
SCOTTISH STATUTORY INSTRUMENTS

2016 No. 107

The Welfare Funds (Scotland) Regulations 2016

Retention of information

- 16.**—(1) A local authority is to retain, in respect of every fund application—
- (a) the information specified in regulation 15(1);
 - (b) full details of—
 - (i) facts taken into account in making a decision on the application;
 - (ii) any information gathered in connection with the application but which the authority subsequently decided was not relevant for the purpose of making its decision; and
 - (c) any contact between the authority and the applicant in relation to the application.
- (2) The information referred to in paragraph (1) is to be retained by the local authority until 6 years after the end of the financial year in which the fund application was made.
- (3) In paragraph (2), “financial year” means a period of 12 months ending on 31st March.