

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: EIR-17-0675 - Records and Traffic
Date: 24 May 2017 15:57:31
Attachments: [Further Information - Right to Review & Appeal.pdf](#)
[EIR-17-0675 - Traffic Regulation Order.pdf](#)
[EIR-17-0675 - Bus Lane Enforcement Retention.pdf](#)
[EIR-17-0675 - Records Retention Disposal Schedule Policy.pdf](#)
[EIR-17-0675 - Queens Road - Lang Stracht.docx](#)

Dear [REDACTED],

Thank you for your information request of 15 May 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

I would be content to receive the retention information in relation to documentation or correspondence used to support Traffic Orders

Aberdeen City Council holds copies of all Traffic Regulation Orders, which are available on request. Background information relating to the establishment of recent Traffic Regulation Orders is available online through the Aberdeen City Council website, Communities Housing and Infrastructure committee reports. Please see attached an extract from our retention schedule, [EIR-17-0675 – Traffic Regulation Order](#), which shows that Traffic Regulation Orders must be held indefinitely.

Bus lane enforcement records are held for 5 years. Please see attached an extract from our retention schedule, [EIR-17-0675 – Bus Lane Enforcement Retention](#).

After further investigation, we have found that information regarding the Auchmill Road bus lane Traffic Regulation Order would have to be sought from Transport Scotland as it is a trunk road and they progressed the order. ACC does not hold this information.

Detail on how to contact Transport Scotland can be found here:

<https://www.transport.gov.scot/freedom-of-information/>

I should also like to be provided with the policy document / officer report that members approved along with the committee and / or council minutes formally adopting the Records Retention and Disposal Schedule as a formal policy of the Council.

The Corporate Records Retention and Disposal Schedule was approved at the Finance, Policy and Resources Committee on 15 September 2015 under the heading 'Information Management Policy suite'. Attached is a copy of the policy which is currently under review, [EIR-17-0675 – Records Retention Disposal Schedule Policy](#).

I would wish to be provided with all the available traffic count information pertaining to the Auchmill Road and Great Northern Road from one year prior to the Traffic Order establishing the Auchmill Road Bus Lane until December 2016,

There are no surveys recorded within our files. It should be noted that this section of road is under the management and maintenance of BEAR Scotland on behalf of Transport Scotland and therefore it is advised that they are contacted.

Details on how to contact BEAR Scotland can be found here:

<http://bearscoot.com/Contacts/>

ACC is unable to provide you with information on **all the available traffic count information pertaining to the Auchmill Road and Great Northern Road from one year prior to the Traffic Order establishing the Auchmill Road Bus Lane until December 2016** as it is not held by the Council. In order to comply with its obligations under the terms of Regulation 10(4)(a) - Information Not Held - of the EIRs, ACC hereby gives notice that this information is not held by it. ACC is required by Regulation 10(1)(b) of the EIRs to inform you as to why in all the circumstances of the case, the public interest in maintaining this exception outweighs the public interest in disclosing this information to you. ACC is satisfied that it does not hold this information and considers that, as there is no information held, the public interest lies with the exception.

I would wish to be provided with the most recent traffic count information for the other in-force bus lanes to avoid a further separate request.

A recent survey was carried out of Queens Road and Lang Stracht bus lanes. These results are attached, EIR-17-0675 – Queens Road – Lang Stracht. No further surveys are recorded on our files.

We hope this helps with your request.

Yours sincerely,

Grant Webster
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

As the information which you requested is environmental information, as defined under Regulation 2(1) of the Environmental Information (Scotland) Regulations 2004 (the EIRs), ACC considered that it was exempt from release through FOISA, and must therefore give you notice that we are refusing your request under Section 39(2) of FOISA (Freedom of Information (Scotland) Act 2002). However, you have a separate right to access the information which you have requested under Regulation 5 of the EIRs, under which ACC has handled your request. Please refer to the attached PDF for more information about your rights under the EIRs.

Information Compliance Team
Communications and Promotion
Office of Chief Executive
Aberdeen City Council
3rd Floor North
Business Hub 17
Marischal College
Broad Street
ABERDEEN AB10 1AQ

foienquiries@aberdeencity.gov.uk

Tel 03000 200 292

*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.

Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

www.aberdeencity.gov.uk

Traffic Regulation Orders

From wiki

Description: Traffic Regulation Orders.

- Retention Trigger: Retain Permanently
- Retention Period: Retain Permanently
- Disposal Action: Retain Permanently
- Rationale: Business requirement

Retrieved from "http://internalblog/wiki/index.php?title=Traffic_Regulation_Orders&oldid=1360"

Category: Record Class

Business Classification

Function:	Transport & Infrastructure
Activity:	Traffic Management
Sub-Activity:	Roads Control
Transaction:	-

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- This page was last modified on 27 April 2015, at 17:50.
 - This page has been accessed 13 times.

Bus Lane Enforcement records

From wiki

Description: Bus Lane Enforcement records

- Retention Trigger: Compliance with Notice
- Retention Period: 5 years
- Disposal Action: Destroy
- Rationale: Business requirement

Business Classification

Function:	Transport & Infrastructure
Activity:	Traffic Management
Sub-Activity:	Roads Control
Transaction:	-

Retrieved from "http://internalblog/wiki/index.php?title=Bus_Lane_Enforcement_records&oldid=1352"

Category: Record Class

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- This page was last modified on 27 April 2015, at 17:27.
 - This page has been accessed 18 times.

CORPORATE POLICY

RECORDS RETENTION AND DISPOSAL SCHEDULE

Date:	30 September 2014	
Version:	V2.0	
Location:	IT & Transformation	
Author (s) of Document:	Caroline Anderson, Information Manager	
Approval Authority	Finance, Policy & Resources	
Scheduled Review:	15 September 2016	
Changes:	15 September 2015	Rationalisation with wider Information Management policy suite

What is this policy for?

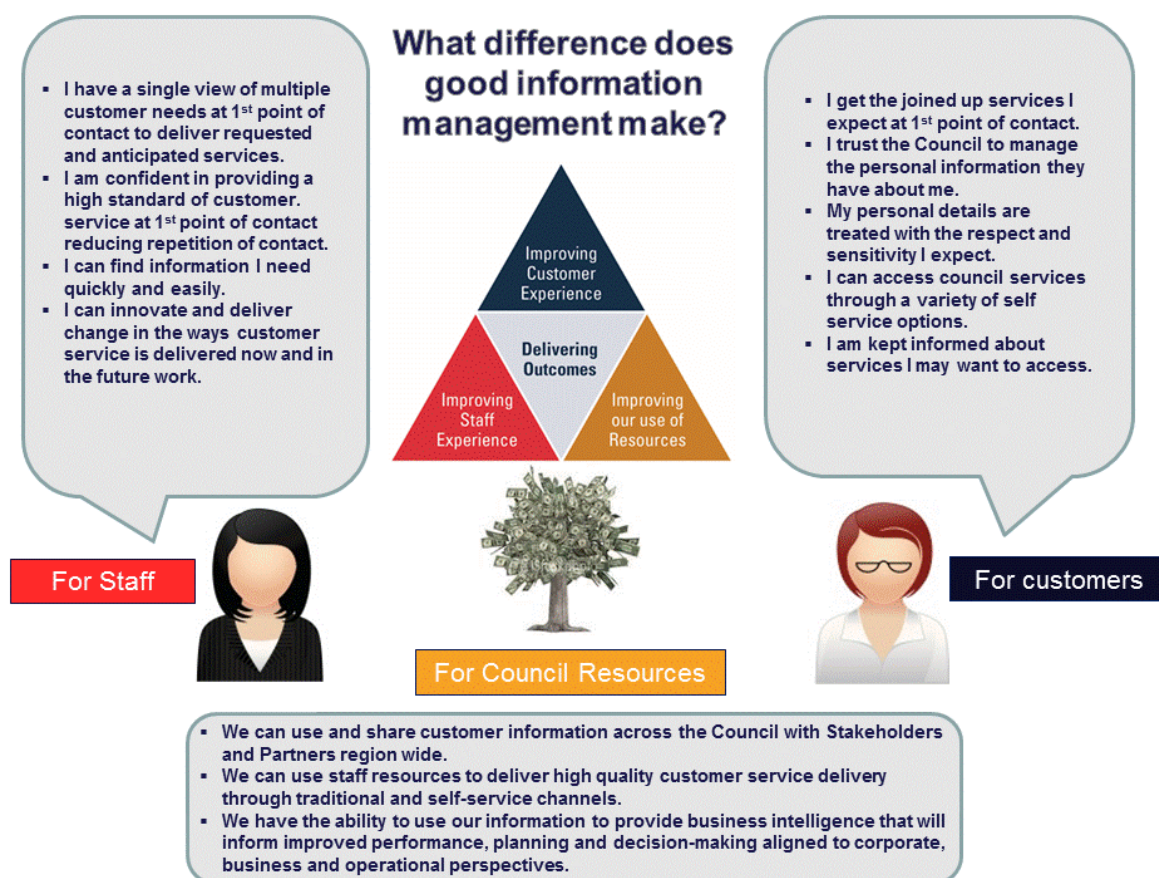
This policy sets out the Council's framework for managing the appropriate retention and disposal of its information assets, in accordance with its business requirements and legal obligations, through the adoption of a corporate Records Retention & Disposal Schedule.

