

- NFHA** - **National Federation of Housing Associations**
- IPSA** - **Independent Parliamentary Standards Authority**
- CA** - **Companies Act**
- CIPD** - **Chartered Institute of Personnel & Development**
- SDA** - **Sex Discrimination Act**
- RRA** - **Race Relations Act**
- RIDDOR** - **Reporting of Injuries Diseases & Dangerous Occurrences Regulations**
- VATA** - **Value Added Tax Act**
- IHO** - **Independent Housing Ombudsman**
- DPA** - **Data Protection Act**
- DWP** - **Department of Work and Pensions**
- IR** - **Inland Revenue**

CORPORATE AND GOVERNANCE					
Information Collected or Held	Location	Purpose collected or held	Period retained for	Statutory Retention Source	Exchanged with/Passed on to
<b>Letter of charitable registration</b>	<b>Appended to Association Rules (in safe in Corporate Services room)</b>	<b>Statutory Requirement</b>	<b>Permanently</b>	<b>No specific statutory retention period. NFHA best practice - permanently</b>	<b>Funders, Solicitors, HM Revenue &amp; Customs</b>
<b>Letter re charitable status</b>	<b>Director's files</b>	<b>Tax purposes</b>	<b>Permanently</b>	<b>No specific statutory retention period. NFHA best practice - permanently</b>	<b>Regulatory bodies</b>

**CORPORATE AND GOVERNANCE**

Information Collected or Held	Location	Purpose collected or held	Period retained for	Statutory Retention Source	Exchanged with/Passed on to
<b>Registration documents</b>	<b>Safe in Corporate Services room</b>	<b>Statutory Requirement</b>	<b>Permanently</b>	<b>No specific statutory retention period. NFHA best practice - permanently</b>	<b>Publicly available</b>
<b>Certificates of Employers' Liability Insurance</b>	<b>Office Noticeboard (downstairs)  (Original in Insurance File, Finance Officer's files)</b>	<b>The Employers Liability (Compulsary Insurance) Act came into force on 1 January 1999. Authorised inspectors now have the power to require employers to provide them with a copy of both current and past certificates.</b>	<b>40 years</b>	<b>Employers Liability (Compulsary Insurance) Regulations 1998</b>	<b>Publicly available</b>
<b>Minutes of Committee Meetings</b>	<b>Originals with Office Manager, copies stored in library and electronically on G Drive</b>	<b>Record of Committee Meetings</b>	<b>Permanently</b>	<b>CA  Signed originals must be kept</b>	<b>Housing Regulator, Auditors. Publicly available</b>
<b>Annual Returns to Housing Regulator</b>	<b>Office Manager files, and electronic</b>	<b>Record of information submitted to Regulator</b>	<b>5 years</b>	<b>NFHA recommendation – best practice</b>	<b>Housing Regulator, SHN Benchmarking</b>

**CORPORATE AND GOVERNANCE**

<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Annual Returns to Housing Regulator – working papers</b>	<b>Relevant section head’s files and electronically on G Drive</b>	<b>Record of workings for annual returns</b>	<b>3 years</b>	<b>No specific statutory retention period. NFHA best practice - permanently</b>	<b>Housing Regulator</b>
<b>Audited returns and financial statements (including Annual Returns to Registrar of Friendly Societies)</b>	<b>Financial Statements – safe Annual returns stored in corporate services room</b>	<b>Record of Association’s financial management position</b>	<b>Permanently</b>	<b>No specific statutory retention period. NFHA best practice - permanently</b>	<b>Management Committee, Lenders, Members, OSCR, Housing Regulator, Auditors</b>
<b>Declarations of Interest</b>	<b>Corporate Services Manager’s files</b>	<b>Record of staff &amp; Committee declarations of interest</b>	<b>6 years</b>	<b>NHFA recommendation – limitation for legal proceedings</b>	<b>Management Committee, Auditors</b>
<b>Register of Seals</b>	<b>Safe in Corporate Services room</b>	<b>Record of use of seal</b>	<b>Permanently</b>	<b>NFHA recommendation – best practice</b>	<b>Auditors, Chairperson</b>
<b>Register of Share Certificates</b>	<b>Safe in corporate services room</b>	<b>Record of share certificates issued and cancelled</b>	<b>Permanently</b>	<b>NFHA recommendation – best practice</b>	<b>Auditors, Chairperson</b>

