

The Public Records (Scotland) Act 2011<sup>1</sup> obliges the Scottish Courts and Tribunals Service (“the organisation”) and other public authorities to prepare and implement a Records Management Plan. The [Records Management Plan](#) describes the practice for the proper management of records within the organisation which the Scottish Civil Justice Council follows in connection with the keeping, management and destruction of its records.

## 1. SCHEDULE OF SCOTTISH CIVIL JUSTICE COUNCIL FOR PRESERVATION AND DESTRUCTION

The period of years after which any record shall be destroyed, as specified below, shall be calculated from the date of the last entry in that record. SCJC secretariat is responsible for arranging the secure destruction of these records without referring first to the National Records of Scotland (NRS) unless stated otherwise. Files may also be destroyed after the review period every 5 years.

### KEY

Record Type	Description/Comments	Media	Keep for	Action/ Responsibility
Description of the type of record	Any qualifying information, exceptions, comments	The media and format of the record  E: Electronic/ digital  P: Paper	How long to keep record for	What action should occur after the time period in duration has elapsed and which body is responsible for the completion of the action

Actions at traffic light colour coded to aid application of the schedule.

**GREEN** = can be destroyed

**RED** = must **not** be destroyed, preserved permanently by NRS

<sup>1</sup> In relation to [The Public Records \(Scotland\) Act 2011](#) which came into force on 1st January 2013.

RETENTION SCHEDULE OF SCOTTISH CIVIL JUSTICE COUNCIL RECORDS  
FOR PRESERVATION AND DESTRUCTION 2019/20

Record Type	Description/Comments	Media	Keep for	Action/ Responsibility
<b>Governance</b> - Includes documents relating to implementation /establishment of body; governance arrangements and processes; final appointments:	• Implementation/establishment of body	E/P	15 years	Transfer to NRS for PERMANENT PRESERVATION
	• Governance arrangements and processes in relation to the functioning of the Council and Secretariat (Standing Orders, protocols and supporting documentation; corporate policies)	E/P	15 years	Review every 5 years Transfer to NRS for PERMANENT PRESERVATION
	• Development and confirmation of remit, appointments, membership, etc. for Council, committees and working groups	E/P	15 years	Transfer to NRS for PERMANENT PRESERVATION
	• Personal data for successful appointments to recruitment and final appointments (records on establishment of committees and working groups (implementation, remit, membership etc))	E/P	10 years	Secretariat staff to DESTROY
	• Personal data for successful final appointments to recruitment and fixed term appointment process for Council	E/P	15 years	Transfer to NRS for PERMANENT PRESERVATION
	• Personal data for expressions of interest	E	1 year	Secretariat staff to DESTROY
<b>Council papers and records</b> - Includes all minutes and other records of Council or Committee meetings	• Administrative workings of the Secretariat	E/P	15 years	Transfer to NRS for PERMANENT PRESERVATION
	• Advice and briefings	E/P	15 years	Transfer to NRS for PERMANENT PRESERVATION
	• Advice and exchange of views on official work of the Council to the Lord President, members of the Judiciary, Council, and stakeholders	E/P	15 years	Transfer to NRS for PERMANENT PRESERVATION
	• All minutes and other records of Council, Committee or working group meetings	E/P	15 years	Transfer to NRS for PERMANENT PRESERVATION
	• Work programme	E/P	5 years	Secretariat staff to DESTROY

## RETENTION SCHEDULE OF SCOTTISH CIVIL JUSTICE COUNCIL RECORDS FOR PRESERVATION AND DESTRUCTION 2019/20

<b>Policy development -</b> Includes documents relating to development of policy and relevant research.	<ul style="list-style-type: none"> <li>Formal exchange of views, legal advice, research data advice from other organisations, documents relating to development of policy and relevant research</li> </ul>	E/P	15 years	Transfer to NRS for PERMANENT PRESERVATION
	<ul style="list-style-type: none"> <li>SCJC Consultations - Responses; analysis; reports; liaisons with external agencies; published information; exchange of views and legal advice</li> </ul>	E/P	10 years	Secretariat staff to DESTROY
	<ul style="list-style-type: none"> <li>SCJC Research - Research data; development of research proposals including from SCTS and third party organisations</li> </ul>	E/P	10 years	Secretariat staff to DESTROY
<b>Correspondence/ Communications -</b> Includes documents relating to FOISA/subject access requests; general correspondence; correspondence with other bodies; general communications activity	<ul style="list-style-type: none"> <li>Council and Secretariat general administration</li> </ul>	E/P	5 years	Secretariat staff to DESTROY
	<ul style="list-style-type: none"> <li>Event organisation; engagement with stakeholders (statutory and general); outlining decisions of recommendations by the Council; publications; press cuttings/release; correspondence with the public/press/external agencies; website development; communications strategy and planning</li> </ul>	E/P	15 years	Transfer to NRS for PERMANENT PRESERVATION
	<ul style="list-style-type: none"> <li>FOISA/SAR; general communications activity; correspondence and with other bodies; complaints</li> </ul>	E/P	5 years	Secretariat staff to DESTROY
	<ul style="list-style-type: none"> <li>Proposals for Rules of Court; subjects of interest to but not the direct responsibility of the Council</li> </ul>	E	5 years	Secretariat staff to DESTROY
<b>Finance/ Administration -</b> Includes financial records/invoices and records of purchase approvals.	<ul style="list-style-type: none"> <li>Finance administration</li> </ul>	E	10 years	Secretariat staff to DESTROY
	<ul style="list-style-type: none"> <li>Financial records/invoices; records of purchase approvals; monitor expenditure; Members T&amp;S claims</li> </ul>	E	10 years	Secretariat staff to DESTROY
	<ul style="list-style-type: none"> <li>Payment records</li> </ul>	E	6 years <sup>2</sup>	Secretariat staff to DESTROY

<sup>2</sup> Records should be retained for 6 years after the end of the current financial year in which the records were created

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