



**Policy on the
Disposal and Retention
of
Documents**

Policy on Retention and Disposal of Documents

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1.0 INTRODUCTION

- 1.1 This document sets out the Mid Ulster District Council approach and arrangements for managing its documentation within and across the organisation, making specific reference to the retention and disposal of documentation. Accompanying this document is a Retention and Disposal Schedule by Department and Service Area providing specific detail as to how documents are handled. The policy aims to bring a standardised approach across the Council.
- 1.2 It should be read by all employees from Directors, Heads of Service and Business Support staff wishing to access information held by Mid Ulster District Council.

2.0 BACKGROUND

- 2.1 The policy has been developed to assist and inform Mid Ulster District Council's record management process which stems from the Information Commissioner's Office (ICO) and the Public Records Office for Northern Ireland (PRONI) requirement to lay Retention & Disposal Schedules before the Northern Ireland Assembly. In addition to this requirement a series of drivers existed for doing this, to which the Council as a public authority has taken account of. These include:
 - Statutory requirements for 'access to information' emanating from Data Protection (Data Protection Act, 1998), Freedom of Information (The Freedom of Information Act 2000) and Environmental Information Regulations (Environmental Information Regulations, 2004) legislation
 - To assist in the efficient and effective delivery of Council wide services across all Departmental Sections ensuring timely access to current, accurate and relevant information in the delivery of its services
 - An increasing volume of information and records, electronic and physical, being accumulated across Departmental Sections
 - A need to harmonise and implement a standardised process in the retention and disposal of documents being accumulated by Departmental Sections
- 2.2 Overriding the ICO and PRONI requirements have been the statutory requirements within The Public Records (NI) Act 1923 and Disposal of Documents Order, (S.R.& O. 1925 No 167) setting out parameters for keeping and disposing of public records.

3.0 RECORDS MANAGEMENT

- 3.1 The Council recognises that its administrative records are an irreplaceable account of its services. This document together with the accompanying

Retention & Disposal Schedule at Annex A is the Council's commitment to developing and implementing a standardised records management system across the Council. Crucial to its success will be standardised implementation of the records management system by Departmental Directors and Heads of Service.

- 3.2 As a local government authority the Council delivers a range of direct and indirect services to the residents of Mid Ulster District Council area through its Departments. These include Business & Communities, Public Health & Infrastructure, Culture & Leisure, Environment & Property, Finance, Organisational Development, Planning and Chief Executive Services. Council's records management system therefore centres on each of these Departments and their respective services.
- 3.3 The following summarises the Council's Departmental and Service Area Structure, reflecting the Retention & Disposal Schedule at Annex A.

Department	Service
Business & Communities	Community Development Economic Development Tourism
Culture & Leisure	Culture & Arts Leisure Parks
Environment & Property	Environmental Services Property
Finance	Finance ICT
Organisational Development	Human Resources
Public Health & Infrastructure	Building Control Environmental Health Technical Services Health & Safety
Planning	Development Plan & Enforcement Development Management
Chief Executive Services	Democratic Services Marketing and Communications Chief Executive's Office

- 3.4 The Retention & Disposal Schedule as referred will enable the Council to implement a standardised control over how its records are created and stored across the organisation. It will provide control over how records are handled and disposed of and allow the Council to go above and beyond the requirements of the Public Records (NI) Act 1923 and Disposal of Documents Order (S.R. & O. 1925 No 167) by ensuring standardised timely access to records avoiding unnecessary time spent by employees on the retrieval of records, physical or electronic.
- 3.5 The Schedule identifies the disposal arrangements for all records created by the Council. It covers records in all formats and outlines the minimum period of time for their retention in the care of employees. It also outlines how records are destroyed and disposed of.

4.0 RETENTION AND DISPOSAL SCHEDULE

- 4.1 The Council's Schedule, at Annex A, sets out the retention and disposal arrangements of all records created through the delivery of services by Department and their Services. For the purpose of the records management system a record is information recorded in any form, paper and electronic format, created or received by the Council through the operation of its Sections. They 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”.

