

**Retention and Disposal Schedule**

**2016**

**Approved by Council**

**26 January 2016**

**Laid before the Northern Ireland Assembly**

**Effective 16 September 2016**

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**Retention and Disposal Schedule**

1. **Introduction**

Causeway Coast and Glens Borough Council is a local authority in Northern Ireland. The roles and functions of local government in Northern Ireland are set out in the Local Government Act (Northern Ireland) Act 1972 and subsequent amendments and miscellaneous acts.

The Local Government Act (Northern Ireland) 2014 confers upon Council the power of general competence and Community Planning. Additionally, Council has a duty to continuous performance improvement.

Local government Responsibilities fall into three main areas:-

* **Direct Service Provision**. The Council is responsible for the direct delivery of a wide range of services;
* **Advocacy**. The Council represents its constituents and lobbies Government Agencies and other bodies to acquire benefits for the Borough;
* **Development**. Council has been increasingly instrumental in facilitating the development of the Borough, especially since the introduction of local economic development powers under the Miscellaneous Provisions (NI) Order 1992 and this will continue with the implementation of Community Planning under the Local Government Act (Northern Ireland 2014.

In the performance of the above roles, the Council currently carries out functions in the following areas with expectations that further functions will be transferred to local government under the ongoing review of public administration being undertaken by central government:

* Waste collection and disposal;
* Street cleaning;
* The provision of facilities for recreational, social and cultural activities including leisure centres, parks, open spaces and sports grounds, community centres and town halls;.
* The provision of burial grounds;
* The promotion of arts, sports and community development;
* The promotion of tourism and economic development;
* The administration and regulation of certain matters relating to the environment, public health and public safety including building control, dangerous structures, food safety, statutory nuisance, air pollution, noise pollution, dog control, consumer protection and health and safety;
* The licensing and regulation of street trading, places of public entertainment, amusement centres, cinemas and petroleum stations;
* The making of byelaws and their regulation;
* The registration of births, deaths and marriages;
* Planning functions;
* Off-street car parking management.
1. **Purpose of the Retention and Disposal Schedule**

This document sets out the minimum time periods for which the various records created by the Council should be retained, either due to their ongoing administrative value or as a result of statutory requirements. It will enable the Councilto dispose of records promptly when they cease to be of any continuing administrative/legal value and will identify records which should be transferred to the Public Record Office of Northern Ireland (PRONI) because of their long-term historical/research value.

The schedule complies with the requirements in the Public Records Act (NI) 1923 and the Disposal of Documents Order (S.R.& O.1925 No 167).

1. **What is covered by this Retention and Disposal schedule?**

This schedule identifies the retention and disposal arrangements for all records created by the Council. A record is recorded information, in any form, created or received by the Council or individual members of staff to support and show evidence of Councilactivities. For the purpose of the Council’s Records Management Policy, records are defined as:

*“Recorded information, in any form, created or received and maintained by an organisation or person in the transaction of business or conduct of affairs and kept as evidence’*

Within the Council a range of information/documents exists but which does not need to be captured into the formal records management system. This information (e.g. ephemeral material, reference material, and convenience copy) is not covered by the retention and disposal schedule and includes:

* Rough or early drafts where these do not contain evidence of policy development;
* Circulated copies of drafts; unaltered drafts;
* Convenience copies or information retained for reference purposes only (it is not retained to provide evidence of transactions, but only for its informational value);
* Reference or published materials from external sources which are not needed for record purposes, e.g. papers from conferences and seminars, policy briefings, sales catalogues, brochures, “junk-mail”;
* CCd emails;
* Emails that are not the primary record of decisions or transactions (e.g. the information is recorded in some other way following the email exchange);
* Personal records and emails, e.g. social arrangements, personal copies of performance reviews;
* Stocks of publications that have been superseded;
* Bookings for internal services (e.g. rooms, equipment) where no charges are made;
* Notes taken during meetings where formal notes/minutes have been prepared;
* Meeting requests, acceptances and apologies;
* Corporate notices and circulars (circulated copies, i.e. not the original);
* Superseded circulation/contact lists;
* Covering/transmission documents such as covering letters, fax cover sheets, compliments slips or emails accompanying attachments that do not provide additional information to the main document and where evidence of date and time of receipt or despatch are not required;
* Reservations and confirmations of arrangements with third parties, such as joining instructions for conferences, training, etc. when invoices have been received.
* Personal data and information sent to the Council which is not relevant or connected to the Council’s functions or that particular file.

These categories of information should be destroyed as soon as reference to the information has ceased. Unnecessary retention of such information represents a resource burden for the Council in terms of storage costs, administration and freedom of information and data protection obligations.

In almost all cases, the disposal periods given in the schedule relate to master copies of records which form the official version retained for regulatory or business reasons. Where it is clear that a master copy is being retained elsewhere within the Council there is no requirement to keep other copies. In all cases, copies of records should not be retained any longer than the period stated for the master copy in the retention and disposal schedule.

Where the documents could be pertinent to a future claim eg cleaning schedules, rotas, consent forms, a copy should be attached to the incident report form and sent to the appropriate business area. The original can then be destroyed in accordance with the Retention and Disposal Schedule, and the copy retained in with the investigation file for the required period.

1. **Electronic Documents / Material**

The principles governing the retention of electronic documents are the same as those for paper records. In support of these principles, it is important that electronic folders should be organised in a similar way as paper records. In addition, ephemeral electronic documents of no enduring value, such as those of purely personal relevance, should be deleted from the system at the earliest opportunity.

In business areas where the Council operates a print to paper policy the electronic documents which form part of the official record should be printed out and placed on the appropriate file.

1. **Email**

Emails may form part of the Council’s corporate record and, therefore, are subject to its records management policies and procedures. All staff, therefore, should review incoming and outgoing emails to decide whether the information they contain should be retained as part of the corporate record. In business areas where the Council operates a print to paper policy the email which form part of the official record should be printed out and placed on the appropriate file. The email should then be deleted from the personal mailbox and any “deleted items” box.

Where a member of staff wishes to keep an email message for administrative or reference purposes, it should be moved into a relevant area. These messages should be deleted when they have ceased to be of use for reference purposes. Ephemeral email messages, which are not required for either administrative or reference purposes, should be deleted immediately.

Incoming and outgoing emails are potentially covered by the Data Protection Act if one or other of the following criteria is met:

* The sender or recipient is identifiable, either through their email address or the text of the email; or
* The text of the email contains personal data, i.e. facts, opinions or intentions about identifiable living individuals.

The Data Protection Act specifically requires that personal data should not be kept for longer than necessary. Any emails containing personal information should therefore be deleted as soon as they are no longer of administrative value, and in compliance with this Schedule.

1. **Categories of Retention / Disposal**

There are five broad categories of retention / disposal:

**Determined on Review**

These are records requiring appraisal. They are appraised by Councilstaff at specified periods to determine if there is a continuing business need for retention and by PRONI staff to determine if they are required for historical or research purposes.

**Permanent Retention by the Council**

The records are permanently retained in the Department for administrative or legislative purposes and will be physically or digitally managed in an accessible format within record keeping systems.

**Transfer to Local Government / Funding Agency**

Records that will be transferred back to the lead government body or funding agency at the end of the period, generally records relating to funded projects.

**PRONI Appraisal**

The long term historical and evidential value of the records cannot be confirmed and therefore requires appraisal by PRONI. If it is deemed that there is no long term value, the records can be destroyed; otherwise they are transferred to PRONI, in line with policies and procedures.

A file may be reviewed a number of times:

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| --- | --- | --- |
| **On Closure** |  | A file should be reviewed immediately on being closed by the business area. The long term value may be clear at this stage and staff should indicate their decision on the file’s retention / disposal when it is being closed, if not already specified in the retention and disposal schedule. |
| **First Appraisal/Review** |  | Unless a specific retention period has been specified a file will be reviewed by PRONI five years after closure. Procedures shall be put in place to ensure that these records are reviewed at the appropriate stage. |
| **Second Appraisal/Review** |  | There may be occasions when it proves difficult to reach a decision on a file at first review. Such files may be put away for re-examination at a later stage by PRONI, no more than 20 years after the file was opened. If this is the case, systems shall be put in place to ensure that the second review by PRONI takes place. |

**Transfer to PRONI**

The records are transferred to the Public Record Office of Northern Ireland (PRONI) under warrant, where they will be preserved and securely held.

Records identified for Permanent Preservation in PRONI will normally transfer under warrant once they have reached 20 years old (as calculated from the date of the last paper). They are therefore considered to have become Historical Records (as defined within the Freedom of Information Act 2000, Part 6), and must be accompanied by clear FOIA access recommendations.

However, in line with the *Public Records Act (NI) 1923 (s.3(c))*, certain record classes may be designated by the Public Authority for ‘early transfer’, usually because the record class is open and the information is already available in the public domain. In rare circumstances (for example, if the creating organisation is facing imminent dissolution, or a Public Inquiry wishes to transfer the complete record urgently), PRONI can accept early transfer.

**Destroy**

The records are disposed of securely and in line with council policies and procedures. The only exception to destruction is if the information is subject to an ongoing legal, audit or FOI case.

1. **New / change Functions**

As new functions or classes of records are created or changed during the life of the Schedule, and are not reflected in the current Schedule, advice must be taken from PRONI on whether there is a requirement for the Council to re-draft, and resubmit the Schedule to the NI Assembly.

1. **Operation of this Retention and Disposal Schedule**

**Closing a file**

In order for this retention and disposal schedule to operate effectively, it is important to maintain a streamlined filing system through regular and systematic closure of files. Closing a file does not mean that it has to be immediately removed from the filing system. What it does mean is that no additional papers should be added to the file and that it should be used only for reference.

When a file is due to be closed the appropriate member of staff should consult the retention and disposal schedule and indicate on the file the date on which it can be destroyed, transferred to the Public Record Office of Northern Ireland, or whether it should be subject to the normal review procedures. The form ‘FILE DISPOSAL/RETENTION FORM’ which can be found in Appendix B should be completed and attached to the front of the file upon closure.

**Retention Period**

Retention periods are based upon the specific business needs of the Councilin addition to the regulatory environment within which the Council operates. The retention period required for each type of file is calculated from the point the file is closed. For example, if the retention period, as recorded on the Schedule is 5 years and the action is destroy, then a record closed on 10 October 2013 should be retained until 10 October 2018.

**Destruction**

Destruction of files will take place on a planned basis in line with agreed procedures. All destruction decisions must be agreed by the relevant Director or Chief Executive. A record of all file destruction will be kept for audit purposes and all files will be destroyed in line with the arrangements for the destruction of confidential waste. When completing a ‘batch disposal’ the form in Appendix C should be completed and retained.

1. **Roles and responsibilities**

The Chief Executive has overall responsibility for ensuring that the Council complies with the requirements of legislation affecting the management of records, and with any supporting regulations and codes.

**Heads of Service are responsible for**:

* Ensuring that the Retention and Disposal Schedule, and associated procedures are fully observed and implemented within their area of responsibility;
* Ensuring that all staff within their area of responsibility receive the appropriate training.

**All members of staff are responsible for:**

* Documenting their actions and decisions, and for maintaining the records in accordance with the Council’s agreed policies and practices.
1. **Legacy records**

Records created by predecessor bodies of the Council will be referred to PRONI for appraisal.

1. **Signatories**



Causeway Coast and Glens Borough Council Disposal and Retetnion Schedule

Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.