Who is this policy for?

This policy is for all employees of Aberdeen City Council, its 3rd party contractors and Arm's Length External Organisations (ALEOS). This Policy is not just for those working on or assigned information and records management roles, it is for all Council staff, for every role, at every grade, in every part of the Council.

Why do we need this policy?

The Council's information is a critical asset, underpinning service delivery; used by all staff, and affecting all customers, and their experience of the Council. Adoption of a Corporate Records Retention & Disposal Schedule supports the delivery of the Council's strategic information management objectives, as outlined in the Information Management Strategy, that our information is accessible, useable and reliable; available when, where and whenever it is needed to support core business. Good information management is a critical enabler for delivery of the Council's Shaping Aberdeen Priorities:



Specifically, the adoption of a Corporate Records Retention & Disposal Schedule will mean we can be sure our staff have the information they need, for as long as they need it, to deliver services to customers, and to be able to explain and evidence the decisions the Council makes. It also means that the Council will not use its resources to keep information for longer than we need to, as storing information cost money, whether it is held in hard copy or electronically.

If the Council fails to manage its information properly, it may mean that our staff may not have the right information in the right place to deliver services to our customers. For critical services, this can have serious consequences for our customers. The volume and nature of information that the Council holds, in order to deliver services, means we have a duty of care to manage it appropriately. If we don't, our customers will lose confidence in us, our reputation will suffer, and the Council won't have the trust we need to engage meaningfully with the wider community to shape Aberdeen's future.

Under the terms of the Public Records (Scotland) Act 2011, the Council has a statutory duty to manage its information assets appropriately. Having in place and being able to evidence the use of a Records Retention & Disposal Schedule provides a key element of fulfilling this duty whilst being compliant with other related legislation such as Data Protection and Freedom of Information.

What does it mean for the Council? (Policy Statement)

The Council will manage the retention and disposal of their information and records, regardless of the technical or physical format or age of the information or record, in accordance with the corporate [Records Retention & Disposal Schedule](#). This includes but is not limited to paper records, email, spreadsheets, and data in business systems, audio and video recordings and web pages. The Council will evidence the use of the corporate Records Retention & Disposal Schedule through the creation and maintenance service Disposal Registers.

The Records Retention and Disposal Schedule is aligned to the corporate Business Classification Scheme, and sets out:

- Corporately agreed retention and disposal periods (how long we need to keep our information and records)
- Corporately agreed retention and disposal actions (how we dispose of our information and records when they are no longer needed).

How will we make it happen?

The implementation of the corporate Records Retention & Disposal Schedule will be managed as part of the Council's wider Information Management Strategy Improvement Programme.

Overall governance and strategic responsibilities for this policy are assigned to the Council's Senior Information Risk Officer (SIRO). All activity relating to this policy and will be monitored, actioned and reported on to the SIRO through Information Management Strategy Improvement Programme. Information Asset Owners and

Administrators will be responsible for ensuring all staff understand and act in accordance with their responsibilities outlined in this policy.