4.2 Scope of the Retention & Disposal Schedule

- 4.2.1 Although the Schedule has been developed to cover all records created through the delivery of Council's services its scope does not extend to the holding of records and information which fall under the umbrella of drafted and reference copies of information. Whilst the following provides a comprehensive list of records that are not included it is by no means exhaustive but does provide a guide. Records not covered include:

- Draft documents where final documents have been developed;
- Circulated copies of draft documents;
- Documents retained for reference and information purposes only;
- Reference or published materials received from external bodies such as papers from conferences, seminars, workshops and annual reports;
- E-mails that have been cc'd to recipients not containing a final decision;
- 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 documentation (electronic and paper based);
- 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 minutes/ reports have been prepared and agreed by attendees;

- 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, facsimile cover sheets, compliment slips and e-mails accompanying attachments that do not provide additional information to the attachment and where evidence of receipt are not required;
- Reservations and confirmations of arrangements from organisations such as joining instructions for conferences after invoices for attendance have been received.
- Personal data and information sent to the council which is not relevant or connected to the Councils functions or that particular file

4.2.2 All information falling within the aforementioned categories should be destroyed as soon as reference to the information has ceased. The unnecessary retention of such information represents a resource burden on the Council in terms of storage costs, administration and freedom of information and data obligations.

4.2.2 In almost all cases disposal periods referred to in the Schedule and as below refer only to master copies of records which form the official record retained for regulatory, business and operational reasons. Where it is known that a master copy is being retained by another Department Service there is no requirement to keep the same as a copy. Where copies of records are being held they should not be retained any longer than the period stated for the master copy in the Retention & Disposal Schedule.

4.2.3 Where the documents could be pertinent to a future claim e.g. cleaning schedules, rotas or 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 a copy retained in with the investigation file for the required period.

4.3 Electronic to Paper Records

4.3.1 Given the Council does not have an electronic document and records management system (EDRMS) in place, a print to paper to file procedure should be followed by employees. In such instances electronic documents which form part of an official record should be placed on the appropriate file for retention.

4.3.2 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.

4.4 E-mail

4.4.1 E-mails form part of the Council's corporate record and are therefore subject to its records management procedures. All employees must routinely review incoming and outgoing e-mail to ascertain whether the information they contain should be retained as part of the corporate record. As with other electronic documents and material, where an email message forms part of the corporate record, it should be placed on the relevant file. The e-mail should then be deleted from the mailbox and in turn from the deleted items box.

4.4.2 Where an employee wishes to retain an e-mail for future administrative purposes it should be moved and saved to the appropriate folder and file on the Council's electronic network. They should however be deleted once they cease to be of administrative use to the employee. Ephemeral e-mail messages which are not required for future administrative use should be deleted immediately in line with data protection requirements given that personal data should not be held for longer than deemed necessary (e-mails clearly identify a sender or recipient through an address and may express facts, opinions or intentions about identifiable persons within the body of the text).

4.4.3 Any e-mails containing personal information must therefore be deleted as soon as they are no longer of administrative value. 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.

4.5 Retention & Disposal Schedule – Structure & Categories

4.5.1 The Retention & Disposal Schedule as set out in Annex A has been developed to be reflective of the Council's structure.

4.6 Schedule Structure

4.6.1 For ease of reference the Schedule has been developed by Department and thereafter by each service. Heads of Service have and will be required to maintain the schedule under their management in association with their Director. The Schedule is broken down by:

- (i) Service – service areas within the Department
- (ii) Record Type – what is being held
- (iii) Requirement to Retain – stating it must be kept
- (iv) Retention Period – how long you will retain it
- (v) Action at end of Administrative Life - what will be done with it

4.7 Schedule Categories on Retention & Disposal

4.7.1 There are five broad categories of retention/ disposal. The following defines the actions to be taken at the end of the administrative life of the Records. Action taken shall be one of the following categories.

(i) *Determined on Review by Council*

These are records which require on-going appraisal as to continued business need to identify if they should be permanently preserved by the Council, transferred to PRONI, transferred to the Lead Government Body or Destroyed.

(ii) *Permanent Retention by the Council*

These are records which the Council deems as being required to be permanently retained for business purposes and/ or a statutory requirement.

(iii) *Transfer to Lead Government Body/ Funding Agency*

These are records which detail and cover information relating to initiatives and programmes in which central government agencies and departments have funded or have been involved. These will be transferred to the Lead Government Body, where required by the same Body.

(v) *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 can be reviewed a number of times to systematically eliminate redundant information and reduce the bulk of records held, whilst ensuring no papers likely to be required for continuing business need and/ or permanent preservation are destroyed.

On Closure	Records will be reviewed immediately on being closed and the responsible Head of Service will indicate their decision on the Retention & Disposal Schedule when it is being closed (if not already specified in the Schedule)
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First Review	This will be 5 years after records are closed. Heads of
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Service will ensure that these records as documented in the schedule reviewed and then further amend the Schedule accordingly following this review.