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Elizabeth Beattie Date

Head of Policy

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David Jackson MBE Date

Town Clerk and Chief Executive – Causeway Coast and Glens Borough Council

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David Huddleston Date

Head of Records Management, Cataloguing and Access Section

Public Record Office of Northern Ireland

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Maggie Smith Date

Deputy Keeper of the Records

Public Record Office of Northern Ireland

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Denis McMahon Date

Permanent Secretary

Department of Culture, Arts & Leisure

**Retention and Disposal**

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| **SECTION 1: COMMUNITY SAFETY AND PUBLIC SAFETY** |
| **SECTION 1.1: COMMUNITY SAFETY & PUBLIC SAFETY - CHILD PROTECTION & SAFEGUARDING** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Child Protection & Safeguarding** | Records associated with child protection and safeguarding to include referrals to Gateway and PSNI |   | 2 years after year end | Destroy |
| Statistical database relating to child protection and safeguarding | 7 years | Destroy |
|  |
| **SECTION 1.2: COMMUNITY SAFETY & PUBLIC SAFETY - EMERGENCY PLANNING** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Emergency Plan**  | Emergency Plan (includes Business Continuity Plans and Contacts Directories)  | The Local Government (NI) Order 2005 Art 24(4). DOE Circular No (1) LG 07 06 | One copy of all versions to be retained permanently. When updated, all other copies of previous version to be destroyed | Permanent Retention by Council  |
| Flood Plan |
| Pandemic Plan |
| Multi-agency emergency support plan |
|   | Activities that report on all major incidents in the local community and post emergency briefing  | The Local Government (Northern Ireland) Order 2005. DOE Circular No (1) LG 07 06  | Permanent | Permanent Retention by Council |
|   | Activities that report on all minor incidents in the local community and debriefing  | The Local Government (Northern Ireland) Order 2005. DOE Circular No (1) LG 07 06  | 4 years | Destroy |
|   | Minutes and reports of internal Crisis Management Team  | The Local Government (Northern Ireland) Order 2005. DOE Circular No (1) LG 07 06  | 4 years | Destroy |
|   | Circulars and Advice Notes on Emergency Planning and Business Continuity, Service level Agreements and Memorandums of Understanding | The Local Government (Northern Ireland) Order 2005. DOE Circular No (1) LG 07 06  | Retain until superceded | Destroy |
|   | Disaster planning records to include forms and guidance on an emergency | National Archives Retention Scheduling (9) | Destroy when new plan is promulgated | Destroy |
|  |  |   |  |  |
| **SECTION 1.3: COMMUNITY SAFETY & PUBLIC SAFETY - CCTV** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **CCTV Records relating to Council Property** | CCTV footage | Data Protection Act 1998. ICOs CCTV Code of Practice.  | Maximum calendar month | Destroy |
| Body Worn Camera footage | Image captured as part of enforcement and retained as part of evidence gathering | Destroy once issued resolved |
|  |  |  |  |  |
| **SECTION 1.4: COMMUNITY SAFETY & PUBLIC SAFETY - COMMUNITY PLANNING** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Community Planning** | Records associated with the Strategic Community Planning Partnership Meetings to include minutes and reports | Local Government (NI) Act 2014. c8, part 10 | 20 years | Permanent Retention by PRONI. Transfer after 20 years.  |
| Records associated with Strategic Community Planning Partnership Meetings, operational and working groups  | 3 years beyond the lifespan of the Plan | Destroy |
| Records associated with Monitoring and Reporting  | 3 years beyond the lifespan of the Plan | Destroy |
| Records associated with projects implemented under community planning | 3 years beyond the lifespan of the Plan, subject to finance regulations | Destroy |
|  |  |  |  |  |
| **SECTION 1.5: COMMUNITY SAFETY & PUBLIC SAFETY - POLICING AND COMMUNITY SAFETY PARTNERSHIPS**  |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Policing and Community Safety Partnership** | Records associated with meetings, to include agendas, minutes, reports from Police, monitoring of same and questions from the public | Justice Act (NI) 2000, S21 | 20 years | PRONI Appraisal.  |
| Public Consultation Report | Justice Act (NI) 2000, S21 | 20 years | PRONI appraisal  |
| Strategy to gain the co-operation of the public with the Police | Justice Act (NI) 2000, S21 | 20 years | PRONI appraisal  |
| Strategic Plan to include operational plan | Justice Act (NI) 2000, S21 | 20 years.  | PRONI appraisal  |
| Strategy to reduce crime and enhance community safety | Justice Act (NI) 2000, S21 | 20 years.  | PRONI appraisal  |
| Annual Report | Justice Act (NI) 2000, S24 | 20 years.  | PRONI appraisal  |
| Policies relating to Standing Orders, Equality Scheme, Disability Action Plan and Publication Scheme | Statute to include: Section 75 NI Act 1998 Disability Discrimination Act 1995 | 20 years  | PRONI appraisal  |
| Finance relating to funding groups: letters of offer, claims, progress reports, correspondence, monitoring & evaluation and claims to NIPB/DOJ |   | 7 years from programme end | Destroy |
| Procedures |   | Until superseded  | Destroy |
| Press releases and marketing materials |   | 7 years from programme end | Destroy |
| Records associated with Surveys / Consultations  |   | 3 years | Destroy |
| Information Access Requests - Disclosure Log and subject access requests |   | 3 years | Destroy |
| Database of names and questions received from the public | Data protection principles | 1 year | Destroy |
| Records if termination of the PCSP |   | Review | Review with Joint committee prior to any action |
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| **SECTION 1.6: COMMUNITY SAFETY & PUBLIC SAFETY - DISTRICT POLICING PARTNERSHIPS. Function ceased in April 2012.**  |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **District Policing Partnership files** | Records associated with meetings, to include agendas, minutes, reports from Police and questions from the public | Police (NI) Act 2000, S 16 | Permanent3 years | Transfer to PRONI |
| Public Consultation Report | Police (NI) Act 2000, S 16 | 3 years  | Transfer to PRONI |
| Strategy to gain the co-operation of the public with the Police | Police (NI) Act 2000, S 16 | 3 years | Transfer to PRONI |
| Strategic Plan to include operational plan | Police (NI) Act 2000, S 16 | 3 years | Transfer to PRONI |
| Annual Report | Police (NI) Act 2000, S 17 | 3 years | Transfer to PRONI |
| Policies relating to Standing Orders, Equality Scheme, Publication Scheme |   | 3 years  | Transfer to PRONI.  |
| Procedures |   | 3 years  | Destroy |
| Press releases and marketing materials |   | 3 years | Destroy |
| Records associated with Surveys / Consultations  |   | 3 years | Destroy |
| Information Access Requests - Disclosure Log and subject access requests |   | 3 years | Destroy |
| Database of names and questions received from the public |   | 1 year | Destroy |
|  |
| **SECTION 1.7: COMMUNITY SAFETY & PUBLIC SAFETY - COMMUNITY SAFETY PARTNERSHIPS. Function ceased in April 2012** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| Community Safety Partnership  | Records associated with meetings, to include agendas, minutes and reports | Statutory Rule regarding formation of CSPs. NIO Policy and Strategy.  | 7 years  | PRONI Appraisal  |
| Annual Report |   | 7 years  | PRONI Appraisal  |
| Local Strategic Plan to include operational plan |   | Review at 7 years | PRONI Appraisal  |
| Policies |   | Review at 7 years | PRONI Appraisal  |
| Procedures |   | 3 years | Destroy |
| Press releases and marketing materials |   | 3 years | Destroy |
| Records associated with Surveys / Consultations  |   | 3 years | Destroy |
| Finance relating to funding for other groups to include grant/funding payments |   | 7 years | Destroy |
| Project Files to include relevant approval minutes etc |   | 7 years | Destroy |

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| **SECTION 2: CONSUMER AFFAIRS** |
| **SECTION 2.1: CONSUMER AFFAIRS - ENVIRONMENTAL SERVICES** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Environmental Health to include noise, public health and housing** | All complaint investigations  |   | 6 years after conclusion of investigation | Destroy |
| **Environmental Health** | Policy, Procedures , legislation Service level Agreements, Memorandums of Understanding |   | Retain until superceded | Destroy |
| **Environmental Protection** | All complaint investigations  |   | 6 years | Destroy |
|  | Technical comments on Planning Applications |   | 6 years  | Destroy |
|  | Anti-Social Behaviour /ASBOs |   | 6 years after conclusion of investigation | Destroy  |
|  | Contaminated land information |   | Permanent | Permanent Retention by Council |
|  | Sample results / LAPPC / Annual returns |   | 6 years | Destroy  |
| **Health and Safety (within Environmental Health remit).**  | Bye-laws registrations |   | 2 years after registration or entitlement lapses  | Destroy  |
|  | Sports Grounds Safety Certificates & Regulated stands | Safety of Sports grounds (NI) Order 2006 | Retain until superceded.  | Destroy  |
|  | Cooling Towers Registers | Cooling Towers and evaporative Condensers Regulations (NI) 1994 | 2 years after decommissioning.  | Destroy  |
|  | Accident investigations | Health & Safety at Work (NI) Order 1978 | 6 years after conclusion of investigation  | Destroy  |

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|  | Fireworks and MSER  |   | 6 years | Destroy  |
| **Consumer Safety** | Premises files / complaints | Consumer Protection Act 1987 | 6 years | Destroy |
| Poisons Register |   | 2 years after registration or entitlement lapses  | Destroy  |
| **Public Health and Housing** | Private Tenancies Order and | Private Tenancies (NI) Order 2006, Rent (NI) Order 1978 | 6 years.  | Destroy  |
| Rent Order associated documentation, Statutory Returns (exception Fitness Inspection records – see below) |
| **Public Health and Housing** | Fitness Inspection records under Private Tenancies Order  |   | Permanent | Permanent Retention by Council |
| **Home Safety** | Home Safety Inspection/Provision of Equipment |   | 3 years from date of equipment provision | Destroy |
| **Affordable Warmth Scheme** | Surveys – paper copies and electronic copies |  | 7 Years as agreed with funders (DSD) | Destroy |
| Records to include: Service Level Agreement, Map / database of targeted area, DSD guidance document and Local & Regional Meeting Minutes |  | 7 years or until funding ends | Destroy |
| **Fuel Poverty** | Grant scheme referrals | Personal Data | 3 years from date of referral | Destroy |
| Oil Stamp Cards/ sales/redemptions |   | 7 years | Destroy |
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| **SECTION 2.2: CONSUMER AFFAIRS - ENVIRONMENTAL SERVICES - INVESTIGATION, INSPECTIONS & MONITORING** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Food Control**  | Inspection records, Food Hygiene/Food standards records, Food Complaints, Food Samples, Chemical Samples, Food Poisoning Investigations | Food law Code of Practice (Northern Ireland) June 2014 (4.5.4 p 93) | 6 years  | Destroy |
| **Food Control** | Food premises register |   | Permanent | Permanent Retention by Council.  |
| Food Safety Plan |   | Retain until superceded.  | Destroy |
| **Tobacco Control Files** | Complaints and Inspection Records  | The Smoking (NI) Order 2006 | 6 years  | Destroy |
| **Regulation of Investigatory Powers Act (RIPA)** | Surveillance Authorisation Forms, Application Forms, Supplementary documents and notification of approval, Inspection Reports, Monitoring Information | Regulation of Investigatory Powers Act 2000 | 3 years from cancellation of RIPA authorization | Destroy  |
| Refused Surveillance Authorisation Forms | Regulation of Investigatory Powers Act 2000 | 3 years recorded from the date recorded in box 11 of the RIPA 1 Form | Destroy  |
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| **SECTION 2.3: CONSUMER AFFAIRS - ENVIRONMENTAL SERVICES - REGISTRATION, CERTIFICATION & LICENSING** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Dog Licensing**  | Applications received and all administration relating to the grant / refusal / renewal | Dogs (NI) Order 1983, as amended by the Dangerous Dogs (NI) Order 1991 and the Dogs Amendment Act (NI) 2011 | 2 years after registration or entitlement elapses  | Destroy  |
| **Dog Breeding Establishments and Guard dog kennels** | Applications received and all administration relating to the grant / refusal / renewal | The Welfare of Animals (Dog Breeding Establishments and Miscellaneous Amendments) Regulations (NI) 2013 | 2 years after Registration lapses | Destroy |
| **Enforcement** | Fixed Penalties |  | 2 years following last action  | Destroy  |
| **Animal welfare**  |   | The Welfare of Animals Act (NI) 2011 | 6 years after conclusion of investigation | Destroy |
|  | Dangerous Dogs  | Dangerous Dogs (NI) Order 1991 | 2 years after registration or entitlement elapses  | Destroy |
| **Licensing** | Petroleum licences - applications received and all documentation relating to grant/refusal/renewal of licences | Petroleum Consolidation Act (NI) 1929 | Permanent  | Permanent Retention by Council.  |
| Safety Certificates e.g. electrical certificates submitted for application process to destroyed when new certificate is provided  | Destroy |
| Amusement Permits - applications received and all documentation relating to grant/refusal/renewal of licences | Betting, Gaming, Lotteries & Amusement (NI) Order 1985  | 2 years after registration or entitlement lapses | Destroy  |
| Entertainment licences – applications received and all documentation relating to grant /refusal / renewal of licences | Local Government (Miscellaneous Provisions) (NI) Order 1985 | 2 years after registration or entitlement lapses  | Destroy  |
| Safety Certificates e.g. electrical certificates submitted for application process to destroyed when new certificate is provided  | Destroy |
| Street trading licences - applications received and all documentation relating to grant / refusal / renewal of licences | The Street Trading (NI) Act 1923 | 2 years after registration or entitlement lapses.  | Destroy  |
| Cinema Licences - applications received and all documentation relating to grant / refusal / renewal of licences | Cinemas (NI) Order 1991 | 2 years after registration or entitlement lapses | Destroy  |
| Societies Lotteries - applications received and all documentation relating to grant / refusal / renewal | Betting, Gaming, Lotteries & Amusement (NI) Order 1985 | 2 years after registration or entitlement lapses | Destroy  |
| Caravan Site Licence, Application form, Site Map, Inspection Reports, Correspondence, Planning approval | Caravans Act (NI) 1963 as amended | 2 years after registration lapses | Destroy |
| Caravan Site - Applications received and all administration relating to the grant / refusal / renewal of Caravan Site Licences. |   | 2 years after last action | Destroy |
| Hairdressers - Applications received and all administration relating to the grant / refusal / renewal.  | Hairdressers Act (NI) 1939 | 2 years after registration or entitlement lapses  | Destroy |
| Tattooist, Acupuncture, Piercing & Electrolysis - Applications received and all administration relating to the grant / refusal / renewal.  | Local Government (Miscellaneous Provisions) Order (NI) 1985 | 2 years after registration or entitlement lapses  | Destroy |
| **Food Control** | Food premises registration | Article 6(2) of EC regulation 852/2004 | 2 years after close of business | Destroy |

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| **SECTION 3: COUNCIL PROPERTY**  |
| **SECTION 3.1: COUNCIL PROPERTY - OFF-STREET CAR PARKING**  |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Off-Street Car parks - Management** | Records associated with the management of Off-Street Car parks |  | 5 years | Review |
| **Contract Management**  | Records associated with management of the contract held currently with DRD to include minutes of meetings and any subsequent contract  |  | Permanent  | Permanent Retention by Council |
| **Policies**  | Any Policy to be developed under the relevant legislation to include permit for trading purposes and excess & alternative charges for Car Parks etc. |  | Permanent  | Permanent Retention by Council |
| **Procedures**  | Any procedure to be developed under the relevant legislation to include permit for trading purposes etc. |  | Until superceded | Destroy |
| **Background correspondence** | Empirical evidence to develop policy, statistics, correspondence etc. |  | 2 years | Destroy |

