



FINANCE AND CORPORATE SERVICES

RETENTION SCHEDULE

**In line with the
Representation of the People Regulations (Scotland) 2001
And
Electoral Commission Guidance Section 4.30 – 4.35**

Electoral Services

Created: May 2020

Edited: November 2021

Signed off by: Mike Melville (Electoral Services Manager)

Ref	Activity / Records Series	Description / Example Record Types	Trigger – event that prompts start of retention period	Retention Period	Disposal Action	Citation / Notes	SCARRS Ref:	Edit History
	Full Electoral Register	Full list of Fife electors.	n/a	Permanent	Archive	Paper copy provided annually to Scottish National and British Libraries. Current year + Previous year kept in office thereafter sent to Archives.	08.007	
	Edited Electoral Register	Register of electors that haven't opted out,	Date of Publication	1 year	Destroy	Destroy on publication of a new revised Register.	08.007	

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		which can be sold to third parties on request.						
	Monthly Register Updates – List of Alterations to Register		n/a	Permanent	Retain	Current year and previous year kept in office thereafter sent to Archives.	08.007	
	Absent Voters List (Standing List)		Date of Publication	2 years	Destroy	To be made available for inspection Reg. 61(2)		
	Absent Voters List (Elections)	Absent Voters List for specific election.	Date of Publication	6 months from election	Destroy	List out of date immediately after election	08.007	
	List of Overseas Electors		Date of Publication	Ongoing	Destroy	While record is current or until revised register is next published		
	Distribution Lists (Registers and Updates)	List of the organisations and individuals to whom the register and monthly updates are provided	Date of Publication	Current Year +1	Destroy	While request is valid		
	Registration Data (RPF29)		n/a	Permanent	Retain	Copies provided annually to National Records for Scotland (NROS)		

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	Canvass Returns (Statistics)		n/a	Permanent	Retain	For reference and benchmarking		
	Electoral Statistics	To include monthly Notice of Alteration Elector Stats	n/a	Permanent	Retain	For reference.		
	Election Statistics		Date of Election	5 years	Archive	Coincide with Election cycles.		
	Voter Registration Applications (scanned image) <i>*See N.I Entry</i>		Application approved	Whilst registration is current + 12 months	Destroy	Last returned VRA for individual to be retained for integrity checks.		
	Voter Registration Applications (paper copy)	ITRs	Date Processed	3 months	Destroy	For reference.		
	Service Voter Registration Applications (scanned image) <i>*See N.I Entry</i>	HM Armed Forces registration applications	Application approved	5 years	Destroy	Or until new application received/no longer eligible for Service status.		
	Young Elector Personal Data		Document received, checked and	Destroy once details	Destroy	To verify applications.		

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			found to be in order	entered into EMS				
	Documents to establish identity inc Attestation Form.	Passport/driver's licence etc	Document received, checked and found to be in order.	Destroy once details entered into EMS	Destroy	Elector's file will show the document was received and processed.		
	National Insurance Number of applicants on Registration Application.		Application received	13 months	Redact.	To data match to DWP for the purpose of individual registration.		
	Date of Birth of applicants to register		Application Received	While elector record is current.	Destroy	To allow for security checks/duplicate electors.		
	Electors email address & telephone number on registration forms.		Application received.	While elector record is current.	Destroy	To enable follow up enquiries. To be immediately destroyed at the request of elector.		
	Data Sets for data matching	Council Tax, Schools lists etc.	Date Received	Current year	Destroy	Schools lists are produced annually.		
	Absent Vote Application forms (scanned image)		Form scanned	5 years	Destroy	Or until cancelled/fresh AVF received.		

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	Absent Vote Application forms (paper copy)		Form processed	3 months	Destroy	Example – all files received in August will be destroyed on 1 November.		9/11/21 – Edited from 5 years to 3 months.
	Absent Vote Application forms – Particular Election (paper)		Form processed	1 year following election	Destroy		08.007	
	Canvass Forms (scanned image)	Canvass Communication A/B (CCA/CCB/CF) HEF	Form processed	2 years	Destroy	Last returned canvass form for household to be retained for integrity checks.		9/11/21 – edited to include Canvass Form (CF)
	Canvass Forms (paper forms)	Canvass Communication A/B (CCA/CCB/CF) HEF	Form processed	6 months	Destroy	'Change Forms' Once processed destroy after 6 months. 'No Change' Forms can be destroyed once scanned.		9/11/21 – edited to include Canvass Form (CF)
	Polling Districts and Places		Ongoing	While record Current	Destroy	Polling Places provided by ROs	08.007	
	Polling District and Ward Maps		Ongoing	While record current	Destroy	For reference		
	Local Government Ward Boundary Narrative		Date of Publication	While record Current	Destroy	For reference		

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	UK Parliamentary Constituency Boundaries		Date of Publication	While record current	Destroy	For reference		
	Canvass Procedures, staff manuals (etc)		n/a	Permanent	Retain	Requirements on Councils to keep all procedures.		
	Electoral Registration Manual		n/a	Permanent	Retain	Requirements on Councils to keep all procedures.		
	Electoral Registration Manual – Specific Elections		n/a	Permanent	Retain	Requirement on Councils to keep all procedures.		
	Temporary Canvassers Employment Records		See Notes			Held and administered by HR		
	Disclosure Scotland Basic Disclosure Applications		See Notes			Held and administered by HR		
	Criminal Convictions Form		See Notes			Held and administered by HR		