<b>CORPORATE AND GOVERNANCE</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Registers of Members</b>	<b>Safe in corporate services room and electronic database</b>	<b>Record of Members and ex members</b>	<b>Permanently</b>	<b>Registrar of Friendly Societies</b>	<b>Auditors, Chairperson</b>
<b>Committee Members names, addresses, dates of birth and code of conduct details</b>	<b>Corporate Services Manager's files and electronically on G Drive</b>	<b>Regulatory requirement</b>	<b>1 year after committee membership ceases</b>	<b>No specific statutory retention period</b>	<b>Business planning, auditors, Scottish Housing Regulator</b>
<b>Benefits to Staff and Committee Members under Housing (Scotland) Act 2001</b>	<b>Register in safe in corporate services room</b>	<b>Regulatory requirement</b>	<b>Permanently</b>	<b>Scottish Housing Regulator</b>	<b>Publicly available record, auditors, Scottish Housing Regulator, Management Committee</b>
<b>Complaints to HHA and the Ombudsman</b>	<b>Computerised records and Complaints filing cabinet</b>	<b>To monitor and record complaints</b>	<b>Permanently</b>	<b>No statutory retention period</b>	<b>Ombudsman, Management Committee, Scottish Housing Regulator, Auditors</b>
<b>Telephone recordings</b>	<b>Secure Server and Management Team's PCs</b>	<b>To monitor external calls (no card details are recorded when payments made over phone)</b>	<b>12 months</b>	<b>No statutory retention period</b>	<b>N/a</b>
<b>CCTV footage – Reception, Interview Rooms, Safe location, car park and external building</b>	<b>Finance &amp; Corporate Services Room</b>	<b>Surveillance for security and safety purposes</b>	<b>30 days</b>	<b>No statutory retention period</b>	<b>Police</b>

<b>HR DOCUMENTS</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Employees' Personnel Records</b>	<b>Individual files in locked cabinets and within computerised Personnel file (restricted access rights)</b>	<b>Details of employment and next of kin etc. for efficiency of organisation</b>	<b>6 years after employment ends</b>	<b>No specific statutory retention period  CIPD best practice</b>	<b>Details supplied for references, Inland Revenue, Police, Pension Scheme, DWP, Dept of Employment, Auditors, Housing Regulator, Lawyers, Employee Counselling Service</b>
<b>Employees' Staff Appraisals, Training &amp; Development records</b>	<b>Individual files in locked cabinets and within computerised Personnel file (restricted access rights)</b>	<b>To record employee development</b>	<b>6 years after employment ends</b>	<b>No specific statutory retention period  CIPD best practice</b>	<b>Details supplied for references, Management Committee, Auditors and Housing Regulator</b>
<b>Employee's health and sickness records</b>	<b>Individual files in locked cabinets (separate from personnel files) and within computerised Attendance system (restricted access rights)</b>	<b>To calculate entitlement to sickness allowance, to provide referrals to occupational health specialists / GP</b>	<b>6 years from end of sickness</b>	<b>No specific statutory retention period – CIPD best practice  Limitation for legal proceedings. (NCVO)</b>	<b>Details supplied for references, Inland Revenue, DWP, Dept of Employment, Auditors and Management Committee</b>