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| **SECTION 3.2: COUNCIL PROPERTY – MAINTENANCE OF COUNCIL PROPERTY** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Records and Returns for all Council property relating to:** | Asset status, Inventories, Stocktaking reports, Inspection reports, Requests for work, Maintenance records, Theft / vandalism Reports & Investigations |   | Lifespan of equipment or 6 years unless activity involving a minor and then retain in accordance with associated Policy | Destroy |
| **Building Maintenance** | Fire Extinguisher Certificates |   | 7 years | Destroy  |
| NICEIC (Installation Certificates) |
| Fire Alarm Certificates |
| Emergency Lighting Certificates |
| Facilities Job Cards  |
| **Permits to Work (PtW) Detailed Management Control Systems for High Risk Activities e.g.** | Asbestos Removal |   | 40 years | Destroy |
| **Permits to Work (PtW) Detailed Management Control Systems for High Risk Activities e.g.** | Confined Space Entry, Electrical Work, Hot Work, Excavations, Work at Height, Work with HFLs |   | 5 years | Destroy |
| **Service Level Agreements**  | Facilities management to include: Boiler Maintenance, Aircon, Fire Alarms, PAT, Lifts, Emergency Lighting, Energy certificate etc. | Statutory  | 12 years after completion of SLA  | Review by Council  |
| **Insurance Inspection Reports as required by Insurer** | Records associated with inspections of e.g. lifts, plant equipment in workshops etc. |   | Lifespan of Equipment | Destroy |
| **Maintenance Contracts** | Records to include: Maintenance Contracts and Agreements with Contractors  |   | 12 years after completion of contract | Review by Council  |
| Records of meetings with Contractors |   | 3 years | Destroy |
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| **SECTION 3.3: COUNCIL PROPERTY - PROPERTY ACQUISTION & DISPOSAL** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/ Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Land / Property acquisition and disposal** | Records associated with the acquisition and management of land / property | Statute of Limitations (NI) 1958 | Retain until disposal + 6 years  | Destroy  |
| Particulars of Sale documents | Statutory: Statute of Limitations (NI) 1958 | Permanent  | Permanent Retention by Council |
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| **SECTION 3.4: COUNCIL PROPERTY - PROPERTY & LAND MANAGEMENT** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/ Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Building Surveys** | Records associated with building conditions |  | Life of the building  | Review after 25 years |
| **Archaeological Features to include conservation** | Records associated with archaeological features to include historic and listed buildings |  | Life of the building  | Review after 25 years |
| **Certificates** | To include: Fire Certificate and Energy Performance certificates |   | Life of the building  | Destroy |
| **Documentation associated with Property ownership** | Records associated with operations and maintenance files to include: Property Certificates, warrant documents, demolition surveys (where relevant) etc.  |   | 7 years | Destroy or transfer to new owner where appropriate |
| Asbestos related files - 40 years | Destroy |
| **Land and Property History** | Records associated with Construction Details, instruction manuals etc. |   | Lifespan of Building | Destroy |
| **Energy Management** | Records associated with energy management of council property |  | Review after 10 years  | Destroy  |
| **Health and Safety of Buildings** | Plant and Equipment Information |   | Lifespan of Equipment | Destroy |
| Method of Servicing and Cleaning |
| Material Information |
| Information on Services  |
| **Leasing and Rent** | Leases – Long Term (in excess of 21 years)  |   | Permanent | Permanent Retention by Council |
| Leases – Short Term (up to 21 years) |   | 7 years after expiry of lease  | Permanent Retention by Council |
| Rent Reviews |   | For duration of lease period + 7 years | Destroy |
| **Maps** | Maps, Plans, Drawings, Photographs relating to land and property schemes |   | Permanent | Permanent Retention by Council |
| **Usage Statistics** | Records associated with usage of council property and land |  | Permanent | Permanent Retention by Council |
| **Valuations** | Records associated with valuation of property and land |  | Permanent | Permanent Retention by Council |
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| **SECTION 3.5: COUNCIL PROPERTY - FLEET MANAGEMENT** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Vehicle Maintenance Records** | MOT details, servicing history | Goods Vehicles (Licensing of Operators) Act 1995- Currently under review so may change | Keep for 15 months following repairs | Destroy |
| **Tracker Records** | Records associate with distance and speed | EU Regulation 561/2006 EC | Review (subject to contract) | Destroy |
| **Log Books for Council vehicles**  | Records vehicles ownership, servicing history, manual  | Requirement of the Driver and Vehicle Licensing Agency | Indefinitely. If vehicle is sold to new owner logbook must go with the vehicle.  | Transferred to new owner of vehicle. |
| **Drivers record sheets** | Daily record sheets  |   | 2 years | Destroy |
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| **SECTION 3.6: COUNCIL PROPERTY - PROPERTY USE AND DEVELOPMENT** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Design and construction** | Records associated with any building works to include CDM folder, architectural master copy, structural. Mechanical and electrical engineering  | The National Archives - Building Records | Review after 25 years | Review 25 years after compilation |
| **Feasibility studies etc.**  | Feasibility studies, preliminary designs and other proposals not implemented | The National Archives - Building Records | Two years after decision taken | Review 25 years after compilation |
| **Surveys** | Site and measured surveys | The National Archives - Building Records | Retain under 16 years after completion or 2 years after new drawing compiled | Review 25 years after compilation |
| **Planning Consent**  | Records associated with planning consent to alterations or new buildings | The National Archives - Building Records | Review after 25 years | Review 25 years after issue  |
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| **SECTION 3.7: COUNCIL PROPERTY - HARBOURS AND MARINAS**  |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Harbours and Marinas**  | Records associated with statistical usage |  | Permanent | Permanent Retention by Council |
| Records associated with the Port Marine Safety Code |  | 2 years after superceded | Destroy |
| Records associated with User agreements |  | 2 years | Destroy |
| Background papers and correspondence |  | 2 years | Destroy |

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| **SECTION 4: CEMETERIES**  |
| **SECTION 4.1: CEMETERIES - MANAGEMENT OF CEMETERY USE** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Burial Records** | Registered Owner | Burial Ground Regulations (NI) 1992 | Permanent | Permanent Retention by Council |
| Interment Details |
| Maps and Plans |
| **Applications** | Plot reservations |   | Permanent | Permanent Retention by Council |
| Transfers/Assignments |
| Consent to Transfer/Assignment |
| Memorials works |
| Buy Back |
| **Plot records** | Title deeds register |   | Permanent | Permanent Retention by Council |
| Financial records |
| Customer correspondence |
| **Memorials** | Records associated with memorial applications |   | 10 years | Destroy |
| **Documents (if appropriate) to be required for Grave Opening.**  | Records include a Form 21 (Authority for Burial), Coroners Order, Stillbirth Certificate, Letter from Midwife / Doctor, Cremation certificate, Organ Retention |   | 2 years | Destroy |
| **Administration** | Records associated with the development and maintenance of graves and graveyards e.g., stone chipping letters, cave in letters, confirmation of coffin size |   | 2 years | Destroy |
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| **SECTION 5: DEMOCRACY** |
| **SECTION 5.1: DEMOCRACY - COUNCIL AND COMMITTEE MEETINGS** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Council and Committees** | Standing Orders |   | Permanent | Permanent Retention by Council |
| **Council, Committee, Sub Committees and Elected Member Working Groups Meetings, to include the Voluntary Transition Committee and Statutory Transition Committee** | Agenda and minutes | Constitutional Reform and Governance Act 2010 | 20 years  | Transfer to PRONI |
| Action Sheets |   | 1 years | Destroy |
| Draft minutes and handwritten notes |   | Until minutes ratified | Destroy |
| Background papers |   | 3 years from date of meeting | Destroy |
| Audio recordings of Council and Planning meetings | Local Government Act (Northern Ireland) 2014. c8. part 8. s47. | 6 years from date of meeting and on website until 2 years from date of meeting | PRONI Appraisal at 6 years |
| Attendance records |   | 3 years | Destroy |
| List of Positions of Responsibility |   | Permanent | Permanent Retention by Council |
| Register of Committee Membership |   | Permanent | Permanent Retention by Council |
| Sealing of Documents Register |   | Permanent | Retain by Council |
| Correspondence to Councillors and related information | None Applicable | 3 Years | Destroy |

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| **SECTION 5.2: DEMOCRACY - MEMBER SUPPORT**  |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Declaration of Acceptance** | Councillors Declaration of Acceptance of Office | Local Government Act (NI) 1972 | Permanent | Permanent Retention by Council |
| **Registers** | Register - Disclosure of Councillors Pecuniary Interests | Local Government Act (NI) 1972. C9, par II. S28 | Permanent | Permanent Retention by Council |
|  | Register - Gifts and Hospitality | Councillors’ Code of Conduct | Permanent | Permanent Retention by Council |
| **Mayor and Member support** | Elected Members' Contact Details | Local Government Act (NI) 2014 | Term of Council | Destroy |
|  | Schedule of council and committee meetings |   | Term of Council | Destroy |
|  | Elected Members' attendance at conferences/courses |   | 3 years | Destroy |
|  | Mayor's protocol |   | Permanent  | Permanent Retention by Council |
|  | Mayor's calendar |   | 2 years  | Destroy |
|  | Nominations to external bodies |   | Term of Council | Destroy |
| **Instructional Literature** | Guidance for Elected Members to include handbook and induction |   | Until updated | Destroy |

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| **SECTION 5.3: DEMOCRACY - REPRESENTATION - ELECTIONS**  |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Candidates’ Expenses** | List of Candidates’ Expenses & Receipts | Section 51(1) and (2) Electoral Law Act (NI) 1962 | 12 months | Destroy (unless a candidate or his/her Election Agent requests the documentation to be returned)  |
| Election Returns receipts and |
| Declarations |
| **Electoral Registers** | Register of Electors supplied on paper/CD to Council DRO for the purpose of election | Regulation 97 of the Representation of the People Regulations 2008 | Local Authority is not permitted under law to retain copies other than for the purposes of the election  | Destroy after election |
| List of Marked Registers | Section 58(1)(e) Local Election Rules Electoral Law Act 1962. Rule 60 Local Election Rules (as amended by Article 77(3) Local Elections Order (NI) 2010) | Twelve months from date of the election. In the event of multiple elections, if a combined register is produced, the register is retained by the Chief Electoral Officer | Destroy |
|
| **Count** | Results per DEA |   | Permanent for historical purposes | Permanent Retention by Council |
| **Casual Vacancy by Co-option** | Correspondence between political party and Council and Chief Electoral Officer regarding filling of casual vacancy |   | Until the next local election | Determined by PRONI appraisal.  |
| **Nominations** | Nomination papers, Candidates Consent Form |   | 12 months from date of the election | Destroy |
| Statement of Persons nominated | Rule 12 (5) and (6) Electoral Law Act (NI) 1962 | Retain until after the results are declared at the next local govt. election | Destroy |
| **Election Agents** | Declaration of Appointment of Election Agent |   | 12 months from the date of the election | Destroy |
| **Ballot Papers** | Counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered), spoilt ballot papers and used tendered ballot papers | Rule 60 Electoral Law Act (NI) 1962 | 12 months | Destroy  |
| Ballot paper accounts, statements of rejected ballot papers and verification statements, completed corresponding number lists, statement as to postal ballot papers per DEA  |
| **Employment of staff** | Certificate of Employment | Rule 60 Electoral Law Act (NI) 1962 | 12 months | Destroy |
| Staff Payments including Income Tax Form | HMRC Rules and Regulations | Current year + 7 years | Destroy |

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| **SECTION 6: ECONOMIC DEVELOPMENT** |
| **SECTION 6.1: ECONOMIC DEVELOPMENT** |
|
| **e.g. Economic Development, Town Centre Management, Rural Development, Business Support Programmes** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Economic Development Meetings**  | Records to include: Agenda, Minutes | Miscellaneous Provisions (NI) Order 1992. | Permanent | Permanent Retention by Council |
| Background Papers |   | 3 years | Destroy |
| General administrative records, including routine correspondence | National Archives Retention Scheduling (9) | Two years | Destroy |
| **Town / City Centre Management** | Records to include agenda, minutes and reports | None Applicable | Permanent | Permanent Retention by Council |
| General correspondence & information | 2 years | Destroy |
| **Programmes / Projects** | Documentation includes: application forms, tender documents, participant details and applications, delivery agent details, progress reports, financial info, contracts / legal docs, general info & correspondence  |   | 7 years after end of programme | Destroy |
| General information and correspondence | National Archives Retention Scheduling (9) | 2 years |
| **Feasibility studies** | Feasibility Study Reports | None | Permanent | Permanent Retention by Council |
| Working papers, correspondence and general information | National Archives Retention Scheduling (9) | 2 Years | Destroy |
| **Programme Evaluations** | Programme Evaluations |   | Permanent | Permanent Retention by Council |
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| **SECTION 6.2: ECONOMIC DEVELOPMENT – REGENERATION** |
|
| **e.g. Community Associations / Voluntary Bodies, Community Resources, Community Centres and Town Hall, Good Relations,**  |
| **Neighbourhood Renewal Partnership, NI Rural Development Programme**  |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Project Initiatives** | Records associated with project to include projects worksheet, feasibility study & reports, procurement records for capital spend |   | Funded projects retained until date specified within Letter of Offer.  | Transfer to originating body/funder if required; otherwise destroy after 7 years |
| Records to include agenda, minutes and reports  | Review after 7 years | Determine after review |
| **Community Audits which are external funded** | Records to include: Community Surveys, letters of conclusion and public responses etc. |   | Retained until date specified within Letter of Offer. Normally 7 years following project closure | Destroy  |
| **Training and residential courses** | Records to incude: Tenders, training plans, attendees, applications, letters of offer, finance | OFMDFM e.g. Community Relations Council | 7 years following end of the project  | Destroy  |
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| **SECTION 6.3: ECONOMIC DEVELOPMENT – TOWN TWINNING** |
|
| Sub-work Area – Basic Work Activities | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Town Twinning** | Formal twinning agreement |   | Retained permanently | Permanent Retention by Council |
|   | Reports on twinning visits |   | 6 years | Destroy |
|   | Correspondence, Invitations  |   | Term of council plus 1 year | Destroy |
|   | Electronic / audio visual |   | Retained permanently | Permanent Retention by Council |

