

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

APPENDIX 2 – THE SNH BUSINESS CLASSIFICATION SCHEME/FILEPLAN

Appendix 2.1 - File Reference/Fileplan Location

Introduction

The Business Classification Scheme/Corporate Fileplan is one filing system for the whole of SNH. It is topically rather than organisationally structured, and therefore supports the business of the whole organisation.

File Reference / Fileplan Location

A file reference is made up of a category, a sub category, a sub sub category etc. i.e. ADM/IM/CRM/RLO for the file “Administration - Corporate Records Management - Records Liaison Officer”.

This is also the pathway to the file’s location in the eRDMS folder structure.

Category

There are 14 categories to choose from. Every file must have a reference or fileplan location that starts with one of these categories (hyperlinked).

ADM	ENJ	LEG	HR	SIT
CNS	FIN	MAN	PRO	SPE
EED	GRA	NAT	PUB	

In the example above ‘**ADM**’ would be used for something to do with administration.

Sub category

Every file must then have a sub category. A full list of sub categories (relevant to each main category) is attached. In the example above ‘**CRM**’ is a sub category that falls under the main ‘**ADM**’ category.

Sub sub category

This may be used when a further breakdown of the sub category, giving more definition to a particular subject, is required.

In the example above ‘**RLO**’ would be used for all correspondence relating to the records liaison officer duties/responsibilities.

Where there is a requirement for mandatory sub/sub categories these will be published within Appendix 2 of the record management manual.

If there are no mandatory or relevant sub/sub categories, this is a matter for individual members of staff to determine in conjunction with their local RLO.

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Appendix 2.2 – The SNH Fileplan

Category	Sub-category	Description / Examples of files	Retention Schedule
ADM - Administration			
(Used to cover all supporting functions except Human Resources and Finance)			
ADM	BUI	Buildings Management Key: BRC = Transfer to Buildings Record Centre	
		COR - Correspondence	
		/ CON - Consultants and contractors: BRC - 3 years	16 years
		/ STA - Statutory authorities: BRC - 3 years after date of last paper	25 years
		/ UTI - Utility and communications companies: BRC - 5 years after date of last paper	16 years
		LEG - Legal Documents	
		/ CERT - Tests and statutory certificates: BRC until expiry or superseded	12 years
		// FIRE - Fire certificates - includes Plans: BRC until expiry or superseded	12 years
		/ LAN - Landlords' consents: BRC - Fire proof safe on issue	16 years
		/ LEA - Leases (signed copies): BRC - Fire proof safe after completion	20 years
		/ LIC - Licences: BRC - Fire proof safe on issue	16 years
		/ LIST - Listed buildings consents and correspondence: BRC 5 years after issue	25 years
		/ MEMO - Memoranda of terms: BRC - Fire proof safe after completion	16 years
		/ PLA - Planning consents and correspondence	
		a) alteration to buildings: BRC - 10 years after issue	25 years
		b) new buildings: BRC - 5 years after issue	25 years
		/ REG - Register of records and documents deposited in safe custody – Retain in BRC	16 years
		/ SCH - Schedule of known tenant alterations: BRC - Fire proof safe after completion	16 years

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Category	Sub-category	Description / Examples of files	Retention Schedule
ADM - Administration			
ADM	BUI	/ SUB - Subletting agreements: BRC - Fire proof safe after completion	12 years
		/ TITLE - Title deeds and other documents relating to freehold property (not public records): BRC - Fire proof safe after completion	20 years
		/ WAY – Wayleave agreements: BRC - Fire proof safe after completion	12 years
		MAI - Maintenance Records	
		/ ASB - Asbestos incidents: correspondence, reports and papers – Retain in safe custody.	30 years
		// INC – Incidents	30 years
		// REG – Registers	40 years
		/ CON - Maintenance contracts and related correspondence: BRC - 2 years after end of contract	12 years
		/ FMR - Forward maintenance registers (FMRs): BRC	16 years
		/ INS - Installation surveys (plant and services)	16 years
		/ LOG - Maintenance diaries or logs: BRC - 2 years after final entry	16 years
		/ MAN - Maintenance and operational manuals: Retain until equipment disposed of	2 years
		/ MEET - Meetings with contractors - agenda, minutes, etc: record set: BRC -2 years after meeting	5 years
		/ PES - Plant and equipment condition survey: BRC until subsequent survey	3 years
		/ PRO - Maintenance programme: BRC - until superseded	16 years
		/ SCH - Maintenance schedules: BRC - until superseded	16 years
		MAP - Maps, Plans & Drawings	
		/ AR - Archaeological records: BRC 'As built' or 'as installed' drawings: BRC	10 years
		/ COMP -Competition drawing: BRC - 2 years after result announced	25 years
		/ CON – Consultants/contractors drawings and associated records: BRC - 2 years after completion of project	10 years
		/ DES - Design drawings: BRC	16 years

