

HOUSING - RECORDS RETENTION SCHEDULE

14 HOUSING (The council's statutory responsibility for housing)						
REF.	ACTIVITY / RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	ACTION	AUTHORITY/ CITATION	
14.001	Advice (Provision of housing advice to homeowners and tenants)					
14.001.001	Help and advice to private tenants or landlords		Date of last action	Destroy	Business requirement	
14.002	Enforcement (The enforcement of housing standards within the local area including housing standards assessments and					
14.002.01	Assessment - housing standards		Date of last assessment	Destroy	Business requirement	
14.002.02	Safety inspections - multiple occupation		Date of last action	Destroy	Business requirement	
14.003	Estate management (the management of housing estates including business premises, car parking surveys, garage letting and rental applications, housing inspections and neighbour disputes)					
14.003.001	Business premises		Date of last action	Destroy	Business requirement	
14.003.002	Car parking surveys		Date of last action	Destroy	Business requirement	
14.003.003	Garage applications		Registration or entitlement lapses	Destroy	Business requirement	
14.003.004	Garage rentals		Entitlement lapses	Destroy	Business requirement	
14.003.005	Housing inspections		Date of last action	Destroy	Business requirement	
14.003.006	Neighbour disputes		Termination of tenancy	Destroy	Business requirement	
14.004	Housing provision (The process of the allocation and management of welfare housing by the local authority and the					
14.004.010	Landlord accreditation		Date of last action	Destroy	Business requirement	
14.004.007	Housing applications - register	Common Housing registers	Permanent	Retain	Business requirement	
14.004.008	Housing exchanges - Mutual exchange list		Date superseded	Destroy		
14.004.001	Allocations - waiting list		Date superseded	Destroy	Business requirement	

14.004.006	Case file - successful applicants	<ul style="list-style-type: none"> • Council housing application forms and supporting material • Application for transfer of tenancy and 	Date of decision		Business requirement
14.004.006	Case file - unsuccessful applicants (or where application is withdrawn by applicant)	<ul style="list-style-type: none"> • Council housing application forms, needs assessment and supporting material • Application for transfer of tenancy and 	Year of decision	Destroy	Business requirement
14.004.003	Case file - Homeless person where individual does not become permanently housed	Assessment, Decisions, Temporary Accommodation, etc	Date of last action	Destroy	Business requirement
14.004.002	Case file - Homeless person where individual does become permanently housed	Assessment, Decisions, Temporary Accommodation, etc	Date of Decision		Business requirement
14.004.012	Temporary accommodation - lease agreement	Lease agreement and associated documents	Termination of lease agreement	Destroy	Business requirement
14.004.013	Records documenting the decoration and furnishing of a leased property to be used as temporary accommodation.				Business requirement
14.004.014	Case file - temporary accommodation allocated to homeless person		Current year	Destroy	Business requirement
14.004.015	Records documenting arrangements with a hostel/bed and breakfast establishment used to provide temporary accommodation.	Records documenting the booking of accommodation and monitoring payments	Current year	Destroy	Business requirement
14.004.011	Case file - Sheltered housing		Date of last action	Destroy	Business requirement

14.004.012	Landlord Registration	Local registration files including correspondence and supporting information	Date of last action	Destroy	Business Requirement
14.005	Housing stock (Activities relating to management of housing stock including demolition, emergency maintenance, housing grants, Leases - Property may be identified by address.)				
14.005.001	Property file - Demolition		Date of last action	Destroy	Business requirement
14.005.006	Property file - Planned maintenance		Date of last action	Destroy	Business requirement
14.005.009	Property files - major repairs		Date of last action	Destroy	Business requirement
14.005.010	Property files - minor repairs		Date of last action	Destroy	Business requirement
14.005.008	Property file - property adaptations		Date superseded	Destroy	Business requirement
14.005.003	Property file - Housing improvement grants over £50,000		Date of last payment	Destroy	Statutory
14.005.004	Property file - Housing improvement grants under £50,000		Date of last payment	Destroy	Statutory
14.006.002	Property file - Adaptations grants		Date of last action	Destroy	Business requirement
14.005.012	Property file - housing grant where application is rejected		Last action on application	Destroy	Business requirement
14.005.007	Property file - Private housing grants		Date of last action	Destroy	Statutory
14.005.013	Register of Housing Grants		Current year	Destroy	Business requirement
14.005.005	Property file - Leases		Date lease expired	Destroy	Business requirement
14.005.010	Risk assessment - Asbestos Register		Date of last action or age 75 years from date of birth (greater)	Destroy	Business requirement
14.005.011	Unauthorised occupants		Date of last action	Destroy	Business requirement
14.006	Managing tenancies (Activities associated with the management of tenancies)				
14.006.017	Tenant Participation Strategy		Date superceded	Destroy	
14.006.018	Register of Tenants Organisations		Permanent		Statutory
14.006.019	Register of abandoned property		Date landlord took possession of the property	Destroy	Statutory

14.006.001	Tenant file	Correspondence re tenancy; Tenancy files; Council housing; Application forms and supporting material; Application for transfer of tenancy and supporting papers; Application for emergency housing or referral from another agency	Termination of tenancy	Destroy	Business requirement
14.006.002	Tenant file - HomeCare Service		Termination of Service	Destroy	Business requirement
14.006.003	Tenant file - Agreements (Ordinary Tenancy)	Scottish Secure Tenancy Agreement	Tenancy expires	Destroy	Statutory
14.006.004	Tenant file - Agreements (Tenancy under seal)		Tenancy expires	Destroy	Business requirement
14.006.005	Tenant file - Housing needs assessment		Date superceded	Destroy	Business requirement
14.006.010	Tenant file - Rent setting		Date closed	Destroy	Business requirement
14.006.009	Tenant file - Rent arrears (Council property)		Date closed	Destroy	Business requirement
14.006.007	Tenant files - Evictions		Date of last action	Destroy	Business requirement
14.006.008	Tenant file - Housing repairs		Date of last action	Destroy	Business requirement
14.006.011	Tenant file - Right to buy		Date sold	Destroy	Business requirement
14.006.013	Tenant file - Welfare services - disadvantaged persons		Date closed	Destroy	Business requirement
14.006.014	Tenant file - Welfare benefit advice		Last action	Destroy	Business requirement
14.006.016	Tenant file - Contents insurance for council tenants	application forms; authorisation forms	Date closed/Termination	Destroy	Business requirement