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| **SECTION 7: ENVIRONMENTAL PROTECTION** |
| **SECTION 7.1: ENVIRONMENTAL PROTECTION - CONSERVATION** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Biodiversity** | Research - Census and surveys of species and habitats, ringing records etc. |   | Permanent | Permanent Retention by Council |
| Biodiversity Projects and Events |   | 7 years or as stated by the funding body | Destroy.  |
| General Administration, Correspondence, Workshops, Working Groups |   | 2 years | Destroy |
| **Bio-diversity Conservation** | EHS Sites and Protection |   | Permanent | Permanent Retention by Council |
| Site designation and associated correspondence, reports etc.  | Nature conservation and amenity Lands(NI) Order 1985 | Permanent | Permanent Retention by Council |
| Land Survey maps and Protected Site Designations |   | Permanent | Permanent Retention by Council |
| Legislation |   | Until superceded | Destroy |
| Convention on Biodiversity etc. |
| Environment & Heritage Service materials |
| Event and project management | Wildlife and Natural Environment(NI) Act 2011 | 3 years | Destroy |
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| **SECTION 7.2: ENVIRONMENTAL PROTECTION - COAST AND COUNTRYSIDE CONSERVATION** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Public Rights of Way** | Register of Public Rights of Way | Access to the Countryside Order 1983 | Retained permanently | Permanent Retention by Council |
| Correspondence re Rights of Way | Access to the Countryside Order 1983 | 6 years | Destroy |
| Project Files on Public Rights of Way | Access to the Countryside Order 1983 | 6 years (review dependent on project) | Destroy |
|  |
| **SECTION 7.3: ENVIRONMENTAL PROTECTION - MUSEUM SERVICES and CONSERVATION** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Archaeological records and features** | Information files only | Accredited under the Museums, Libraries and Archives Accreditation Scheme which sets nationally agreed standards for museums in the UK | Permanent | Permanent Retention by Council |
| **Local history reference collections** | National photograph collections, records of book purchases, maps to include inventory and index |   | Permanent | Permanent Retention by Council |
| **Register of Museum Collection movement** | Records associated with Entry and Exit of documentation, Accession Registers, Object History Files |   | Permanent | Permanent Retention by Council |
| Records associated with donations, loans, returns and disposal |
| Records associated with Modes database – catalogue of collections  |
| **Marketing and Public Relations of projects and service** | Local history leaflets, Newsletter, Photographic library and digitisation project |   | Permanent – 1 copy retained for record purposes | Permanent Retention by Council |
| **Conservation sites / SSIs / AONBs** | Records associated with Maps and plans, Wayleaves, Survey information |   | Permanent | Permanent Retention by Council |

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| **SECTION 8: FINANCE**  |
| **SECTION 8.1: FINANCE – ASSET REGISTER** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Asset Register** | Asset Register |  | Permanent | Permanent Retention by Council |
| Asset contracts |  | 5 years after contract completion | Destroy |
| Asset purchase invoices |  | Current year + 6 years  | Destroy |
| Asset payments |  | Current year + 6 years  | Destroy |
| Construction Industry Scheme registration details |  | 7 years following de-registration | Destroy |
| Construction Industry Scheme records |   | Current year+6 years | Destroy |
| Loans Register |   | Permanent | Permanent Retention by Council |
| Loans schedules – Government |   | 7 years after loan has been repaid  | Destroy |
| Loans Schedules – Temporary |   | 7 years after loan has been repaid | Destroy |
|
| Lease Register |   | Permanent | Permanent Retention by Council |
|  |  |  |  |  |
| **SECTION 8.1: FINANCE – ACCOUNTS** |
|
| **Accounts** | Published and signed Final Annual Accounts |   | Permanent | Permanent Retention by Council |
| Management Accounts |   | Current year + 1 year  | Destroy |
| Minuted monthly and quarterly reports |   | Held within Council minutes  | Permanent Retention by Council |
| Monthly and quarterly statements including working papers for reports |   | Destroy when administrative use concluded and as per policy  | Destroy |
| Accrual statements |   | Current year + 6 years  | Destroy |
| Cashflow statements |   | Current year + 6 years  | Destroy |
| Journal Vouchers |   | Current year + 6 years  | Destroy |
| VAT Registration details |   | 7 years following de-registration | Destroy |
| VAT Returns & Working Papers |   | Current year + 6 years  | Destroy |
| Election Expenditure Claims |   | Current year + 6 years | Destroy |
| Error Suspense Reports |   | As per policy  | Destroy |
| Batch Reports |   | As per policy  | Destroy |
|  |  |  |  |  |
| **SECTION 8.2: FINANCE – DEBTORS / INCOME** |
|
| **Debtors/Income** | Customer Details |   | Current year + 6 years  | Destroy |
| Issued invoices |   | Current year + 6 years  | Destroy |
| Issued statements |   | Destroy when administrative use concluded  | Destroy |
| Issued final notices |   | Destroy when administrative use concluded  | Destroy |
| Issued legal action notices |   | Destroy when administrative use concluded  | Destroy |
| Debtors listing and reports |   | Current year + 6 years  | Destroy |
| Credit card statements |   | Current year + 6 years | Destroy |
| Cash books (held by individual sections in each department)  |   | Current year + 6 years  | Destroy |
| Receipts  |   | Current year + 6 years  | Destroy |
| Cheque counterfoils  |   | As per policy  | Destroy |
| Bank Mandate |   | 7 years following bank account closure | Destroy |
| Bank statements (hard copy) |   | Current year + 6 years | Destroy |
| Bank statements (electronic) | Current year + 6 years |
| Bank Reconciliation and working documents |   | Current year + 6 years | Destroy |
| Audit Records of monies received and receipted electronically (or otherwise) |   | Current year + 6 years | Destroy |
| External Funding Reconciliations |   | Current year + 6 years unless funder specifies further | Destroy |
| Grant Claims Information |   | Current year + 6 years unless funder specifies further | Destroy |
|  |  |  |  |  |
| **SECTION 8.3: FINANCE – CREDITORS / EXPENDITURE** |
|
| **Creditors/Expenditure** | Supplier Details |   | Current year + 6 years  | Destroy |
| Purchase Orders  |   | Current year + 6 years | Destroy |
| BACS Listings |   | Current year +6 years | Destroy |
| Cancelled Cheques |   | Under Review | Destroy |
| Invoices received |   | Current year + 6 years | Destroy |
| Supplier statements received |   | As per policy | Destroy |
| Creditor listings and reports |   | Current year + 6 years | Destroy |
| Goods Received Notes, Advice Notes and Delivery Notes |   | Current year + 6 years | Destroy |
| Petty Cash vouchers and reimbursement claims |   | Current year + 6 years | Destroy |
| Creditors – Completed Amend & Create Forms |   | Current year + 1 year | Destroy |
| Creditors – Completed BACS Mandates |   | Current year + 1 year | Destroy |
| Creditors Control Reconciliations |   | Current year + 6 years | Destroy |
| Creditors – Payment Run Reports |   | Current year + 6 years | Destroy |
|  |  |  |  |  |
| **SECTION 8.4: FINANCE – PAYROLL** |
|
| **Payroll** | PAYE Registration details |   | 7 years following de-registration | Destroy |
| Employee Pay Records (Current and Former) |   | Current year + 6 years | Destroy |
| Councillors Pay records (Current and Former) |   | Current year + 6 years | Destroy |
| Independent Member pay records (Current and Former) |   | Current year + 6 years | Destroy |
| Employee Taxation Records (Current and Former) |   | Current year + 6 years | Destroy |
| Councillors Taxation records (Current and Former) |   | Current year + 6 years | Destroy |
| Independent Member Taxation records (Current and Former) |   | Current year + 6 years | Destroy |
| Employee Pension Records (Current and Former) |   | Current year + 6 years | Destroy |
| Councillors Pension records (Current and Former) |   | Current year + 6 years | Destroy |
| Staff Car Loan Contracts |   | 2 years after completion | Destroy |
| Summary Payroll Reports |   | Current year + 6 years | Destroy |
| Expenses and travel claims |   | Current year + 6 years | Destroy |
| Mileage Rates |   | Current year | Destroy |
| Claims for standard payments (i.e. timesheets) |   | As per policy  | Destroy |
| Claims for additional payments (overtime claims, car allowance claims) |   | As per policy  | Destroy |
| Statutory end of year returns to Inland Revenue and Pensions Section |   | Current year + 6 years | Destroy |
| Income Tax and National Insurance Records |   | Current year + 6 years | Destroy |
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| **SECTION 8.5: FINANCE – ESTIMATES** |
|
| **Estimates** | Estimates budget |   | Permanent | Permanent Retention by Council |
| Estimates working papers |   | 2 years after annual budget adopted  | Destroy |
| Departmental estimates |   | 2 years after annual budget adopted  | Destroy |
| **SECTION 8.6: FINANCE – TREASURY MANAGEMENT** |
|
| **Treasury Management** | Cash Security |   | Current year | Destroy |
| Fund Information – Accounts, returns, Valuation & Other Reports | Statutory | Permanent | Permanent Retention by the Council |
| Investments |   | Current year + 6 years | Destroy |
| Record of treasury management transactions |   | Current year + 6 years | Destroy |
| Treasury Adviser Contract (including fees) |   | 2 years after termination of contract | Destroy |
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| **SECTION 8.7: FINANCE – BUSINESS CASES** |
|
| **Business Cases** | Business cases and approvals to spend |   | 7 years | Review  |

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| **SECTION 9: HEALTH AND SAFETY** |
| **SECTION 9.1: HEALTH AND SAFETY - RECORDS** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Written Safe System of Work** | SSoW for each Risk Assessment |   | 3 years | Destroy |
| **Inspection and Audit Reports** | Workplace Inspection Reports  | None Applicable | 7 years or until actions closed | Destroy |
| Corrective Action Plans  | None Applicable | 7 years | Destroy |
| **Material Safety Data Sheets (MSDS)**  | Material Safety Data Sheets supplied with each hazardous material  | Control of Substances (Hazardous to Health) (NI) 2003 | 40 years or lifespan of Hazardous Material | Destroy  |
| **Spray Records** | Where exposure may lead to disease. |   | 40 years  | Destroy |
| List of Employees Exposed | 40 years |
| **Servicing/ Maintenance Records** | Records to include: Servicing Schedules & records, workshop technical manuals, repair records, inspection records, fault records, plant cards | None Applicable | Lifespan of Equipment & Vehicles | Destroy |
| Operators Daily Check Sheets | 3 years |
| **Operator / User Manuals** | Manufacturer’s Manuals supplied with the equipment | None Applicable | Lifespan of Equipment.  | Destroy |
| **Witness Statements** | Statement of the Injured Party / Statement of Witnesses / Statements of persons present who did not witness anything |   | 3 years & for children 3 years after injured parties 18th (21 years) following Case Closure Post Claim Settlement  | Destroy |
| **Details of Similar Incidents** | Previous Accident / Incident Data  |   | 3 years & for children 3 years after injured parties 18th (21 years) following Case Closure Post Claim Settlement  | Destroy |
| Previous Complaints |
| Correspondence regarding same or similar issues.  |
| **Building Health and Safety** | Construction details. Plant and equipment information. Methods of servicing and clearing. Material Information. Information on Services  |   | 40 years  | Destroy |
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| **SECTION 9.2: HEALTH AND SAFETY – RISK ASSESSMENTS** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Risk Assessments**  | General (Management) Risk Assessments  | Management of Health and Safety at Work Regulations (NI) 2000 | 3 years | Destroy  |
| **Risk Assessments**  | Manual Handling Risk Assessments | Manual Handling Operations (NI) 1992 | 3 years | Destroy  |
| **Risk Assessments**  | Display Screen Equipment Assessments | Health and Safety (Display Screen Equipment Regulations) (NI) 1992 | 3 years | Destroy  |
| **Risk Assessments** | Work at Height Risk Assessments | The Work at Height Regulations (NI) 2005 | 3 years | Destroy |
| **Risk Assessments**  | Confined Space Risk Assessments | Confined Space Regulations (NI) 1999 | 3 years | Destroy |
| **Risk Assessments**  | Personal Protective Equipment Risk Assessments | Personal Protective Equipment at Work Regulations (NI) 1993 | 3 years | Destroy |
| **Risk Assessments**  | Fire Risk Assessments | Fire and Rescue Services (NI) 2006 | 3 years | Destroy |
| **Risk Assessments**  | Legionella Survey/RA | Control of Substances (Hazardous to Health) (NI) 2003 | 40 years | Destroy |
| **Risk Assessments**  | Asbestos Survey/RA | The Control of Asbestos Regulations (NI) 2007 | 40 years | Destroy |
| **Risk Assessments** | COSHH Assessments | Control of Substances (Hazardous to Health) (NI) 2003 | 40 years | Destroy  |
| **Risk Assessments**  | Noise Assessments | The Control of Noise at Work Regulations (NI) 2006 | 40 years | Destroy  |
| Vibration Assessments |
| **Risk Assessments**  | Records associated with any risk assessments involving an area where a child is involved  | Statute of limitations | As per Policy under development  | Destroy |

