



Scottish Government
Riaghaltas na h-Alba
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Scottish Government Casework File type Guidance

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Adoption Casework

File Information

Filename:	Topic Adoption	Type Case Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Care of Children
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Scope:	Documents and records relating to the management and processing of inter-country adoption cases.		
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Additional Information

Restrictions:	Security Group	Restricted to security group as these files will contain personal information.
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Physical or Virtual:	Virtual	This file should always be a virtual file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 100 years after closure

Filename Examples

Adoption: Inter-country adoption of children: 2017-2022

Adult Care and Support Casework

File Information

Filename:	Topic Adult Care and Support	Type Case Name	Time Year file opened – year file will be closed
------------------	--	--------------------------	---

Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Adult protection
------------------	-----------------------------	---------------------------------	--

Scope:	Documents and records relating to adult care and support applications undertaken by the Scottish Government		
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Additional Information

Restrictions:	Security Group	Restricted to a security group as file contains personal information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Adult care and Support: Joe Bloggs: 2017-2022

Agricultural Business Development Scheme (ABDS) Casework

File Information

Filename:	Topic Agricultural Business Development Scheme (ABDS)	Type Category: Application ID:	Time Year file opened – year file will be closed
------------------	--	---	--

Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to management and processing of an application under the Agricultural Business Development Scheme (ABDS)
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Review on closure

Filename Example

**Agricultural Business Development Scheme (ABDS): Business plan: 142567:
2017-2022**

Agricultural Holding Casework

File Information

Filename:	Topic Agricultural Holding	Type Unit name: Farm Code	Time Year file opened – year file will be closed
------------------	--------------------------------------	-------------------------------------	--

Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
------------------	-----------------------------	---------------------------------	--

Scope:	Documents and records relating to the history of the ownership of an agricultural holding (farm, croft or common grazing)
---------------	---

Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Archive 15 years after closure

Filename Example

Agricultural Holding: Honeysuckle Farm: 202/1564: 2017-2022

Anatomy Casework

File Information

Filename:	Topic Anatomy papers	Type University name	Time Year file opened – year file will be closed
------------------	--------------------------------	--------------------------------	--

Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Health-general
------------------	-----------------------------	---------------------------------	--

Scope:	Documents and records relating to body donation for anatomical research.		
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Additional Information

Restrictions:	Security Group	Contains personal sensitive information
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Review 100 years after closure

Filename Example

Anatomy papers: Edinburgh University: 2017-2022

Appeals Casework

File Information

Filename:	Topic Scheme name appeal	Type Name of Appellant: Appeal Number: Farm Code	Time Year file opened – year file will be closed
------------------	---------------------------------------	--	--

Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Farming-general
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Scope:	Documents and records relating to RPID appeals casework including original application form etc. This is a physical file due to the business process providing a full copy of the file for each member of the Appeals Board.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file due to the business process providing a full copy of the file for each member of the appeals board.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Common Agricultural Payments: Farmer Giles: 2017/001: 124/5789: 2017-2022

Archives Casework

File Information

Filename:	Topic Archives	Type Archives Casework	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Dependant on topic
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Scope:	Documents and records relating to archive casework
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Archive 15 years after closure

Filename Example

**National Records of Scotland (NRS): Archives: Church Records Enquiries Log:
2017-2022**

Bankruptcy Restrictions Investigations Casework

File Information

Filename:	Topic Bankruptcy Restriction Investigation	Type Name	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Insolvency
------------------	-------------------------------	---------------------------------	--

Scope:	Documents and records relating to the investigation and possible breaches of restrictions imposed by Bankruptcy law.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical Virtual:	or	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
 Second Action: Destroy 10 years after closure

Filename Example

Accountant in Bankruptcy (AiB): Bankruptcy Restriction Investigation: John Smith 2017/7435: Year 2017: 2017-2022

Building Standards Audit Casework

File Information

Filename:	Topic Architecture	Type Building	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Architecture
------------------	-------------------------------	---------------------------------	--

Scope:	Documents and records relating to a building standards audit.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical Virtual:	or Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Architecture: St Peter's Building: 2017-2022

Casework

File Information

Filename:	Topic Include topic	Type Casework	Time Year file opened – year file will close
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Dependant on topic
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Scope:	Documents and records relating to casework
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Rail Transport: External Requests Register: 2010-2015

Casework Working Papers

File Information

Filename:	Topic Casework	Type Casework Working Papers	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Dependant on topic
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Scope:	Documents and records relating to working papers in respect of casework
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 5 years after closure

Filename Example

Fraud Investigation: Casework Working Papers: 2017-2022

Children's Hearing's Casework

File Information

Filename:	Topic Children's Hearing	Type Case Identifier	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Youth Justice
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Scope:	Documents and records relating to the management and processing of Children's Hearing's Casework.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Children's hearing: Institutional reform: 2017-2022

Children Missing from Education Casework

File Information

Filename:	Topic ScotXed	Type Case Initials: Reference Number: City	Time Year file opened – year file will be closed
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Location:	Area Administration	Level 4 Term Data systems: Data management	Fileplan Subject Term Data Management
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Scope:	Documents and records relating to the management and processing of Children Missing from Education casework.		
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Additional Information

Restrictions:	Security Group	Specific security group due to sensitive information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

**ScotXed: Children Missing from Education case: Case initials: Reference
 Number: City: 2017-2022**

Civil Emergencies Casework

File Information

Filename:	Topic Civil Emergencies	Type Type of Emergency	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Civil emergencies
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Scope:	Documents and records relating to the management and processing of civil emergency cases		
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Additional Information

Restrictions:	Security Group	Emergency planning security group due to the sensitivity of the information contained in the files.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Civil Emergencies: Civil Nuclear Emergency Exercise: Torness: 2017-2022

Civil Procedure and Law Reform Casework

File Information

Filename:	Topic Civil Procedure and Law Reform	Type Case Identifier	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Civil Law
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Scope:	Documents and records relating to the management and processing of the named cases.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Civil Procedure and Law Reform: Case Name: 2017-2022

Civil Registration Casework

File Information

Filename:	Topic Civil Registration Description Name	Type Civil Registration Casework	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Population and migration – Civil Registration
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Scope:	Documents and records relating to civil registration casework on adoptions, bigamy, gender reassignment, still-births, and other precedent cases.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical Virtual:	or Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
 Second Action: Archive 15 years after closure

Filename Example

National Records of Scotland (NRS): Registration: Casework: Bigamy: 2016-2021

Common Agricultural Policy (CAP) and Related Schemes Casework

File Information

Filename:	Topic Common Agricultural Policy	Type Location	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to Common Agricultural Policy cases.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical Virtual:	or	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
 Second Action: Destroy 10 years after closure

