

Retention and Destruction Schedule

RMP008

Putting sport first

sportscotland
the national agency for sport

Category	Information Classification (SharePoint file path/library alignment)	Retention Period	Eventual Fate	Current Retention Method	Location	Document owner
Corporate	Our Organisation	5 years	Destroy	Electronic	SharePoint Pentana	Chief Executive
Corporate (Board)	Our Organisation	30 years	Archive	Electronic	SharePoint	Chief Executive
Committee – Ethics and Integrity	Our Organisation	7 years	Destroy	Electronic	SharePoint	Director of Corporate Services
Committee - Remuneration	Our Organisation	7 years	Destroy	Electronic	SharePoint	Director of Corporate Services
Committee – sportscotland Audit	Our Organisation	7 years	Destroy	Electronic	SharePoint	Director of Corporate Services
Committee – Trust Company	Our Organisation	7 years	Destroy	Electronic	SharePoint	Director of Corporate Services
Committee – Financial Resources	Our Organisation	7 years	Destroy	Electronic	SharePoint	Head of Finance
Communications	Our Organisation	5 years	Destroy	Electronic	SharePoint	Head of Communication
Communications – Photography and Film	Our Organisation	6 years	Destroy	Electronic	Cloud based - Zenfolio	Head of Communication
Communications – Historic Sports Photography and Film	Our Organisation	Archive	Archive	Electronic	Cloud Based – Zenfolio	Head of Communication
Environmental Management	Our Organisation	7 years	Destroy	Electronic	SharePoint	Head of Finance
Estates	Our Organisation	10 years	Destroy	Electronic	SharePoint	Head of Finance
Facilities Design	Places	5 years	Destroy	Electronic	Investment System (CRM)	Head of Facilities Development

Facilities Planning	Places	10 Years	Destroy	Electronic	Investment System (CRM)	Head of Facilities Development
Facilities Planning Modelling	Places	10 Years	Destroy	Electronic	SharePoint	Head of Facilities Development
Facilities Planning Database	Places	10 Years	Destroy	Electronic	SharePoint	Head of Facilities Development
Facilities Planning Monitoring	Places	10 Years	Destroy	Electronic	SharePoint	Head of Facilities Development
Facilities Planning Ordinance Survey	Places	10 Years	Destroy	Electronic	SharePoint	Head of Facilities Development
Facilities Planning Government & National	Places	10 Years	Destroy	Electronic	SharePoint	Head of Facilities Development
Facilities Planning Guidance	Places	10 Years	Destroy	Electronic	SharePoint	Head of Facilities Development
Facilities Planning SGB	Places	10 Years	Destroy	Electronic	SharePoint	Head of Facilities Development
Facilities Investment	Places	30 years	Destroy	Electronic	Investment System (CRM)	Head of Facilities Development
Sports Facilities Fund Applications (Started but not Submitted)	Places	1 Year	Destroy	Electronic	MySport (External Portal)	Head of Facilities Development
Finance	Our Organisation	6 years	Destroy	Electronic	PS Financials	Head of Finance
Finance Payroll	Our Organisation	7 years	Destroy	Electronic	iTrent SharePoint	Head of Finance
Finance Payroll GB Pension Info	Our Organisation	18 Months	Destroy	Electronic	iTrent SharePoint	Head of Finance
Health and Safety -General	Our Organisation	5 years	Destroy	Electronic	SharePoint	Head of Human Resources
Health and Safety Inverclyde	Our Organisation	10 Years	Destroy	Electronic	SharePoint	Head of Human Resources
Health and Safety Glenmore Lodge	Our Organisation	10 Years	Destroy	Electronic	SharePoint	Head of Human Resources

HR	Our Organisation	6 years	Destroy	Electronic	iTrent SharePoint Astrow	Head of Human Resources
HR (Job Descriptions)	Our Organisation	20 years	Destroy	electronic	SharePoint	Head of Human Resources
HR (personnel)	Our Organisation	6 years after Employment Ceases	Destroy	Electronic	iTrent SharePoint Astrow	Head of Human Resources

HR (Unsuccessful Recruitment)	Our Organisation	4 months after interview	Destroy	Electronic	SharePoint	Head of Human Resources
ICT	Our Organisation	5 years	Destroy	Electronic	SharePoint	ICT Manager
ICT Development – CRM/MySport	Our Organisation	10 Years	Destroy	Electronic	SharePoint	ICT Manager
Records Management Plan/ Information Management	Our Organisation	10years	Destroy	Electronic	SharePoint	ICT Manager/Information Asset manager
IIT Investment	Our Organisation	8 years	Destroy	Electronic	Investment System SharePoint	Head of Finance
Legal Administration	Our Organisation	5 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Company Secretarial	Our Organisation	7 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Compliance	Our Organisation	10 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Dispute Resolution	Our Organisation	10 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Governance	Our Organisation	5 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Information Requests	Our Organisation	5 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager