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| **SECTION 10: HUMAN RESOURCES** |
| **SECTION 10.1: HUMAN RESOURCES - PERSONNEL FILES** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Employee Personnel Files** | Personal employee information including: | Data Protection Act 1998 | 6 years after termination of employment. In the event of any claim arising, file to be retained until case is closed | Destroy  |
| job description | Working Time Regulations 1998 |
| letter of offer | Limitation Act 1980 |
| letter of acceptance | Employment Rights (NI) Order 1996 |
| employment contract | Employment (NI) Order 2003 |
| medical examinations/forms | Dispute Resolution Regulations (NI) 2004 |
| probation report |   |
| records/forms relating to working with children and vulnerable adults |   |
| induction training records including site specific |   |
| training application forms |   |
| exam results |   |
| special leave requests including parental leave |   |
| work life balance requests |   |
| maternity/paternity records |   |
| occupational health – individual reports inc. medical referrals, pre-employment health checks etc. |   |
| job evaluation results |   |
| honoraria payments |   |
| transfer/secondment details |   |
| termination notice |   |
| resignation |   |
| redundancy |   |
| retirement |   |
| death |   |
| dismissal |   |
| Absence records including dates and details of sickness, application of absence management procedure etc.  |   |
| References for Successful Job Applicants Obtained and Held From Pervious Employers, etc. |   |
| **Superannuation records** | Superannuation records  |   | 6 years from date of last pension payment | Destroy |
| **Redundancy** | Redundancy records, calculation of payments, refunds, notification to Secretary of State |   | 6 years after termination of employment | Destroy |
| **Access NI** | Access NI Disclosures (regulated posts only) | Access NI Code of Practice | Immediately after recruitment decision has been made | Destroy |
| **Criminal Convictions** | Criminal Convictions Disclosure Forms (all posts) |   | Unsuccessful candidates –immediately | Destroy |
| Reserve candidate – retained unopened in sealed confidential envelope kept in recruitment file until expiry of reserve period. | Destroy |
| Successful and clear – immediately | Destroy |
| Successful and conviction declared – retained until conviction spent | Destroy |
| **Disciplinary and Grievance Investigations**  | Records associated with both founded and unfounded allegations, investigations and appeals | Disciplinary and Grievance Policies | Warnings to be expunged from the personal record in accordance with the disciplinary and grievance policy | Destroy  |
| **Driver Licence Declaration Forms and checks** | Evidence of all Council drivers’ legal ability to drive and carry out their functions.  |   | 2 years | Destroy  |
| **Drivers’ Insurance documentation** | Driving licence and any traffic convictions noted in respect of employees who drive a Council vehicle and/or use their vehicle for Council business. Records recorded annually in support of renewal of fleet insurance and / or employee's personal insurance - declaration made accordingly |   | Current year + 1 | Destroy |
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| **SECTION 10.2: HUMAN RESOURCES - ADMINISTERING EMPLOYEES** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **General** | Records to include: annual leave and flexi sheets, time off in lieu | Data Protection Act 1998 | 2 years | Destroy  |
| **Placements** | Student and disability placements | Data Protection Act 1998 | 3 year after termination of placement (except in any cases where an incident/accident/complaint has occurred) | Destroy |
| **Time Recording** | Time and Attendance Details Swipe Card System - name, employee number, record of swipe ins and swipe outs. | The Working Time Regulations 1998 | Current plus 6 years | Destroy |
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| **SECTION 10.3: HUMAN RESOURCES - EMPLOYEE RELATIONS** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Trade Union** | Trade Union Agreements | None Applicable | Permanent | Permanent Retention by Council |
| **Industrial Relations** | Records to include minutes of consultative committee meetings and disputes |   | Permanent | Permanent Retention by Council  |
| **Single Status** | Records to include agreement of Single status and associated information | National Joint Council for Local Government Services | Permanent | Permanent Retention by Council |
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| **SECTION 10.4: HUMAN RESOURCES - MONITORING EMPLOYEES** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Training Performance** | Annual Performance and Development Reviews (APDR) | None Applicable | 100 years from date of birth. Permanent | Review.  |
| **Statistics** | Annual Statistics on Absenteeism within the Council | None Applicable | Permanent | Permanent Retention by Council |

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| **SECTION 10.5: HUMAN RESOURCES - OCCUPATIONAL HEALTH** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Pre-employment** | Pre-employment Health Checks, Health surveillance records, Records of workplace, occupational hygiene monitoring | Disability Discrimination Act 1995 | Permanent | Permanent Retention by Council |
| **Occupational Health** | Records associated with referrals to Occupational Health and associated reports | Disability Discrimination Act 1996 | Permanent | Permanent Retention by Council |
| Accident Record where the following are involved: Asbestos. Chemical (COSHH), Personal protective devices | Control of Substances Hazardous to Health Regulations 2002 | Permanent | Permanent Retention by Council |
| Records associated to working environment where the following are involved: Asbestos. Chemical (COSHH), Personal protective devices | Control of Substances Hazardous to Health Regulations 2003 | Permanent | Permanent Retention by Council |
| **Medical Reports** | Records to include: Eye Tests, Asbestos Records, Audiometric Records, Blood (Silica / Lead etc.) and Lung Function tests is appropriate  | Control of Substances Hazardous to Health Regulations 2004 | Permanent | Permanent Retention by Council |

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| **SECTION 10.6: HUMAN RESOURCES - RECRUITMENT** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Recruitment & Selection** | Records associated with the recruitment process to incude advertisement, job description, personnel specification, application forms, short-listing, interview reports etc. | Local Government Act (NI) 1972 | 3 years | Destroy |
| Records associated with unsuccessful applicant |   | 1 years  | Destroy |
| References for Successful Job Applicants Obtained and Held From Pervious Employers, etc. |   | 6 years after employment ceases | Destroy |
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| **SECTION 10.7: HUMAN RESOURCES - TERMS AND CONDITIONS OF EMPLOYMENT** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **National Minimum Wage** | National minimum wage records | National Minimum Wages Act 1998 | Until superceded  | Destroy |
| **Working Time** | Records relating to working time | The Working Time Regulations 1998 | Until superceded | Destroy |
| **NJC Conditions** | Records associated with terms and conditions | clarify | Until superceded | Destroy |

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| **SECTION 10.8: HUMAN RESOURCES - TRAINING** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Learning & Development** | Records associated with training applications |  | 1 year | Destroy |
| **Training Records** | Records associated with mandatory training, e.g. code of conduct, recruitment and selection, health and safety, dignity at work, fire safety, manual handling, etc. COSHH (if relevant) and refresher courses |  | 6 years after termination of employment | Destroy |
|  | Records associated with post-entry training |   | 6 years after termination of employment | Destroy |
|  | Records associated with job related training, e.g. COSHH, specialist equipment training, ICT, HR, etc. | Various | 6 years after termination of employment | Destroy |
|  | Records associated with non-mandatory training e.g. information governance etc. |   | 6 years after termination of employment | Destroy |

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| **SECTION 11: INFORMATION COMMUNICATIONS TECHNOLOGY** |
| **SECTION 11.1: INFORMATION COMMUNICATIONS TECHNOLOGY - SYSTEMS** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **ICT Systems Operations** | Routine testing and monitoring of the operation of ICT systems, and action taken to rectify problems and optimise performance |   | 1 year | Destroy |
| The management of system data storage, including the operation of routine backup, archiving and deletion routines |   | 1 year | Destroy |
| Records documenting the maintenance of appropriate software licences for live ICT systems |   | Issue of new licence | Destroy |
| Faults reported by users of ICT systems, and action taken to investigate and resolve the problem |   | Last action on fault + 1 year | Destroy |
| User requests to recover data from backup or archive stores, and action taken |   | Last action on request + 3 months | Destroy |
| Records documenting the development and establishment of ICT systems |   | 10 years after life of the system (or superceded) | Review |

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| **SECTION 11.2: INFORMATION COMMUNICATIONS TECHNOLOGY – SECURITY**  |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **ICT Systems Security Management** | The security arrangements for ICT systems |   | Decommissioning of system + 5 years | Destroy |
| The opening, maintenance and closure of user accounts for ICT systems |   | Closure of account + 1 year | Destroy |
| Routine monitoring of the use of ICT systems to ensure compliance with legal requirements and policies |   | 1 year | Permanent Retention |
| Attempted or actual security breaches of the ICT systems, and action taken |   | Last action in incident + 1 year | Destroy |
| Server Room Access Logs |   | 3 years  | Destroy |
| Arrangements for the sanitisation of ICT equipment prior to disposal |   | Disposal of equipment + 1 year | Destroy |
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| **SECTION 11.3: INFORMATION COMMUNICATIONS TECHNOLOGY – ICT SUPPORT** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **ICT user support** | Development of technical and application training for ICT system users |   | Superceded + 1 year | Destroy |
| Records associated with faults reported, requests for technical and application support and action taken |   | Last action on request + 2 years | Destroy |
| **Networks** | Management of all Networks |   | 6 years | Destroy |
| **Registers** | Register associated with the purchase and disposal of ICT hardware, software and systems  |   | Permanent | Permanent Retention by Council |
| **Telecommunications**  | Management of telecommunications systems |   | 6 years | Destroy |
| **Training Development** | Records associated with development of technical and application training for ICT system users |   | Superceded + 1 year | Destroy |
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| **SECTION 11.4: INFORMATION COMMUNICATIONS TECHNOLOGY – WEB** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Web Management** | Records associated with web development consultants  |   | 3 years | Destroy |
| Records documenting the management of the web and intranet |   | 3 years | Destroy |
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| **SECTION 11.5: INFORMATION COMMUNICATIONS TECHNOLOGY – GIS** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **GIS systems** | **Records associated with the development and management of GIS records** |  | **6 years** | **Destroy** |

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| **SECTION 12: INFORMATION MANAGEMENT** |
| **SECTION 12.1: INFORMATION MANAGEMENT - ACCESS TO INFORMATION** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Information Access Requests - FOI, EIR** | Records associated with the receipt of and response to requests under FOI and EIR  |   | Destroy 3 years after closure unless subject to a complaint | Destroy |
| Disclosure Log |   | 3 years | Destroy |
| **Data Protection Act** | Data Protection Act – subject access requests | Data Protection Act 1998 | 3 years  | Destroy  |
| **Complaints** | Complaints / Appeals / Investigations under FOI, EIR and Data Protection |   | 3 years after file closed | Destroy  |
| **Retention and Disposal Schedule** | Correspondence and papers relating to complication of R&D schedules | National Archives Retention Scheduling (9) |   | Destroy |
| Copies of catalogues / lists of records transferred to PRONI  |  | Permanent | Permanent Retention by Council |
| Destruction certificates / registers |  | Permanent | Permanent Retention by Council |
| **Record Management** | Security of records | National Archives Retention Scheduling (9) | Five years | Destroy |
| Records of tracking and location systems | National Archives Retention Scheduling (9) | When system is superceded | Destroy |
| **General Management on Info Governance** | Guides, manuals, instructions and training on the management of records | National Archives Retention Scheduling (9) | Destroy when new issue(s) agreed and circulated | Destroy |
| **Information Audits** | Information Surveys, Audits and registry inspections | National Archives Retention Scheduling (9) | Two years | Destroy |
| **Training Course Material on Information Governance** | Training course material, including audio-visual material |   | Two years | Destroy |
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| **SECTION 12.2: INFORMATION MANAGEMENT - GUIDANCE ON RECORDS**  |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **General Administrative Records** | General administrative records, including routine correspondence | National Archives Retention Scheduling (9) | Two years | Destroy |
| **Dairies** | Staff diaries | None Applicable | 1 years after end of year, unless it holds sensitive or incident information | Destroy |
| **Enforcement Officer** | Notebooks | None Applicable | 3 years after completion unless it holds sensitive or incident information | Destroy |
| **Databases** | Databases | Data Protection Legislation principles | Review on request and review at least annually to remove outdated information | Destroy when no longer required |
| **Partnership, Agency and External Meetings where Council is the lead** | Process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where Council legally **OWNS** the record | Records Management Society GB guidance | Permanent | Permanent Retention by Council. PRONI appraisal after 5.  |
| Background Papers |   | 3 years | Destroy |
| General administrative records, including routine correspondence | National Archives Retention Scheduling (9) | Two years | Destroy |
| **Partnerships, Agency and External Meetings where Council do not OWN the records**  | Process of preparing business for partnership and agencies consideration and making the record of discussion, background papers, debate and resolutions, where Council does **NOT OWN** the record | Records Management Society GB guidance | 3 years after last action | Destroy |
| General administrative records, including routine correspondence | National Archives Retention Scheduling (9) | Two years | Destroy |
| **Strategies, Plans and Reports to include Accounts**  | For those with a statutory basis  | Relevant legislation | Permanent | Permanent Retention by Council. Transfer a copy to PRONI after 5 years |
| For those with a non-statutory basis and where the Policy lies with Government Department  |   | 2 years after new strategy commenced and annual return has been made to body responsible for Policy unless funders / directives state otherwise.  | Destroy |
| **Policy Development** | Associated Policy development materials to include reports of focus groups, research data, questionaries’  |   | 3 years | Destroy |
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| **SECTION 12.3: INFORMATION MANAGEMENT - AREAS OF WORK NO LONGER UNDERTAKEN** |
|
| Sub-work Area – Basic Work Activities | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| Statutory Bodies no longer in existence  | Strategy, Plans, Annual Reports, Minutes to include Accounts and any other statutory function document |  | 3 years after statutory function ceased. Any Project Files to be retained for 7 years | PRONI appraisal after 3 years for historical purposes with a view to transfer or destroy.  |
| Non statutory bodies no longer in existence  | Strategy, Plans, Annual Reports, Minutes to include Accounts | e.g. Justice Act 1998 | 3 years after function ceased. Any Project Files to be retained for 7 years | PRONI appraisal after 3 years for historical purposes with a view to transfer and or destroy.  |