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Category	Sub-category	Description / Examples of files	Retention Schedule
ADM - Administration			
ADM	BUI	/ FEA - Feasibility studies, preliminary designs, and other proposals not implemented: BRC -2 years after decision taken	25 years
		/ MEA - Measures surveys: BRC -2 years after decision taken	25 years
		/ PER - Perspective drawings: BRC Presentation records, including drawings, photographs, models, etc.	25 years
		/ SIT - Site surveys: BRC until 16 years after compilation or 2 years after new drawings completed	15 years
		PHO – Photographic Records	
		/ CAT - Catalogues of photographs: BRC not later than 5 years after compilation. / Prints and negatives	10 years 25 years
		/ PUB – Publicity photographs: BRC 2 years	25 years
		/ SITE - site photographs: BRC 3 years after event	10 years
		PRO - Project Documents Agreements with contractors and consultants	
		/ ACC - Final Accounts: BRC 2 years after date of last paper	25 years
		/ BQU - Bills of quantity: in BRC until 5 years after contract	25 years
		/ CERT - Certificates (authorising payments): BRC after 16 yrs	25 years
		/ CLA - Claim and arbitration files: BRC after 16 yrs	25 years
		/ INS - Standing instruction: BRC	2 years
		/ MAN - Maintenance manual: BRC	2 years
		/ MIN - Client Project board minutes and papers Record set: BRC- 2 years after date of last paper	25 years
		/ SPE - Specifications: BRC until 5 yrs after contract end	5 years
		/ SUR - Surveys and inspections Reports: Master set: BRC 2 years after issue	2 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Examples of files	Retention Schedule
ADM - Administration			
ADM	BUI	REP - Reports	
		/ ARCH – Archaeological / Architectural features Master copy: Retain in BRC	25 years
		/ ASB - Asbestos inspections (Control of Asbestos at work (Amendment) Regulations 1992, 1992 No 3068: Retain in BRC	40 years
		/ BUI - Building condition surveys: Retain in BRC	25 years
		/ CONS - Conservation reports (Historic and listed buildings): BRC	25 years
		/ DRA - Drainage services: Retain in BRC until superseded	15 years
		/ FIN - Financial and accounting: Retain in BRC until 7 years after date of last paper	12 years
		/ FIRE - Fire precautions and services: Retain in BRC until superseded	10 years
		/ MECH - Mechanical and electrical engineering: Retain in BRC until superseded	15 years
		/ QUAD - Quadrennial inspections: Retain in BRC	25 years
		/ STR – Structural	15 years
		- Engineering: Retain BRC until superseded	25 years
		- Timber structures: Retain in BRC until superseded	15 years
		TEN - Tender documents	
		/ ACC - Accepted tenders: At project completion	16 years
		/ EVL - Tender and evaluation board papers: BRC until 3 years after contract end.	7 years
		/ REJ - Rejected tenders: BRC 2 years after rejection.	6 years
ADM	F&E	Furniture & Equipment	
		/ F&E - Furniture and Equipment	2 years
		/ PHO - Photocopiers	2 years

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Category	Sub-category	Description / Examples of files	Retention Schedule
ADM - Administration			
		/ RAD – Radios	2 years
ADM	IM	Information Management	
		/ CRM – Corporate Records Management	
		// ARCH – Archiving	5 years
		// MAN – Manual	6 years
		// MGTI – Management Information	2 years
		// OSS – Off site storage	6 years
		// REF – Referencing	5 years
		// RLO – Record Liaison Officers	1 year
		// TRA – Training	6 years
		/ DP – Data Protection Act : Subject access requests	5 years
		/ ERDM - Electronic Record and Document Management System	
		// BUS – Business Case	5 years
		// IMP – Implementation	5 years
		// PB – Project Board	5 years
		// POL – Policy	5 years
		// PRO – Project Management	5 years
		/ FOI – Freedom of Information Requests	5 years
		/ INFAR – Information Architecture	
		// AUD – Audit Information	5 years
		// BA – Business Analysis	5 years
		// CDM – Corporate Data Model	5 years

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Category	Sub-category	Description / Examples of files	Retention Schedule
ADM - Administration			
		// IAG – Information Architecture Group	5 years
		// MET – Metadata	5 years
		// TAX – Taxonomy	5 years
		// WCM – Web Content Management	5 years
		/ ISEC – Information Architecture	5 years
		/ KM – Knowledge Management	3 years
		/ LIB – Library Services	
		// ACQ – Acquisitions	5 years
		// CAT – Cataloguing	5 years
		// DISP – Disposals	5 years
		// IDEL – Information Delivery	5 years
		// ILIB – Inter-Library Loans	5 years
		// JOUR – Journals	5 years
		// LOC – Local Office Libraries	5 years
		// MI – Management Information	5 years
		// POL – Policy and Guidance	5 years
		// SEM – Seminars	5 years
		/ NHDMD – Natural Heritage Data Management	
		/ DATA – Data Capture	5 years
		/ DSP – Data Sharing Partnerships	5 years
		/ ID – Infrastructure Development	5 years
		/ POL – Policy	5 years
		/ PRO – Project Management	5 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Examples of files	Retention Schedule
ADM - Administration			
ADM	IT	Information Technology	
		/ DEV – Development	2 Years
		/ GIS – Geographic Information System	2 Years
		/ INF – Infrastructure	2 Years
		/ INT – Intranet	2 Years
		/ INTER – Internet	2 Years
		/ ISIP – Information Systems Implementation Programme	6 years
		/ POL – Policy	2 Years
		/ TEL – Telecommunications	3 years
ADM	LIA	Liaison over Administration	3 years
ADM	OSD	Office Service Delivery	
		/ AP – Aerial Photography	3 years
		/ FM – Facilities management	3 years
		/ GRE – Greening Issues	3 years
		/ INF – Information	3 years
		/ OC – Office cleaning	3 years
		/ POST – Post	3 years
		/ SIC – Staff ID Cards	3 years
		/ STA – Stationery	3 years
ADM	POL	Administrative Policy and Procedures	2 years
ADM	VEH	Vehicles (includes boats by individual identity)	
		/ BOATS - Boats	1 year
		/ VEH - Vehicles	1 year

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description/Examples of files	Retention Schedule
CNS – Consultations			
<p>Consultations on development proposals of a variety of types, including land use development, structure and local plans, forestry, road and energy development consultations. Other topics on which SNH is developing Policy, guidance or doing research, which are not immediately identifiable within the other categories.</p> <p>For consultation casework files, use local authority (LA) area or local plan areas Sub category, followed by reference number in consultation database.</p> <p>“Detailed information relating to consultations on designated sites should be stored in the relevant site file (ref. SIT). This can be cross-referenced in the appropriate consultation file (ref. CNS)”.</p>			
	ABDS	Agricultural Business Diversity Scheme	10 years
	ADW	Agricultural Drainage Works	10 years
	CAR	Controlled Activities Regulations	20 years
	CLI	Climate Change	20 years
	COMM	Community Consultations (development of policy, guidance or research)	10 years
	COPA	Control of Pollution Act – Discharge Consent	20 years
	CPA	Coastal Protection Act – 1949	20 years
	CPR	Control of Pesticide Regulation	20 years
	CRD	Chemicals Regulation Directorate	10 years
	CRS	Casework Recording System Management and monitoring of data collected in SNH’s Casework Recording System	20 years
	CZM	Coastal Zone Management / SMP Shoreline Management Plan (Local authority consultation level. Local authorities should be identified in title.	20 years
	DC	Development Control This sub-category should be used for planning and development casework, and associated work leading up to P&D casework: <i>i.e. Relating to specific Local Authority - Lanarkshire</i> Reference: CNS/DC/LA. <i>i.e. Relating to specific subject area</i> 1. Consultations – Development Control – South	20 years