Filename Example

Crofting Agricultural Policy Casework: Benbecula: 2016-2021

Complaints Formal Investigations Casework

File Information

Filename:	Topic Complaints	Type Name of complainer	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term External Communications
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Scope:	Documents and records relating to a complaint which has been raised.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical or	Virtual	There should not be a requirement for this file to be physical.
Virtual:		

Disposal

First Action: Close after 1 year
 Second Action: Destroy 7 years after closure

Filename Example

Complaints: John Smith complaint: November 2017

Contract Casework

File Information

Filename:	Topic Legal	Type Contracts	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Subject dependant
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Scope:	Documents and records relating to framework contract documents.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 20 years after closure

Filename Examples

IT Contract: Contract Documentation: 2018-2023

Countryside Premium Scheme Casework

File Information

Filename:	Topic Countryside Premium Scheme (CPS)	Type Applicant/business name: Application number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to the processing of an application and related claims for the Countryside Premium Scheme. This file is used for both applications and claims information. Catalogue fields applicable: Lead Are office, Farm Code and BRN.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 10 years
Second Action: Destroy 10 years after closure

Filename Example

Countryside Premium Scheme (CPS): Giles Grazing Ltd: 1423567: 2017-2027

Croft House Grant Scheme Casework

File Information

Filename:	Topic Croft House Grant Scheme (CHGS)	Type CC/Applicant number (5 numbers)	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Crofting
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Scope:	Documents and records relating to an application and related claims under the Croft House Grant Scheme.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Croft House Grant Scheme (CHGS): CC/13452: 2017-2022

Crofting Counties Agricultural Grants (Scotland) Scheme Casework

File Information

Filename:	Topic Crofting Counties Agricultural Grants (Scotland) Scheme (Scheme Year)	Type Surveying or Agricultural: Name of applicant	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Crofting
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Scope:	Documents and records relating to an application and related claims under the CCAGS Scheme. Agricultural and Surveying items are placed in separate files. Catalogue fields applicable: Lead Area Office, Farm Code, BRN		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

**Crofting Counties Agricultural Grants (Scotland) Scheme (Scheme year):
Surveying: John Robertson: 2017-2022**

Department for Planning and Environment Appeals (DPEA) Casework

File Information

Filename:	Topic N/A	Type Planning Appeal Reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Planning (town and country) – planning appeals
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Scope:	Documents and records relating to the Scottish Government Department for Planning and Environmental Appeals Casework.		
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

PPA-400-2017: 2017-2022

Disqualified from Working with Children Casework

File Information

Filename:	Topic Disqualified from working with Children	Type Case Number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Child Protection
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Scope:	Documents and records relating to management and processing of disqualified from working with children (DWCL) case.		
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Additional Information

Restrictions:	Security Group	File restricted as content relates to work in progress of a sensitive nature related to persons who are disqualified from working with children.
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Physical or Virtual:	Physical/Virtual	This file may start as a physical file but at the end of the case the file will then be made virtual and all documents will be scanned.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 85 years from DOB

Filename Example

Disqualified from Working with Children Case: FZO/010/0345: 2017-2022

Efficiency Programme Casework

File Information

Filename:	Topic Efficient Government	Type Director General Business Name: Name of Efficiency Programme	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Performance Management
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Scope:	Documents and records relating to the casework efficiency reviews of the organisation in the context of the efficient government programme.
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Additional Information

Restrictions:	None
----------------------	------

Physical or Virtual:	Virtual	There should be no requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

**Efficient Government: DG Environment 2: Rural Payments and Inspections:
2017-2022**

Electricity Consents Casework

File Information

Filename:	Topic Electricity Consents: Electricity Act 1989	Type Section number: Location: Reference number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Utilities – electricity supply OR Renewable energy
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Scope:	Documents and records relating to the Electricity Consents casework undertaken by the Scottish Government
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Review on closure

Filename Example

Electricity Consents: Electricity Act 1989: Section 37: Clydesmill Substation, Cambuslang, South Lanarkshire: 134/08-09: 2017-2022

Employee Personnel Records Casework

File Information

Filename:	Topic Pay Reference Number	Type Surname: First Name	Time
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Location:	Area Administration	Level 4 Term Casework	Fileplan Subject Term Career Files
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Scope:	File contains documents appropriate to staff career folders and will include appointment letters, probation letters, maternity and paternity leave letters, interview and meeting notes, sick absence letters, promotion and transfer letters, discipline papers and leaver and retirement letters.
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Additional Information

Restrictions:	Security Group	HR Professional Advisers
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close on exit from employment
Second Action: Destroy 100 years after date of birth

Filename Example

000242: White: James

Environmental Appeals Casework

File Information

Filename:	Topic Environmental Appeals	Type The controlled activities Regulations: Regulation Number: Location	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Water resources - general
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Scope:	Documents and records relating to the management and processing of the environmental appeals casework.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

**Environmental Appeals: The Controlled Activities Regulations: Regulation 46:
Inverurie: 2017-2022**

Environmentally Sensitive Area Casework

File Information

Filename:	Topic Environmentally Sensitive Area (ESA)	Type Applicant Name: Application reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Water resources - general
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Scope:	These files contain casework documents and records relating to the processing of an application and related claims for the Environmentally Sensitive Area (ESA) Scheme. This file is used for both applications and claims information. Catalogue fields applicable: Lead Area Office, BRN and Farm Code.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 10 years
Second Action: Destroy 10 years after closure

Filename Example

Environmentally Sensitive Area (ESA): Ms Elizabeth Jones: 1501656: 2017-2027

ERAD Scheme Working Papers Casework

File Information

Filename:	Topic Scheme Name	Type Working Papers File: Area Office Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Dependant on location of scheme casework files
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Scope:	This is one virtual working papers file per agricultural scheme per RPID Area Office for staff to generate working documents electronically. Documents created in these files should also be printed and stored in the relevant physical case files.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 6 years after closure

File name Example

**Farm Woodland Premium Scheme (FWPS): Working Papers File: Dumfries:
2017-2022**

Estate Management Casework

File Information

Filename:	Topic Estate Management	Type Estate Number: Subject: File Reference Number:	Time Year file opened – year file will be closed
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Location:	Area Administration	Level 4 Term Casework	Fileplan Subject Term Property
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Scope:	Documents and records relating to the management of the Scottish Ministers Estates, including maps, leases, water supply and drainage, road access etc.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Review on closure

Filename Example

Estate Management: Kilmuir Estate: Titles: 117935-T: 2017-2022

EU Agricultural Subsidies Appeals Casework

File Information

Filename:	Topic EU Agricultural Subsidies Appeals	Type Appeal Reference Number: Producer Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to an Appeal case, including field maps, photographs and original application forms relating to Appeals cases. Catalogue fields applicable: Farm Code and Lead Area Office.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