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| **SECTION 13: LEGAL SERVICES** |
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| **SECTION 13.1: LEGAL SERVICES - GENERAL ADVICE** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| General advice | Attendance notes and correspondence |   | 6 years from date of file closure | Destroy |
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| **SECTION 13.2: LEGAL SERVICES - BYE-LAWS AND ORDERS** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| Bye-Laws | Bye-Laws | None Applicable | Permanent | Permanent Retention by Council |
| Orders | Dog Control Order | Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations (NI) 20124  | Permanent | Permanent Retention by Council |
| Bye-Laws & Orders | Correspondence and related information | None Applicable | 6 years from date of file closure | Destroy |
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| **SECTION 13.3: LEGAL SERVICES - LAND REGISTRATION & LEASES** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| Signed/Sealed Title Deeds | Register of legal documents and Deeds | Statute of Limitations (NI) 1958 | Permanent | Permanent Retention by Council |
| Leases | Signed original lease |   | 16 years after expiry | Destroy |
| **SECTION 13.4: LEGAL SERVICES - LAND AND HIGHWAYS** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| Access to the Countryside | Correspondence and related legal papers | Guidelines issued by the Law Society of NI | 6 years from date of file closure | Destroy |
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| **SECTION 13.5: LEGAL SERVICES - LITIGATION** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| Employer Liability | Correspondence and related papers re: claims including personnel, medical, tribunal and court records  | Guidelines issued by the Law Society of NI |  6 years from the date of file closure | Destroy |
| Public liability | Correspondence and related papers re: claims including medical and court records  | Guidelines issued by the Law Society of NI (non statutory) | 6 years from the date of file closure, except in cases involving a minor where the file is retained for 6 years after the he/she becomes 21 years of age. | Destroy  |
| Property and Motor Insurance | Correspondence and related papers re: claims, including medical and court records | Guidelines issued by the Law Society of Northern Ireland.  | 6 years from the date of file closure, except in cases involving a minor where the file is retained for 6 years after he/she becomes 21 years of age. | Destroy |
| Prosecutions for on street drinking, dog related offences etc. | Correspondence and related court papers, including summonses and witness statements  | Guidelines issued by the Law Society of Northern Ireland.  | 18 months from the date of file closure | Destroy |
| Judicial Reviews | Correspondence and related court papers | Guidelines issued by the Law Society of NI  | Permanent. Indefinite | Permanent Retention by Council |
| Debt | Correspondence and related court papers | Statute of Limitations (NI) 1958 | 6 years from date of file closure | Destroy |
| Ejectments | Court correspondence and related court papers | Guidelines issued by the Law Society of NI | 18 months from date of file closure | Destroy |
| Criminal Damage | Correspondence and related legal papers | Guidelines issued by the Law Society of NI  | 18 months from date of file closure | Destroy |
| Legal Proceedings  | Building Control - Prosecutions – Non- compliance of legal responsibilities | None Applicable | 20 years after compliance | Destroy |
| Procurement relating challenges |   | 12 years from contract completion date | Destroy |

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| **SECTION 14: LEISURE AND CULTURE** |
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| **SECTION 14.1: LEISURE & CULTURE - LEISURE FACILITIES** |
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| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Beaches** | Records associated with access, finance, usage  |   | 6 years | Destroy |
| **Caravan Sites** | Enquiries database |   | 1 year | Destroy |
| Customer details (excluding finance details) |   | 1 years following termination of contract. Finance records retained as per finance policy.  | Destroy |
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| **SECTION 14.1: LEISURE & CULTURE – COMMUNITY CENTRES, PARKS, OPEN SPACES, SPORTS FACILITIES AND ACTIVITIES (OUTDOOR AND INDOOR)**  |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Events files**  | Events Files |   | 3 years | Destroy |
| Membership details (where relevant) | As per policy | Destroy  |
| Bookings records | 25 years if persons involved are under 18 years of age. 3 years from closure if persons are over 18 years of age | Destroy |
| Consent forms | 3 years from closure if persons are over 18 years of age. If under 18 years, as per policy under development.  | Destroy  |
| Statistics relating to events | 3 years | Destroy |
| Where relevant - proof of insurance, child protection policies, qualifications | As per policy under development | Destroy |
| **Membership details** | Club membership details | Data Protection Act 1998 | 2 years after termination of membership | Destroy  |
| Finance details | 1 year after termination of membership |
| **Classes etc.** | Booking sheets | Data Protection Act 1998 | 25 years if persons involved are under 18 years of age | Destroy |
| Consent forms | 3 years from closure if persons are over 18 years of age |
| If an incident, booking sheet, consent form attached to incident and investigation file |
| **Facilities Management** | Records associated with use of community facilities to include bookings, insurance details, terms & conditions of hire, price lists, general correspondence |   | 7 years | Destroy |
|  |
| **SECTION 14.3: LEISURE & CULTURE – LEISURE PROMOTION** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Events files for sports facilities and activities operated by Council** | Events Files |   | 3 years | Destroy |
| Bookings records & Consent Forms | 25 years if persons involved are under 18 years of age. 3 years from closure if persons are over 18 years of age | Destroy |
| Statistics relating to events | 3 years | Destroy |

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| **SECTION 14.4: LEISURE & CULTURE - OPERATIONAL SERVICE DELIVERY**  |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Standard Operating Procedures** | Records associated with operation all sports facilities  |   | Until superceded | Destroy |
| **Associated Notices and Memos** | Records associated with notices and memos |   | Until superceded | Destroy |
| **Buildings, Plant, Equipment and Maintenance** | Records associated with pool water checks, cleaning, plant equipment, etc. |   | 2 years | Destroy |
| **Leisure Centre** | Work schedules | None Applicable | 1 year  | Destroy |
| **Equipment Loans** | Records associated with equipment loans |   | 2 years | Destroy |
| **Internal meetings**  | Minutes | None | 2 years | Destroy |
| **Working groups meetings**  | Records associated with working group meetings | None Applicable | 2 years  | Destroy |
|  |
| **SECTION 14.5: LEISURE: ARTS AND CULTURE** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Art Databases** | To include inventories, acquisitions, disposals, loans and transfer of titles | None | Permanent | Permanent Retention by Council. Update annually - data never removed |
| **Artists’ files** | To include artists proposal, artists history, personal information (CV, contact details etc.) | Personal data – Data Protection Act 1998 | 3 years | Destroy |
| **Project Files - e.g. exhibitions, classes, events** | Council funded arts projects | None | 7 years. (Lifetime of strategy + 1 year)  | Destroy |
| Funded Projects | None | As specified by funding body. If not specified, 7 years | Destroy |
| **Events, Activities and Programmes** | Booking forms/consent forms | Personal data – Data Protection Act 1998 | 25 years for persons under 18 years. 3 years for persons over 18 years | Destroy |
| Events / Activities / Programme files | None | At the end of the lifetime of the project + 1 year | Destroy |
| Funded Events / Activities / Programmes | None | As specified by funding body. If not specified, 7 years | Destroy |
|  |
| **SECTION 14.6: LEISURE & CULTURE - TOURISM - DEVELOPMENT AND PROMOTION** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Tourism Development and Information** | Records associated with product development and promotion to include events |   | 7 years | Destroy |
| Records associated with statistics relating to tourism development and promotion |
| General tourism information leaflets, activities leaflets and accommodation information | Reviewed Annually  | Permanent Preservation by Council (one copy)  |
| Databases of service providers for tourism related services and facilities | Data protection legislation | Regularly updated | Destroy  |
| **Tourism Marketing** | Records associated with events and promotions both oversees and local |   | 7 years | Destroy |
| **General Information** | Records associated with statistics related to the Destination Management Strategy |   | 10 years | Destroy |

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| **SECTION 15: MANAGEMENT** |
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| **SECTION 15.1: MANAGEMENT - CEREMONIAL**  |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Civic and Ceremonial Events** | Commemorative brochures, photographs, recordings, visitors' books, invitation lists (excl personal information) |   | Permanent | PRONI appraisal after 20 years. Permanent Retention by Council. Determined by PRONI Appraisal |
|  | The process of organising a civic / ceremonial event |   | 2 year | Destroy |
|  | Stock records corporate gifts |   | 2 years | Destroy |
|  |
| **SECTION 15.2: MANAGEMENT - COMMUNICATION SUPPORT** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Language Translation Service** | Records associated with the Language Translation Service including Monitoring and Translation Requests. |   | 2 years  | Destroy |
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| **SECTION 15.3: MANAGEMENT - COMMUNICATION - PUBLIC and MEDIA RELATIONS** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Media / Public Relations** | Media literature including: press releases, media statements, media campaigns and media monitoring reports  |   | 3 years | Destroy |
| **Electronic Media system** | Records associated with published media, including scanning, digital copying, printing. Media broadcasting | Copyright Designs & Patents Act 1989 Under Licence with NLA (National Licencing Agency. As per Kantar Media conditions of licence | Delete after 28 days | Destroy |
| **Handbooks** | Handbooks and guides to the media |   | Destroy when superceded | Destroy |
| **Marketing Materials to include Council, Tourism, Recycling etc.** | Marketing materials (leaflets, posters, banner stands etc.), Council newsletters (internal and external), citizens information leaflets. Published work of Council, calendars, information and engagement campaigns on council services / community services support |   | 1 copy retained permanently for archive  | Permanent Retention by Council |
| Remaining stock  - on completion of evaluation of campaign  | Destroy |
| **Briefing Documents** | Briefing documents to include photography, printing, graphic design, and related meeting notes |   | 3 years | Destroy |
| **Image Library Records** | Images of identifiable individuals | National Archives Records guidance 8 | Review every 2 years | Destroy |
| **Official Visits** | Records associated of meetings with official visits to include speeches and photographs |   | Permanent.  | Permanent Retention by Council. PRONI appraisal after 10 years with a view of transferring a copy.  |
| **Photography** | Photography consent records | Data Protection Act 1998  | 2 years | Destroy  |
| **Administration** | General administrative files including speeches, invitations, management briefing notes, campaign notes and plans, general correspondence  |   | One copy retained following evaluation of each campaign | Permanent Retention by Council |
| Records associated with meetings to include agenda and minutes |   | 2 years | Destroy |