*NRS – Consider for transfer to National Records of Scotland
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Category	Sub-category	Description/Examples of files	Retention Schedule
CNS – Consultations			
		Lanarkshire - Open Cast Coal Reference: CNS/DC/SL/OCC 2. Consultations-Development Control-West Dumbartonshire -Drumkinnon Bay Reference: CNS/DC/WD/DKB	
	EIA	Environmental Impact Assessments (Scoping requests)	20 years
	ELY	Electricity	20 years
	EPA	Environmental Protection Act Discharge Control (Casework. NB Do not put in LEG)	20 years
	FEPA	Food Environmental Protection Act Discharge Control (Casework. NB Do not put in LEG)	20 years
	FF	Fish Farms	
		/ ASL - Aquaculture Seabed Lease	20 years
		/ DC - Discharge Consent	20 years
		/ FWA - Fresh Water	20 years
	FO	Forestry Notified of through other means than a planning consultation)	
		/ FDP – Forest Design Plan	20 years
		/ FL – Felling Licence	20 years
		/ FRDS – Forestry and Rural Development Scheme	20 years
		/ LTFP – Long Term Forestry Plan	20 years
		/ SFGS - Scottish Forestry Grant Scheme (SSSI detail should be held on the SIT files with basic information copied to the CNS file)	20 years
		/ STR – Strategies & Schemes	20 years
		/ WCG – Woodland Creation Grant	20 years
	FPO	Flood Prevention Orders 1997	10 years
	GAS	Gas	20 years

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Category	Sub-category	Description/Examples of files	Retention Schedule
CNS – Consultations			
	GB	Green Belt (development of policy, guidance or research)	20 years
	GDL	Garden Design Landscape (Development of policy, guidance or research). Not SIT or designated areas.	20 years
	GLP	Gaelic Language Plan	10 years
	GOV	Government	
		/ AGY – Government Agencies	20 years
		/ CG – Central Government	20 years
		/ SG – Scottish Government	20 years
	GWR	Ground Water Regulations	20 years
	INT	International Consultations which do not fit with other consultations and are of an international nature.	10 years
	LAH	Local Authority Handbook (development of policy, guidance or research)	10 years
	LCA	Landscape Character Assessments and Planning (development of policy, guidance or research)	20 years
	LDP	Local Development Plans	10 years
	LEG	Legal Advice on Planning Consultation (not applicable to other defined cases)	20 years
	LIA	Liaison General information not specific to a particular consultation.	10 years
	LP	Local plans and subject local plans This sub-category should be used for plans and strategies with a local reference.	10 years
	MAR	Maritime	
		/ HL - Harbour Licensing	20 years
		/ HW - Historic Wrecks	20 years

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Category	Sub-category	Description/Examples of files	Retention Schedule
CNS – Consultations			
		/ IF - Intertidal Fisheries (incl. Bait digging)	20 years
		/ MD - Maritime Dredging	20 years
		/ MF - Marine Fisheries	20 years
		/ SH - Seaweed Harvesting	20 years
	ME	Mineral Extraction general consultation 1. Middle Bank, located in Firth of Forth Reference: ME/F&B/MB 2. Inner Tay Estuary Reference: ME/T&C/IT	20 years
	MFF	Marine Fish Farms This sub-category covers marine fish farm consultations from both local planning authority and the Crown Estate Commissioners (CEC). Thus the coding should follow the general principles as above, for example CNS/MFF/A&B, etc.	20 years
	MOT	Motorways All consultations relating to road developments should be included here. The coding should follow the principles as set out above, for example CNS/MOT/NL/M80 relating in N. Lanarkshire to the M80 proposal	20 years
	MSA	Marine (Scotland) Act 2010	20 years
	NTR	Non – Trunk Roads (i.e. CNS/NTR/ED/B819)	20 years
	NUC	Nuclear Energy	20 years
	OIL	Oil Pipelines	20 years
	PARL	Parliament	
		/ SP – Scottish Parliament – Enquiries	20 years
		/ WEST – Westminster Parliament - Enquiries	20 years
	PCA	Planning Conditions and Agreements (development of policy, guidance or research)	20 years
	PGN	Policy Guidance Note on SNH and Planning (development of policy, guidance or research)	20 years
	PI	Public Inquiries (development of policy, guidance or research)	20 years

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Category	Sub-category	Description/Examples of files	Retention Schedule
CNS – Consultations			
	POL	Policy & Procedures	10 years
	PPC	Pollution Prevention and Control Act 1999	20 years
	PRO	Protocol / Procedural Agreements with Planning Authorities	20 years
	RAD	Radioactivity	20 years
	RAIL	Rail All consultations relating to rail developments should be included here.	20 years
	REN	Renewable Resources	
		/ BIO – Biomass	20 years
		/ HYD – Hydro	20 years
		/ LFG – Landfill Gas	20 years
		/ OSWF – Off-shore Wind Farms	20 years
		/ ST – Single Turbine	20 years
		/ TP – Tidal Power	20 years
		/ WAS – Waste (burning waste for energy)	20 years
		/ WAVE – Wave power	20 years
		/ WF – Wind farms (by name, abbreviated locally as in the case of Beinn an Tuirc which is reduced to BT)	20 years
	RENG	River Engineering	20 years
	RMP	Regional Marine Plans Consultations on Regional Marine Plans (plans that set a framework for making decisions that affect the marine environment). RMPs must be consistent with the National Marine Plan.	10 years
	RSS	Rural Stewardship Scheme	20 years
	SCPS	Scottish Countryside Premium Scheme	20 years
	SDP	Strategic Development Plans	10 years
	SEA	Strategic Environmental Assessment	10 years

