



Scottish Government  
Riaghaltas na h-Alba  
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**Scottish Government  
Paper Records Retention Schedule  
Pre-eRDM**

The notations used in the schedule have the following meanings:

**D - Destroy**

**1R - First Review**

**P – Preserve**

**NRS – National Records of Scotland**

Type of File	Instruction	Notes
<b>1. Policy</b>		
Files on subjects of interest to, but not the responsibility of, the Unit (i.e. most documents in the file originate elsewhere)	D. 5 years after closure except as stated in notes	1R only if subject likely still to be 'live' or where significant discussion with other business area(s) has taken place.
Policy records on main work of branch	1R. When disposition decision is taken in consultation between Unit and Records Management Team	Unless clearly of minor interest, when immediate decision to destroy in X years might be possible.
Consultation papers and responses	P. (Indicate date when file can go to NRS)	Are the records candidates for early or extended closure? If so, inform NRS accordingly. (Not possible if respondents wish views to be confidential.)
Departmental Working Group, when branch provides Secretariats/is lead branch. Papers minutes, final report	P. (Indicate date when file can go to NRS)	Are the records candidates for early or extended closure? If so inform NRS accordingly.
<b>2. Legislation</b>		
Primary legislation where Unit has lead role (i.e. Bill team)	P. (Indicate date when file can go to NRS)	Are the records candidates for early or extended closure? If so, inform NRS accordingly.

Primary legislation in which Unit has interest:		
<ul style="list-style-type: none"> <li>records containing copies of documents originating elsewhere and/or Unit contributions to briefing notes, notes on clauses</li> </ul>	D. 5 years after closure	
<ul style="list-style-type: none"> <li>records containing Unit's own policy documents</li> </ul>	IR. When disposition decision is taken in consultation between Unit and Records Management Team	
Secondary legislation where Unit has lead role:		
<ul style="list-style-type: none"> <li>amendment of primary legislation</li> </ul>	P. (Indicate date when file can go to NRS)	Are the records candidates for early or extended closure?. If so, inform NRS accordingly.
<ul style="list-style-type: none"> <li>routine updating of e.g. fees</li> </ul>	D. 5 years after closure	
<ul style="list-style-type: none"> <li>other</li> </ul>	IR. When disposition decision is taken in consultation between Unit and Records Management Team	
Other secondary legislation:		
<ul style="list-style-type: none"> <li>records containing copies of documents originating elsewhere and/or minutes to lead Unit</li> </ul>	D. 5 years after closure	
<ul style="list-style-type: none"> <li>records containing Unit's own policy documents</li> </ul>	IR. When disposition decision is taken in consultation between Unit and Records Management Team	
<b>3. Correspondence</b>		
General correspondence documents.	D. 5 years after closure	
Specific Case records	D. 10 years after closure except as stated in notes	1R if file contains precedent material
		Contact NRS for advice if specific case records might be worth sampling.

<b>4. Monitoring of Agencies and NDPB's</b>		
Records on setting up of an Agency, NDPB where branch is sponsor	P. (indicate when records can go to NRS)	Are the records candidates for early or extended closure? If so, inform NRS accordingly.
Ministerial Directions	P. (Indicate date when file can go to NRS)	Are the records candidates for early or extended closure? If so, inform NRS accordingly.
Monitoring Records	D. 10 years after closure except as stated in notes	1R if file contains controversial material in which ministers were actively involved.
Minutes of meetings etc submitted by originating bodies	D. 5 years after closure	Unless branch is Secretariat
Minutes of meetings etc between agency or NDPB and departmental sponsor	1R. When disposition decision is taken in consultation between originating branch and Records Management	
<b>5. Reports from Outside Bodies</b>		
Reports sent to Ministers for information	1R. When disposition decision is taken in consultation between originating branch and Records Management	Some might be unpublished or interesting and otherwise unobtainable.
Reports sent to Ministers for action, where branch has lead role	P. (indicate when file can go to NRS)	Where a report is commissioned, or Ministers involved in consideration. Are the records candidates for early or extended closure?. If so, inform NRS accordingly.
Where branch does not have lead role	D. 5 years after closure	Unless of continued administrative use.
<b>6. EC Papers</b>		
Proposals considered on a Scottish (not a UK) basis where branch has lead role	P. (indicate when file can go to NRS)	Are the records candidates for early or extended closure? If so inform NRS accordingly.
Records containing mainly copies of documents originating elsewhere	D. 5 years after closure	

Records containing branch comments to lead divisions	1R. When disposition decision is taken in consultation between originating Branch and Records Management	
<b>7. Finance</b>		
PES records	D. 10 years after closure	
Estimates records	D. 10 years after closure	
Appropriation Account records	D. 10 years after closure	
Payment records	D. 7 years after closure	
<b>8. Appointments</b>		
First round of appointments to new body, when branch has lead	P. (indicate when file can go to NRS)	Are the records candidates for early or extended closure?. If so inform NRS accordingly.
Subsequent rounds	D. After 15 years (or period appropriate to length of appointment and possible reappointments)	Unless record contains precedent material, strong ministerial views, when 1R might be appropriate)
<b>9. Honours</b>		
Records containing procedure documents and branch contributions to Honour rounds	D. 5 years after closure	
Case records	1R When interesting subject or possible precedent material. (When disposition decision is taken in consultation between originating branch and Records Management) Otherwise D. 5 years after use	
<b>10. Ministerial Meetings and Visits</b>		
Routine meeting and visit briefings	D. 5 years after closure	
Non routine meeting and visit briefings	1R. When disposition decision is taken in consultation between originating branch and Records Management	
Records containing useful summaries of live issues for which branch is responsible.	1R. When disposition decision is taken in consultation between originating branch and Records Management	

<b>11. Research</b>		
When commissioning branch	P. If research otherwise unpublished. Indicate when file can go to NRS. Otherwise, D 5 years after closure	Are the records candidates for early or extended closure?. If so, inform NRS accordingly.
Where not commissioning branch	D. 5 years after closure	
Branch's consideration and use of research	1R. When disposition decision is taken in consultation between originating branch and Records Management.	
<b>12. Press Cuttings</b>	D. 5 years after closure	Unless part of a Bill where branch has lead
<b>13. Office Procedure</b>		
Management planning, manpower requirements, training, work plans, monitoring	D. 5 years after closure	
Procedure manuals	P	Are the records candidates for early or extended closure?. If so, inform NRS accordingly.
Divisional/branch operating instructions	1R. When disposition decision is taken in consultation between originating branch and Records Management	
Branch meetings	D. 5 years after closure	
Minor procedural instructions, Scottish Government trawls and general notices	D. once no longer in force	