
Retention and Destruction Schedules

Records Management Plan

Sport for life

sportscotland
the national agency for sport

Our values are honesty, respect, integrity, openness, inclusion, ambition

Lead Manager	Data Protection Officer
Responsible Director	Director of Operations
Approved by	Information Governance Steering Group
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Consultation and Distribution Record

Contributing Authors	Data Protection Officer Information Asset Manager
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Consultation Process/Stakeholders	Data Protection Officer Information Asset Manager Information Governance Steering Group Heads of Service
Distribution	All Staff

Change Records

Date	Author	Change	Version Number
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1. Introduction

The records of **sportscotland** constitute an auditable account of the agency's activities, which provides evidence of the business, actions, decisions and resulting policies formed by **sportscotland**, therefore are a valuable resource.

The management of records, including the safe keeping and eventual retention, destruction, or archiving, regardless of format and technology used to create and store, is an essential part of enabling **sportscotland** to demonstrate compliance with legislation including the Public Records (Scotland) Act 2011, UK Data Protection laws, the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environment Information's Regulation (Scotland) Act 2004.

The principal legislation governing the management of records is the Public Records (Scotland) Act 2011. The act places an obligation on public authorities to prepare and implement a records management plan which sets out proper arrangements for the management of their records.

FOISA and the Data Protection Act 2018 (DPA) have guidance on records management practice that recommend the systems and policies that must be in place to comply with the law.

Section 61 Code of Practice on Records Management, issued by Scottish Ministers under the Freedom of Information (Scotland) Act 2002, advises that: -

Authorities should define how long they need to keep particular records, should dispose of them when they are no longer needed and should be able to explain why records are no longer held. For the purpose of this Code, disposal means the decision as to whether the record should be destroyed or transferred to an archives service for permanent preservation, and the putting into effect of that decision.

It is essential for effective and efficient answering of FOI requests, Subject Access Requests, managing queries and complaints and allows us to respond with ease and within statutory time scales or explain why records are no longer held.

Good records management supports the organisations immediate and future regulatory, legal, risk, environment, and operational requirements. It enhances efficiency by reducing the time taken to identify and locate information, minimising duplication of records and confusion over version control, and offers significant savings in physical and electronic space.

2. Types of Records covered by the schedule

This schedule applies to all **sportscotland** records in any format (e.g., paper, electronic, audio, SMS, MS Teams etc.) as well as those handled by 3rd parties on behalf of **sportscotland**, including: -

- Emails;
- Social media;
- Website content; and
- Voice recordings.

A record is “Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business” (ISO 15489-1 :2016 Information and documentation – records management)

Information has most value when it is accurate, up to date and accessible when it is needed. An effective record management service ensures that information is properly managed and is available whenever and wherever there is a justified need for information, and in whatever media it is held.

3. Ownership, responsibilities, and decision making

All staff within **sportscotland** are responsible for any records that they create or use in the performance of their duties.

This schedule identifies the specific actions, managerial responsibilities, and recommended retention periods for the effective management of all **sportscotland** records from creation, as well as day to day use of the record, storage, maintenance, and disposal.

Senior Information Risk Owner (SIRO)

Has responsibility for ensuring information assets are processed in a safe, fair, and lawful manner, regardless of whether the information is processed using digital technologies or not.

The role of the SIRO within **sportscotland** comes under the Director of Operations.

The Information Governance and Data Protection Officer (DPO)

The responsibilities of the DPO are defined within section 4 of the General Data Protection Regulation (GDPR). Article 39 sets out key tasks that DPO's must undertake as part of their role, including: -

- to inform and advise the data controller or the data processor and the employees who carry out processing of their obligations;
- to monitor compliance with the policies of the data controller or data processor;
- to provide advice where requested as regards the data protection impact assessment and monitor compliance; and
- to act as the contact point for the Information Commissioners Office authority on issues relating to processing.

Heads of Services

Heads of Service are responsible for all information processing activities within their remit.

They have overall responsibility for ensuring records management principles are implemented and adopted by all staff and associated third parties relating to the business functions and activities within their service. They are also responsible for approving change requests to the retention and destruction schedules, promoting good records management and ensuring staff adhere to the **sportscotland** Records Management Plan, Data Protection Legislation and any other **sportscotland** policies in relation to records management.

Information Asset Manager

The Information Asset Manager will advise **sportscotland** staff on best practice for records management ensuring advice is aligned to **sportscotland**'s RMP and other Policies. The Information Asset Manager's role is to support the delivery of the organisation's Records Management Plan, processes, and procedures and to ensure staff awareness of these.

The Information Asset Manager is responsible for the day-to-day implementation of the RMP and associated policies and will assist the Information Governance and Data Protection Officer with annual reviews of the RMP.

All Staff

All staff have records management responsibilities to ensure they create, manage, and dispose of records in accordance with the **sportscotland** Records Management Plan and associated procedures and guidance.

4. Records Lifecycle

Records, and the information in them, have a lifecycle. It starts at creation or receipt of the record into the organisation and continues throughout the active period of its use, then into an inactive period. The lifecycle concludes with either confidential disposal, or archival preservation (minimum records of historical purpose).

Records of activities should be complete and accurate to allow: -

- employees to undertake appropriate actions in context of their responsibilities;
- to facilitate an audit of the organisation by anyone so authorised;
- to protect the legal and other rights of the organisation, its staff and any other people affected by its decisions; and
- to ensure authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

5. Appraisal of Records

After the in-active period of records, they should be appraised to determine whether they require to be retained for longer (specific purpose and legal basis required), securely disposed of or archived.

6. Disposing of Records

Once appraised, the majority of records past their retention period and not required for preservation purposes should be securely disposed of.

Paper records or other hard copy formats (including copies) which have reached the end of their retention period should be destroyed in a secure manner. This can be undertaken on site or via an approved contractor. It is the responsibility of **sportscotland** to ensure that the methods used throughout the destruction process provide appropriate safeguards against

the accidental loss or disclosure of the records at every stage. Accordingly, contractors should be required to sign confidentiality undertakings and to produce written certification as proof of destruction.