EU Agricultural Subsidies Appeals: 1259316: Apples Incorporated: 2017-2022

EU International and Human Rights Casework

File Information

Filename:	Topic EU International and Human Rights	Type Topic: Country: Transit: From/to: Reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term International organisations - general
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Scope:	Documents and records relating to EU International and Human Rights casework undertaken by the Scottish Government
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This file a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

EU International and Human Rights: International Child Abduction: USA Contact Incoming: 2ADL 018/001C: 2017-2022

EU Subsidy Recovery Casework

File Information

Filename:	Topic Recovery	Type Scheme Name: Business Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to the management and processing of recovery (or breach) cases by RPID area offices.		
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Additional Information

Restrictions:	Security Group	Contains sensitive personal information, including bank details.
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Recovery: Rural Stewardship Scheme: John Wood Pigs Ltd: 2017-2022

European Fisheries Fund Casework

File Information

Filename:	Topic European Fisheries Fund	Type Business Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Paying grants and subsidies	Fileplan Subject Term Common Fisheries Policy
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Scope:	Documents and records relating to the application for European Fisheries Funds including details of projects, invoices to the business etc. Files to be retained until December 2022 as required by EC Audit		
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Additional Information

Restrictions:	Security Group	Restricted due to personal/business information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years

Second Action: Files to be retained until 2022 as required by EC audit

Filename Example

European Fisheries Fund: Calums Fisheries: 2017-2022

Events Casework

File Information

Filename:	Topic Events and Protocol	Type Name of event: Date of event: Location of event Name of Minister	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Ministers
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Scope:	Documents and records relating to the management and processing of all information on any ministerial event		
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Additional Information

Restrictions:	Security Group	Restricted due to personal/business information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

**Events and Protocol: Homecoming Scotland: St Andrew's Day: 30th November:
St Andrews Golf Course: Alex Salmond: 2017-2022**

Extended Sentence Prisoners Casework

File Information

Filename:	Topic Type of offender	Type Offender reference number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Term Parole	Subject
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Scope:	Documents and records relating to extended sentence prisoners casework.			
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.		
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.		
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Disposal

First Action: Close after 5 years
 Second Action: Destroy 3 years after end of sentence date

Filename Example

Extended Sentence Prisoner – 11841: 2017-2022

Extradition Casework

File Information

Filename:	Topic Incoming and outgoing Extradition request	Type Name: Country: Date	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Extradition - general
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Scope:	Documents and records relating to an extradition case of the named individual
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Additional Information

Restrictions:	Security Group	Restricted due to personal/business information
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Physical or Virtual:	Mixed Mode	This file is mixed mode
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Disposal

First Action: Close after 5 years
Second Action: Review 10 years after closure

Filename Example

Incoming or Outgoing Extradition Request: Lisa Scott: Australia: 14 June 2017: 2017-2022

Fair Rents Casework

File Information

Filename:	Topic Rent Registration	Type Name of landlord/business: Fair rents	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Rented Housing
------------------	-----------------------------	---------------------------------	--

Scope:	Documents and records relating to the management and processing of fair rent review casework under the rent registration scheme		
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Additional Information

Restrictions:	Security Group	Material is personal and confidential
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 6 years
Second Action: Destroy 6 years after closure

Filename Example

Rent Registration: Glasgow Housing Association: Fair rents: 2017-2023

Farm Business Development Scheme Casework

File Information

Filename:	Topic Farm Business Development Scheme	Type Business Plan or Investment holding or diversification application id	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to the management of an application under the Farm Business Development Scheme. A separate file is created for each application: Catalogue fields applicable: Lead are office and farm code		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This file is physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Farm Business Development Scheme: Business Plan: 1495279: 2017-2022

Farm Woodland Premium Scheme Casework

File Information

Filename:	Topic Farm Woodland Premium Scheme	Type Business Name: Application ID	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Forestry – general
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Scope:	Documents and records relating to an application and related claims under the Farm Woodland Premium Scheme. Catalogue fields applicable: Lead Area office, Farm Code, BRN and County Code optional		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is physical
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Disposal

First Action: Close after 5 years
Second Action: Files to be reviewed 5 years after closure

Filename Example

Farm Woodland Premium Scheme: Bladnoch Farm 1987234: 2017-2022

Farm Woodland Scheme Casework

File Information

Filename:	Topic Farm Woodland Scheme	Type Business Name: Application ID	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Forestry - general
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Scope:	Documents and records relating to an application and related claims under the Farm Woodland Scheme		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This file is physical
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Disposal

First Action: Close after 5 years
Second Action: Review 10 years after closure

Filename Example

Farm Woodland Scheme: Manor Farm: 8934167: 2017-2022

Fire Services Casework

File Information

Filename:	Topic Fire Services	Type Fire (Scotland) Act: Section Number: Course of action	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Fire Services
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Scope:	Documents and records relating to the management and processing of fire services casework other than the inspection of Crown properties.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Review 10 years after closure

Filename Example

Fire Services: Fire (Scotland) Act: Section 67: Determination of disputes: 2017-2022

Fire Services Crown Inspections Casework

File Information

Filename:	Topic Fire Services Crown Inspections	Type Activity	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Fire Service
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Scope:	Documents and records relating to the management and processing of the inspections of crown properties.
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Additional Information

Restrictions:	Security Group	Papers relating to Crown Inspections are sensitive and therefore should be restricted to the crown inspection only
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Fire Services: Crown Inspections: Holyrood Palace: 2017-2022

Firearms Casework

File Information

Filename:	Topic Firearms Act 1968	Type Authority to operate and licence number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Firearms
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Scope:	Documents and records relating to the issuing of licences for firearms.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Archive 15 years after closure

Filename Example

Authority of the Scottish ministers under section 5 of the Firearms Act 1968 (as amended): Authority to operate as section 5 dealers, carriers from DDG350 to DDG399: 2017-2022

Fisheries and Aquaculture Casework

File Information

Filename:	Topic Fisheries and Aquaculture	Type Farm/Fishery type: Document type: Farm/Fishery number or planning reference:	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Fisheries and Aquaculture
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Scope:	These files contain casework documents and records relating to the planning, registration/authorisation and operation period of aquaculture and fisheries facilities and associated establishments.		
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Additional Information

Restrictions:	None	
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Physical or Virtual:	Virtual	This file should always be a virtual file
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Disposal

First Action: Close after 5 years
Second Action: Review 25 years after closure

Filename Examples

Marine science fisheries and aquaculture: Fish Farm Authorisation Documents and Amendments - FB0001-FB0500: 2017-2022