<b>HR DOCUMENTS</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Recruitment shortlists, ethnic monitoring details, interview notes and related application forms</b>	<b>Files in locked cabinet, Corporate Services Room</b>	<b>To provide monitoring details for Equal Opportunities. To assist in case of dispute of an application.</b>	<b>6 months for non-shortlisted candidates, 12 months for those shortlisted. Successful job applicants documents will be transferred to personnel file</b>	<b>SDA RRA  Also recommendation of Commission for Racial Equality and Equal Opportunities Commission</b>	<b>For monitoring by Management Committee, Auditors and Industrial Tribunal.</b>
<b>Disclosure Scotland Records</b>	<b>Individual personnel or committee member files and stored electronically (restricted access)</b>	<b>To comply with legislation where staff or committee are working with vulnerable groups</b>	<b>Paper copy retained for 6 months then destroyed</b>	<b>Employment legislation and Disclosure Scotland guidelines</b>	<b>For monitoring by Management Committee, Auditors</b>

**EMPLOYEES (Health & Safety)**

<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Accident records, reports</b>	<b>Individual pages from accident book store in locked cabinet in Corporate Services Room</b>	<b>To record health and safety incidents and any action required</b>	<b>NFHA best practice - 6 years after date of occurrence</b>	<b>RIDDOR Limitation for legal proceedings.</b>	<b>Details supplied for reference, Health &amp; Safety Advisors or representatives</b>
<b>Accident Books</b>	<b>First Aid Point in office</b>	<b>To record incidents</b>	<b>6 years after date of last entry</b>	<b>RIDDOR Limitation for legal proceedings</b>	<b>Details supplied for reference, Health &amp; Safety Advisors or representatives</b>

**FINANCE - EMPLOYEES**

Information Collected or Held	Location	Purpose collected or held	Period retained for	Statutory Retention Source	Exchanged with/Passed on to
<b>Record of taxable payments</b>	<b>Payroll Software and hard copy kept in file. (Corporate Services Room)</b>	<b>Inland revenue requirement</b>	<b>6 years</b>	<b>Inland Revenue</b>	<b>Inland Revenue, auditors</b>
<b>Record of earnings on which NI contributions payable</b>	<b>Payroll Software and hard copy kept in file. (Corporate Services Room)</b>	<b>Inland revenue requirement</b>	<b>6 years</b>	<b>Inland Revenue</b>	<b>Inland Revenue, auditors</b>
<b>Copies of notices to employees (P45, P60)</b>	<b>Copy held in file (Corporate Services Room) and sent online to IR, email confirmation also kept</b>	<b>Inland revenue requirement</b>	<b>6 years</b>	<b>Inland Revenue</b>	<b>Inland Revenue, auditors and employees. All P45s now processed online to IR, with copy to employee.</b>
<b>Inland Revenue notices of code changes, pay and tax details</b>	<b>Payroll Software updated but manual copy held on file (Corporate Services Room)</b>	<b>Inland Revenue requirement</b>	<b>6 years</b>	<b>Inland Revenue</b>	<b>Sent from IR to Association. Employees receive copy direct from IR</b>



**FINANCE - EMPLOYEES**

Information Collected or Held	Location	Purpose collected or held	Period retained for	Statutory Retention Source	Exchanged with/Passed on to
<b>Expense Claims</b>	<b>Manual Payroll Folder in Corporate Services Room</b>	<b>Inland Revenue requirement / budgetary control</b>	<b>6 years</b>	<b>Inland Revenue</b>	<b>Inland Revenue re Subscription Expenses, Auditors</b>
<b>Record of sickness payments</b>	<b>Payroll Software and manual Payroll Folder</b>	<b>Inland Revenue requirement</b>	<b>6 years</b>	<b>NFHA</b> <b>(Inland Revenue require retention of each payment for 3 years)</b>	<b>Employee, Auditors</b>
<b>Record of maternity payments</b>	<b>Filed in Corporate Services Room and electronically (restricted access)</b>	<b>Inland Revenue requirement</b>	<b>6 years</b>	<b>NFHA</b> <b>(Inland Revenue require retention of each payment for 3 years)</b>	<b>Inland Revenue, Employee, Auditors</b>
<b>Redundancy details and record of payments and refunds</b>	<b>Salary File in Corporate Services Room and electronically (restricted access)</b>	<b>Legal and Inland Revenue requirement</b>	<b>12 years from date of redundancy</b>	<b>CIPD recommendation</b> <b>(Inland Revenue require retention for 6 years)</b>	<b>Auditors, BERR, Solicitors, Inland Revenue, Employee</b>