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Category	Sub-category	Description/Examples of files	Retention Schedule
CNS – Consultations			
	SEW	Sewage	20 years
	SF	Sea Fisheries Relates to capture fisheries at sea.	10 years
	SOIL	Soil Issues relating to soils intrinsic properties, ecological functions and soils as ecosystems, not to include Land Use issues and soil wider environment interactions.	10 years
	SP	Structure Plans Structure plans, their reviews and our responses to those. Although there will not be a local authority area, the “regional” name should be entered; i.e. 1. Ayrshire and Arran: Ref - CNS/SP/AA 2. Glasgow and Clyde Valley: Ref - CNS/SP/GCV	10 years
	TEL	Telecommunications	20 years
	TP	Transport Plan	20 years
	TR	Trunk Roads For example CNS/TR/WD/A82	20 years
	WCS	Wider Countryside Material relating to Planning and casework - cross reference to relevant SIT file. Material specific to National Parks only, place in SIT - Sites and designated area / National Parks.	20 years
	WGS	Woodland Grant Schemes This should cover all WGS consultations, but only WGS. Where these relate to SSSI the detail should be held on the SSSI files with basic information copied to the CNS file. File codes should be, for example, CNS/WGS/A&B relating to WGS within Argyll and Bute Council area, this could be subdivided again to reflect a specific case if deemed big enough to have its own file.	20 years
	WTR	Water Consultations relating to water treatment works/facilities and flood prevention Orders	20 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Schedule
EED – Environmental Education			
Use for issues and activities relating to environmental education and interpretation.			
	COMM	Projects or Advice on non-formal / community education	3 years
	COMP	Competitions Sponsored by SNH	3 years
	F/HE	Tertiary Education	3 years
	FIN	Financial Programming for Environmental Education	6 years
	INS	Information Services	10 years
	INT	Interpretation Projects	1 year
	LIA	Liaison and advice over interpretation and env. Education	10 years
	NNR	Interpretation and Education on NNRs (or MNRs)	3 years
	PACK	Environmental Study Packs	2 years
	POL	Policy & Procedures	5 years
	REEF	Regional Environmental Education Forums	3 years
	RES	Resource Materials	3 years
	SCH	Information and Advice to Schools	3 years
	SGP	Sharing Good Practice	3 years
	SIT	All other site-based interpretation or environmental education	3 years
	TRA	Training of External Professionals Natural Heritage Management only	3 years
	VIS	Visitor Centre	1 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Schedule
ENJ – Facilitating Enjoyment			
Use for issues relating to access, recreation or tourism unless the issue relates to a particular designated site, for which the SIT category should be used.			
*NRS	ACC	Access This should be restricted to; New access proposals, Definitive route, Path upgrade work i.e. GGW - Great Glen Way SPW - Speyside Way SUW - Southern Upland Way WHW - West Highland Way	P (R–5yrs)
	COMM	Committees, Networks, Groups and Partnership	10 years
	PATH	Paths and Routes	5 years
	POL	Policy Access review Long distance route review	2 years
	RAN	Rangers For items other than grants	5 years
*NRS	REC	Recreational Activities Sustrans cycle paths. Litter	P(R-5 yrs)
	RES	Research Programme	10 years
	STR	Strategy Access Kilpatrick’s project access	P (R–5yrs)
*NRS	TOUR	Tourism Internal/external correspondence and information relating to - green tourism, - wildlife tourism, - tourism initiatives etc.	P (R-5yrs)

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Schedule
FIN – Finance			
All processes concerned with accounting, paying and receiving, also used for overall budgeting. Files relating to budgeting for specific programmes should be associated within the given category covering it and the Sub/Sub-category FIN provided for that purpose.			
	A&I	Assets and Inventory	2 years
	BUD	Budget Management Initial budget Forecasting Profiling Monthly report to Mgt Annual accounts	7 years
*NRS	POL	Financial Policy and Procedures (local use)	P (R-5 yrs)
	PUR	Purchasing and Procurement	6 years
	SYS	Systems Administration	2 years
	TRX	Transactions and Receipts	6 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Schedule
GRA – Grants			
<p>All matters associated with specific offers of grant. There may be circumstances where grants file relate to more general files, for example for a site or for a project, which provide a more general context. See Category MAN Management / sub category Financial incentives general files on procedures.</p> <p>Example Coding: GRA / APP / Unique Identifier (Grant database)</p>			
	APP	<p>Grant Applications</p> <p>Filed by Financial Year</p>	T+7 yrs OR T + compliance period: whichever is longer
	ENQ	<p>Grant Enquiries</p> <ul style="list-style-type: none"> - General enquiries - Potential applications 	1 year
	FIN	Grants Finance	7 years
		/ BUD – Budgets	7 years
*NRS	POL	Policy and Procedures	7 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
HR – Human Resources			
All matters concerned with recruitment, conditions of service, staff appraisal, and manpower planning			
	ASS	Annual Assessment Reports - for last 3 years of service (retain until 72 yrs age)	3 years
	COMP	Competencies (development and application of the Competencies Framework throughout SNH)	5 years
	COND	Conditions of Service (policy only) : Contract of Employment : Changes to Terms and Conditions	P(R- 5yrs)
	DEV	Staff Development	5 years
	MED	Medical Certificates	5 years
	MI	Manpower Information	5 years
	MPL	Manpower Planning	P(R- 5yrs)
	PAY	Payroll : Allowances : Annual Leave Records : Bank Details : Building Society References	6 years
		/ PER - Personal Payroll History (retain until 72 yrs age)	12 years
		/ REV - Inland Revenue Approvals (Corporate dispensations & PSA's)	P(R – 5yrs)
		/ TAX - Income Tax and NI Returns	3 years
	POL	Policy	P(R – 5yrs)
	REC	Recruitment	1 year