Marine science fisheries and aquaculture: Fishery Registration Documents and Amendments - FIB0001-FIB0500: 2017-2022

Marine science fisheries and aquaculture: Fish Farm Planning Applications - FFP/17/001-FFP/17/099: 2017-2022

Fisheries Prosecution Casework

File Information

Filename:	Topic Fisheries Prosecution	Type Case reference ID: Name of ship: Owner: Date	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Fisheries - general
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Scope:	Documents and records relating to the management and processing of fisheries prosecution cases including correspondence, witness citations, case progress reports and case outcome reports.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

***Fisheries prosecution: MOA/4/4/9/2009: Ship of Good Hope: Captain Hook: 30
June 2017: 2017-2022***

Fishery Protection Casework

File Information

Filename:	Topic Fishery Protection	Type Operation: Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Fisheries - general
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Scope:	Documents and records relating to the management and processing of the fishery protection casework		
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Additional Information

Restrictions:	Security Group	Due to sensitive information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Fishery Protection: Operation Seagull: 2017-2022

Flooding Prevention Scheme Casework

File Information

Filename:	Topic Flood Prevention Scheme	Type Location	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Flooding
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Scope:	Documents and records relating to the management and processing of flood prevention schemes through the Flood Prevention (Scotland) Act 1961		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 60 years after closure

Filename Example

Flood Prevention Scheme: Elgin: 2017-2022

Food and Environment Pre-export Check Casework

File Information

Filename:	Topic Food and Environment Pre-Export Check	Type Food name: Country of origin	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Food Safety
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Scope:	Documents and records relating to the management and processing of pre-export checks
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Food and Environment Pre-Export Check: Peanuts: United States of America: 2017-2022

Fraud Investigation Casework

File Information

Filename:	Topic Fraud Investigation	Type Subject: Operation	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Fraud
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Scope:	Documents and records relating to the management and processing of an investigation into fraud
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Review 10 years after closure

Filename Example

Fraud Investigation: Healthcare: Operation Lexus: 2017-2022

Freedom of Information Casework

File Information

Filename:	Topic Case Identifier	Type Freedom of Information Request	Time Year file opened-year file will be closed
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Location:	Area Outward	Level 4 Term Casework	Fileplan Subject Information Management
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Scope:	Documents and records relating to the management and processing of the named case. This file type is only used for the Freedom of Information case management system which creates files automatically once a case has been logged.		
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Additional Information

Restrictions:	None	
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 3 years
Second Action: Destroy 2 years after closure

Filename Example

(Freedom of Information Reference Number): 2020-2023

Gateway Review Casework

File Information

Filename:	Topic Improving Programme Policy and Project Delivery	Type Gateway Review: Project Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Performance Management
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Scope:	Documents and records relating to a gateway review of the named project
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years

Second Action: Review on closure

Filename Example

Improving Programme Policy and Project Delivery: Gateway Review: Park and Ride Scheme: 2017-2022

Genetic Modification Casework

File Information

Filename:	Topic Genetically Modified Organisms	Type Contained use: Application	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Environmental protection - general
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Scope:	Documents and records relating to the management and processing of genetically modified organisms casework		
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Additional Information

Restrictions:	Security Group	Restricted due to sensitive information
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Review 10 years after closure

Filename Example

Genetically Modified Organisms: Contained Use: Applications: 2017-2022

Horticultural Marketing Casework

File Information

Filename:	Topic Horticultural Marketing	Type Retail Trader or Wholesale Trader: Business Name and Address:	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Horticultural
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Scope:	Documents and records relating to the management and processing of Horticultural Marketing Casework
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 6 years after closure

Filename Example

Horticultural Marketing: Retail Trader: Tesco: Corstorphine: Edinburgh: 2017-2022

Housing and Regeneration Casework

File Information

Filename:	Topic Housing and Regeneration	Type Tenant Participation or Affordable Housing Investment Programme: Name of organisation	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Social Housing
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Scope:	Documents and records relating to Housing and Regeneration cases, including application, approval/rejection and ay post approval and monitoring work		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 15 years after closure

Filename Example

Housing and Regeneration: Tenant Participation: Voluntary Organisations: 2017-2022

Housing and Regeneration Grant Schemes

File Information

Filename:	Topic Housing and Regeneration Grant Scheme Name	Type Organisation Name/applicant name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Paying grants and subsidies	Fileplan Subject Term Depends on grant scheme
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Scope:	Documents and records relating to the application, correspondence, accept/reject letter, claim forms and monitoring information relating to Housing and Regeneration grant schemes		
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Additional Information

Restrictions:	Security Groups	Restrictions may be required especially in cases where the recipient is a person, for example the Mortgage to Rent Grant Scheme
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Physical or Virtual:	Virtual	There may be requirement for this file to be physical for example for the Affordable Housing Investment Programme: Mortgage to Rent Scheme
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Disposal

First Action: Close after 5 years
Second Action: Destroy 60 years after closure

Filename Example

Affordable Housing Investment Programme: Dunedin Housing Association: 2017-2022

Human Resources - Resourcing Casework

File Information

Filename:	Topic HR Department	Type Reference Title of Vacancy – Grade	Time Year file opened – year file will be closed
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Location:	Area Administration	Level 4 Term Casework	Fileplan Subject Term Resourcing
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Scope:	Documents and records relating to resourcing casework undertaken by the Scottish Government		
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Additional Information

Restrictions:	Security Group	HR recruitment
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 1 year
Second Action: Destroy 2 years after closure

Filename Example

Central Resourcing Unit: EC456: Communication Manager – B2: 2021-2022

Information Management Casework

File Information

Filename:	Topic Information Management	Type Topic Specific – e.g. records management or library or eRDM	Time Year file opened – year file will be closed
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Location:	Area Administration	Level 4 Term Casework	Fileplan Subject Term Depends on topic for example Information Management: Records Management
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Scope:	Documents and records relating to information management casework
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 5 years after closure

Filename Example

eRDM Operations: Change Requests: 2017-2022

Judicial Appointments Casework

File Information

Filename:	Topic Judiciary Appointments ad transfer	Type Post title	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Judiciary
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Scope:	Documents and records relating to the transfers and appointments of judges and sheriffs		
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Additional Information

Restrictions:	Security Group	Judicial Appointments group
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Judiciary appointments and transfer: Appointment of senators of the Privy Council: 2017-2022

Land Management Scheme Casework

File Information

Filename:	Topic Land Management Contract Menu Scheme	Type Applicant	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to the management and processing of a Land Management Scheme Application
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This file is physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Land Management Contract Menu Scheme: Mr J Smith: 2017-2022

Land Reform Casework

File Information

Filename:	Topic Land Reform (Scotland) Act 2003 Community Right to Buy	Type Case file reference number range	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Rural Communities - general
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Scope:	Documents and records relating to the management and processing of the Community Right to Buy application/registrations under part 2 of the Land Reform (Scotland) Act 2003		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Review on closure

Filename Example

Land Reform (Scotland) Act 2003: Crofting Community Right to Buy: Pairc Trust: 2017-2022

Law Opinions Casework

File Information

Filename:	Topic Legal	Type Advice	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Law
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Scope:	Documents and records relating to legal advice provided by the Lord Advocate and/or the Solicitor General to the Scottish Government Legal Directorate.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 100 years after closure

Filename Examples

Legal Advice: (Specific Case): 2018-2023

Legal Hold Casework

File Information

Filename:	Topic Legal	Type Advice	Time Year file opened – year file will be closed
Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Law
Scope:	Documents and records associated with legal documentation which needs to be retained following completion of a case or inquiry.		