<b>FINANCE - ACCOUNTING</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Accounting Records</b>	<b>Signed accounts kept in Safe. Copies on computerised files (restricted access)</b>	<b>Statutory Obligation</b>	<b>Permanently</b>	<b>Required by Registrar of Friendly Societies and Charity Commissioner.</b>	<b>References, auditors, Housing Regulator, borrowing facilities</b>
<b>Offers of Grant (Scottish Government Housing Investment / Wider Role / EDC / NHP / Scottish Water</b>	<b>Relevant section files</b>	<b>To monitor conditions attached to grants</b>	<b>6 years or for duration of scheme. (electronic records kept permanently)</b>	<b>Best practice</b>	<b>Private Lenders, Auditors, any other relevant party</b>
<b>Contractor Invoices</b>	<b>Files in Corporate Services Room</b>	<b>For auditing purposes and budget control</b>	<b>6 years</b>	<b>VATA Revenue &amp; Customs requirement for VAT registered bodies</b>	<b>Auditors, Scottish Housing Regulator</b>
<b>Debtors Invoices</b>	<b>Files in Corporate Services Room</b>	<b>For auditing purposes and budget control</b>	<b>6 years</b>	<b>VATA Revenue &amp; Customs requirement for VAT registered bodies</b>	<b>Auditors, Scottish Housing Regulator</b>

<b>FINANCE - ACCOUNTING</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Bank Statements and pay in books</b>	<b>Filed in Corporate Services Room</b>	<b>Auditing Purposes and budget control</b>	<b>6 years</b>	<b>Best practice</b>	<b>Auditors, Scottish Housing Regulator</b>
<b>VAT Returns</b>		<b>Legal and Inland Revenue requirement</b>	<b>6 years</b>	<b>Inland Revenue</b>	<b>Inland Revenue, Auditors</b>
<b>Books of prime entry e.g. cash book, ledgers, petty cash records</b>	<b>Cash Books and Ledgers – Omniledger system</b>  <b>Petty cash paper receipts filed in Corporate Services Room and retained for 6 years</b>	<b>Legal and Inland Revenue requirement</b>	<b>6 years</b>	<b>Inland Revenue</b>	<b>Inland Revenue, Auditors</b>
<b>Cash received records</b>	<b>Omniledger system</b>  <b>Chip and pin paper receipts – shredded on annual basis</b>	<b>Legal and Inland Revenue requirement</b>	<b>6 years</b>	<b>Inland Revenue</b>	<b>Inland Revenue, Auditors</b>

<b>HOUSING MANAGEMENT</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Current Tenant Files</b>	<p><b>Stored in house file cabinets</b></p> <p><b>Certain information also stored in electronic house files</b></p>	<b>Details relating to tenancy including details of any complaints</b>	<b>Duration of tenancy</b>	<b>No statutory retention period – NFHA recommendation</b>	<b>Details supplied for references, auditors, Scottish Housing Regulator and Solicitors</b>
<b>Former Tenant Files (excluding tenancy agreements)</b>	<p><b>Stored in house file cabinets</b></p> <p><b>Certain information also stored in electronic house files</b></p>	<b>Details relating to tenancy including details of any complaints</b>	<p><b>3-5 years</b></p> <p><b>5 years on exception basis where file contents are judged sufficiently important</b></p>	<b>No statutory retention period – NFHA recommendation</b>	<b>Details supplied for references, auditors, Scottish Housing Regulator and Solicitors</b>
<b>Former Tenants’ Tenancy Agreements, and details of their leaving</b>	<p><b>Stored in house file cabinets</b></p> <p><b>Certain information also stored in electronic house files</b></p>	<b>Details relating to former tenancy agreement</b>	<b>Permanently</b>	<b>No statutory retention period – NFHA recommendation</b>	<b>Details supplied for references, auditors, Scottish Housing Regulator and Solicitors</b>