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Category	Sub-category	Description / Example of files	Retention Code
HR – Human Resources			
	STA	Staff Files	
		/ Doctors Certificates (retain for 4 years)	4 years
		/ Line Management (retain for 15 years following the last day of employment)	15 years
		/ Pay (retain until Employee reaches age 100)	40 years
		/ Personnel (retain until Employee reaches age 100)	40 years
		/ Staff Transfer (retain for 15 years following the last day of employment)	15 years
		/ Training (retain for 15 years following the last day of employment)	15 years
	TRA	Staff Training	6 years
	TUW	Trade Union and Whitley	P(R- 5yrs)
	VOL	Volunteers	5 years
	WEL	Welfare	6 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Schedule
LEG – Legislation			
Use for review or discussion on new or existing legislation, statutory regulation, or national or European guidance. This includes the Quinquennial review of Wildlife & Countryside Act schedules. Use for any new interpretation of legislation. Do not use to cover the day-to-day operation of legislation i.e. Bat & other species advisory casework (see SPE).			
*NRS	ACC	Access Legislation	P(R-5 yrs)
	AGR	Agricultural Legislation	P(R-5 yrs)
*NRS	CR	Conservation Natural Habitat Regulations etc. 1994 Part 2 – sites Part 3 – species	P(R-5 yrs)
*NRS	CRW	Countryside and Rights of Way Bill	P(R-5 yrs)
*NRS	DSA	Deer (Scotland) Act 1996	P(R-5 yrs)
	ELC	European Landscape Convention	P(R-5 yrs)
	ELR	Environmental Liability Regulations	P(R-5 yrs)
	ENV	Environmental Protection (does not include EPA & FEPA casework)	P(R-5 yrs)
	FINA	Finance Act – Capital Tax	P(R-5 yrs)
	FSH	Fisheries Legislation	P(R-5 yrs)
*NRS	INT	International Conventions and EC Directives relating to Natural Heritage	P(R-5 yrs)
	LIA	Liaison regarding legislation	P(R-5 yrs)
	LIC	Licensing Licensing legislation (not licence requests)	P(R-5 yrs)
*NRS	NCA	Nature Conservation Act	P(R-5 yrs)
*NRS	NCB	Nature Conservation Bill	P(R-5 yrs)
*NRS	NHS	Natural Heritage (Scotland) Act	P(R-5 yrs)
*NRS	NP	National Park Legislation	P(R-5 yrs)
*NRS	NP&A	National Park & Access to Countryside Act 1949	P(R-5 yrs)
	NPG	National Planning Guidance	P(R-5 yrs)

*NRS – Consider for transfer to National Records of Scotland
SNH I.D. B810017

Records Management Standards and Guidelines - Appendix 02 - The SNH Business Classification Scheme

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Category	Sub-category	Description / Example of files	Retention Schedule
LEG – Legislation			
	OTH	Other Legislation	P(R-5 yrs)
	PLA	Planning Legislation	P(R-5 yrs)
	SEA	Strategic Environmental Assessment	P(R-5 yrs)
	SF	Sea Fisheries	P(R-5 yrs)
	SPP	Species Protections	P(R-5 yrs)
*NRS	WCA	Wildlife & Countryside Act Part 1 – Species Part 2 – Sites Part 3 – Public Rights of Way Part 4 – Miscellaneous and General	P(R-5 yrs)
	WFD	Water Framework Directive	P(R-5 yrs)
*NRS	WNE	Wildlife and Natural Environment Act	P(R-5 yrs)