Electronic records can be deleted after appraisal. Staff should ensure that all copies of records are deleted from all platforms, including copies that may be held within individuals' electronic storage platforms.

7. Archiving Records

It is important when reviewing records that their long term historical and research value is taken into account. Records which document the history and development of the organisation and important policy decisions, such as board minutes, annual reports, policy, and strategy documents should be considered for preservation.

It is expected that only a small quantity of records will require preservation, however, appraisal before disposal is essential. In line with the obligation placed upon the Keeper of the Records of Scotland (The Keeper) under PRSA, the National Records of Scotland (NRS) has issued general guidance regarding public authorities archiving policies and transfer arrangements.

sportscotland have an "Archive Deposit Agreement" in place with NRS that details which records will be accepted for archiving.

8. Recording Disposal and Archiving of Records

Information that has reached the end of its retention period and is due for deletion or archiving should be recorded in a disposal log. It is important the disposal process is documented to allow **sportscotland** to be aware of records that have been destroyed and therefore no longer available.

Records due for destruction but known to be the subject of potential legal action, complaints process, data protection requests or FOISA requests should be delayed until the relevant process has come to an end, including any time frames required under applicable appeals processes.

It is a criminal offence to alter or destroy records with the intent to prevent disclosure.

9. Data Processors and/or Contractors

Data Processors and/or Contractors must adhere to **sportscotland** policies and guidance, including the Records Management Plan.

As **sportscotland** is the Data Controller, Heads of Services throughout **sportscotland** are responsible for ensuring any information held off site by data processors is registered onto the **sportscotland** Information Asset Register and managed in line with this retention and destruction schedule.

Any contracts or data processing agreements in place should be reviewed regularly.

Data Processors have responsibilities to provide sufficient guarantees to implement appropriate technical and organisational measures in such a manner that processing will meet the requirements of Data Protection legislation.

10. Naming Conventions

By giving a document a consistent and logical description, you will make it easier to differentiate between similar documents at a glance and users will find it more straightforward to browse and access information.

Document naming conventions have two related functions: -

- Bringing related items together under a common label; and
- Distinguishing similar items by naming in a consistent, logical, and predictable way.

Implementing good standards in document names will help you in a number of ways: -

- Better access to and retrieval of electronic documents;
- Sorting of documents in logical sequence;
- Help users to identify the items they are looking for easily and support the ability to recognize the content of a document from a list;
- Help keep track of versions of documents and avoid unnecessary duplication; and
- Keep file paths for documents stored on a network to manageable lengths.

Staff should refer to the [“File and Folder Naming Guidance”](#) on SharePoint for further information on **sportscotland** naming conventions.

11. Storing Electronic Records

Where there are specific designated systems and applications in place to store a specific data set, these should be utilised. Staff should avoid storing electronic information out with these systems unless absolutely necessary.

All other electronic information should be stored within the **sportscotland** Microsoft 365 platform. Staff should refer to the [“Electronic Information Storage Guidance”](#) for further information on where to store electronic information.

12. Storing Paper Records

Over the last few years and going forward there has been less paper records being created. Where we do have paper records, we need to ensure these are managed in line with this schedule, and relevant legislation. It is essential that paper records are: -

- Stored in a secure area with access on a need-to-know basis;
- Stored in a logical structure; and
- Have a designated owner.

13. Policy Review

This Retention and Destruction Schedule will be reviewed on an annual basis by the Information Asset Manager and Information Governance and Data Protection Officer, this will be done in line with the Records Management Plan review.

14. Contact Details

Please contact the Information Asset Manager in the first instance for any queries relating to this Retention and Destruction Schedule: -

Scott Baxter

Email: scott.baxter@sportscotland.org.uk

15. Appendix 1: Retention Periods

The retention period of records should be the shortest period for which the particular type of record is required to be kept. This period of time is usually set either because of statutory requirements or because the record may be needed for administration purposes during this time. Organisations must consider Data Protection Legislation in that personal data should not be retained longer than necessary.

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Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Clubs and Communities					
Awards for All					
- Application Documents - Budget Documents	Last modified date	25 years	Destroy	Retention period reflects the legal requirements of sportscotland contract offer	
Guiding Documents	Last modified date	5 years	Destroy		Changed from 25 years to 5 years to reflect an operational cycle
Blended Learning					
	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
• Learning Experience Platform Documents • Modernising Learning Documents					