<b>HOUSING MANAGEMENT</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Rejected / cancelled housing list application forms</b>	<b>Housing Management Files</b>	<b>Details of applicants applying to be rehoused. For assessment of housing circumstances/priority</b>	<b>Paper files destroyed on annual review or applicant request</b>	<b>Best Practice</b>	<b>Auditors. Scottish Housing Regulator &amp; Management Committee</b>
<b>Housing Benefit Notifications</b>	<b>Housing Management files</b>	<b>Details of housing benefit awards for reference and entitlement checks</b>	<b>2 years</b>	<b>Recommendation of Institute of Rent Officers (now merged with CIH)</b>	<b>Auditors. Scottish Housing Regulator &amp; Management Committee</b>
<b>Welfare Rights Files</b>	<b>WRO files</b>	<b>Details of welfare rights cases to enable clients entitlements to be assessed and pursued</b>	<b>13 months after case closed</b>	<b>DWP Requirement</b>	<b>Auditors. Scottish Housing Regulator &amp; Management Committee</b>
<b>Tenancy Support Records</b>	<b>TSO files</b>	<b>Referral details, contact details, housing support assessment, support plans and contact records as well as any related correspondence</b>	<b>5 years</b>	<b>Best Practice</b>	<b>Social Services / Care Commission</b>
<b>Tenant Rent details</b>	<b>Stored in house file cabinets and on computerised Omniledger records</b>	<b>To record rent payments, arrears and housing benefit arrangements. To produce statistical reports</b>	<b>While resident</b>	<b>Best Practice</b>	<b>Details used for Scottish Housing Regulator, Solicitors and Management Committee</b>

<b>HOUSING MANAGEMENT</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Tenants' financial details</b>	<b>Individual house files, and computerised files</b>	<b>Direct debit mandates or any other financial arrangements for rent and debt management</b>	<b>Duration of tenancy, and if terminated, Association may have to recall info for debt recovery or tenancy references</b>	<b>Best practice</b>	<b>Other housing providers who require tenancy reference by signed mandate. Auditors. Scottish Housing Regulator. Courts if action taken. Solicitors if case notes passed over to raise action.</b>
<b>Anti social complaints records</b>	<b>Individual house files, and computerised files</b>	<b>To record reports of alleged anti-social behaviour and record action taken by the Association</b>	<b>While resident</b>	<b>Best practice</b>	<b>Information used for Scottish Housing Regulator, Solicitors and Management Committee</b>
<b>Right to Buy applications and information</b>	<b>Corporate Services Room and computerised files</b>	<b>Details relating to Right to Buy applications</b>	<b>Permanently</b>	<b>Best Practice</b>	<b>Scottish Housing Regulator, Auditors, Solicitors, Management Committee</b>
<b>Tenants Survey Results</b>	<b>Housing Management Files</b>	<b>To ascertain service performance and analysis for service improvements</b>	<b>3 years</b>	<b>Best Practice</b>	<b>Management Committee, Scottish Housing Regulator</b>

<b>HOUSING MANAGEMENT</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Records of Estate Management Inspections</b>	<b>Housing Management Files</b>	<b>To monitor service performance and analyse service improvements</b>	<b>5 years</b>	<b>Best Practice</b>	<b>Management Committee, Scottish Housing Regulator</b>
<b>Details re collection of EDC Former Tenant Arrears</b>	<b>Electronic records</b>	<b>To monitor service performance</b>	<b>Indefinitely</b>		<b>Management Committee, Scottish Housing Regulator</b>
		<b>To reimburse EDC as per transfer agreement</b>	<b>5 years</b>	<b>As per Transfer Agreement</b>	<b>East Dunbartonshire Council</b>
<b>Record of Lets</b>	<b>Electronic</b>	<b>To monitor service performance</b>	<b>5 years</b>	<b>Best Practice</b>	<b>Management Committee, Scottish Housing Regulator, Housing Options Guide, Newsletter</b>
		<b>To report to EDC as per transfer agreement</b>	<b>5 years</b>	<b>As per Transfer Agreement</b>	<b>East Dunbartonshire Council</b>