Second 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 a second review by PRONI takes place

(iii) Transfer to Public Records Office of Northern Ireland (PRONI)

These are records which PRONI has decided are of long-term historical research value. These records will be transferred to PRONI when they are no longer required for business purposes by the Council

(iv) Destroy

These are records which Council considers to be of no continuing business need to the organisation and are of no historical value to the Council, Public Records Office or Lead Government Body, where applicable. They will be destroyed in accordance with Council's disposal and destruction procedures.

5.0 New/changed Functions

5.1 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.

6.0 RECORD MANAGEMENT: PRACTICALITIES

6.1 To ensure the Schedule is operationally practical the following will inform the practical out working of the Councils records management system.

6.2 Closing a File (Records)

6.2.1 To ensure the Retention and Disposal Schedule operates effectively Council will work to maintain a streamlined filing system through systematic closure of files. This does not mean that it (file) will be immediately removed from the filing system but rather, no additional papers will be added to the file and will be used for reference only. The official closure of files will avoid:

- Files becoming untidy and causing damage to documents
- Access to items in a file becoming difficult
- File covers and support deteriorating under pressure of documents

- Inactive information being held on current files

Their systematic official closure has benefit of:

- Files being kept to a manageable size
- Files remaining neat, tidy and accessible
- Ensuring speedier access to documentation retained in files
- The systematic disposal of records being made easier.

As a guide a file should be closed and a new one created when:

- a file exceeds a thickness of 7.5 cm (3 inches)
- no papers have been added for two years
- file contents span more than five years
- a project has ended
- a mandate has reached a natural end

When a file is being closed the Head of Service will review the Retention and Disposal Schedule to ascertain how it should be treated. The way in which it should be treated will be noted on the file. When the file is closed the Head of Service will ensure that:

- Paper clips and pins from documents will be removed before filing, with particular attention being given to files (records) that are to be permanently preserved
- CDs and other storage devices will be removed and contents converted to hard copy
- Continuation files are used if files get too bulky
- Bulky or oversized items are stored in a pocket/ envelope inside the left hand side cover

6.3 Retention Periods

6.3.1 Retention periods are based upon the specific business needs of Mid Ulster District Council in addition to applicable statutory requirements. The retention period required for each type of file (records) is calculated from the point it 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.

6.4 Destruction & Disposal

6.4.1 Heads of Service will dispose of files as determined in the Records and Disposal Schedule. Destruction of the same will take place in line with Councils arrangements for the destruction of files as authorised by the Director to which the files relate. A record of all file destruction shall be kept for audit purposes and all files will be destroyed in line with the arrangements for confidential waste (see Appendix B)

6.4.2 Before movement towards destruction, Heads of Service shall give a 30 day

notice to all services and Senior Management Team of their intention to dispose of files as set out within the Retention & Disposal Schedule of their Section. Other Heads of Service will have the opportunity to inspect files identified for destruction and request that particular documents be retained (or in their entirety) should a continuing business need be demonstrated. A continuing business need must be demonstrated in writing to the respective Director to which the information relates.

6.4.3 Appendix A should be completed to demonstrate a continuing business need. Files (records) disposed of will be recorded in Appendix B.

7.0 ROLES & RESPONSIBILITIES

7.1 Directors: are responsible for the Sections detailed in 3.0 (above). They will ensure consistency in the management of records and consistent guidance is given on good records management practice. Key areas of work include:

- Ensuring records management arrangements are implemented and adhered to
- Provision of records management guidance and procedures to Heads of Service
- Regularly reviewing and where necessary amending existing record management arrangements
- Making recommendations to the Chief Executive on changes and/or improvements to existing arrangements
- Assessing requests for retaining Documents', files and records beyond the retention period as detailed in Retention & Disposal Schedule
- Keeping a record of documents, files and records

7.2 Heads of Service: are responsible for ensuring the Councils records management arrangements are observed and implemented within their function and that all staff within their responsibility receives training. Heads of Service must give the required 30 day notice of their intention to dispose of any (records) to the Senior Management Team.

7.3 All members of staff: are responsible for maintaining records in accordance with the Councils agreed records management arrangements.

8.0 IMPACT ASSESSMENTS

8.1 Equality Screening & Impact

8.1.1. The policy is currently in draft form and yet to be equality screened.

8.2 Staff & Financial Resources

8.2.1 No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented.

9.0 SUPPORT AND ADVICE

9.1 Advice and guidance on the implementation of this policy should be sought from the Corporate Policy Officer within Democratic Services.