Additional Information

Restrictions:	None		
Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical	

Disposal

First Action: Close after 5 years
Second Action: Archive 15 years after closure

Filename Examples

(Specific Case): Briefing and Advice: 2019-2024

Life Long Offenders Restriction Casework

File Information

Filename:	Topic N/A	Type Offender Reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Term Parole	Subject
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Scope:	Documents and records relating to a life long offender.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical Virtual:	or	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
 Second Action: Destroy 120 years after closure

Filename Example

199: JS: John Smith

Life Prisoner Casework

File Information

Filename:	Topic Type of offender	Type Offender Reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Term Parole	Subject
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Scope:	Documents and records relating to a life prisoner.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical Virtual:	or Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
 Second Action: Destroy 100 years after prisoner date of birth

Filename Example

Life Sentence Prisoner - 19540: 2017-2022

Litigation Casework

File Information

Filename:	Topic Litigation (litigation type acronym)	Type Case: Subject Details	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Subject dependant
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Scope:	Documents and records relating to litigation work undertaken by SGLD		
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Additional Information

Restrictions:	Security Group	Sensitive content
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Physical or Virtual:	Mixed Mode	Physical and virtual
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Disposal

First Action: Close after 5 years
Second Action: Destroy 15 years after closure

Filename Example

Litigation (litigation type acronym): Scottish Court Service James Gardiner v Lord Advocate: 2017-2022

Livestock Inspection Casework

File Information

Filename:	Topic Livestock Inspection	Type Business/farm name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to livestock inspections conducted for a holding during an inspection year.		
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Additional Information

Restrictions:	Security Group	Sensitive content
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Livestock Inspection: Burnhouse: 2017-2022

Local Goose Management Scheme Casework

File Information

Filename:	Topic Local Goose Management Scheme	Type Location	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Nature Conversation
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Scope:	Documents and records relating to the management of Local Goose Management Scheme.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 5 years after closure

Filename Example

Local Goose Management Scheme: Islay: 2017-2022

Long Term Prisoners including Children and Young People Casework

File Information

Filename:	Topic Name	Type Offender Reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Term Parole	Subject Term
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Scope:	Documents and records relating to a long term prisoner including Children and Young People.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
 Second Action: Destroy 3 years after end of sentence date

Filename Example

Smith, John – 19945: 2017-2022

Looked After Children Casework

File Information

Filename:	Topic DOLAC	Type Reference Number- District – Day and month	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Care of Children
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Scope:	Documents and records relating to the management and processing of looked after children cases		
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Additional Information

Restrictions:	Security Group	Sensitive content
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Physical or Virtual:	Physical	Contains confidential information
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

DOLAC: IVC 10/162 – Edinburgh City – 02 January: 2017-2022

Marine Scotland Casework

File Information

Filename:	Topic Marine Scotland	Type Case	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Term Fisheries and aquaculture	Subject and
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Scope:	Documents and records relating to Marine Scotland casework.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Marine Scotland: Case 123: 2017-2022

Marketing Development Scheme Casework

File Information

Filename:	Topic Marketing Campaigns	Type Campaign Name	Time Year file opened – year file will be closed
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Location:	Area Administration	Level 4 Term Marketing Campaigns	Fileplan Subject Term External Communications
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Scope:	Documents and records relating to Marketing Campaigns
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Marketing Campaigns: Safer Scotland: 2017-2022

Ministerial Correspondence Casework

File Information

Filename:	Topic Year of Correspondence	Type Reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Information Management
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Scope:	Documents and records relating to ministerial correspondence.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 1 year
 Second Action: Destroy 10 years after closure

Filename Example

2017/123456

Miscarriage of Justice Casework

File Information

Filename:	Topic Compensation for a miscarriage of Justice	Type Applicant Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Miscarriage of Justice
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Scope:	Documents and records relating to a claim for compensation for a miscarriage of justice of the named applicant.		
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Additional Information

Restrictions:	Security Group	Contains personal information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Archive 15 years after closure

Filename Example

Compensation for a miscarriage of justice: Brian Simpson: 2017-2022

NHS Management Casework

File Information

Filename:	Topic NHS Management	Type Name of Health Board: Management Subject	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term NHS Management
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Scope:	Documents and records relating to the management and processing of the named cases related to the management of the National Health Service in Scotland.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Archive 15 years after closure

Filename Example

NHS Management: Inpatients/Outpatients: 2017-2022

Nitrate Vulnerable Zone Inspections

File Information

Filename:	Topic Holding Name	Type Nitrate Vulnerable Zones (NVZ)	Time Year file opened – year file will be closed
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Location:	Area Outward	Level 4 Term Casework	Fileplan Subject Pollution
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Scope:	Documents and records relating to Nitrate Vulnerable Zone inspections of an agricultural holding. All NVZ enforcement inspections for a holding over a five year period will be held in this file		
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Additional Information

Restrictions:	Division	Contains sensitive personal/business information
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Physical or Virtual:	Physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 5 years after closure

Filename Examples

Nitrate Vulnerable Zones (NVZ): Honeysuckle Farm: 2016-2021

Non Outsourced Secondments Casework

File Information

Filename:	Topic Government Legal Service for Scotland: Non Outsourced Secondments	Type Secondee Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Law - general
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Scope:	Documents and records relating to the Government Legal Service for Scotland Non Out sourced secondments
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Additional Information

Restrictions:	Security Group
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

**Government legal Service for Scotland: Non Outsourced Secondments: John
Stewart: 2017-2022**

Oil and Gas Casework

File Information

Filename:	Topic Oil and Gas	Type Applicant Name: Applicant reference number	Time Year file opened - year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Environmental issues
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Scope:	These files contain casework documents and records relating to the exploration production and decommissioning of offshore oil and gas activities on the Scottish sector of the United Kingdom Continental Shelf.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	This file should always be a virtual file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 75 years after closure

