

Type of record	Retention Period
Membership records	5 years after last contact
Applications for accommodation	5 years after last contact
Housing Benefits Notifications	Duration of Tenancy
Former tenants' files (key info)	5 years after Tenancy Termination
Third Party documents re care plans	Duration of Tenancy
Ex-offenders Record	Duration of Tenancy
Anti-Social Behaviour case files	5 years after Tenancy Termination/end of legal action
Residents' meetings	1 year
Minute of factoring meetings	1 Year after Termination of Appointment
Housing exchanges - Mutual exchange list	Maintain currently only and update as required
Maintenance plan	1 year or until superseded
Electrical Safety Certificates	10 years after Inspection
Gas Safety Certificate	5 years after Inspection
Tenant files - Evictions	5 years after Tenancy Termination
Tenant file - Welfare benefit advice	5 years after Tenancy Termination
Tenant Participation Strategy	Current + 1 year
Register of Tenants Organisations	Current only - Keep up to date
Register of abandoned property	5 years after notice

Type of record	Retention Period
Notice of proceedings for recovery of possession	5 years after notice
Form SSS1 (Notice under Section 34 to be served on a prospective Tenant of a Short Scottish Secure Tenancy	5 years after issue
Tenements - Notice of potential liability for costs	Expires at the end of the 3 year period beginning with the date of registration unless renewed before that period
Tenements - Prescriptive period for costs to which Section 12 relates	5 years
Tenant file - Rent increase notification	5 years