

Causeway Coast & Glens
Borough Council

To: Corporate Policy and Resources Committee
Date: 19 January 2016

Draft Retention and Disposal Schedule

For decision

Linkage to Corporate Plan	
Strategic Theme	Leader and Champion
Objective	Establish key relationships with government, agencies and potential strategic partners
Lead Officer	Head of Policy and Community Planning
Cost: (If applicable)	

1.0 Background

- 1.1 As required under the Public Records Act 1923 and the Disposal of Documents Order 1925, the Council is required to have a Retention and Disposal Schedule.
- 1.2 This Schedule will enable Council to dispose of records promptly when they cease to be of any continuing administrative or legal value and will identify any records which should be transferred to the Public Records Office of Northern Ireland (PRONI) because of their long term historical or research value.
- 1.3 The Schedule must be formally laid before the Northern Ireland Assembly by the Public Records Office of Northern Ireland and it is intended that this will happen early in 2016.

2.0 Draft Retention and Disposal Scheme

- 2.1 The Information Governance Officer has worked with a number of senior officers within Council and with officers in the Public Records Office (PRONI) to develop the draft Retention and Disposal Schedule for the Council. A copy of the Schedule is attached to this report as **Appendix 1**.
- 2.2 The Schedule aims to identify the retention and disposal arrangements for all categories of record held by Causeway Coast and Glens Borough Council. A record is essentially information, recorded in any form (paper or electronic), created or received by the Council, or individual members of staff, to support and show evidence of organisational activities.

- 2.3 The Schedule outlines the roles and responsibilities and the procedures, which need to be adhered to by all Causeway Coast and Glens Borough Council staff in relation to the retention and disposal of records.
- 2.4 The Schedule breaks down the records held by the Council by areas of work and gives examples of the types of records held in each area. It also details any legislation which already relates to the retention and disposal of particular records, for example tax records; what the retention period will be for the records; and the action to be taken at the end of the administrative life of the record, ie:
- Destroy;
 - Permanent retention by Council;
 - For appraisal by PRONI;
 - Automatic transfer to PRONI.
- 2.5 The draft Schedule complies with the requirements in the Public Records Act (NI) 1923 and the Disposal of Documents Order 1925.

3.0 Recommendation

It is recommended that the Corporate Policy and Resources Committee recommend to Council the approval of the draft Retention and Disposal Schedule for laying before the Northern Ireland Assembly.

Causeway Coast and Glens Borough Council

Retention and Disposal Schedule

2016

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.

2. 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 Council to 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).

3. 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 Council activities. 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”;
- CC'd 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.

4. 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.

5. E-mail

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.

6. Categories of Retention / Disposal

There are five broad categories of retention / disposal:

Determined on Review

These are records requiring appraisal. They are appraised by Council staff 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 Lead 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:

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.

7. New/Changed 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.

8. 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 Council in 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.

9. 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.

10. Legacy records

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



Department of
**Culture, Arts
and Leisure**

www.dcalni.gov.uk

**Causeway Coast and Glens
Borough Council**



Causeway Coast and Glens Borough Council Disposal and Retention 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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Causeway Coast and Glens Borough Council

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SECTION: COMMUNITY SAFETY & EMERGENCIES - 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: COMMUNITY SAFETY & EMERGENCIES - 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: COMMUNITY SAFETY & EMERGENCIES - 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 to include BCVs	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: COMMUNITY PLANNING

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
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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: 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
SECTION: 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: 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
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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	

SECTION: CONSUMER AFFAIRS - ENVIRONMENTAL HEALTH

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
	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 Rent Order associated documentation, Statutory Returns (exception Fitness Inspection records – see below)	Private Tenancies (NI) Order 2006, Rent (NI) Order 1978	6 years.	Destroy
	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
	Surveys – paper copies and electronic copies		7 Years as agreed with funders (DSD)	Destroy

Affordable Warmth Scheme	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
SECTION: 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

SECTION: 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

SECTION: 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
SECTION: 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

SECTION: COUNCIL PROPERTY - PROPERTY ACQUISITION & 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

SECTION: 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

SECTION: 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

SECTION: 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

SECTION: 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

SECTION: CEMETERIES - MANAGEMENT OF CEMETERIES 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
SECTION: 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	Agenda and minutes	Constitutional Reform and Governance Act 2010	20 years	Transfer to PRONI
	Action Sheets		1 years	Destroy

Elected Member Working Groups Meetings, to include the Voluntary Transition Committee and Statutory Transition Committee	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

SECTION: 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

SECTION: 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

SECTION: 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
SECTION: ECONOMIC DEVELOPMENT – REGENERATION				
Community Associations / Voluntary Bodies				
Community Resources				

Community Centres and Town Halls 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 include: Tenders, training plans, attendees, applications, letters of offer, finance	OFMDFM e.g. Community Relations Council	7 years following end of the project	Destroy
SECTION: 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
SECTION: 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
SECTION: 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
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SECTION: LEISURE & CULTURE - 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