10.0 COMMUNICATION

10.1 Democratic Services shall ensure communication of this policy amongst elected members and staff as appropriate.

10.2 This policy will be communicated internally using a range of appropriate internal communication methods.

11.0 MONITORING & REVIEW ARRANGEMENTS

11.1 Implementation of this policy will be routinely monitored and a formal review undertaken 24 months from its effective date.

Appendix A: Retention and Disposal Policy
Request to Retain Information Notified for Destruction

Name	
To	<i>(Insert name of relevant Director/ Department)</i>

Details of Files (Records) Under Review:

Documents requested to be retained:

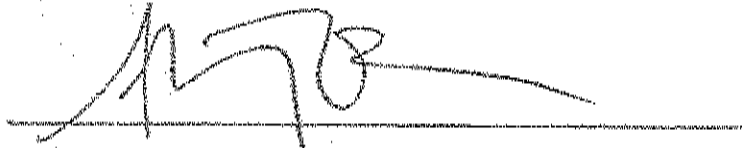
Rationale for requesting Retention of documents beyond period stated

Request *(considered by relevant Director):*

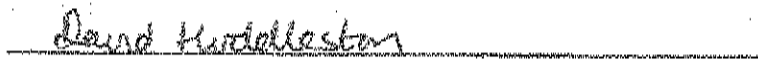
Approved		Denied	
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Signed: _____ Director (Print Name) _____

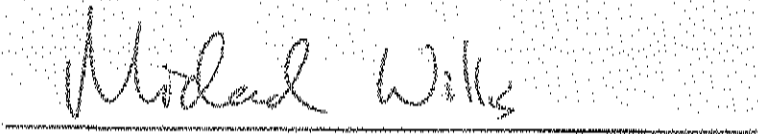
To be retained by recipient Department and copy provided to Democratic Services



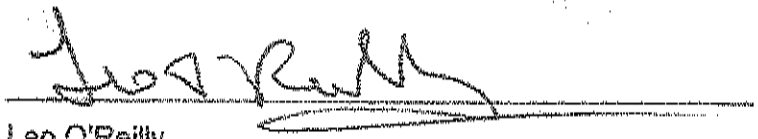
Anthony Tohill
Chief Executive
Mid Ulster District Council



David Huddleston
Head of Records Management, Cataloguing and Access Section
Public Record Office of Northern Ireland



Michael Willis
Deputy Keeper of the Records
Public Record Office of Northern Ireland



Leo O'Reilly
Permanent Secretary
Department for Communities

Mid Ulster District Council: Retention and Disposal Schedule

This schedule details the arrangements for the retention and disposal of all records held by Mid Ulster District Council as required by the Public Records (NI) Act 1923 and the Disposal of Documents Order 1925. It also complements the Council's Freedom of Information Publication Scheme. For reference purposes the Schedule has been developed in line with the Council's structure identifying records by Department and Service Unit.

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Service: Chief Executive's Office

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Executive Office	Acceptance of Gifts & Hospitality Register		Permanent	Permanent Preservation by Council
	Chairs Diary		3 years	Destroy
	Sealing of Documents		Permanent	Permanent Preservation by Council
	Senior Management Team Minutes		3 years	Destroy
	Credit Card usage		Current year+6 years	Destroy
	Chair/Vice Chair Receipted Allowance		3 years	Destroy
	Notice of motions register		7 years	Destroy

Service: Democratic Services				
Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Council and Committee	Council & Committee Minutes		Permanent	Transfer to PRONI after 20 years
	Agendas and papers for Council and Committee meetings		20 years	Determined on Review
	Decisions Resolved		4 years	Destroy
	Record of Attendance		4 years	Destroy
	Council Constitution to include Standing Orders		Retain until superseded	Destroy
	Declaration of Interest Register		Permanent	Permanent Preservation by Council
Freedom of Information	Requests received and responses provided under the Freedom of Information Act		3 years	Destroy
	Complaints/Appeals/Investigations received under the Freedom of Information Act		7 years	Destroy
	Freedom of Information Register		3 years	Destroy

Service: Democratic Services				
Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Members Services	Members Contact Details		until member retires/not re-elected	Destroy
	Guide for Members Councillors Induction Manual		Retain until superseded	Permanent Preservation by Council
	Councillors Expenses - written confirmation of attendances		2 years	Destroy
	Attendance at Conferences/Courses		3 years	Destroy
	Chairs Correspondence from meetings Civic Functions and Chair Engagements		3 years 4 years	Destroy Destroy
Elections	Nomination papers, Candidates Consent Form, Declaration of Appointment of Election Agent		12 months from the 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 Government Election	Destroy