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Changing Lives Through Sport					
• Advisory Group Papers • Evaluation Documents • Operational Group Papers • Portal Development Documents • Planning Documents • Programme Documents • Learning and Development Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Coach Development					
• Positive Coaching Scotland Documents • Sports Coach UK Documents • Mentoring Documents • Club Coach Development Documents • Risk Assessments • Regional CPD Programme Documents • Supporting Volunteers Documents • Multi Skills Documents	Last modified date	5 years	Destroy		
Club Sport Framework					
• Framework Documents • Planning Documents • Management Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Community Sports Hubs					
- Communications Documents - Learning Network Documents - Planning Documents - Monitoring and Evaluation Documents	Last modified date	5 years	Destroy		Change from 8 years to reflect operational cycles
Meetings – Minutes and Agenda	Last modified date	3 years	Destroy		
Recruitment Documents	Last modified date	1 year for unsuccessful candidates	Destroy	Retention period reflects Scottish Government retention periods	Change from 8 years to 1 year
Training and Support Document	Last modified date	5 years	Destroy		Change from 8 years to 5 years
Covid – 19 Partners					
- Baseline Measures – LA Feedback - Prioritised Operational Plans - Scenario Planning – Minutes and Agenda	Last modified date	15 years	Archive with NRS	In agreement with Archive Deposit Agreement	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Direct Club Investment					
• Budget Documents • Business Cases • Communications – Press Release • Guiding Documents • Meetings – Minutes and Agenda • Monitoring Documents	Last modified date	5 years	Destroy		
Education and Infrastructure					
• Coaching Scorecard Documents • Coaching Scotland Documents • Effective Coaching Map • Ekosgen Report and Findings • People Development Documents • SGB Plans • SGB Coaching Investment Documents • Subsidy Model • SQA Partnership Agreement Documents • UKCC L3/4 Documents • Safeguarding Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Tutor Development Documents					
Equality and Diversity in Sport					
- Project Documents - Research Documents	Last modified date	5 years	Destroy		
Leadership and Professional Staff Development					
- Leadership Approach Documents - Local & National Coaching Documents - Professional Staff Development	Last modified date	5 years	Destroy		
Planning for Sport					
- Evaluation Documents - Planning Documents - Programme Management Documents - Staff Training Documents - Tools and Resources	Last modified date	5 years	Destroy		
Recognition, Communication and Profile					
sportscotland Coaching Award Documents - Administration Documents - Award Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Meeting Documents-Agenda, Papers, and Minutes					
Nomination Documents	Last modified date	1 year	Destroy	Retention period reflects award cycle	Changed from 5 years to 1 year
Regional Partnerships					
- Direct Club Investment Documents - Club Documentation - Local Authority Documents - Planning Documents - SGB Documents	Last modified date	5 years	Destroy		
Research					
- Business Intelligence Documents - CSH Evaluation Documents	Last modified date	5 years	Destroy		
SGB Generic Support					
- Development Audit Documents - Equality Resources - Generic Support Documents - Governance Documents - Anti-Doping Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
• Expert Resource • Leadership Documents • Sustainability Documents • Strategic Support Documents • Training Documents					

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
SGB Planning and Investment					
• POD Meetings – Agenda and Minutes • Recognition Documents • Constitutions • Contracts • SGB General Documents • Handover Information • Investment Administration Documents • SGB Meetings – Agenda and Minutes • Pathway Documents • SGB Recruitment Documents • Spectator Income Documents • Strategic Review Documents • Plans	Last modified date	5 years	Destroy		
• CCTV					
• CCTV Recordings	Date of recording	30 Days	Destroy	Where images are recorded for crime prevention purposes, data will be kept long enough only for incidents to come to light	
• Communications and Media					
Communications					
• Branding and Attribution	Last modified date	15 years	Archive with NRS	In agreement with Archive Deposit Agreement	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
• Campaigns • Events • Finance • Management Documents • Planning Documents • Presentations	Last modified date	5 years	Destroy		
• Publications	Last modified date	15 years	Destroy		Change from 5 years
• Templates	Last modified date	15 years	Destroy		Change from 5 years

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Digital					
• Accessibility Guidance • Calendar • Cutting Edge • Email Marketing • Project Documents • Reports • Resources • Sport First • Strategic • Templates	Last modified date	5years	Destroy		
Media					
• Corporate Communications • Articles • Cuttings • Reports • Media Releases	Last modified date	5 years	Destroy		
Inside Track					
• Bulletins • News Articles	Last modified date	5 years	Destroy		
Photography and Film					
• Lottery	Last modified date	25 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
- Active Schools - Clubs and Hubs - Events – Sport - Events – Non-Sport - High Performance - NC Glenmore - NC Inverclyde - People and Places - Schools and Education - Young People	Last modified date	20 years	Destroy		
CRM/MySport					
Facilities Investment CRM					
Applications	Last modified date	25 years	Destroy	Retention period reflects the legal requirements of sportscotland contract offer	
Schools and Education CRM					
Applications	Last modified date	25 years	Destroy	Retention period reflects the legal requirements of sportscotland contract offer	
Information Governance					
IGSG Meetings – Minutes and Agenda	Last modified date	3 years	Destroy		
Data Breach Documentation					
- Procedures - Forms - Register	Last modified date	3 years	Destroy		Change from 20 to 3 years reflecting SCARRS Guidance

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Investigations					
Data Protection Impact Assessments					
- Forms - Register - Correspondence	Last modified date	3 years	Destroy		
Data Sharing and Processing Agreements					
- Templates - Flow Charts - DPO DSA/DPA Documents - Register	Last modified date	6 years	Destroy		
Subject Access Requests					
- Policy - Register	Last modified date	6 years	Destroy		Change from 20 to reflect SCARRS guidance
Records Management Plan					
- RMP - Supporting Documents	Last modified and reviewed date	5 years after plan has been superseded	Destroy		
Information Asset Register					
Guidance Documents	Last modified date	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Register					
Data Protection Related Policies					
- Policies - Guidance	Last modified and reviewed date	3 years	Destroy		
Data Protection Training					
- Training presentations - Training attendance reports	Last modified date	5 years	Destroy		
E-Mail					
Emails within outlook	Last modified date	2 years	Destroy		
Emails within Mimecast	Last modified date	8 Years	Destroy		
Estates and Health and Safety					
Estates Development					
Building Rules and Guidelines	Last modified date	5 years	Destroy		Change from 10 years to 5 years to reflect operational nature of documents
Drawings	Retain	Retain	Retain		
Capita Surveys	Retain	Retain	Retain		
Procurement Documents	Last modified date	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Property Management Documents	Last modified date	10 years	Destroy		
Tenants Meetings – Agenda and Minutes	Last modified date	5 years	Destroy		
Water Utilities	Last modified date	2 years after operational lifetime of installation/plant	Destroy	Should be retained indefinitely if there is any measurable risk of a liability	
Environmental Management					
- Carbon Management Documents - Environmental Management Documents - External Guidance - Solar PV Documentation	Last modified date	15 years	Destroy		
Estates Strategy Delivery					
- Audit - Guidance Documents - Operational Documents - Strategy Group – Agenda and Minutes - Reports	Last modified date	5 years	Destroy		
Health and Safety					
H&S Partner Contract Documents	Last modified date	5 years	Destroy	Retention period reflects requirements under the Health and Safety at Work Act 1974	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
- CSSC Group Communications - Covid Induction Documents - Guidance Documents - Templates					
- Fire Risk assessments - Fire Safety Records	Last modified date	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Legionella Risk Assessments	Last modified date	10 years	Destroy		
Workplace Risk Assessments	Last modified date	10 years	Destroy		
Health and Safety Committee					
- Agenda - Minutes - Papers - Annual Report	Last modified date	3 years	Destroy		
Health and Safety Inverclyde					
- Assessments - Audits and Inspections - COSHH Documents - Electrical Documents - Environmental Documents - Fire Safety Documents - First Aid Documents - Near Miss Reports - Safe Systems of Work Documents - Training Records - Waste Disposal	Last modified date	10 years	Destroy		
Meetings – Agenda and Minutes	Last modified date	3 years	Destroy	Retention period reflects requirements under the Health and Safety at Work Act 1974	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
				and operation of the National Centre.	
Policy Documents	Last modified and review date	5 years	Destroy	Health and Safety policy documents should be reviewed on a yearly basis	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Office and Environment					
• Administrative Documents • Administrative Logs • Forms • Guidance Documents • Templates	Last modified date	3 years	Destroy		
Real Estate (Legal and Contract)					
• Administrative Documents • Lease Documentation • Licence Documentation • Facilities Management Agreements • Tax Documents	Last modified date	10 years	Destroy		
• Title Deed Documentation • Voluntary Title Registration	Retain	Retain	Retain		
Facilities					
Facilities Management					
• Administration Documents • Meetings – Agenda and Minutes • Presentations	Last modified date	3 years	Destroy		
Investment					