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| **SECTION 15.4: MANAGEMENT - CORPORATE DOCUMENTS** |
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| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Corporate Strategic Documents with a statutory basis for example**  | Corporate Strategy and Plan | Local Government (Executive Arrangements) Regulations (NI) 2014 | Permanent | Permanent Retention by Council. Transfer a copy to PRONI after 20 years.  |
| Council Constitution  |   | Permanent | Permanent Retention by Council.  |
| Council Annual Report |   | Permanent | Permanent Retention by Council |
| Asset Registers of Property, ICT, Artwork, Museums collections etc. (see also Finance section) |  | Permanent | Permanent Retention by Council |
| Scheme of Allowances payable to Councillors | Payments to Councillors Regulations (NI) 2012 in accordance with DOE Guidance issued in March 2012 | Permanent | Permanent Retention by Council  |
| Scheme of Delegation for Development Management, Development Plan, Enforcement and other Planning Functions |   | Permanent.  | Permanent Retention by Council. Transfer a copy to PRONI after 20 years.  |
| Community Plan | Local Government (NI) Act 2014. c8, part 10, s68 | Permanent | Permanent Retention by Council. Transfer a copy to PRONI after 20 years |
| Community Plan Annual Report | Local Government (NI) Act 2014. c8, part 10, s68 | Permanent | Permanent Retention by Council. Transfer a copy to PRONI after 20 years |
| Performance Improvement Plan including Objectives | Local Government (NI) Act 2014. c8, part 12, s85 | Permanent | Permanent Retention by Council. |
| Equality Scheme | NI Act 1998 | Permanent | Permanent Retention by Council  |
| Equality Action Plan | NI Act 1998 | Permanent | Permanent Retention by Council  |
| Disability Action Plan | NI Act 1998 | Permanent | Permanent Retention by Council  |
| Health and Safety Policy Statement  | Health and Safety At Work (NI) Order 1978 | Permanent | Permanent Retention by Council |
| Freedom of Information Publication Scheme | FOI Act, c36, p1, s19 | Permanent | Permanent Retention by Council  |
| Records Retention & Disposal Schedule | Public Records Act (NI) 1923 | Permanent | Permanent Retention by Council |
| Local Biodiversity Strategy and Action Plan (and associated projects) | Wildlife and Natural Environment (NI) Act 2011 | Permanent | Permanent Retention by Council |
| Development Area Plans and Local Plan |   | Permanent | Permanent Retention by Council |
| Conservation Area Design Guides |   | Permanent | Permanent Retention by Council |
| Economic Development Strategy | Miscellaneous Provisions (NI) Order 1992. | Permanent | Permanent Retention by Council |
| Sustainable Development Strategy |   | Permanent | Permanent Retention by Council |
| Policing and Community Safety Partnership Strategy | Justice Act (NI)2011 | Permanent | Permanent Retention by Council |
| Destination Management Strategy i.e. specialist functional areas of the visitor economy, coast & countryside management, outdoor recreation, biodiversity, events and caravan parks. | The Tourism (Northern Ireland) Order 1992. Part V "Power of district councils to advertise and promote tourism within its district" | Permanent | Permanent Retention by Council |
| **Corporate Strategic Documents with a non-statutory basis**  | **Non Statutory Strategies and Plans** | **None Applicable** | **3 years after new strategy implemented**  | **Destroy** |
| **Corporate Policies and Plans for example**  | Corporate Risk Register | None Applicable | Permanent | Permanent Retention by Council  |
| Risk Management Strategy | None Applicable | Permanent | Permanent Retention by Council  |
| Communication Strategy  | None Applicable | Permanent | Permanent Retention by Council  |
| Estates Strategy | None Applicable | Permanent | Permanent Retention by Council  |
| Human Resources Policies  | None Applicable | Permanent | Permanent Retention by Council  |
| Complaints Policy | None Applicable | Permanent | Permanent Retention by Council  |
| Records Management Policy | None Applicable | Permanent  | Permanent Retention by Council |
| Child Protection Policy | None Applicable | Permanent  | Permanent Retention by Council |
| Grant Policy | None Applicable | Permanent | Permanent Retention by Council  |
| Workplace Violence, Lone Working and Personal Safety Policy | None Applicable | Permanent  | Permanent Retention by Council |
| Tourism Development and Marketing Policy  | None Applicable | Permanent | Permanent Retention by Council |
| ICT Policies | None Applicable | Permanent | Permanent Retention by Council  |
| Enforcement Policy for Environment Services | Permanent Retention by Council  | Permanent  | Permanent Retention by Council |
| Departmental / Service Business Plans | None Applicable | Permanent | Permanent Retention by Council |
| Capital Development Plan  | None Applicable | Permanent | Permanent Retention by Council  |
| **Corporate Procedures for example** | Access to Information Procedures | None Applicable | Until superceded by new version | Destroy |
| Tourism - Public Relations Plans and action sheets  | None Applicable | 3 years | Destroy |
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| **SECTION 15.5: MANAGEMENT - CORPORATE DOCUMENTS - DATA SHARING AGREEMENTS** |
|  |  |  |  |  |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Data Sharing Agreements where the Policy lies with the third party** | Data Sharing Agreements e.g. Planning with DOE on planning statistics  |   | 6 years after agreement expires or superceded | Destroy |
| Correspondence relating to drafting of agreement |   | 2 years after agreement signed | Destroy |
| Data records shared |   | 4 years | Destroy |
| Where agreement is terminated |   | Information supplied to 3rd parties to be destroyed by 3rd parties immediately | Destroy |
| Information supplied by 3rd parties to Council to be destroyed immediately |
| **Data Sharing Agreements where the Policy lies with Council** | Data Sharing Agreements e.g. community planning.  |   | Permanent | Permanent Retention by Council |
| Correspondence relating to drafting of agreement | 2 years after agreement signed | Destroy |
| Data records shared | In line with documents held for policy area i.e. 7 years if Finance | Destroy |
| Where agreement is terminated |   | Information supplied to 3rd parties to be destroyed by 3rd parties immediately | Destroy |
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| **SECTION 15.6: MANAGEMENT - ENQUIRIES & COMPLAINTS** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Enquires and complaints**  | Stage 1 Complaints  | The Limitation (NI) Order 1989 | 6 years from date closed | Destroy |
| Stage 2 Complaints | 6 years from date closed | Destroy |
| Stage 3 Complaints | 6 years from date closed | Destroy |
| Complaints referred to Ombudsman |   | 6 years from date closed | Destroy |
| Customer Satisfaction Surveys on complaint handling | Data Protection Act 1998 | Completion of analysis | Destroy |
| Reports, returns, registers |   |  1 year after closure | Destroy |
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| **SECTION 15.7: MANAGEMENT - EQUALITY AND DIVERSITY** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Equality** | Equality Impact Assessments, Final Reports, and associated research materials | Northern Ireland Act 1998 | Permanent  | Permanent Retention by Council  |
|  | Policy screening forms and reports  | Northern Ireland Act 1998 | Life of policy  | Destroy |
|   | Policy screening - public consultation responses  | Northern Ireland Act 1998 | 2 years after policy finalised | Destroy |
| **Database** | S75 Consultation Database | Data Protection Act 1998 | Updated regularly to remove out of date info | Permanent Retention by Council  |
| **Complaints** | Records associated with equality scheme, and disability action plan complaints |   | 6 years from resolution of complaint | Destroy  |
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| **SECTION 15.8: MANAGEMENT – AUDIT - INTERNAL AND EXTERNAL** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **External Audit, Fraud Management, Internal Audit, Internal Control Statement** | Records associated with the evaluation and appraisal, conducted by an outside agency or organisation in relation to finances, operations and systems.  |   | 6 years after closure | Destroy |
| **Internal Audit**  | Records associated with the evaluation and appraisal, conducted by internal audit in relation to finances, operations and systems.  | The Public Sector Internal Audit Standards | 6 years after closure  | Destroy |
|  | 10 years for records associated with FSA/HSE |
| **Fraud Management** | Records associated with fraud investigations conducted by both external and internal audit | National Archives guidance | 6 years after legal proceedings have been completed | Destroy |
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| **SECTION 15.9: MANAGEMENT – PREPARING BUSINESS**  |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Meetings** | Senior Management Team minutes, agenda and background papers |   | Permanent | Permanent Retention by Council |

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| **Meetings** | Records associated with the organisation of gatherings held to examine and discuss issues relating to both Operational and Corporate functions. |   | 3 years  | Destroy |
|   | Strategic meetings | Permanent  |
| **Transformational Change** | Records associated with transformational change to include projects, programmes and structures and associated minutes of meetings and background correspondence |   | 3 years | Destroy |
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| **SECTION 15.10: MANAGEMENT – REVIEW OF PUBLIC ADMINISTRATION** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Local Government Modernisation and Reform**  | Records associated with transition team to include minutes, agenda and reports |  | Permanent | Permanent Retention by Council |
| Records associated with implementation of the modernisation and reform programme to stakeholders between 2009-2015. |   | Permanent | Permanent Retention by Council |
| Records associated with the implementation of local government reform in relation to Organisational Development |   | Permanent | Permanent Retention by Council |
| Records associated with communicating the modernisation and reform programme to stakeholders between 2009-2015. |   | 3 years | Destroy |

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| **SECTION 15.11: MANAGEMENT - PUBLIC CONSULTATION** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Public Consultation**  | The process of consulting with the staff and stakeholders in the development of significant policies by Council - Responses and associated documents  | Records Management Society of GB | 5 years | Destroy |
| The process of consulting with the staff and stakeholders in the development of minor policies by Council - Responses and associated documents  | Records Management Society of GB | 1 year | Destroy |
| **Public Consultation** | Returns by Council including responses to draft legislation | None Applicable | 2 years | Destroy |
| **Surveys** | Resident and Customers Survey Results | None Applicable | 2 years  | Destroy  |
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| **SECTION 15.12: MANAGEMENT – QUALITY & PERFORMANCE MANAGEMENT** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Performance Management** | Records associated with Performance Development and Improvement Plan | None Applicable | 12 years | Permanent Retention by Council.   |
| **Audit Reports** | Quarterly audit reports against performance improvement plan | None Applicable | 4 years | Destroy |
| **Progress Reports** | Progress Reports against Corporate and Business Plans (e.g. Scorecard Reports) for Organisation, Department, Unit | None Applicable | 4 years | Destroy |
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| **SECTION 15.13: MANAGEMENT - STRATEGIC PLANNING** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Strategies, Plans and Reports to include Accounts**  | For those with a statutory basis e.g. Economic Development, See above list | Relevant legislation | Permanent | Permanent Retention by Council. Transfer a copy to PRONI after 5 years |
| For those with a non-statutory basis and where the Policy lies with Government Department e.g. Good Relations |   | 3 years after new strategy commenced and annual return has been made to body responsible for Policy unless funders / directives state otherwise.  | Destroy |
| **Policy Development** | Associated Policy development materials to include reports of focus groups, research data, questionaries’  |   | 3 years.  | Destroy |
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| **SECTION 15.14: MANAGEMENT - STATUTORY RETURNS**  |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Statutory Returns to include:**  | As specified by policy holder under statute | As required under relevant statute | 4 years after year end  | Destroy.  |
| **Regulatory Investigatory Powers Act**  | Annual return | Regulation of Investigatory Powers Act 2000 |   |
| **Equality**  | Annual monitoring reports to Equality Commission | NI Act 1998  |
| **Fair Employment** | Annual monitoring return (Article 55) relating to Workforce monitoring | Fair Employment Act |
| Article 55 3 year reports | Fair Employment Act |
| **Community Planning** | Community Planning reports in compliance with legislation  | Local Government (NI) Act 2014. c8, part 10, s68 |
| **Waste Management** | Quarterly and Annual Return to DOE |   |
| **Performance Management** | Performance indicator data (annual returns to Department of Environment) | Local Government (NI) Act 2014. c8  |
| **Food Control** | LAEMS Annual Return |   |
| **Health & Safety** | Annual return |   |
| **Private Tenancies**  | Annual /Quarterly Return |   |
| **IPPC** | Annual Return |   |
| **Smoke Free** | Annual Return |   |
| **Dog Control** | Annual Return |   |
| **Noise Control** | Annual Return |   |
|   | Other Statutory Returns  |   |   |
| **Audit** | Annual Return |   | 6 years |  |

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| **SECTION 16: PLANNING & BUILDING CONTROL** |
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| **SECTION 16.1: PLANNING & BUILDING CONTROL - BUILDING CONTROL** |
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| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Building Regulations Applications** | Records to include applications - full plan, building notice and regularisation |   | Permanent | Permanent Retention by Council |
| **Building Control Applications**  | Approved building control applications |   | Permanent Retention by Council  | Permanent Retention by the Council.  |
| Prosecutions – Non-compliance with legal responsibilities |   | Permanent  | Permanent Retention by Council.  |
| **Property Certificates** | Applications |   | Permanent | Permanent Retention by Council |
| **Reports/Statistics** | DOE Performance indicators |   | 6 years  | Destroy |
| **Street Naming & Numbering** | Street naming and numbering applications. Land and Property Gazetteer |   | Permanent  | Permanent Retention by Council.  |
| **Dangerous Structures Legislation** | Dangerous Structure Notices and Record Files |   | 20 years after structure made safe  | Destroy |
| **Energy Performance of Buildings Regulations** | Audits of Estate Agents EPC compliance |   | 6 years  | Destroy |
| Audits of Public Buildings for Display Energy Certificates |
| Audits of buildings for air conditioning compliance |

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| **SECTION 16.2: PLANNING & BUILDING CONTROL – PLANNING** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Development Management** | Planning Applications – includes outline permission, reserved matters, full permission, Non Material Change, Public Access Notices, Orders, Consents and Section 76 Agreements | Planning Act (NI) 2011 | 6 years after closure | Destroy file |
| **Development Management** | Records associated with Certificates of Alternative Development Value, Certificate of Lawfulness Proposed Use/Development, Certificate of Lawfulness Existing Use/Development | The Planning Regulations (Northern Ireland (2015) | 6 years after closure | Destroy file |
| **Development Management** | Public Register as per Section 242 of the Act | Planning Act (NI) 2011 | Permanent | Permanent Retention by the Council |
| **Development Management** | EIA Assessment Register | The Planning (Environmental Impact) Assessment Regulations (Northern Ireland) 2015 | Permanent | Permanent Retention by the Council |
| **Enquiries to include Pre Application Notifications (PANs) and Pre Application Discussions (PADs)** | Pre Application Discussions | The Planning Regulations (Northern Ireland) 2015 | 6 years after closure | Destroy |
| Applications for Property Certificates |
| **Enforcement** | Records associated with the execution of Enforcement procedures in relation to Environmental Protection and Built Environment functions | The Planning Regulations (Northern Ireland (2015) | 2 years after closure if no enforcement or legal action taken | Destroy |
| 6 years after closure (once appeal period has expired after issue of Enforcement Notice) |
| **Determinations** | Records associated with requests to release a Statutory Charge | The Land Development Values (Compensation) Act NI (1965) | 6 years after closure | Destroy |
| **Development Plan** | Records associated with all aspects of the process, preparation and publication of development plans from plan initiation to plan adoption stages. | The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 | Background Information - 10 years after closure.  | Destroy |
| Published Plan  | Permanent Retention by Council. Transfer a copy to PRONI after 7 years.  |
| **Development Plan** | Records associated with Publications (Conservation Area Design Booklets, Design Guides etc.) | The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 | Background Information - 10 years after closure.  | Destroy  |
| Publications etc. - 10 years after publication | Permanent Retention by PRONI  |
| **Correspondence** | General (CITOS - Correspondence, Internal Tracking Operation Systems) |   | 2 years  | Destroy |