Service: Democratic Services

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Elections	<p>Counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered), spoilt ballot papers and used tendered ballot papers.</p> <p>Ballot paper accounts, statements of rejected ballot papers and verification statements, completed corresponding number lists, statement as to postal ballot papers per DEA</p>	Rule 60 Electoral Law Act (NI) 1962	12 months from the date of the election	Destroy
	Employment of staff/ Certificate of Employment	Rule 60 Electoral Law Act (NI) 1962	12 months from the date of the election	Destroy
	Staff Payments including Income Tax form	HMRC Rules and Regulations	Current year +7 prior years	Destroy

Service: Democratic Services				
Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Elections	List of Candidates Expenses & Receipts Election Returns receipts and Declarations	Section 52 (1) and (2) Electoral Law Act (NI) 1962	12 months from the date of the election – review to see if candidate or his election agent requests the documentation to be returned.	Destroy
	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)	12 months from the 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
	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

Service: Democratic Services				
Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Elections	Count - Results per DEA		Permanent	Permanent Preservation by Council
	Casual Vacancy by Co-option Correspondence between political party and Council and Chief Electoral Officer regarding filling of casual vacancy		Retain until after the results are declared at the next local government election.	Determined on Review
Performance Improvement	Continued Improvement & Performance Framework Returns to Department		8 years	Determined on Review
Equality	Annual reports to Equality Commission		7 years	Destroy
	Policy screening documentation		Retain until superseded	Destroy
	EQIA reports and associated research materials		7 years	Destroy
	Complaints under Section 75		7 years	Destroy

Service: Democratic Services				
Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Equality	Complaints		7 years	Destroy
	Subject specific files on equality issues		7 years	Destroy
	Files on Equality Issues		7 years	Destroy
Corporate Policy and Documents	Policies		Retain until Superseded	Review
	Council Consultations		6 years	Review
	Consultation Responses		3 years	Review
	Corporate Documents Plans and Strategies to include Equality, Freedom of Information, Retention and Disposal and other statutory documents		Retain until superseded	Destroy

Service: Legal

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Public Liability	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 18 years of age.	Destroy
Employer Liability	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	Destroy
Employment Related Claims	Correspondence and related papers re: claims, including, personnel, medical and tribunal records	Guidelines issued by the Law Society of Northern Ireland.	6 years from the date of file closure	Destroy
Statutory Appeals	Correspondence and related court papers.	Guidelines issued by the Law Society of Northern Ireland.	6 years from the date of file closure	Destroy

Service: Legal

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Judicial Reviews	Correspondence and related court papers.	Guidelines issued by the Law Society of Northern Ireland.	Permanent	Permanent Preservation by Council
Prosecutions	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
Debt	Correspondence and related court papers	Guidelines issued by the Law Society of Northern Ireland.	18 months from the date of file closure	Destroy
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

Service: Legal

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Contracts - buildings	File containing correspondence and related papers re contractual process	Statutory: Statute of Limitations (NI) 1958	12 years from the date of file closure	Destroy
	Sealed contract document	Statutory: Statute of Limitations (NI) 1958	12 Years from contract completion date	Destroy
Contracts - supplies/services	File containing correspondence and related papers re contractual process	Statutory: Statute of Limitations (NI) 1958	12 years from the date of file closure	Destroy
	Sealed contract document	Statutory: Statute of Limitations (NI) 1958	12 Years from contract completion date	Destroy
Conveyancing	File containing correspondence and related papers re acquisition/disposal of property	Statutory: Statute of Limitations (NI) 1958	12 Years from completion date	Destroy

Service: Legal

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Conveyancing	Signed/Sealed title deed	Statutory: Statute of Limitations (NI) 1958	Permanent	Permanent Preservation by Council
	Register of legal documents and Deeds		Permanent	Permanent Preservation by Council
	Ejectments Correspondence and related court papers.	Guidelines issued by the Law Society of NI.	18 months from the date of file closure	Destroy
	Criminal Damage Correspondence and related legal papers.	Guidelines issued by the Law Society of NI	18 months from the date of file closure	Destroy
	Access to Countryside Correspondence and related legal papers.	Guidelines issued by the Law Society of NI.	6 years from the date of file closure	Destroy

Service: Legal

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
General Advice	Attendance notes and correspondence		6 years from date of file closure	Destroy
Bye-Laws	Correspondence and related papers.		6 years from date of file closure	Destroy
	Copy of Bye-Law		Retain until superseded	Destroy