Filename Examples

Casework: Environmental issues – general
Marine Scotland Science: Offshore Energy Environmental Advice: Production Operations: Applications (2016) file part 1: 2016-2021

Advice and policy: Environmental issues - general
Marine Scotland Science: Oil and gas special projects: Risk Based Approach for Management of Produced Water: DREAM Assessment: 2014-2019

Order for Lifelong Restriction Casework

File Information

Filename:	Topic Type of offender	Type Offender Reference Number	Time
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Term Parole	Subject
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Scope:	Documents and records relating to an Order for Lifelong Restriction prisoner.			
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.		
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Physical Virtual:	or	Virtual	There should not be a requirement for this file to be physical.	
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Disposal

First Action: Close on death of prisoner
 Second Action: Destroy 100 years after prisoner date of birth

Filename Example

OLR Sentence Prisoner: 19596

Organic Aid Scheme Casework

File Information

Filename:	Topic Organic Aid Scheme	Type Business Name: Action: Application Number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to the management of an application and related claims for the organic aid scheme.		
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Additional Information

Restrictions:	Security Group	Contains sensitive personal/business information
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Organic Aid Scheme: AM Woodburn: Conversion: 123456: 2017-2022

Parole and Life Sentence Review Casework

File Information

Filename:	Topic Type of offender	Type Offender reference number	Time Year file opened – year file will be closed
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Location:	Area Outward area	Level 4 Term Casework	Fileplan Subject Term Parole
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Scope:	Documents and records relating to the management and processing of Parole and Life Sentence Review Cases		
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Additional Information

Restrictions:	Security Group	Contains personal sensitive information
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Life Sentence Prisoner: 1319-64031: 2017-2022

Personnel Casework

File Information

Filename:	Topic HR Process Involved	Type Post affected: Name: Process Detail	Time
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Location:	Area Administration	Level 4 Term Casework	Fileplan Subject Term Employee benefits
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Scope:	Documents and record relating to HR Casework including staff relocation, appeal, transfer, secondments and exchanges.
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Additional Information

Restrictions:	Security Group	Contains personal information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after exit from employment
Second Action: Destroy 100 years after date of birth

Filename Example

000242: White: James

Pest Control Casework

File Information

Filename:	Topic Animal/Plant name	Type Control licences or complaints	Time Year file opened – year file will be closed
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Location:	Area Outward area	Level 4 Term Casework	Fileplan Subject Term Pest and weed control or nature conservation
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Scope:	Documents and records relating to the application and issue of licences for pest control complaints. Categories covered: Fox clubs, Geese, Ravens, Weed, Pest control		
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Additional Information

Restrictions:	Security Group	It will contain 3 rd party details from complaints made by the public.
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Animal/Plant name: Pest control complaints: 2017-2022

Phytosanitary Certification Casework

File Information

Filename:	Topic Phytosanitary applications	Type RPID Area Office	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Plant health
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Scope:	Documents and records relating to the application for and issue of Phytosanitary certificates by RPID Area Offices		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 5 years after closure

Filename Example

Phytosanitary applications: Hamilton: 2017-2022

Planning Appeals Casework

File Information

Filename:	Topic N/A	Type Planning Appeal Reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Planning (town and country) – planning appeals
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Scope:	Documents and records relating to the Scottish Government Department of Planning and Environmental Appeals Casework		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	Generated via workflow
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

PPA -250-602: 2017-2022

Planning Applications Casework

File Information

Filename:	Topic Planning Application Reference	Type Type of Application: Location: Assessment details	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Planning (town and country) - planning applications
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Scope:	Documents and records relating to planning applications casework
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Additional Information

Restrictions:	Security Group	Contains Personal Information
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Physical or Virtual:	Mixed Mode	Physical and Virtual
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

NID/EAY/123: Notification of Intent to Develop: East Ayrshire: Land between Prestwick Airport and Railway: 2017-2022

Plant Health Casework

File Information

Filename:	Topic Plant Health - Casework	Type Interceptions OR Imports OR Passporting – Business Name	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Plant health
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Scope:	Documents and records relating to the individual case including application, approval/rejection and any post approval work.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Plant Health – Casework: Interceptions: Brodick Castle: 2017-2022

Primary Care – Low Income Scheme Good Cause Casework

File Information

Filename:	Topic Primary Care – Low Income Scheme	Type Good Cause Cases: Dental OR Optical OR Prescription OR Travelling Expenses	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Primary Health Care
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Scope:	Documents and records relating to worthy cause cases for refund of health charges – prescription, optical, dental, travel		
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Additional Information

Restrictions:	Security Group	Contains sensitive information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Primary Care – Low Income Scheme: Good Cause Case: Patient Travelling Expenses: 2017-2022

Property Advice Casework

File Information

Filename:	Topic Property Advice	Type Business Property Query	Time Year file opened – year file will be closed
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Location:	Area Administration	Level 4 Term Property Advice	Fileplan Subject Term Property
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Scope:	Documents and records relating to cases of property advice
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 25 years after closure

Filename Example

Property Advice: Accommodation for Fingerprint Enquiry: 2020-2025

Rapid Response Unit Casework

File Information

Filename:	Topic Rapid Response Unit	Type Casework	Time Year file opened – year file will close
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Economic Development
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Scope:	Documents and records relating to casework which is handled by the Scottish Government's Rapid Response Unit.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Review 10 years after closure

Filename Example

Rapid Response Unit: Stand Up: Case 001: 2021-2026

Relocations Casework

File Information

Filename:	Topic HR Services: Relocation	Type Staff name – user id – moving from/to	Time Year file opened – year file will be closed
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Location:	Area Administration	Level 4 Term Casework	Fileplan Subject Term Employee Benefits
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Scope:	Documents and records relating to the relocation of staff
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Additional Information

Restrictions:	Security group	Contains personal information
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Physical or Virtual:	Physical	This file is physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 13 years after closure

Filename Example

**HR Services: Relocation: Sarah Swift – u123456 – Victoria Quay to Meridian
Court: 2017-2022**

Restricted Patient Casework

File Information

Filename:	Topic State Patients	Type Reference – Reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Mental Health
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Scope:	Documents and records relating to persons on the official list of restricted patients		
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Additional Information

Restrictions:	Security Group	Sensitive Information
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Physical or Virtual:	Physical	This file is physical
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Disposal

First Action: Close after 5 years
Second Action: Archive 15 years after closure

Filename Example

State Patients: MCF 1/089 (remand): 2017-2022

Rural Payments Agent Casework

File Information

Filename:	Topic CAID	Type Reference number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Rural Payments
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Scope:	Documents and records relating to rural payments agent casework.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 20 years
 Second Action: Destroy 5 years after closure