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
• Application Documents • Attribution Documents • Awards • Advisory Documents • Offers of Award • Panel Decisions • Panel Meetings – Agenda and Minutes	Last modified date	25 years	Destroy	Retention period reflects the legal requirements of sportscotland contract offer	
• Administration Documents	Last modified date	3 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Facilities Planning					
• Strategic Planning Advice • Government/National Consultations • Planning Guidance (Facilities) • Facility Planning Modelling • Facility Planning Modelling (Hard Drive) • Local Authority Planning Documents • SGB and Partners Planning Documents • Outdoor and Adventure Sport Documents	Last modified date	10 years	Destroy		FPM Hard Drive kept in fireproof safe
Finance and HMRC					
Finance					
• Auditor Documents • Banking Documents • Budget Documents • Delegated Purchasing Authority • Estates Financial Documentation • Fixed Asset Documentation • Internal Audit Documentation	Last modified date	6 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
• Lottery and DCMS Documentation • Management and Governance • National Fraud Initiative Documents • Policy and Procedure Documents • Finance System Documents • Reports • Scottish Government Documents • SGB Accounts • Trust Company Documents					
• Annual Accounts – sportscotland • NLDF • Trust Company • SPRF • CGSEF	Last modified date	25 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
HMRC					
- Furlough Documents - IR35 Regulations - PAYE - VAT	Last modified date	6 years	Destroy		
Governance					
sportscotland Board					
- Appointments - Agenda, Minutes, and papers - Administration and Governance Documents	Last modified date	15 years	Archive with NRS	In agreement with NRS Archive Deposit Agreement	
Trust Board					
- Appointments - Agenda - Minutes - Papers - Administration and Governance Documents	Last modified date	15 years	Archive with NRS	In agreement with NRS Archive Deposit Agreement	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Audit and Risk Committee					
• Appointments • Agenda • Minutes • Papers • Administration and Governance Documents	Last modified date	7 years	Destroy		
Ethics and Integrity Committee					
• Appointments • Agenda • Minutes • Papers • Administration and Governance Documents	Last modified date	7 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Remuneration Committee					
• Appointments • Agenda • Minutes • Papers • Administration and Governance Documents	Last modified date	7 years	Destroy		
Trust Company Committee					
• Appointments • Agenda • Minutes • Papers • Administration and Governance Documents	Last modified date	7 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Financial Resources Committee					
• Appointments • Agenda • Minutes • Papers • Administration and Governance Documents	Last modified date	7 years	Destroy		
sportscotland Registers of Interest					
• Declarations • Register	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Trust Board Registers of Interest					
• Declarations • Register	Last date modified	5 years	Destroy		
Human Resources					
Employee Data Management					
• Administration Documents	Last modified date	3 years	Destroy	Retention period reflects the administrative nature of the documents	
• Compliance Documents	Last modified date	3 years	Destroy		
• Job Descriptions	Last modified date	3 years	Destroy		
• Process Guides	Last modified date	3 years	Destroy		
• Optima Health Documents	Last modified date	6 years	Destroy	Retention reflects the financial nature of the documents	
• Templates	Last modified date	3 years	Destroy		
Personnel Files					
• Live Documentation • Leavers Documentation	Staff member leaving date	6 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Recruitment					
- Administration Documents - Assessment Documents - Live Recruitment Documentation	Last modified date	6 years	Destroy		
Unsuccessful applicants	Last modified date	1 year	Destroy		
Employee Relations					
- EAP/Occupational Health Documents - Equalities Documentation - Joint Consultative Committee – Agenda and Minutes	Last date modified	6 years	Destroy		
HR Strategy					
- Reward Project - Workforce Planning	Last modified date	6 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Reward					
- Employee Benefits Documents - Pay Award Documents - Pensions Documents	Last modified date	6 years	Destroy		
iTrent					
- Activity Reports - Business Process Documents - SGB Data - HRIS Project Documents - Operational Delivery Group – Agenda and Minutes - User Guides	Last modified date	6 years	Destroy		
Policies and Benefits					
Policy Documents	Last review and modify date	6 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Wellbeing and Protection Officers Group					
- Meetings – Agenda and Minutes - Resources	Last modified date	3 years	Destroy		
ICT					
Administration					
- Administration Documents - Staff Guides	Last modified date	3 years	Destroy		
Backup					
Backup	From date of saved back up	2 years	Destroy		
Business Continuity					
Plan Documents	Last review and modified date	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Development					
• Application Documents • Development Documents • Project Documents • Team Guides	Last modified date	10 years	Destroy		
Infrastructure					
• Assets • Budget Documents • Cybersecurity Documents • Infrastructure Documents • Procurement Documents • Project Documents • Software Documents • Supplier Information	Last modified date	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
CRM Development					
• General Documents • Solutions • Testing Documents • Data Imports • Knowledge Base • Payment Process Documents • Project Planning Documents	Last modified date	10 years	Destroy		
Integrated Investment					
• Documentation Review Documents • Financial Planning Documents • Investment Update Documents • Management Reports • Monthly Operating Statements • Payment Check Documents • Pay Run Documents • Supplier Code Documents • Risk Management Documents	Last modified date	8 years	Destroy		
Learning and Development					
eLearning					