Service: Marketing and Communications

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Media Relations	Media Enquiry Information	None	4 years	Destroy
	Media Books	None	1 copy of each monthly media book to be retained permanently	Permanent Preservation
	News Releases	None	4 years	Destroy
Design & Print	Promotional Material & Corporate Publications	None	1 copy of each item to be retained permanently	Permanent Preservation
Chair Services	Speeches	None	4 years	Destroy

Service: COMMUNITY DEVELOPMENT

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Community Development General	General correspondence		2 years	Destroy
Community Centres	Booking Centre Documentation		2 years	Destroy
	Information on upkeep/inspection of buildings/facilities		3 years until action closed	Destroy
	Application forms, letters of offer, reports, feasibility studies, financial information, correspondence		7 years from completion of project	Destroy
	Claims – for Grant Expenditure		7 years from last payment	Destroy
Programme/Project	Proposals/funding		7 years from completion of project	Destroy
Programme/Project	Finance Claims		7 years from last payment	Destroy

Service: COMMUNITY DEVELOPMENT				
Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Neighbourhood Renewal	Committee and working group minutes		3 years	Destroy
Programme Plans	Good Relations, Poverty and Disadvantage, Community Support		Retain until superseded	Destroy
External Funding to Council	Letters of offer and claims and monitoring reports		7 years	Destroy
Peace funding	All documentation	SEUPB Requirement	2022 or as stipulated in letter of offer	Destroy
Consultations	Community consultations with local groups/ organisations		3 years	Destroy
Community Planning	Performance Management and annual returns		3 years	Destroy
	Plan and reviews		Retain until superseded	Destroy
	Partnership governance and committees		7 years	Destroy

Service: Community Development

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Policing and Community Safety Partnership	Agendas/Background papers/ Officers Reports	Justice Act (NI) 2011	7 years	Destroy
	Minutes	Justice Act (NI) 2011	7 years	Permanent preservation by Council
	Public Meetings/PSNI Reports	Justice Act (NI) 2011	7 years	Destroy
	Questions received from the public	Justice Act (NI) 2011	7 years	Destroy
	Policies and Procedures	Justice Act (NI) 2011	Retain until superseded	Destroy
	Standing Orders/ Legislation/PCSP Reconstitution	Justice Act (NI) 2011	Retain until superseded	Destroy
	Code of Practice on Functions and Responsibilities	Justice Act (NI) 2011	Retain until superseded	Destroy
	Strategies and Plans	Justice Act (NI) 2011	7 years	Determined on review by PRONI

Service: Community Development

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Policing and Community Safety Partnership	Surveys/consultations engaging local communities	Justice Act (NI) 2011	7 years	Destroy
	Annual Reports	Justice Act (NI) 2011	Permanent	Permanent preservation by Council
	Accounts/Budgets	Justice Act (NI) 2011	7 years	Destroy
	Local Policing Plans – Performance Indicators and Monitoring	Justice Act (NI) 2011	7 years	Destroy
	Press Releases and Publicity (including press cuttings)	Justice Act (NI) 2011	7 years	Destroy
	Requests/responses/ Disclosure Log of Requests for Information under Freedom of Information Act	Justice Act (NI) 2011	3 years unless subject to complaint/appeal 7 years	Destroy Destroy
	Data Protection Act – requests for data held on file/complaints/breaches/ ICO investigations	Justice Act (NI) 2011	3 years Or as above, 7 years	Destroy Destroy
	Finance relating to funding for other groups	Justice Act (NI) 2011	7 years	Destroy

Service: Community Development

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Policing and Community Safety Partnership	Equality Schemes and associated information	Justice Act (NI) 2011	Retain until superseded	Destroy
	PCSP Members – personal information, address, bank account etc	Justice Act (NI) 2011	Until Member retires/not reappointed	Destroy
	PCSP Members attendance records, training etc	Justice Act (NI) 2011	From retirement/not reappointed plus 7 years	Destroy
	Grants/funding payments	Justice Act (NI) 2011	7 years	Destroy
	Project initiatives	Justice Act (NI) 2011	7 years	Destroy

Service: ECONOMIC DEVELOPMENT

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Economic Development	Creative Industries Claims and Correspondence	As per EU Guidelines'	Until 31 st December 2023	Destroy
	Construction Programme Claims and Correspondence	As per EU Guidelines'	Until 31 st December 2023	Destroy
	Innovation & Business Growth Programme Claims and Correspondence	As per EU Guidelines'	Until 31 st December 2023	Destroy
	Graduate to Enterprise Programme Claims & Correspondence	As per EU Guidelines'	Until 31 st December 2023	Destroy
	E-Procurement Programme Claims & Correspondence	As per EU Guidelines'	Until 31 st December 2023	Destroy
	E-Marketing Programme Claims & Correspondence	As per EU Guidelines'	Until 31 st December 2023	Destroy
	SME Export Development Programme Claims & Correspondence	As per EU Guidelines'	Until 31 st December 2023	Destroy

