

Attachment 4.4 – Records Retention Periods

Record	Records Retention Period
Land Ownership: Interfaces Boundaries	In perpetuity In perpetuity
Drainage Outfalls	In perpetuity
Files and other Records required by the CDM Regulations	In perpetuity
As Built Drawings: Roads Structures (including bar bending schedules) Electrical Landscaping Maintenance Manuals	Until 2 years after deletion from inventory of designed item Until 2 years after deletion from inventory of designed item and then offered back to Transport Scotland Until 2 years after deletion from inventory of designed item Until 2 years after deletion from inventory of item to be maintained
Design Calculations	Until 2 years after deletion from inventory of designed item
Inspection Records: Road Maintenance and Management System Safety Inspection Road Maintenance and Management System Safety Patrols Road Maintenance and Management System Detailed Inspections Structures General Principal Special Electrical	Until 10 years after date of inspection Until 10 years after date of inspection Until 10 years after date of inspection Until 2 years after Structure demolished and then offered back to Transport Scotland Until 2 years after Structure demolished and then offered back to Transport Scotland Until 2 years after Structure demolished and then offered back to Transport Scotland Until 10 years after date of inspection
Investigations	Until 10 years after date of investigation unless involving a Structure in which case until 2 years after Structure demolished.
Surveys: Ground Topographical Environmental Traffic CCTV	Until 10 years after date of survey Until 10 years after date of survey Until 10 years after date of survey Until 10 years after date of survey Until 10 years after date of survey

Record	Records Retention Period
Statutory Orders: Speed Limits	Until 10 years after Statutory Order rescinded
Waiting	Until 10 years after Statutory Order rescinded
Clearway	Until 10 years after Statutory Order rescinded
Traffic Regulations	Until 10 years after Statutory Order rescinded
Compulsory Purchase	Until 10 years after Statutory Order rescinded
Any other Traffic	Until 10 years after Statutory Order rescinded
Development Control	Until 10 years after adoption
Third Party Claims	Until 5 years after settlement with affected third parties
Accident Records/Reports	In perpetuity
<i>New Roads and Streets Works Act 1991:</i> Designation	Until 10 years after date of Notice
Apparatus	Until 10 years after date of Notice
Notices	Until 10 years after date of Notice
Safety Audits	Until 10 years after date of audit
Abnormal Load Movement Records	Until 10 years after date of record
Final Statements of Intent for structural maintenance Schemes	Until 6 years after completion of the Scheme
Contract Documentation: Conditions of Contract Bills of Quantities Specifications	Until 5 years after financial settlement of each Contract between the Scottish Ministers and Works Contractors
Works activities (Site Records)	Until 5 years after a Works Contract completion
Construction Records: Contract Administrator's construction reports Material Test Results	Until 2 years after deletion from inventory Until 2 years after deletion from inventory
Noise Assessment	Until 10 years after final assessment
Winter Service Records	Until 10 years after date of record
Incident Response Records	Until 10 years after date of record
Reports on monthly Operations undertaken by the Operating Company	Until 10 years after date of report
General correspondence files	Until 15 years after initiation of file
Supporting cost measurement documentation related to Operations for which Statements have been prepared	Until 6 years after the end of the Non-Conformance Liability Period