<b>PROPERTY SERVICES</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Maintenance repair orders and property maintenance records</b>	<b>Property Services Files - Manual and computerised records</b>	<b>Details of individual repairs carried out in properties. To produce statistical and historical reports</b>	<b>6 years</b> <b>Limitation for legal action</b>	<b>NFHA Guidelines</b>	<b>Management Committee, Scottish Housing Regulator, Auditors</b>
<b>Development documentation</b>	<b>Property Services Files - Manual and computerised records</b>	<b>Details of developments within the Association's programme</b>	<b>12 years after settlement of all issues</b> <b>Limitation for legal action relating to land or contracts under seal</b>	<b>NFHA Best Practice</b>	<b>Management Committee, Scottish Housing Regulator, Auditors, Bank</b>
<b>Mileage records for company vans</b>	<b>Property Services files</b>	<b>Company vehicle record</b>	<b>2 years after disposal</b>	<b>Best Practice</b>	<b>Insurers / relevant parties</b>
<b>Maintenance records, MOT tests for company vans</b>	<b>Property Services files</b>	<b>Company vehicle record</b>	<b>2 years after disposal</b>	<b>Best Practice</b>	<b>Insurers / relevant parties</b>



<b>PROPERTY SERVICES</b>					
<b>Information Collected or Held</b>	<b>Location</b>	<b>Purpose collected or held</b>	<b>Period retained for</b>	<b>Statutory Retention Source</b>	<b>Exchanged with/Passed on to</b>
<b>Copy registration for company vans</b>	<b>Property Services files</b>	<b>Company vehicle record</b>	<b>2 years after disposal</b>	<b>Best Practice</b>	<b>Insurers / relevant parties</b>
<b>Insurance Policy for company vans</b>	<b>Finance Officer files</b>	<b>Company vehicle record</b>	<b>For current period of insurance</b>	<b>Best Practice</b>	<b>Insurers / relevant parties</b>
<b>Statutory Consents (including habitation certificates)</b>	<b>Property Services files</b>	<b>Legal requirement</b>	<b>Permanently</b>	<b>Best practice</b>	<b>Relevant parties as required</b>
<b>Energy Performance Certificates</b>	<b>Property Services Files</b>	<b>Legal Requirement</b>	<b>Duration of Tenancy</b>	<b>Best Practice</b>	<b>Copy given to tenant and House Purchaser</b>

**CONTRACTS AND AGREEMENTS**

Information Collected or Held	Location	Purpose collected or held	Period retained for	Statutory Retention Source	Exchanged with/Passed on to
<b>Contracts for the purchase of goods or services, including professional services</b>	<b>Relevant section head's files</b>	<b>Record of agreement and services purchased</b>	<b>6 years after completion</b>	<b>NFHA recommendation  Limitation for legal proceedings</b>	<b>Relevant parties to contract, Auditors</b>
<b>Loan agreements</b>	<b>Safe in Corporate Services Room</b>	<b>Record of borrowing, and conditions attached</b>	<b>12 years after last payment</b>	<b>NFHA recommendation</b>	<b>Scottish Housing Regulator, relevant parties to agreement</b>
<b>Documents relating to successful tenders</b>	<b>Relevant section files</b>	<b>To support management of contracts</b>	<b>6 years after end of contract</b>	<b>NFHA recommendation – best practice</b>	<b>Relevant parties</b>
<b>Documents relating to unsuccessful tenders</b>	<b>Relevant section files</b>	<b>n/a</b>	<b>Until expiry of standstill period</b>	<b>Legal advice received (McGrigors)</b>	<b>n/a</b>