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
- Compliance - Diversity & Equality - Health & Safety - Images - Leadership - Personal Skills	Last modified date	5 years	Destroy		
Performance and Development					
- CMI Business Coaching - Investors in People - Leadership Development - L&D Courses - L&D Toolkit - Learning Resources - Performance Through Leadership	Last modified date	5 years	Destroy		
Projects					
- Induction and Probation - Investors in People - Performance Appraisal - Talent Management - Young People	Last modified date	5 years	Destroy		
Training Contracts					
General Training	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Health & Safety					
Training and Data Reports					
- Certificates - Programme/Schedule	Last modified date	5 years	Destroy		
Legal					
Administration					
- Contracts Spreadsheets - External Solicitor Engagement Documents - Knowledge Bank - Policy Documents - Templates	Last modified date	5 years	Destroy		
Company Secretarial					
- Commonwealth Games (Scotland) Endowment Fund - Scottish Golf Support Ltd - Scottish Physical Recreation Fund sportscotland - The Scottish Institute of Sport - The Scottish Sports Council - The Scottish Sports Council Trust Company	Last modified date	7 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Compliance					
- Acts of Parliament - Code of Conduct Documents - Regulations - Subsidies	Last modified date	10 years	Destroy		
Legal Contracts					
- Agreement Documents - Consent Documents	Date of end of contract	5 years	Destroy		
Legal Real Estate					
Cumbræ Review	Last modified date	10 years	Destroy		
Title Deeds	Retain	15 years	Archive	In agreement with NRS Archive Deposit Agreement	
Dispute Resolution					
- Correspondence - Legal Documents	Last modified date	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Information Requests					
- Complaint Documents - FOI Documents	Last modified date	3 years	Destroy		
Intellectual property/Information Technology					
- Licence Agreements - Memorandum of Understanding - Research Agreements	Last modified date	7 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Investments					
- Correspondence - Investment Agreements - Partnership Agreements	Last modified date	8 years	Destroy		
People and Human Resources					
HR Support Documents	Last modified date	6 years	Destroy		
National Centre Glenmore Lodge					
- Business Intelligence/Data - Centre Management Documents - Campus Documents - Events Documents - Marketing Documents - Monthly Review Documents - Training Documents	Last modified date	5 years	Destroy		
Branding and Brochure Documents	Last modified date	15 years	Archive with NRS	In agreement with NRS archive deposit agreement	
Administration Documents	Last modified date	3 years	Destroy		
Environmental Documents	Last modified date	6 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Buildings and Facilities Documents	Last modified date	10 years	Destroy		
Drawings	Retain	15 Years	Archive with NRS	In agreement with NRS archive deposit agreement	
Estates Documents	Last modified date	10 years	Destroy		
Finance Documents	Last modified date	6 years	Destroy		
Health and Safety Documents	Last modified date	10 years	Destroy		
Stores Documentation	Last modified date	10 years	Destroy		
Contract for Services Documents	Contract completion	5 years	Destroy		
- Instructors Documents - Biking Instruction Documents - Mountain Instruction Documents - Paddle Sport Instruction Documents - Snowsport Instruction Documents	Last modified date	5 years	Destroy		
National Centre Inverclyde					
- Business Development Documents - Bookings Documents - Business Intelligence/Data - Events Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
- Communications & Marketing - SGB and Club Booking/Package Documents - Centre Management Documents - Schools and Education Programme Documents					
Branding and Brochure Documents	Last modified date	15 years	Archive with NRS	In agreement with NRS archive deposit agreement	
Contracts	Contract completion	5 years	Destroy		
Drawings	Retain	15 years	Archive with NRS	In agreement with NRS archive deposit agreement	
Finance	Last modified date	6 years	Destroy		
Estate, Facilities and Marine Documents	Last modified date	10 years	Destroy		
Inverclyde Project Archive	Last modified date	20 years	Destroy		
Payroll					
- Annual Salary Remit - French and Duncan Documents - HMRC – P45 Documents - HMRC – P60 Documents - Payroll and HR Processing	Last modified date	6 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Payroll Governing Bodies					
• Direct Debit Documents • GDPR Requirement Documents – Payroll • HMRC • Reports • Pension Documents	Last modified date	6 years	Destroy		
Payroll sportscotland					
• Board Members Documents • HMRC • Maternity Pay Documents • Monthly Payroll Check Documents • Payroll Calendars • Payroll Queries • Reports • Pension Documents	Last modified date	6 years	Destroy		
Payroll Third Party Reporting					
• AVC Documents • Aviva Documents • Monthly BACS Payments • PCS Documents • Salary Checks • Strathclyde Pension Documents	Last modified date	6 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Teachers' Pension Documents					