How will we know if it's working?

All activity relating to this policy will be reported by the SIRO to the Corporate Management Team, as required.

How will we make sure this policy kept up to date?

The Records Retention and Disposal Schedule will be maintained, developed and kept up-to-date with any business or legislative changes. This policy will be reviewed annually by the Council's Information Manager in conjunction with the Corporate Information Lifecycle Management Policy to ensure that it meets business and accountability requirements, and measurable standards of good practice.

Related Policy Document Suite

Strategy & Policy

- Information Management Strategy
- Information Asset Register Policy
- Information Lifecycle Management Policy
- Management of Information Security Policy
- Records Retention & Disposal Policy
- ICT Acceptable Use Policy

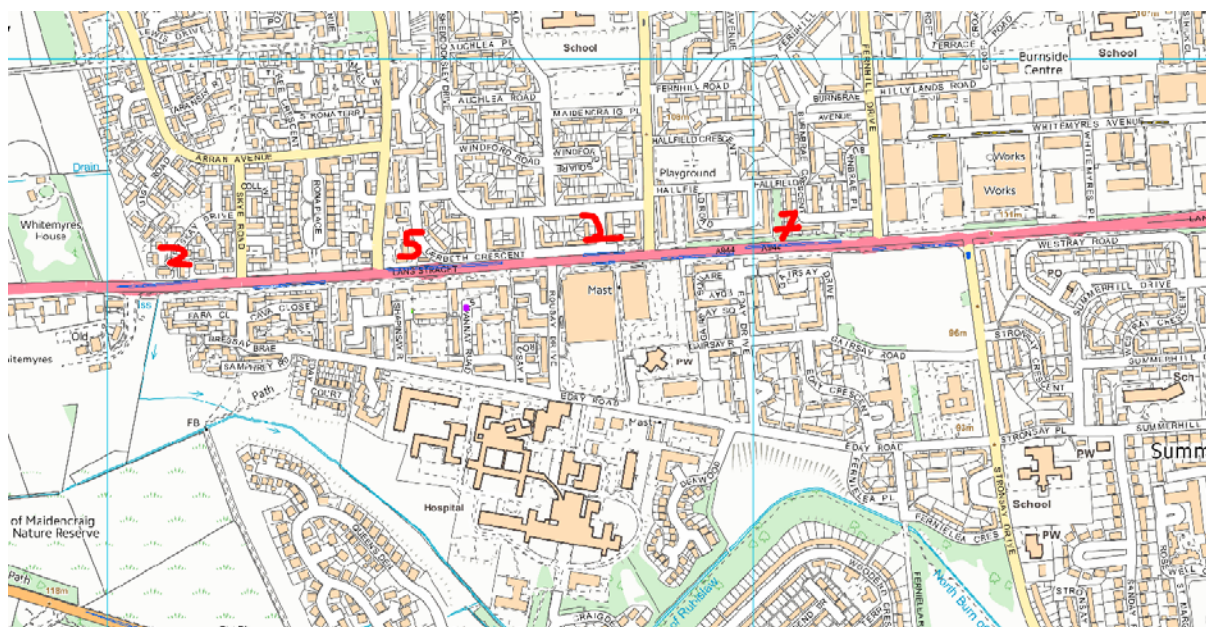
Tools

- [Corporate Business Classification Scheme](#)
- [Corporate Records Retention Schedule](#)
- Information Lifecycle Management Toolkit (in development)

Related Legislation and Supporting Documents

- [The Data Protection Act \(1998\)](#)
- [The Freedom of Information \(Scotland\) Act 2002](#)
- [The Public Records \(Scotland\) Act 2011](#)
- [The Environmental Information \(Scotland\) Regulation 2004](#)
- [Records Management Plan](#)

Lang Stracht Bus Lane - City bound (East bound)	
Date: 28/2/17	
Time: 16:00 – 17:00	9
17:00 – 18:00	7



Queens Road Bus Lane - City bound (East bound)	
Date: 28/2/17	
Time: 07:30 – 08:30	1
08:30-09:30	5

