

Retention Schedule

Scottish Assessors Association Documentation

Created: July 2005 (archived) Updated: July 2012 (current)

Ref	Section	Records Series	Retain	Fate	Notes
SAA 01	SAA	Valuation Practice Notes			Exempt – (if on portal) – noted in publication scheme.
SAA 02	SAA	Valuation Practice Notes (if not on portal)	C + 5	D	C = current until last appeal dealt with.
SAA 03	SAA	Minutes of meetings inc AGM's	Cy + 5	D	If on Portal, no need to retain.
SAA 04	SAA	Notes taken at meetings	Cy + R	D	R= Destroy when minutes produced.
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