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Payroll Trust Companies					
- Direct Debit Documents - HMRC Documents - Payroll Reports - Pension Documents	Last modified date	6 years	Destroy	Retention period reflects operational and statutory requirements	
Performance Operations					
Performance Administration					
Administration Documents	Last modified date	3 years	Destroy	Retention period reflects administrative nature of the documents	Changed from 5 years to 3 years to reflect sportscotland admin retention
Business Planning Documents	Last modified date	5 years	Destroy	Retention period reflects administrative nature of the documents	
Confidentiality Agreements	Last modified date	5 years	Destroy	Retention period reflects administrative nature of the documents	
Aquatics Performance Team					
- Aquatics Performance Programme – National - Aquatics Performance Programme – Regional - Scottish Swimming Athlete Review Notes	Last modified date	8 years	Destroy	Retention period reflects two games cycles	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Performance Datasets					
Operating Principles and WoW Guidance					
Master Template Documents	Last modified date	5 years	Destroy		
SGB Part 2 Investment					
- Process Documents - SGB Documents - Support Service Strategy Documents - Monitoring and Administration Documents	Last modified date	5 years	Destroy		
Operating Principles – Sports					
- Operating Plan Documents - Support Service Allocation Summary Documents - Support Service Investment Summary Documents	Last modified date	5 years	Destroy		
Performance Lifestyle					
Athlete Transition Documents	Last modified date	8 years	Destroy	Retention period reflects two games cycles	
Athlete Workshop Documents	Last modified date	8 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Administration Resource Documents	Last modified date	3 years	Destroy	Retention reflects the administrative nature of the documents	
Project Documents	Last modified date	8 years	Destroy		
Legacy and Research Documents	Last modified date	8 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Performance Nutrition					
- Athlete Resource Documents - Athlete Travel Documents - Education Documents - Recipe Documents - Special Project Documents - Sport Operation Documents - Staff Resource Documents - Team Operations – CPD and Meeting Documents	Last modified date	8 years	Destroy	Retention period reflects two games cycles	
Performance Operations Group					
- Agenda - Meeting Notes - POG Plans - POG Strategy	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Performance Physiology					
• Altitude Documents	Last modified date	8 years	Destroy	Retention period reflects two games cycles	
• CPD experience Documents	Last modified date	5 years	Destroy		
• Extreme Temperature Documents	Last modified date	8 years	Destroy		
• Female Athlete Documents	Last modified date	8 years	Destroy		
• Lab & Equipment Management	Last modified date	3 years	Destroy	Retention period reflects administrative nature of the documents	
• Para Sports Documents	Last modified date	8 years	Destroy		
• Performance Assessment Documents	Last modified date	8 years	Destroy		
• Power Duration Models	Last modified date	8 years	Destroy		
• QA Documents	Last modified date	5 years	Destroy		
• Sport Specific Support Documents	Last modified date	8 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Statistical Analysis	Last modified date	8 years	Destroy		
Team Meetings – Agenda and Minutes	Last modified date	3 years	Destroy		
Training and Recovery Documents	Last modified date	8 years	Destroy		
Travel Support Documents	Last modified date	8 years	Destroy		
Physical Preparation					
Department Operation Documents	Last modified date	3 years	Destroy		
Historical Data	Last modified date	8 years	Destroy	Retention period reflects two games cycles	
Regional Management Documents	Last modified date	3 years	Destroy	Retention period reflects administrative nature of the documents	
Testing and Monitoring Documents	Last modified date	8 years	Destroy		
Physiotherapy					
- CPD Documents - RTP Documents	End of support	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
- Resource Documents - Travel Resource Documents - Sport Specific Documents					
Psychology	End of support	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Sports Medicine					
Athlete General Medical Information (PDMS)	End of Treatment	6 years	Destroy		
Athlete Medical Records (PDMS)	End of treatment	10 years	Destroy		
- Administrative Operating Procedures - Clinical Operating Procedures	Last modified and review date	3 years	Destroy	Retention period reflects administrative nature of the documents	
Medical Records Archive	End of treatment	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Sports Medicine Consumables Documents	Contract completion	3 years	Destroy		
Winter Health (SIS Staff Referrals)	Last modified date	10 years	Destroy		
SIS Travel Strategy					
- Travel Advice - Travel Infographics	Last modified date	3 years	Destroy	Retention reflects the administrative nature of the documents	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
UKAD					
• Advisor Accreditation Documents • Contract Documents • Feedback Documents • Sports Education and Engagement • Programme Meetings – agenda and Minutes	Last modified date	8 years	Destroy		
Data Management					
• SIS Athlete Database	End of agreement	10 years	Destroy		
• Business Requirement Documents	Last modified date	5 years	Destroy		
• Discipline SB Backup Documents	Last modified date	10 years	Destroy		
• Athlete Registration Reports	Last modified date	10 years	Destroy		
• Core Athlete Dataset	Last modified date	5 years	Destroy		
• Development Documents	Last modified date	5 years	Destroy		
• Knowledge Management Documents	Last modified date	5 years	Destroy		
• Risk Management Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Time Management Documents	Last modified date	5 years	Destroy		
User License Audit Documents	Last modified date	5 years	Destroy		
Data Management Smartabase Data					
- Performance Lifestyle Backup - Sports Medicine Backup - Performance Nutrition Backup - Physiotherapy Backup	Last modified date	7 years	Destroy		
Performance Solutions					
- Project Documents - Dartfish Documents - Optojump Documents - Sport Specific Documents	Last modified date	5 years	Destroy		
Team Administration Documents	Last modified date	3 years	Destroy		Change from 5 years to 3 years
Travel Risk Management					
- Procedure Documents - Templates - Travel Risk Assessments	Last modified date	5 years	Destroy		
Administration Documents	Last modified date	3 years	Destroy		Change from 5 years to 3 years
Performance Sport					
High Performance Managers					