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
MAN – Management			
<p>The management of SNH, i.e. Boards, corporate and operational planning, inter-directorate co-ordination, etc. and liaison at a section / Area management level, i.e. not in relation to individual projects but in taking an overview of how SNH works at various levels alongside other agencies that deal with Environmental management.</p> <p>This category includes independent appraisal and advice from Audit and Review Section.</p>			
*NRS	AB	Area Board Board papers and minutes	P(R- 5yrs)
	AMG	Area Management Group Agendas, meeting notes, general correspondence	3 years
	AS	Advisory Services Agendas, meeting notes, general correspondence which are not applicable to other sub categories	3 years
	AUD	Audit / AO Audit Other / IA Internal Audit Reports // IAF Internal Audit Follow-up	6 years 6 years 2 years
	BP	Corporate Planning / CS Corporate Strategy / DEV Corporate Planning Development / GIA Grant in Aid / IR Corporate Information Requests / MF Management Forum / PM Performance Management / PFP Planning for Programmes / PP Programme Plans / SR Spending Reviews / UP Unit Planning	3 years
	CA	Country Agencies / CA Countryside Agency / EHS Environment and Heritage Service / INTER Inter-Agency / JNCC Joint Nature Conservancy Council / NE Natural England / NRW Natural Resources Wales	5 years
	CC	Customer Care CS Customer Views (includes surveys, compliments and complaints)	3 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
MAN – Management			
		/ CAF Complaints and Feedback / CM Charter Mark / COM Complaints / DEV Development / ENQ Customer Enquiries / NS Natural Standards / PM Performance Management / SE Staff Engagement / SUR Surveys	
	CG	Central Government / GA Government Agencies / MPs Member Parliament / SG Scottish Government / SP Scottish Parliament / WHL Whitehall Departments	5 years
	COM	Communications / GAE Gaelic / Gaidhlig / MAN Management / P&I Planning and Implementation / STR Strategy	5 years
	DCS	Corporate Services Directorate Agendas, meeting notes, general correspondence which is not applicable to other sub-categories.	3 years
	DON	Operations North Directorate Agendas, meeting notes, general correspondence which is not applicable to other sub-categories. Superseded.	3 years
	DOP	Operations Directorate Agendas, meeting notes, general correspondence which is not applicable to other sub-categories.	5 years
	DOS	Operations South Directorate Agendas, meeting notes, general correspondence which is not applicable to other sub-categories. Superseded.	3 years
	DP&A	Policy and Advice Directorate Agendas, meeting notes, general correspondence which is not applicable to other sub-categories.	3 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
MAN – Management			
	DS&C	Strategy and Communications Directorate Agendas, meeting notes, general correspondence which is not applicable to other sub-categories. Superseded.	3 years
	EF	External Funding Budget, Policy, Procedures and unspecific liaison for the following sub/sub categories / EFC External Funding Contracts / EU European Funding / IA Instructions and Advice / LF Lottery Funding / NI News and Information / OF Other Funding / SEFF Scottish Environmental Fundraising Forum (formerly FORGE) / SP Sponsorship	7 years
	EG	Efficient Government / EGI Efficient Government Initiative / EGP Efficient Government Programme / EG1112 Efficient Government 2011-2012	5 years
	ENT	Enterprise Network / LEC Local Enterprise Companies / S/HI Scottish / H&I Enterprise	3 years
	FI	Financial Incentives (General files on systems, policy and procedures. including Financial Guidelines) / GRA Grants / MA Management Agreements	5 years
	HSW	Health and Safety at Work / INF Information / LOG Service Logs and Checks / MON Monitoring and Measuring / POL Policy / ROA Risk and Other Assessments / SMS Safety Management System	3years 3 years 5 years 2 years 3 years 5 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
MAN – Management			
	IIP	Investors In People Action: IIP Action Plan, Assess: IIP Assessment <ul style="list-style-type: none"> • Policy etc papers are filed on subject files / POL Policy / SG Steering Group	5 years
	INT	International Action plans, Information management, Network building	5 years
	JNCC	Joint Nature Conservation Committee / CSG – Chief Scientists Group	5 years
	LG	Local Government Reorganisation, Advice to local authorities, Liaison with COSLA	5 years
	LIA	Liaison with other Groups/Agencies (other than above) where ongoing liaison is across a diversity of subject matter and important for the management of SNH for example SEPA – MAN/LIA/SEPA.	5 years
	MODG	Modernising Government Data Information Management “E” Government Policy	5 years
	PARL	Parliament / MON Parliamentary Monitoring / SP Scottish Parliament / WEST Westminster	5 years
	PF	Planning Forum	3 years
	PP	Partnership and Project Working Mechanisms and policy/procedures	3 years
	RES	Research Programme (F Head research programme including strategy)	6 years
	REV	Review / ADV – Advice / EFF – Efficiency Reports	3 years 6 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
MAN – Management			
	RISK	Risk Management Risk management register and related documents relating to register	6 years
	SAC	Scientific Advisory Committees Strategy and Policy	P(R- 5yrs)
	SMU	Senior Management Unit Agendas, meeting notes, general correspondence which is not applicable to other sub-categories.	3 years
*NRS		/ BOARD - SNH Board Board agendas/papers/minutes Board duties/responsibilities	P(R- 5yrs)
		/ MT - Management Team Management Team agendas/papers/minutes Correspondence papers (papers circulated to MT and their comments on them)	3 years
*NRS		/ SAC – Scientific Advisory Committees Committee agendas/papers/minutes Inc. Strategy and Policy	P(R- 5yrs)
*NRS		/ REL – Relocation Edinburgh HQ to Inverness	3 years
*NRS	SNHD	SNH Development For example, Deer Commission Scotland Merger, Strategic Review	5 years
	SRDP	Scotland Rural Development Programme	7 years
	SUS	Sustainability Sustainable Development Local Agenda	3 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
NAT – Natural Environments			
Use for issues relating to particular habitats and natural heritage environments; also for any attributes of natural heritage environments.			
	AGRI	Agricultural habitats Scottish Countryside Premium Scheme	P(R- 5yrs)
	BAP	Biodiversity Action Plan – Scottish / UK Target Group	P(R- 5yrs)
*NRS	CLI	Climatic Change	P(R- 5yrs)
	CST	Coastal Sand dunes; Machair	P(R- 5yrs)
	ES	Earth Science Geological or Geomorphological issues	P(R- 5yrs)
	FWA	Freshwater	P(R- 5yrs)
	GRA	Grasslands	P(R- 5yrs)
	HEATH	Heathland	P(R- 5yrs)
	IND	Indicators	P(R- 5yrs)
	LC	Land Cover	P(R- 5yrs)
	LIA	Liaison	P(R- 5yrs)
	LSC	Landscape Landscape issues	P(R- 5yrs)
	MAR	Marine	P(R- 5yrs)
	NHF	Natural Heritage Futures	P(R- 5yrs)
	PEAT	Peat and Fens	P(R- 5yrs)
*NRS	POL	Policy and Procedures	P(R- 5yrs)
	POLL	Pollution Include contingency plans	P(R- 5yrs)
	SERIES	Series Habitat surveys and other similar documents which relate to more than one environment.	P(R- 5yrs)

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
NAT – Natural Environments			
	SOIL	Soil Issues relating to soils intrinsic properties, ecological functions and soils as ecosystems, not to include Land Use issues and soil wider environment interactions.	P(R- 5yrs)
	SUS	Sustainability Relates to societies socio-economic use of the environment, rather than the natural environment itself.	P(R- 5yrs)
*NRS	TRD	Trends	P(R- 5yrs)
	UPL	Upland	P(R- 5yrs)
	URB	Urban	P(R- 5yrs)
	WET	Wetlands	P(R- 5yrs)
	WIL	Wildlands / Wilderness Scrublands	P(R- 5yrs)
	WOOD	Woodlands Native broad leaved woodland Native pine woods Commercial forestry Liaison with Forestry Commission	P(R- 5yrs)

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
PRO – Projects			
NOT TO BE USED AFTER 21 March 2003 PLEASE CONSIDER RECLASSIFICATION			
A project is a management approach designed to bring about change. It provides a framework to build a bridge between the current state of affairs and a planned future state. When the goal is reached, the bridge can be dismantled. All projects are finite and the records that they produce are of minimal business use thereafter.			
	AAR	Access & Recreation	1 year
	CAT	Countryside Around Towns	1 year
	CEG	Cairngorms Education Group	1 year
	CRP	Commission Research Programme	1 year
	DEV	Development Projects	1 year
	EE	Environmental Education	1 year
	FIR	Firths	1 year
	GMO	Genetically Modified Organisms	1 year
	GMS	Goose Management Scheme	1 year
	LIA	Liaison over Project	1 year
	LLT	Loch Lomond & Trossachs special projects	1 year
	MIL	Millennium Projects	1 year
	N2K	Natura 2000 Special Project	1 year
	PMS	Peatland Management Scheme	1 year
	RES	Research Projects – specific projects	1 year
	SPEY	River Spey	1 year
	SUP	Southern Uplands Partnership	1 year
	TIB	Tibre (Targeted Inputs for a Better Rural Environment)	1 year
	WDL	Woodlands	1 year