Filename Example

CAID 19965: 2022-2042

Rural Payments Common Agricultural Policy (CAP) Administration Casework

File Information

Filename:	Topic Rural Payments	Type Reference number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Rural Payments
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Scope:	Documents and records relating to rural payments Common Agricultural Policy (CAP) administration casework.		
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.	
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.	
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Disposal

First Action: Close after 5 years
 Second Action: Destroy 10 years after closure

Filename Example

Rural Payments: Common Agricultural Policy Administration: Case 123: 2017-2022

Rural Payments Customer Casework

File Information

Filename:	Topic Business Reference Number	Type Payments/Notifications/Business	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Term Rural payments	Subject
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Scope:	Documents and records relating to rural payments customer casework.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 20 years
 Second Action: Destroy 10 years after closure

Filename Example

BRN 99561 Payments 2022: 2022-2042

Rural Stewardship Scheme Casework

File Information

Filename:	Topic Rural Stewardship Scheme	Type Business Name: reference number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to the management of an application and related claims for the Rural Stewardship Scheme. Catalogue Fields applicable: Lead Office, Farm Code, BRN		
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Additional Information

Restrictions:	Security Group	Sensitive Information
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Rural Stewardship Scheme: Old McDonald Farms: 3074209: 2017-2022

School Closure and related Casework

File Information

Filename:	Topic School Closure	Type Name of school	Time Year file opened – year file will be closed
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Location:	Area Outward area	Level 4 Term Casework	Fileplan Subject Term Schools – governance, management and finance
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Scope:	Documents and records relating to the management of school closures and associated activities casework
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

School Closure: Burnside Primary School: 2017-2022

Schools Registration Casework

File Information

Filename:	Topic Schools Registration	Type School Name	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Schools – governance, management and finance
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Scope:	Documents and records relating to the management of School Registration casework
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Schools Registration: Burnside Primary School: 2017-2022

Scotland Rural Development Programme FMPC Casework

File Information

Filename:	Topic Scotland Rural Development Programme (SRDP): Food Processing Marketing and Co-operation (FPMC)	Type Grant Scheme: BRN 123456: Business Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Paying Grants and Subsidies	Fileplan Subject Term Food Supply
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Scope:	Documents and records relating to Scotland Rural Development Programmes Food Processing Marketing and Co-ordination casework.		
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Additional Information

Restrictions:	Security Group	Sensitive Information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy after 31/12/2022 as required by audit

Filename Example

Scotland Rural Development Programme: Food Processing Marketing and Co-operation Grant Scheme: Johnston and Co: BRN: 345678: 2017-2022

Seed Enforcement Casework

File Information

Filename:	Topic Seed Enforcement	Type RPID Area Office	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Crops
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Scope:	Documents and records relating to seed enforcement: Each RPID Area office administering the scheme
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Review after 10 years

Filename Example

Seed Enforcement: Kirkwall: 2017-2022

Scotland Rural Development Programme RDC RP

File Information

Filename:	Topic Scotland Rural Development Programme: Rural Development Contracts (RDC) Rural Priorities (RP)	Type Reference Number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Scotland Rural Development Programme: Rural Development Contracts (RDC) Rural Priorities (RP)
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Scope:	Documents and records relating to the Scottish Rural Development Programme Rural Development Contracts Rural Priorities Casework.
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Additional Information

Restrictions:	Security group	May contain sensitive information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 30 years
Second Action: Destroy 7 years after closure

Filename Example

Scotland Rural Development Programme: Rural Development Contracts Rural Priorities: 117882: 2017-2047

Scotland Rural Development Programme SDS Casework

File Information

Filename:	Topic Scotland Rural Development Programme: Skills Development Scheme	Type Organisation	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Farming - general
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Scope:	Documents and records relating to the Scotland Rural Development Programme (SRDP) Skills Development Scheme (SDS)		
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Additional Information

Restrictions:	Security Group	Grant information details supplied on a commercial and in confidence basis
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Scotland Rural Development Programme (SRDP): Skills Development Scheme (SDS): National Farming Union Scotland: 2017-2022

Scottish Beef Calf Scheme Casework

File Information

Filename:	Topic Scottish Beef Calf Scheme	Type Participant Name	Time Year file opened – year file will be closed
------------------	---	---------------------------------	--

Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to the management of the Scottish Beef Calf Scheme. Excludes bovine cross check documentation
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Scottish Beef Calf Scheme: A T Raptor: 2017-2022

Scottish Forestry Grant Scheme Casework

File Information

Filename:	Topic Scottish Forestry Grant Scheme – Farmland Premium	Type Participant name and reference number	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Forestry - General
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Scope:	Documents and records relating to the payment of subsidy under the Scottish Forestry grants Scheme – Farmland premium		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Review 10 years after closure

Filename Example

**Scottish Forestry Grant Scheme – Farmland premium: Ronald Barns: 333685:
2017-2022**

Seed Potato Labelling Scheme Casework

File Information

Filename:	Topic Seed Potato Labelling Scheme	Type RPID Area Office	Time Year file opened – year file will be closed
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Location:	Area Outward Facing	Level 4 Term Casework	Fileplan Subject Term Crops
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Scope:	Documents and records relating to the administration of the Seed Potato Labelling Scheme.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 5 years after closure

Filename Example

Seed Potato Labelling Scheme: Hamilton: 2017-2022

SFP Entitlement transfer Application Casework

File Information

Filename:	Topic Single Farm Payment Entitlement Transfer Application	Type Applicant Name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to an application made by a producer wishing to sell or lease his or her single farm payment entitlements.
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Single Farm Payment (SFP) Entitlement Transfer Application: GR Hartley: 2017-2022

Sheep Welfare Scheme Casework

File Information

Filename:	Topic Sheep Welfare Scheme	Type Type of Claim	Time Year file opened – year file will be closed
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Location:	Area Outward	Level 4 Term Casework	Fileplan Subject Meat
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Scope:	Documents and records relating to management and processing of claims from participating abattoirs and collection centres in the Sheep Welfare Scheme.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Examples

Sheep Welfare Scheme: Abattoir Claim: 2016-2021

Short Term Sex Offenders Casework

File Information

Filename:	Topic Type of offender	Type Offender Reference number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term Parole
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Scope:	Documents and records relating to a prisoner who is a short term sex offender.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
 Second Action: Destroy 3 years after end of sentence date

