	When a new version created
C~urb	Head of Repairs	BCP Manual Work Ticket Email Template	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Repairs Admin Training Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Link Property_BCP Protocol	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	COVID_Link Property BCP Protocol	Repairs Manager	Standard	3 years	Archive	When a new version created
C~urb	Head of Repairs	Repairs Admin Diagnostic Manual	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Commerical Employee Tracker	Repairs Manager	Confidential	3 years	Destroy	When a new version created
C~urb	Head of Repairs	All Properties List	Repairs Manager	Confidential	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Link Group Contractors	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Emergency Jobs and Recharge Information	Repairs Manager	Confidential	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Bathgate Properties List	Repairs Manager	Confidential	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Gas Diagnostic Questions	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP AdHoc RA (Blank)	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP_Blank RA1	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP_Blank RA2	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP_Blank SSOW	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP_H&S Site Induction Supporting Slides	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP_H&S Brief & Site Induction	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	LP_Future Seating Plan No Names	Repairs Manager	Standard	3 years	Destroy	When a new version created
C~urb	Head of Repairs	Weekly Stand by rota for Operatives	Repairs Manager	Standard	1 Year	Destroy	1 year after the last week stand by list
C~urb	Head of Repairs	Larkfield subcontracted work spreadsheet	Repairs Manager	Standard	1 year	Destroy	Every year
C~urb	Head of Repairs	Horizon subcontracted work spreadsheet	Repairs Manager	Confidential	3 years	Archive	Every year
C~urb	Head of Repairs	PSL OOH jobs spreadsheet	Repairs Manager	Confidential	3 years	Archive	Every year
C~urb	Head of Repairs	WESLO OOH jobs spreadsheet	Repairs Manager	Confidential	3 years	Archive	Every year
C~urb	Head of Repairs	Shower Warranties Spreadsheet	Repairs Manager	Standard	2 Years	Destroy	1 year after retention period
C~urb	Head of Repairs	Bield Information	Repairs Manager	Standard	3 years	Destroy	Indefinite
C~urb	Head of Repairs	Quotes	Repairs Manager	Confidential	2 years	Destroy	1 year after the retention period
C~urb	Head of Repairs	Re Charge letters	Repairs Manager	Confidential	End of Tenancy	Destroy	End of Tenancy
C~urb	Head of Repairs	Sub-contractor monthly meetings	Repairs Manager	Confidential	3 years	Destroy	Every three years
C~urb	Head of Repairs	PM03 Kitchen Survey sheet	Repairs Manager	Standard	3 years	Destroy	end of Calander year once the retention period was expired
C~urb	Head of Repairs	PM04 Bathroom Survey Sheet	Repairs Manager	Standard	3 years	Destroy	end of Calander year once the retention period was expired
C~urb	Head of Repairs	Windows & Doors Survey Sheet	Repairs Manager	Standard	3 years	Destroy	end of Calander year once the retention period was expired