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
PUB – Publicity and Public Relations			
Use for publicity activity, publications, corporate image, events			
	AEI	Public Access to Environmental Information - see Legislation	1 year
	EVT	Public Events, Shows, Exhibitions, and Displays	1 year
	LIA	Public Relations Liaison	6 years
	MAIL	Contact Mailing Lists	3 years
	MED	SNH Advice on Media Contact	1 year
	NEWS	News Releases	1 year
	POL	Policy & Procedures	P(R- 5yrs)
	PRO	Publicity on Projects	1 year
	PRS	Press Cuttings	1 year
	PUBS	<p>Publications Publications should not be filed. Send hard copy to Library.</p> <ul style="list-style-type: none"> / ACC Access / BIO Biodiversity / CORP Corporate / DES Designated Areas / ETR Education and Teachers Resources / GEO Geology / JP Joint Publications / MAR Marine / NATC Natural Care / NATS Naturally Scottish / NHF Natural Heritage Futures / NHM Natural Heritage Management / NHRD Natural Heritage and Rural Development / SERIES Series / SLL Scotland's Living Landscapes / SW Scotland's Wildlife / TOOL Tools 	2 years
	TALK	Talks by Board Members and Staff	6 years

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
SIT - Sites and Designated Areas			
Original information on a SIT Sites and designated area must be placed in that SIT file. If a consultations on designated sites, this can be cross referenced in the appropriate consultation file (ref. CNS).			
*NRS	AC	Advisory Committee on SSSIs – not site specific	P(R- 5yrs)
	BIOS	Biosphere Reserve	P(R- 5yrs)
	CP	Country Parks	P(R- 5yrs)
	CT	Capital Tax (Instructions/guidance on 5 yearly review and guidance on CT casework). Casework for a site or designated area which was not a SSSI.	P(R- 5yrs)
	ESA	Environmentally Sensitive Areas	P(R- 5yrs)
	GCR	Geological Conservation Review Site (sites not yet designated - allocate to SSSI when designated).	P(R- 5yrs)
	GDL	Gardens and Designed Landscape	P(R- 5yrs)
	GEOP	Geoparks Non statutory designations	P(R- 5yrs)
	LIA	Liaison over Sites	P(R- 5yrs)
	LLD	Local Landscape Designations	P(R- 5yrs)
	LNR	Local Nature Reserves	P(R- 5yrs)
	LWS	Listed Wildlife Sites	P(R- 5yrs)
	MAN	Management Agreements (Policy and Procedures)	P(R- 5yrs)
	MIDAS	MIDAS Data	P(R- 5yrs)
	NATC	Natural Care (Programme on measures to secure positive management of SSSIs and Natura sites. Place basic information on SIT record and cross reference to this record).	P(R- 5yrs)

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
SIT - Sites and Designated Areas			
		Natural Care continued....	
		MS – Management scheme (back ground info. only) / BOG Lowland Bog Management Scheme / CHO Chough Management Schemes / COA Costal Management Schemes / COR Corncrake Management Schemes / DATA Natural Care Team Data / EAG Eagle Management Scheme / FEN Fen Management Schemes / FW Freshwater Management Schemes / GCN Great Crested Newt Management Scheme / GEOG Dumfries & Galloway Geographical Management Scheme / GEOL Geological Management Schemes / GRASS Grassland Management Schemes / GS Goose Management Schemes / HEATH Heathlands Management Schemes / MOOR Moorland Management Schemes / PEAT Peatland Management Schemes / RIV River Management Schemes / SALT Saltmarsh Management Schemes / SERIES For files which do not fit any other sub-sub category / UP Upland Management Schemes	P(R- 5yrs)
	NCMPA	Nature Conservation Marine Protected Area Reference example: SIT / NCMPA / Midas Site Code / / ASS Assessment - Survey inventory data, including habitat and species maps. - Data and quality assessments. - Analysis / interpretation data. / DES Designation / INF Information - Correspondence relating to NCMPA but not subject specific or substantial / important enough to require individual file. / MAN Management - Management plan. - Management measures - statutory and voluntary agreements relating to site management. - Compliance. - Research.	P(R- 5yrs)

*NRS – Consider for transfer to National Records of Scotland
 SNH I.D. B810017

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
SIT - Sites and Designated Areas			
	NCMPA (contd)	/ MON Monitoring - Site Condition Monitoring (SCM) / MON - Other monitoring – not SCM or research / SERIES Information relating to other NCMPAs, not just one particular site.	P(R- 5yrs)
	NHA	National Heritage Area	P(R- 5yrs)
	NNR	National Nature Reserves Reference example : SIT / NNR / Midas Site Code / / AGR Agreement / ASS Assessment - Survey Inventory data, including habitat and vegetation maps, population counts etc. - Data and quality assessments - Analysis / interpretation of data / DEC Declaration Correspondence regarding the acknowledgment of NNR Declarations (to be held for public inspection) / DEEDS Deeds Inventory and management of Deeds information, Dispositions, Leases and deeds. / INF Information Correspondence relating to NNR but not subject specific or substantial / important enough to require individual file. / MAN Management / MON Monitoring General integrity and other monitoring not compliance which is with MAs / PLA Planning All cases considered under TCPAs / SERIES Series Information relates to several NNRs, not just one particular site. This should be reference to the individual NNRs.	P (R-5 yrs)
	NP	National Parks	P(R- 5yrs)
	NPI	National Performance Indicators	P(R- 5yrs)
	NSA	National Scenic Area	P(R- 5yrs)