SECTION: FINANCE

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
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
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
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
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
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
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

Business Cases	Business cases and approvals to spend		7 years	Review
SECTION: HEALTH AND SAFETY				
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)	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
Risk Assessments (RA)	General (Management) Risk Assessments	Management of Health and Safety at Work Regulations (NI) 2000	3 years	Destroy
Risk Assessments (RA)	Manual Handling Risk Assessments	Manual Handling Operations (NI) 1992	3 years	Destroy
Risk Assessments (RA)	Display Screen Equipment Assessments	Health and Safety (Display Screen Equipment Regulations) (NI) 1992	3 years	Destroy
Risk Assessments (RA)	Work at Height Risk Assessments	The Work at Height Regulations (NI) 2005	3 years	Destroy
Risk Assessments (RA)	Confined Space Risk Assessments	Confined Space Regulations (NI) 1999	3 years	Destroy
Risk Assessments (RA)	Personal Protective Equipment Risk Assessments	Personal Protective Equipment at Work Regulations (NI) 1993	3 years	Destroy
Risk Assessments (RA)	Fire Risk Assessments	Fire and Rescue Services (NI) 2006	3 years	Destroy
Risk Assessments (RA)	Legionella Survey/RA	Control of Substances (Hazardous to Health) (NI) 2003	40 years	Destroy

Risk Assessments (RA)	Asbestos Survey/RA	The Control of Asbestos Regulations (NI) 2007	40 years	Destroy
Risk Assessments (RA)	COSHH Assessments	Control of Substances (Hazardous to Health) (NI) 2003	40 years	Destroy
Risk Assessments (RA)	Noise Assessments	The Control of Noise at Work Regulations (NI) 2006	40 years	Destroy
	Vibration Assessments			
Risk Assessments (RA)	Records associated with any risk assessments involving an area where a child is involved	Statute of limitations	As per Policy under development	Destroy

SECTION: 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

SECTION: 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

SECTION: 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

SECTION: 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

SECTION: 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

SECTION: 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 include 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

SECTION: 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

SECTION: 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

SECTION: INFORMATION COMMUNICATIONS TECHNOLOGY

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
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
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
GIS systems	Records associated with the development and management of GIS records		6 years	Destroy

Web Management	Records associated with web development consultants		3 years	Destroy
	Records documenting the management of the web and intranet		3 years	Destroy
Training Development	Records associated with development of technical and application training for ICT system users		Superceded + 1 year	Destroy

SECTION: 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

SECTION: 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, questionnaires'		3 years	Destroy

SECTION: 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: 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

SECTION: 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

SECTION: 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
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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: 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

SECTION: 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

SECTION: LEISURE & CULTURE - LEISURE FACILITIES

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

SECTION: 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: 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

SECTION: 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: 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: 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 overseas and local		7 years	Destroy
General Information	Records associated with statistics related to the Destination Management Strategy		10 years	Destroy

SECTION: 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: 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
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Language Translation Service	Records associated with the Language Translation Service including Monitoring and Translation Requests.		2 years	Destroy
SECTION: 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

SECTION: CORPORATE DOCUMENTS

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

SECTION: 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

SECTION: 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

SECTION: 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

SECTION: MANAGEMENT - INTERNAL AND EXTERNAL AUDITS

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

SECTION: 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
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: 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

SECTION: 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
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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

SECTION: 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

SECTION: 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, questionnaires'		3 years.	Destroy

SECTION: 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	

SECTION: BUILDING CONTROL

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			

SECTION: DEVELOPMENT MANAGEMENT - 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

SECTION: FUNDING AND PROJECTS - 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

SECTION: FUNDING AND PROJECTS - 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	
NI 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	

SECTION: GRANTS FUNDING AND PROJECTS - PROCESS - ECONOMIC, LEISURE, TOURISM, ARTS, CULTURE e.g.

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
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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: 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.

SECTION: PROJECTS SPONSERED AND MANAGED BY COUNCIL FOR ECONOMIC, LEISURE, TOURISM, ARTS, CULTURE
e.g.

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

SECTION: ECONOMIC DEVELOPMENT – (EUROPEAN FUNDING PROGRAMMES – ADMINISTRATION OF)

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)	

SECTION: PROCUREMENT

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
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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
	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 (to include PQQ and Quality Submission)		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	
	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

SECTION: 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
SECTION: REGISTRATION OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS				
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

SECTION: REGISTRATION OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS

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

SECTION: RISK MANAGEMENT & INSURANCE

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
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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	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997	Permanent	Permanent

	while on the department's premises.			
	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
SECTION: WASTE MANAGEMENT & RECYCLING				
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

SECTION: WASTE MANAGEMENT & RECYCLING

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