Legal IP/IT	Our Organisation	7 Years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Investment	Our Organisation	7 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Major Projects	Our Organisation	10 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal People and HR	Our Organisation	5 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Real Estate	Our Organisation	10 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Sponsorship	Our Organisation	5 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal (Contracts)	Our Organisation	1 year after expiry	Destroy	Electronic	Contracts Database	Legal and Commercial Manager
Sports Development	Clubs and Communities, Partnerships, People, Schools and Education	5 years	Destroy	Electronic	SharePoint	Director of Sports Development
Sports Development	SGB Recognition Process	10 years	Destroy	Electronic	SharePoint	Director of Sports Development
Sports Development Community Sports Hubs	Clubs and Communities	8 Years	Destroy	Electronic	SharePoint	Director of Sports Development
Sports Development Student Information	People	1 Year after course completion	Destroy	Electronic	Brightsapce	Director of Sports Development
Sports Development Coaching Awards Nominations	People	1 year	Destroy	Electronic	SharePoint	Director of Sports Development
Sports Development Coaching Awards Winners	People	5 Years	Destroy	Electronic	SharePoint	Director of Sports Development

Sports Development Investment	SGB, LA & Community Sports Hubs	8 Years	Destroy	Electronic	Investment System SharePoint	Director of Sports Development
Sports Development UKCC Applications	People	1 year	Destroy	Electronic	SharePoint	Director of Sports Development
Sports Development Mentoring	People	1 Year	Destroy	Electronic	SharePoint	Director of Sports Development
Sports Development Changemakers Successful Applications	People	5 Years	Destroy	Electronic /Minimal paper	SharePoint and Templeton Office	Director of Sports Development
Sports Development Changemakers Unsuccessful Applicants	People	1 Year	Destroy	Electronic /Minimal Paper	SharePoint and Templeton Office	Director of Sports Development
Young Ambassadors Consent Forms	Schools and Education	18 Months	Destroy	Electronic		Director of Sports Development
Planning and Reporting	Our Organisation	5 years	Destroy	Electronic	SharePoint	Head of Strategic Planning & Monitoring
Equality	Our Organisation	5 Years	Destroy	Electronic	SharePoint	Head of Strategic Planning & Monitoring
Research	Our Organisation	20 Years	Destroy	Electronic	SharePoint	Head of Strategic Planning & Monitoring
Strategic Partnerships	Partnerships	5 Years	Destroy	Electronic	SharePoint	Head of Strategic Planning & Monitoring
Procurement	Our Organisation	5 years	Destroy	Electronic	SharePoint	Head of Finance
Procurement Inverclyde Project	Our Organisation	15 Years	Archive	Electronic	SharePoint	Head of Finance

Tender (successful)	Our Organisation	5 years after contract complete	Destroy	Electronic	SharePoint	Head of Finance
Contract Management Records	Our Organisation	5 years after contract complete	Destroy	Electronic	Contracts Database SharePoint	Head of Finance
Tender (unsuccessful)	Our Organisation	1 year after contract award	Destroy	Electronic	SharePoint	Head of Finance
Estates	Our Organisation	10 years	Destroy	Electronic	SharePoint TechForge Asset Management System	Head of Finance
National Centre Glenmore Lodge (General)	National Centre	5 years	Destroy	Electronic	SharePoint	Principal Glenmore Lodge
National Centre Inverclyde & Cumbrae (General)	National Centre	5 years	Destroy	Electronic	SharePoint	Principal Inverclyde and Cumbrae
National Centre Inverclyde and Cumbrae – Project Inverclyde	National Centre	15 years	Destroy	Electronic	SharePoint	Principal Inverclyde and Cumbrae
Lease Agreements (Caledonia)	Our Organisation	10 years after expiry	Destroy	Electronic	SharePoint	Head of Finance
Lease Agreements (Registered)	Our Organisation	15 years after expiry	Destroy	Electronic	SharePoint	Head of Finance
Risk Management	Our Organisation	5 years	Destroy	Electronic	SharePoint	Head of Finance
Security	Our Organisation	5 years	Destroy	Electronic	SharePoint	Head of Human Resources
Institute of Sport and Regional Offices	Performance	5 years	Destroy	Electronic	T Drive SharePoint	Director of High Performance
Athlete Information (General)	Performance	6 Years	Destroy	Electronic	Smartabase SharePoint	Director of High Performance
Athlete Medical Information (General)	Performance	6 years from end of treatment	Destroy	Electronic	Smartabase SharePoint	Director of High Performance

Athlete Medical Information (Medical)	Performance	10 years from end of treatment	Destroy	Electronic	Smartabase SharePoint	Director of High Performance
Unsupported Athlete Data	Performance	1 year	Destroy	Electronic	SharePoint Website	Director of High Performance
sportscotland Website	Our Organisation	2 years	Destroy	Electronic	SharePoint	Head of Communication
e-mail	sportscotland	8 years	Destroy	Electronic	Mimecast e-mail Archiver	ICT Manager