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Athlete Results Tracking Documents	Last modified date	15 years	Destroy		Retention changed from 5 to 15 years due to tracking and historical reporting needs
Terms of Reference – HPG	Last modified date	5 years	Destroy		
Research Papers	Last modified date	8 years	Destroy		
Individual Athlete Programme Documents	Last modified date	8 years	Destroy		
SAPAS Documents	Last modified date	8 years	Destroy		
SGB Performance Planning Documents	Last modified date	8 years	Destroy		
SGB Travel Support Documents	Last modified date	8 years	Destroy		
SPG Meetings – Agenda and Minutes	Last modified date	3 years	Destroy		
V-MOST Documents	Last modified date	8 years	Destroy		
WITTW Documents	Last modified date	8 years	Destroy		
High Performance Coaching					
- Coaching Futures Documents - Coaching Matters Documents - High Performance Coach Development Documents - Project Connect Documents	Last modified date	8 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
UK Sport Programme Documents					
High Performance Managers – Commonwealth Games					
- Commonwealth Games Federation Documents - Delhi 2010 Documents - Glasgow 2014 Documents - Gold Coast 2018 Documents - Birmingham 2022 Documents - Youth Games Documents	Last modified date	15 years	Archive with NRS	In agreement with NRS archive deposit agreement	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
High Performance Managers – Data Intelligence					
• London 2010 Documents • Glasgow 2014 Documents • Sochi 2014 Documents • Rio 2016 Documents • Gold Coast 2018 Documents • Pyeongchang 2018 Documents • Tokyo 2020 Documents • Birmingham 2022 Documents • Beijing 2022 Documents • Paris 2024 Documents • Major Games Documents • HPIT spreadsheets • Individual Sport Capture	Last modified date	15 years	Archive with NRS	In agreement with NRS archive deposit agreement	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
High Performance Managers – Mission System Review					
- Guideline and Definition Documents - Mission Control Documents - Mission Process Timeline Documents - Mission System Review Documents - Mission Monitoring Documents	Last modified date	8 years	Destroy	Retention period reflects two games cycles	
High Performance Managers – UK Sport					
- Mission Documents - Paris 2024 Documents - Beijing 2022 Documents - Tokyo 2020 Documents - Pyeongchang 2018 Documents - Rio 2016 Documents - London 2012 Documents - UK Sport Talent Health Checks - World Class Lists - Milan Cortina 2026	Last modified date	15 years	Destroy		Retention changed from 5 to 15 years due to tracking and historical reporting needs
Para Sport					
- Enabling Action Plan Documents - Para Education Group Documents - VMOST	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Pathways and Talent					
- Planning and Policy Documents - SGB Pathway Documents	Last modified date	5 years	Destroy		
SGB Performance Programmes					
Covid-19 Return to Performance	Last modified date	5 years	Destroy		
Athlete Agreements					
Agreement Document		Retention period depends on specific consent form	Destroy	The retention period for Consent forms relates to the specific purpose for collating the personal data using the legal basis of consent. As this varies for each purpose, refer to the specific consent form to confirm the agreed retention period for that specific purpose.	
Guidance Documents	Last modified date	3 years	Destroy		
Unsupported Athlete Consent Forms		Retention period depends on specific consent form	Destroy	The retention period for Consent forms relates to the specific purpose for collating the personal data using the legal basis of consent. As this varies for each purpose, refer to the specific consent form to confirm the agreed retention period for that specific purpose.	

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
• SGB Selection Documents	Last modified date	8 years	Destroy		
• OP7 Documents	Last modified date	8 years	Destroy		
• Agreement Project Group – Agenda, Minutes and Templates	Last modified date	3 years	Destroy		
SIS Regional Offices Collaboration					
• Electronic Induction Documents • High Performance Environment Documents • Network Facilities – Lease	Last modified date	5 years	Destroy		
• National Administration Documents • Network Administration Meetings – Agenda and Minutes	Last modified date	3 years	Destroy		Change from 5 years to 3 years
SIS Regional Office Central and East					
• Athlete Information • Network Documents Specific Sports Documents	Last modified date	5 years	Destroy		
• Administration Documents • Facilities and Management Documents • Finance Documents	Last modified date	3 years	Destroy		Change from 5 years to 3 years

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
SIS Regional Office Grampian					
• Athlete Information	Last modified date	5 years	Destroy		
• Administration Documents • Facilities and Management Documents	Last modified date	3 years	Destroy		Change from 5 years to 3 years
SIS Regional Office Highlands and Islands					
• Athlete Information Specific Sports Documents	Last modified date	5 years	Destroy		
• Administration Documents • Facilities and Management Documents • Finance Documents	Last modified date	3 years	Destroy		Change from 5 years to 3 years
SIS Regional Office Tayside and Fife					
• Athlete Information	Last modified date	5 years	Destroy		
• Administration Documents • Facilities and Management Documents	Last modified date	3 years	Destroy		Change from 5 years to 3 years
SIS Regional Office West					
• Athlete Information	Last modified date	5 years	Destroy		
• Administration Documents • Facilities and Management Documents	Last modified date	3 years	Destroy		Change from 5 years to 3 years