Service: ECONOMIC DEVELOPMENT

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Economic Development	SEUPB Project Files- Town Centre Regeneration & Interreg IVA	Letter of Offer with SEUPB	Up to 31 December 2020	Determined on Review
	DSD Project Files- EI Schemes, Revitalisation Schemes, Marketing, Neighbourhood Renewal	Contract with DSD	Up to 31 December 2022	Determined on Review
	DOE Project Files- Dereliction Intervention Fund	Contract with DOE	Up to 31 December 2022	Determined on Review
	HLF Project Files- Townscape Heritage Initiatives	Contract with HLF	Up to 31 December 2025	Determined on Review
	CSP Project Files- Evening & Night time Economy	Contract with CSP	Up to 31 December 2020	Determined on Review
	NIHE Project Files- LOTS	Contract with NIHE	Up to 31 December 2020	Determined on Review
	DETI Project Files- LED Programmes	Letter of Offer from DETI	Up to 31 December 2020	Determined on Review

Service: ECONOMIC DEVELOPMENT

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Economic Development	DETI/Invest NI Project Files- LED Programmes	Letters of Offer from DETI / Invest NI	Until 31st December 2023	Determined on Review
	SWARD Project Files & Administration Claim Files	Funding Contract with DARD	Up to 31 December 2021	Determined on Review
	Capital Project Files	Various funders – DARD, Sport NI, Council	Until at least 31 December 2021	Determined on Review
	Council Project Files & Administration Files	As per Council policy	Until at least 31 December 2022	Determined on Review
	Blackwater Regional Partnership- Project Files, Funding Applications, Claims & Monitoring Reports	As per Council policy	Until at least 31 December 2022	Determined on Review

Service: Business & Communities

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Tourism	Tourism Programme / Annual Reports		Retain until superseded	Destroy
	Tourism Sub-Group		5 years	Destroy
	Tourism Forum		5 years	Destroy
	Budget Information		5 years	Destroy
	Invoices		5 years	Destroy
	Daily/Weekly Reports		5 years	Destroy
	TIC / Box Office General		5 years	Destroy
	TIC Policy & Procedures		Retain until superseded	Destroy
	Burnavon General		5 years	Destroy
	CDC General		5 years	Destroy
	Marketing Activity		5 years	Destroy

Service: Tourism

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Tourism	Press Release Cuttings		Permanent	Retention by Council
	Visitor Statistics		Permanent	Permanent Preservation by Council
	Visitor Monitoring		Permanent	Permanent Preservation by Council
	Accommodation Booking		5 years	Destroy
	Fishing Licences	Dept of Culture Arts & Leisure	Permanent	Permanent Preservation by Council
	TIC Retail		5 years	Destroy
	Comments / Complaints		5 years	Destroy
	Staff Training		5 years	Destroy
	Work Experience Placements		5 years	Destroy
	Directional Signage Scheme	DRD Roads Service	Permanent	Permanent Preservation by Council

Service: Tourism

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Tourism	NITB General		5 years	Destroy
	Destination Management		5 years	Destroy
	Sperrins Tourism Ltd		5 years	Destroy
	Lough Neagh Partnership		5 years	Destroy
	Annual Tourism Events		Retained until event is completed + 3 yrs	Destroy
	Davagh Forest Trails Project	DARD	7 years	Determined on Review
	Lough Fea Project	DARD	7 years	Determined on Review
	Podcast Project	DARD	7 years	Determined on Review
	Tullaghoge Fort Project		7 years	Determined on Review
	TIC Refurbishment Project	NITB /DETI	7 years	Determined on Review
	Visitor Signage Project	DARD	7 years	Determined on Review

Service: Tourism

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Tourism	Moneymore Heritage Trail Project	DARD	7 years	Determined on Review
	Manor Park Project	DARD	7 years	Determined on Review
	Scenic Driving Routes	DARD	7 years	Determined on Review
	Strolls in the Sperrins	DARD	7 years	Determined on Review
	Genealogy Project	DARD	7 years (2020)	Destroy
	FOT /DSTBC Enterprise Tourism Programme Files	DETI/Invest NI LOO	2022	Destroy
	Events Funding External to Council	DCAL	7 Years	Destroy
	FOT / DSTBC Enterprise Tourism 3 Programme Files	Invest NI LOO	2023	Destroy