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
SIT - Sites and Designated Areas			
	OSP	OSPAR	P(R- 5yrs)
	POL	Policy and Procedures – for notification and management casework	P(R- 5yrs)
	RAM	Ramsar Sites	P(R- 5yrs)
	RIGS	Regionally Important Geological / Geomorphological Sites	P(R- 5yrs)
	RP	Regional Parks	P(R- 5yrs)
	SAC	<p>Special Areas of Conservation Reference example : SIT / SAC / Midas Site Code /</p> <p>/ AGR Agreement / ASS Assessment - Survey Inventory data, including habitat and vegetation maps, population counts etc. - Data and quality assessments - Analysis / interpretation of data</p> <p>/ DES Designation / INF Information Correspondence relating to SAC but not subject specific or substantial / important enough to require individual file</p> <p>/ MAN Management / MON Monitoring General integrity and other monitoring not compliance which is with MAs</p> <p>/ PLA Planning All cases considered under TCPAs</p> <p>/ SERIES Series Information relates to several SACs and not just one particular site. This should be reference to the individual SACs</p>	P(R- 5yrs)
	SCM	Site Condition Monitoring Guidance, Systems and Programme Management	P(R- 5yrs)
	SINC	Sites of Importance of Nature Conservation	P(R- 5yrs)
	SMS	Site Management Statements - procedures	P(R- 5yrs)
	SPA	Special Protection Areas Reference example : SIT / SPA / Midas Site Code /	P(R- 5yrs)

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
SIT - Sites and Designated Areas			
		<p>/ AGR Agreement</p> <p>/ ASS Assessment - Survey Inventory data, including habitat and vegetation maps, population counts etc. - Data and quality assessments - Analysis / interpretation of data</p> <p>/ CLA Classification</p> <p>/ INF Information Correspondence relating to SPA but not subject specific or substantial / important enough to require individual file</p> <p>/ MAN Management</p> <p>/ MON Monitoring General integrity and other monitoring not compliance which is with MAs</p> <p>/ PLA Planning All cases considered under TCPAs</p> <p>/ SERIES Series Information relates to several SPAs, not just one particular site. This should be reference to the individual SPAs</p>	
	SSSI	<p>Sites of Special Scientific Interest Reference example : SIT / SSSI / Midas Site Code /</p> <p>/ AGR Agreement Updated list of management agreements cross - linked to individual files.</p> <p>/ ASS Assessment - Survey Inventory data, including habitat and vegetation maps, population counts etc. - Data and quality assessments - Analysis / interpretation of data</p> <p>/ CON Consents Records of all consents issued</p> <p>/ INF Information Correspondence relating to SSSI but not subject specific or substantial / important enough to require individual file</p> <p>/ LMO Land Management Orders</p> <p>/ MAN Management Management Plan or Site Management Plan</p>	P(R- 5yrs)

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
SIT - Sites and Designated Areas			
		<p>/ MON Monitoring General integrity and other monitoring not compliance which is with MAs</p> <p>// SCM Site Condition Monitoring / NCO Nature Conservation Orders / NOI Notice of Intent Notices of intent, correspondence and outcome</p> <p>/ NOT Notification - Records of pre-consultation - Board paper and relevant minutes (notification) - Consultation responses - Board paper and relevant minutes (confirmation) - Confirmation letters - Register of SSSI documents sent</p> <p>// ACSSSI ACSSSI – Referral // SMS Site Management State (when this becomes a statutory requirement to accompany - not part of notification)</p> <p>// TEN Tenure – Ownership/Occupancy / PLA Planning All cases considered under TCPAs</p> <p>/ RO Restoration Orders / SERIES Series Information relates to several SSSIs This should be referenced to the individual SSSIs</p> <p>/ SPECADV Specialist Advice (for use of PAD Staff only)</p>	
	WHS	World Heritage Sites	P(R- 5yrs)

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Category	Sub-category	Description / Example of files	Retention Code
SPE – Species			
Use for issues relating to one or a group of species.			
	AMP	Amphibians	P(R- 5yrs)
	BIR	Birds – includes re-introductions (*Review re-introductions e.g. WTE for transfer to NRS)	P(R- 5yrs)
	FISH	Fish	P(R- 5yrs)
	HPLA	Higher Plants	
	INV	Invertebrates – Insects, Molluscs, Spiders and others which do not fall into the 3 broad sub – groups: INS - Insects MOL - Molluscs SPI - Spiders	P(R- 5yrs)
	LIA	Liaison (General information not specific to a particular species)	3 years
	LIC	Licensing (Consultations/Requests/Licences)	5 years
	LOWP	Lower Plants	
		/ ALG – Algae	P(R- 5yrs)
		/ BRY – Bryophytes	P(R- 5yrs)
		/ FUN – Fungi	P(R- 5yrs)
		/ LCN – Lichens	P(R- 5yrs)
*NRS	MAM	Mammals – includes Bat, Badgers and other species advisory casework: for example; SPE/MAM/BATS, SPE/MAM/BATS/CW (casework), BAD – Badgers Act, *REIN – Reintroductions	P(R- 5yrs)
	NNS	Non-Native Species	P(R- 5yrs)
	POL	Policy & Procedures	P(R- 5yrs)
	REP	Reptiles	P(R- 5yrs)

*NRS – Consider for transfer to National Records of Scotland
SNH I.D. B810017

OUR STANDARDS AND GUIDELINES FOR RECORDS MANAGEMENT

Appendix 2.3 – The Retention Schedule

Introduction

A retention schedule (in SNH we do this by using the retention codes in Appendix 2) is good records management practice. It helps us to plan storage and to prevent haphazard growth, especially in hard copy records.

SNH records are Public Records under statute and are monitored by the National Records of Scotland (NRS). They have approved the retention codes and we send them permanently preserved material (P) as soon as we no longer need it. National Records of Scotland have expressed particular interest in the records tagged *NRS.

The originating Unit must review all relevant files and advise RLOs whether they should be kept or destroyed.

Key to retention codes:

Fixed period of years (Note: 3 = Review after 3 years following closure of record)

C = Term of current calendar or accounting year

e.g. C + 2 means the current year plus 2 years

L = Lifetime of the asset/person/proposal/obligation

P = Permanent retention

Note: P (Review 5) = Review after 5 years following closure date to determine whether suitable for Permanent Retention

S = until superseded e.g. an annual directory

T = until end of year of termination of contract/project/case/activity

e.g. T + 7 means the year of the termination of the activity plus 7 years

All records should be reviewed when the due date on the retention code is reached.