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| **SECTION 17: PROJECTS AND FUNDING - RECORDS OF MEETINGS - ECONOMIC, LEISURE, TOURISM, ARTS, CULTURE** |
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| **SECTION 17.1: PROJECTS AND FUNDING - RECORDS OF MEETINGS - ECONOMIC, LEISURE, TOURISM, ARTS, CULTURE** |
|
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Partnerships, Agency and External Meetings where Council OWNS the records** | Records to include: membership details, agenda and minutes, reports, strategies and initiatives | Records Management Society GB guidance | Permanent | Permanent. PRONI Appraisal for historical purposes after 7 years.  |
| Background Papers |   | 3 years | Destroy |
| General administrative records, including routine correspondence | National Archives Retention Scheduling (9) | Two years | Destroy |
| **Partnerships, Agency and External Meetings where Council do not OWN the records**  | Records to include: agenda and minutes, background papers, reports, strategies and initiatives | Records Management Society GB guidance | 3 years after last action | Destroy |
| General administrative records, including routine correspondence | National Archives Retention Scheduling (9) | Two years | Destroy |
| **Databases** | Database of projects, funding streams, monitoring, Local businesses, community groups etc. |   | Ongoing and regularly updated | Permanent |

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| **SECTION 17.2 : PROJECTS AND FUNDING - PROCESS - ECONOMIC, LEISURE, TOURISM, ARTS, CULTURE e.g.** |
|
| Tourism NI. DSD for Tourism Development and Promotion, Rural Development, DETI Sustainable Competitiveness,  |
| Neighbourhood Renewal, Northern Ireland Tourist Board - Innovation Fund - Website Development,  |
| NIEA and Landfill Communities Fund - Market Yard (Limavady), N I Active Communities Programme, Health and Wellbeing projects |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Funding Applications**  | Records associated with Council's application for funding to external bodies i.e. Sports NI |   | Unsuccessful - 2 years | Destroy |
| Successful | As per funding body |
| **Funded Programmes** | Records associated with programmes funded by Council: Letters of Offer, Project Reports, Financial Information, Project Reports  | None | Retain until date specified in letter of offer, normally 7 years | External Funding – return to funder if required, if not destroy.  |
| NITB - 10 years - retained to 2025 for website. |
| NIEA and Landfill Communities Fund - 12 years after contract completed |
| Sports NI funding - Capital - £0-10k 1 year. £10-30k 2 years. >£30k 5 years. Revenue - 1 year ongoing throughout investment |
| **N I Active Communities Programme** | Monitoring information for participants  | Sports NI | Permanent - Sport NI Active Communities Database | Records are confidential due to sensitive nature. Stored in a fireproof cabinet & destroyed by confidential waste |
| Database of statistics | 3 years |

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| **SECTION 17.3: PROJECTS AND FUNDING - GRANTS PROCESS - ECONOMIC, LEISURE, TOURISM, ARTS, CULTURE e.g.** |
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| Causeway Coast and Glens Arts in Motion, Arts Projects - Exhibitions, Classes and Events |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Internal Funding Schemes (i.e. grants offered by Council) - no external funding**  | Records associated with applications for grants, grants received to include: Applications, Scoring Sheets, Letters of Offer, Project Reports, Supporting Claim information, Invoices, Project Reports, Service Level Agreements etc. |   | 7 years from last payment | Destroy |
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| **SECTION 17.4: PROJECT AND FUNDING - PARTNERSHIP PROJECTS WITH EXTERNAL GROUPS - ECONOMIC, LEISURE, TOURISM, ARTS, CULTURE**  |
|
| e.g. North West Sports Campus, AC Schools Programme, COACHMARK, CLUBMARK, WILDCATS, GP Referral and Adult Health Programmes |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Project Files of partnerships with external groups / organisations** | Records associated with project |   | Held for the duration of the programme plus 3 years | Destroy |
| Records associated with training of qualification | For length of qualification valid for |
| **GP Referral & Adult Health Programmes** | Records associated with the administration of the GP Referral & Adult Health Programmes |   | Termination of programme plus 1 years | Destroy. Records are confidential due to the nature of records maintained and must be saved and stored in a fireproof cabinet or locker and destroyed by confidential shredding. |

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| **SECTION 17.5: PROJECT AND FUNDING - PROJECTS SPONSERED AND MANAGED BY COUNCIL FOR ECONOMIC, LEISURE, TOURISM, ARTS, CULTURE e.g.** |
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| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Project Files - Local History Tours** | Records associated with Local history tours and projects |   | Permanent | Permanent Retention by Council |
| **Project Files - Environmental Projects** | Records associated with environmental projects  |   | Permanent or as stated in project funding agreement | Permanent Retention by Council |
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| **SECTION 17.6: PROJECTS AND FUNDING – ADMINISTRATION OF EUROPEAN FUNDED PROGRAMMES** |
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| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **External Funding Programmes administered by Council (includes administration of Peace III, Neighbourhood Renewal, NI Rural Development Programme)** | Records to include: Application forms, letter of offer, reports, legal documentation, correspondence, general information, meeting - minutes and agendas, financial information, procurement information, claims for programme and administration expenditure | Article 9 of the Council of Europe Regulations (EC No. 1083/2006) | Full documentation to be retained in line with relevant funding contract – currently as follows: 10 years | Transfer to lead Government Body / funder if required; otherwise destroy |
| PEACE II and INTERREG IIIA – 31 Dec 2015 |
| PEACE III and INTERREG IVA – 31 Dec 2021 |
| RDP - DARD and EU. 9 years after end of programme, due to complete in 2020 (to be confirmed by DARD) |

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| **SECTION 18: PROCUREMENT**  |
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| **SECTION 18.1: PROCUREMENT – CONTRACTS AND TENDERING DOCUMENTATION** |
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| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Contracts and Tendering Documents** | Council decision to commence tender process |  | Preservation in accordance with Council Minutes policy | **Permanent Retention by Council.** |
| Pre Contract Advice i.e. Expressions of Interest |   | 1 year after contract let or not proceeded | Destroy |
| Tender – Specifications / Conditions of Contract |   | Ordinary contracts – 6 years after terms of contract have expired | Destroy |
| Statutory: Statute of Limitations (NI) 1958 | Contracts under seal – 12 years after terms of contract have expired |
| Opening notices |   | 1 year after contract let or not proceeded | Destroy |
| Tender envelope |
| Evaluation of Tender i.e. evaluation criteria incl. post award correspondence |  | Ordinary contracts – 6 years after terms of contract have expired | Destroy |
| Statutory: Statute of Limitations (NI) 1958 | Contracts under seal – 12 years after terms of contract have expired |
| Successful tender documents |   | Ordinary contracts – 6 years after terms of contract have expired | Destroy |
| (to include PQQ and Quality Submission) | Statutory: Statute of Limitations (NI) 1958 | Contracts under seal – 12 years after terms of contract have expired |
| Unsuccessful tender documents |   | 3 years after contract let or not proceeded | Destroy |
| **Quotations** | Invitations to quote and technical specifications |  | 6 years after terms of contract have expired | Destroy |
| Evaluation of quotation i.e. evaluation criteria | 6 years after terms of contract have expired | Destroy |
| Successful quotation documents | 6 years after terms of contract have expired | Destroy |
| Unsuccessful quotation documents | 3 years after contract let or not proceeded | Destroy |
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| **SECTION 18.2: PROCUREMENT - CONTRACTS AND MANAGEMENT OF CONTRACTS** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Contract Register** | Database of contracts  | Permanent | Permanent  | Permanent Retention by Council |
| **Supplier’s Register** | Database of details of suppliers who have registered to do business with the Council |  | Permanent | Permanent Retention by Council |
| **Contracts** | Records to include: Maintenance Contracts and Agreements with Contractors  |   | Two years after end of contract | Review before destruction |
| Records of meetings with Contractors |   | 3 years after end of contract or as specified within letters of offer | Destroy |

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| **SECTION 19: REGISTRATION OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS**  |
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| **SECTION 19.1: REGISTRATION OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS**  |
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| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Registration of Births, Deaths, Marriages and Civil Partnerships** | Registrations. White copies | General Handbook of Registration Officers in NI (Section 8)  | 1 month | Destroy |
| Form of particulars | General Handbook of Registration Officers in NI (Section 8)  | 1 year plus the current year | Destroy |
| B/D/M/CP certificate application forms | General Handbook of Registration Officers in NI (Section 8)  | 1 year plus the current year | Destroy |
| Marriage notice forms | General Handbook of Registration Officers in NI (Section 8)  | 3 years plus the current year | Destroy |
| Civil Partnership Notice forms | General Handbook of Registration Officers in NI (Section 8)  | 3 years plus the current year | Destroy |

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| **SECTION 20: RISK MANAGEMENT AND INSURANCE**  |
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| **SECTION 20.1: RISK MANAGEMENT & INSURANCE**  |
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| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Risk Registers**  | Records to include: Departmental Risk Registers and associated mitigation and management plan | None Applicable | 6 years | Destroy.  |
| **Insurance Policies** | Employers Liability (may also be referred to as Combined Liability if Public and Employers cover has been placed jointly) | The Employer’s Liability (Compulsory Insurance) (Amendment) Regulations (NI) 2009  | 40 years | Destroy  |
| All other insurance policies including property, motor, personal accident, professional indemnity, engineering, legal expenses etc. including any endorsements |   | 6 years after terms of policy have expired  | Destroy  |
| Sub-contractors proof of insurance policy documentation associated with Works Purchase order (excluding works awarded following public tender and are part of the procurement process) |   | 6 years after terms of policy have expired  | Destroy  |
| **Register of Insurance provided by Broker** | Register provides a brief synopsis of the type and level of covers | None Applicable | Permanent  | Permanent Retention by the Council |
| **Additional / amendments to policies** | Routine correspondence held in central insurance file – endorsements, where applicable, should be placed with original insurance policy documentation which is retained in a secure location  |   | 6 years after file has been closed.  | Destroy  |
| **Incidents, Accident and Near misses**  | Register associated with the assessment of injuries and near misses caused to staff whilst in the workplace, travelling to or from work, or whilst on site. Also includes injuries incurred by contractors, visitors or the public while on the department's premises. | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 | Permanent | Permanent |
| Incident / accident reports together with any investigation reports to include: risk assessment, inspection reports, samples of material / substances, digital photographs, diagrams & building plans, sketches, drawings etc., items of equipment. Required to support or defend a claim. | Minor has 3 years to claim from reaching the age of 18. Employee has 3 years to claim from date of accident | 6 years from date of file closure except in cases involving a minor where file is retained for 6 years after he / she becomes 21 years of age | Destroy |
| **Insurance Inspection Reports** | Insurance Inspection Reports  |   |   | Destroy |
| **Database relating to claims** | Database containing information on all claims |   | Permanent  | Permanent Retention by the Council |

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| **SECTION 21: WASTE MANAGEMENT & RECYCLING** |
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| **SECTION 21.1: WASTE MANAGEMENT & RECYCLING** |
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| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **Waste Management Licenses** | Records associated with waste management licence to include terms and conditions of waste management and associated analysis.  | None Applicable | Permanent  | Permanent Retention by the Council |
| **Waste Management Transfer Notes / Dockets** | Docket from waste depositor showing amount of waste, category of waste, Environment Agency Licence number etc.  | Waste & Contaminated Land (NI) Order 1997 (Article 5) (Waste Management- The Duty of Care Code of Practice) | Retain for 2 years from date of expiry. | Destroy |
| **Consignment Notes for Hazardous Waste** | Docket from waste depositor showing same as waste management transfer docs plus hazardous waste rating e.g. if material is flammable, carcinogenic etc.  | Hazardous Waste Regulations (NI) 2005 | Retain for 3 years from date of issue. | Destroy |
| **Civic Amenity Sites** | Contamination reports |   | 10 years | Permanent Retention by Council |
| **Landfill and Compost Sites** | Weighbridge records | None Applicable | 7 years | Destroy |
| **Refuse and Cleansing Collection** | Records associated with methodology for refuse collection and cleansing routes to include returns |   | 7 years | Destroy |
| **Bulky Collection Records** | Records sheets of any bulky materials collected e.g. sofa’s, old table etc.  | None Applicable | Retain for 7 years if payment made for service. No retention period if no payment required. | Destroy |
| **Recycling** | Records associated with DOE Grant applications |   | Retain for 10 years from date of award. | Destroy |
| **Waste Data Flow Documents** | Waste Data Flow statistics | None Applicable | Retain data for 2 years from end of reconciliation period. Reconciliation period ends annually on 30th November.  | Destroy |
| **Waste Management - Enforcement** | Fixed Penalty Notices |   | 2 years following last action  | Destroy |
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| **SECTION 21.2: WASTE MANAGEMENT & RECYCLING – NORTH WEST REGIONAL MANAGEMENT GROUP** |
| **Sub-work Area – Basic Work Activities** | **Example of Records** | **Statutory provisions/Authority** | **Retention Period** | **Action at end of administrative life of record** |
| **North West Regional Waste Management Group** | Records associated with the Partnership Agreement and Data Sharing Agreement |   | Originals to be held by lead partner as identified in Partnership Agreement. | Destroy |
| Reports associated with tender process for an unincorporated body |   | Originals to be held by lead partner as identified in Partnership Agreement.  | Destroy |
| Reports to include records of validating contract details | None Applicable | Review after 2 years | Destroy |
| Records associated with agenda, minutes, reports, background papers of meetings |   | Originals to be held by lead partner as identified in Partnership Agreement.  | Destroy |

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