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Procurement and Contract Management					
Procurement					
• Administration Documents • Collaborative Contract Documents • Contract Documents • CRM Documents • Due Diligence Documents • PCIP Documents • Policy and Strategy Documents • Procurement Action Plans • Procurement Guidelines • Procurement Working Group – Agenda and minutes • Single Source Justification • Sustainable Procurement • PQQ • Tender Documents	Last modified and review date	5 years	Destroy		
• Successful Procurement Tender Documents	Contract completion	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Unsuccessful Procurement Documents	Contract Award date	1 year	Destroy		
Contract Management Documents	Contract Completion	5 years	Destroy		
Contracts for Services					
- Contract for Services Documents - Disclosure Documents - Policy and Guidance Documents	Contract Completion	5 years	Destroy		
Schools and Education					
Local Partner Planning and Investment					
- Programme for Government Documents - Community Cycling Fund Documents - Focus LA Documents - Integrated Networking Documents - Business Planning and Management Documents - Communication Documents - Covid Update Documents - Draft Investment Papers	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
• Supplementary Investment Papers • LA Meetings – Agenda and Minutes • LA Partnership Agreements • Partnership Manager Meetings – Agenda and Minutes • LA POD Meetings – Agenda and Minutes • Priorities Progress Trackers • LA Rag/Self-Assessment Documents • Strategic Review Meetings – Agenda and Minutes • Strategic Partner Profiles • LA Strategy and Planning Documents					
Active Schools					
• Business Planning and Management Documents • Communication Documents • Local Planning and Management Documents • Meetings – Agenda and Minutes • Monitoring and Evaluation Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Competitive School Sports					
- Business Planning and Management Documents - Local Planning and Management Documents	Last modified date	5 years	Destroy		
Colleges	Last modified date	5 years	Destroy		
Physical Education					
- Business Planning and Management Documents - Local Planning and Management Documents - Meetings – Agenda and Minutes	Last modified date	5 years	Destroy		
Programmes					
School Sports Awards Documents	Last modified date	5 years	Destroy		
School Estate					
- Access to the School Estate Documents - LA School Estate Reports	Last modified date	5 years	Destroy		
Young People in Scottish Sport					
- Active Girls Documents - Fit for Girls Documents - Scottish Women and Girls in Sport Advisory Board Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
• Woman and Girls Fund Documents • Young Ambassador Documents • Young Decision Makers Documents • Young People Influencing and Leading in Sport Documents					
• Young Ambassador Consent Forms	Last modified date	2 years	Destroy		
Young Peoples Sports Panel					
• Biographies • Budget Documents • Communications Documents • Contact Lists and Details • Development Plans • Forms and Templates • Meetings – Agenda and Minutes • Presentations • Recruitment • Residential Planning	Last modified date	5 years	Destroy		
Volunteering					
• Active Schools Volunteers • Club Sport Volunteers • Framework Documents	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Strategic Planning					
Equality					
• EDI Approach Documents • Mainstreaming Strand Documents • People Strand Documents • New Ideas Documents	Last modified date	15 years	Archive with NRS	In agreement with NRS archive deposit agreement	
Planning and Reporting					
• Corporate Strategy Documents • Business Planning Documents • Corporate Reporting Documents • Corporate Parenting Documents • Gaelic Language Plan • Risk Management • Long Term Planning Documents • Leadership Group Documents • Resource Documents	Last modified date	15 years	Archive with NRS	In agreement with NRS archive deposit agreement	
Innovation and Improvement					
• Planners • Tools	Last modified date	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Research					
• Additional Research Projects • ASOF Reports • ASOF Surveys • Business Intelligence Documents • Commonwealth Games Legacy Documents • External Research and Data • Indicators Templates • Published Research Reports • Research Digests • Standard Research Approach Documents • Wider Evaluation Documents	Last modified date	15 years	Archive with NRS	In agreement with NRS archive deposit agreement	
Strategic Partnerships					
• Commonwealth Games – Briefing and Support Documents • Management Documents • Surveys – MSP and LA • Political Monitoring Contract Documents • Olympic Briefing and Support Documents • National Partner Documents • Policy Enquiries • Political Documents • Reporting Documents	Last date modified	5 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Scottish Government Strategic Partnership					
- Analytical Services - Core Briefing Documents - Ministerial Briefing Documents - National Strategic Group – Agenda and Minutes - Policy Development Documents	Last modified date	15 years	Archive with NRS	In agreement with NRS archive deposit agreement	
Scottish Parliament Partnership					
- Committees – Agenda, Minutes and Papers - Cross Party Groups - Agenda, Minutes and Papers - Parliamentary Debates – Briefing Documents - Parliamentary Inquiry Documents - SPICe Documents	Last modified date	5 years	Destroy		
Shiny Development Group					
- Application Development Documents - Data - Deployed Application Documents	Last modified date	10 years	Destroy		

Record Type	Trigger: Event that prompts start of retention	Retention Period	Disposal Action	Notes	Edit History
Websites					
Websites					
• sportscotland • Glenmore Lodge National Centre • Inverclyde National Centre • Hall of Fame • Sport first	Archived on 6 monthly basis	Archive	Retained	National Records of Scotland archive on a 6 monthly basis all webpages and associated documents	

16. Appendix 2: Acknowledgements

This document draws on advice and published guidance available from the following: -

<u>The Scottish Government Information Governance</u>
<u>The National Records of Scotland</u>
<u>Scottish Council on Archives</u>
<u>International Organisation for Standardisation (ISO)</u>
<u>Information Commissioners Office (ICO)</u>
<u>Scottish Information Commissioner</u>
<u>The University of Edinburgh Records Management</u>

17. Appendix 3: Acronyms, useful links, and legislation

Acronyms	
RMP	Records Management Plan
PRSA	Public Records (Scotland) Act 2011
DPA	Data Protection Act 2018
GDPR	General Data Protection Regulation
FOISA	Freedom of Information Act (Scotland) Act 2002
SG	Scottish Government

ICO	Information Commissioners Office
EIR	Environment Information's Regulation (Scotland) Act 2011
SIRO	Senior Information Risk Officer
DPO	Data Protection Officer
ISO	International Organisation for Standardisation
Useful links	
FOI Section 61 Code of practice on records management	
ISO 15489-1:2016 Information and Documentation - Records Management	
Scottish Council on Archives Record Retention Schedules (SCARRS)	
sportscotland File and Folder Naming Guidance	
Electronic Information Storage Guidance	
sportscotland Records Management Plan – Link to be added.	
sportscotland Archiving Policy – to be added.	
sportscotland Disposal Log – to be added.	
sportscotland Information Asset Register	
Legislation	
Public Records (Scotland) Act 2011	
Data Protection Act 2018	
Freedom of Information (Scotland) Act 2002	
The Environmental Information (Scotland) Regulations 2004	

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