



Retention Schedule

Valuation Roll/Non-domestic Subjects

Created: July 2004 (archived)
 Updated: August 2012
 Updated: October 2015
 Updated: March 2017 (current)

Ref	Section	Records Series	Retain	Fate	Notes
VR 1	Valuation	Valuation Rolls	P	P	
VR 2	Valuation	Survey records and plans	C	T	Only destroyed if property demolished wef pre 1/4/2010 and no outstanding appeal
VR 3	Valuation	VAC Hearing Lists	P	P	
VR 4	Valuation	Source correspondence (including building warrants & planning lists)	P	P	
VR 5	Valuation	Non-Domestic sales	P	P	
VR 6	Valuation	Appeal Correspondence	C	T	Only destroyed if property demolished and no outstanding appeal
VR7	Valuation	VAC Decisions	P	P	
VR 8	Valuation	Lands Tribunal Decisions	P	P	
VR 9	Valuation	LVAC Decisions	P	P	
VR 10	Valuation	Prepared Case	P	P	Retain one copy in file
VR11	Valuation	VAC Recordings	C	D	Destroy 3 months after date of any decision unless otherwise directed by Senior Management
VR12	Valuation	Information on Core Valuation Software Application	C	T	Record deleted if property removed from the Valuation Roll and no outstanding appeal
VR13	Valuation	Record of appeal history	P	P	Held Electronically
VR14	Valuation	Questionnaires and ROIs	P	P	

C= while record current, Cy = current/current year, T = until termination, D = destroy, P = permanent, A = archive, R = review
 All retention periods given in years unless otherwise stated.