Filename Example

Short Term Sex Offender – 199568: 2017-2022

Single Application Form (SAF) Casework

File Information

Filename:	Topic Single Application Form	Type Applicant name	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Common Agricultural Policy
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Scope:	Documents and records relating to management and processing of the named following schemes covered by RPID single application form.		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Physical	This is a physical file
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Single Application Form (SAF): Maurice Gibb: 2017-2022

Social Housing Casework

File Information

Filename:	Topic Landlord registration OR Social Housing OR Right to Buy	Type Case Identifier	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Rented Housing or Social Housing
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Scope:	Documents and records relating to management and processing of Rented and Social Housing cases including Right to Buy application cases.		
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Additional Information

Restrictions:	Security Group	May be a need to restrict this information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Social Housing: Payment Confirmation Details: Rented Housing: 2017-2022

Social Work Inspection Casework

File Information

Filename:	Topic Local Authority Social Work Performance Inspection	Type Local Authority	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Families and Children
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Scope:	Storage of documentation relating to Social Work inspection activity		
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Additional Information

Restrictions:	Security Group	May be a need to restrict this information
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Example

Local Authority Social Work Performance Inspection: West Lothian: Inspection activity: 2017-2022

Soil Sampling Casework

File Information

Filename:	Topic Soil Sampling	Type Unit Name	Time Year file opened – year file will be closed
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Location:	Area Outward	Level 4 Term Casework	Fileplan Subject Environmental protection - general
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Scope:	Documents and records relating to soil sampling for a particular agricultural holding
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Examples

Soil Sampling: Honeysuckle Farm: 2016-2021

Tartans Casework

File Information

Filename:	Topic Tartan Description Name	Type Tartan	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Term Culture and creativity – Heritage	Subject and
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Scope:	Documents and records relating to casework on the registration of tartans in the Scottish Register of Tartans.
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Additional Information

Restrictions:	Security Group	Personal information and client confidential information will be restricted.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Archive 15 years after closure

Filename Example

National Records of Scotland (NRS): Scottish Register of Tartans: Fraser Hunting: 2016-2021

Transport Casework

File Information

Filename:	Topic Various formats transport mode dependant	Type Various Rail, Road, Sea and Air	Time Year file opened – year file will be closed
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Location:	Area Outward	Level 4 Term Casework	Fileplan Subject Dependant on Transport Mode
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Scope:	Documents and records relating to Management and processing of the transport casework		
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Examples

Various formats transport mode dependant: Dunbar train station services: 2016-2021

Transport Construction Casework

File Information

Filename:	Topic Dependant on Transport Mode	Type Dependant on transport mode	Time Year file opened – year file will be closed
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Location:	Area Outward Area	Level 4 Term Casework	Fileplan Subject Term Dependant on Transport mode
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Scope:	Documents and records relating to Transport Construction Casework
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Additional Information

Restrictions:	None
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
Second Action: Review 10 years after closure

Filename Example

Roads: A90 Upgrade Construction: 2017-2022

Transport Scotland – Human Resources - Resourcing Casework

File Information

Filename:	Topic HR	Type Reference Title of Vacancy – Grade	Time Year file opened- Year file closed
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Location:	Area Recruitment and Resourcing	Level 4 Term Casework	Fileplan Subject Term Recruitment and Resourcing
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Scope:	Documents and records relating to resourcing casework undertaken by the Transport Scotland.		
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Additional Information

Restrictions:	Security Group	There will likely be a need to restrict access to these files
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Physical or Virtual:	Virtual	There should be no requirement for this file to be physical.
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Disposal

First Action: Close after 1 year
Second Action: Destroy 5 years after closure

Filename Example

Transport Scotland: Human Resources (HR): Recruitment and Resourcing: 2021

Travel and Subsistence Casework

File Information

Filename:	Topic Travel and Subsistence	Type Claim forms	Time Year file opened – year file will be closed (financial year)
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Location:	Area Administration	Level 4 Term Casework	Fileplan Subject Reward
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Scope:	Documents and records relating to Travel and Subsistence claim forms for the financial year.		
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Additional Information

Restrictions:	Security Group	Contains sensitive information
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical
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Disposal

First Action: Close after 1 year
Second Action: Destroy 3 years after closure

Filename Examples

Travel and Subsistence: Claim Forms: 2016-2017

Unacceptable Actions Casework

File Information

Filename:	Topic Unacceptable actions	Type Name	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Term External Communications
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Scope:	Documents and records relating to unacceptable actions casework.
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Additional Information

Restrictions:	Security Group	Sensitive personal information will be restricted.
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical.
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Disposal

First Action: Close after 5 years
 Second Action: Destroy 7 years after closure

Filename Example

Unacceptable Actions: John Smith: 2017-2022

Veterinary Service Scheme

File Information

Filename:	Topic District / Area name Veterinary Service Scheme	Type Business name, Town, Region	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Paying grants and subsidies	Fileplan Subject Animal rights and welfare
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Scope:	Documents and records relating to the application, contract, correspondence, monthly visits and mileage records and expenses claim forms of the area's veterinary service scheme.		
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Additional Information

Restrictions:	Security Group	Contains personal information
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Examples

District / Area name Veterinary Service Scheme: Dornoch Vets Dornoch
Cromarty: 2016-2021

Wart Disease Casework

File Information

Filename:	Topic Wart Disease	Type RPID Area Office	Time Year file opened – year file will be closed
Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Plant health
Scope:	Documents and records relating to the areas of land affected by Wart Disease.		

Additional Information

Restrictions:	None		
Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical	

Disposal

First Action: Close after 5 years
Second Action: Review 10 years after closure

Filename Examples

Wart Disease: Stornoway: 2016-2021

Whole Farm Review Scheme Casework

File Information

Filename:	Topic Whole Farm Review Scheme (WFRS)	Type Business name: Reference number	Time Year file opened – year file will be closed
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Location:	Area Outward facing	Level 4 Term Casework Farming General	Fileplan Subject Farming General
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Scope:	Documents and records relating to management and processing Whole Farm Review Scheme (WFRS) cases.		
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Additional Information

Restrictions:	Security Group	Contains sensitive information
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Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical
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Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Examples

Whole Farm Review Scheme (WFRS): Mr J Fields and Son: 2126: 2016-2021

Wildlife Incident Investigation Casework

File Information

Filename:	Topic Wildlife Incidents	Type Investigation	Time Year file opened – year file will be closed
Location:	Area Outward facing	Level 4 Term Casework	Fileplan Subject Nature Conservation
Scope:	Documents and records relating to wildlife incident investigations.		

Additional Information

Restrictions:	None		
Physical or Virtual:	Virtual	There should not be a requirement for this file to be physical	

Disposal

First Action: Close after 5 years
Second Action: Destroy 10 years after closure

Filename Examples

Wildlife Incidents: Investigation: 2016-2021