Service: Culture & Arts

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Arts	Arts and Culture Centres Policies and procedures		Retain until superseded	Determine on Review
	Development Programmes Policies and Procedures		Retain until superseded	Determine on Review
	Annual Reports		5 years	Determine on Review
	Staff Handbooks		5 years	Determine on Review
	Facility Business Continuity Plan	NI Civil Contingencies Framework	Retain until superseded	Determine on Review
	Facility Emergency Plan	The Local Government (Northern Ireland) Order 2005	Retain until superseded	Determine on Review
	Manual Booking Diaries	None	Current year + 3years	Destroy
	Order Books	None	Complete + 5 Years	Destroy
	Arts & Cultural Programme financial information	None	5 years	Destroy

Service: Culture & Arts

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Arts	Arts & Culture Workshop/class programme		5 years	Destroy
	Arts & Cultural Programme small Grants Applications		5 years	Destroy
	Payment records and invoices		5 years	Destroy
	Health & Safety, including venue specific Risk register, Risk Assessments, Pest Control, Legionella Control weekly and monthly checks, Child protection, First Aid list		5 years	Determine on review
	Evacuation Procedures and training records		Permanent	Permanent Preservation by Council
	Incident Reports	None	10 years	Destroy
	Staff weekly rotas/timesheets		1 Year	Destroy
	Customer Feedback		5 Years	Destroy
	Stakeholder information and correspondence		5 Years	Destroy

Service: Culture & Arts

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Arts	Work experience requests and approvals		5 Years	Destroy
	Facility Suppliers		5 Years	Destroy
	Maintenance Contracts (fixed)		Duration of contract + 3 years	Destroy
	Equipment maintenance contracts		Duration of contract + 3 years	Destroy
	Building Safety and Security (CCTV, Fire Alarm, Emergency Lighting, Intruder Alarm, Lift		Duration of contract + 3 years	Destroy
	Marketing Activity		3 years	Destroy
	Press cuttings		Permanent	Permanent preservation by Council
	Venue Customer Database, CRM records, transaction history		Records Updated regularly. system de-duped monthly	Determined on Review
	Arts Database		Review annually. Remove outdated information	Determined on Review

Service: Culture & Arts

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Arts	Funding/Grant Aid		5 Years from completion of project	Destroy
	Cancellations/refunds processed		3 Years	Destroy
	In year hire forms		3 years	Destroy
	Arts & Culture delivered Project files		Retained for duration of project + 5 years	Destroy
Regional & Minority Languages	Irish Language in year Budget Invoices		3 years	Destroy
	Irish Language programme financial Information		5 Years	Destroy
	Irish Language database		Review annually. Remove outdated information	Determine on Review

Service: Leisure

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Leisure	Accident/Incident Reports and accompanying information		7 years	Destroy
	Financial information for Capital Funding		7 years	Destroy
	Income/Expenditure Information		7 years	Destroy
	Leisure Members contact details etc		Until members leave	Destroy
	Legionella Checks and accompanying information		7 years	Destroy
	Procurement Financial Information		7 years	Destroy
	Service Level Agreements with third parties, Leases etc.		Permanent	Determine on Review

Service: Parks

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Parks Service	Business Plan		Retain until superseded	Destroy
	Customer Booking Records		2 years after event	Destroy
	Customer Complaints	The Limitation (Northern Ireland) Order 1989	4 years following last action. Review for further retention in the case of contentious disputes.	Destroy
	Customer Credit Card details		1 month or until verification	Destroy
	Customer Refund details		2 years after audit	Destroy
	Lease Information	Statutory: Statue of Limitations (NI) 1958	12 years from contract completion date	Destroy
	Staff Meetings Agenda/Minutes		2 years	Destroy
	Stock Taking reports		2 years after audit	Destroy

Service: Parks

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Parks	Lost/Found Property Records		6 months	Destroy
	Policy & Strategy	The Limitation (NI) Order 1989	4yrs following last action	Retain until superseded
	Service Related correspondence (General)		3 years	Destroy
	Tender/Procurement documentation		7 years after the date contract is awarded, to be extended as required if the contract runs for longer than 5/7 years	Destroy
	Rent Reviews		Permanent	Permanent Preservation by Council
	Correspondence relating to the management and acquisition of land/property		Retain until disposal + 12 years	Destroy
	Correspondence relating to the disposal of Land & Property		Retain for 12 years	Destroy

Service: Parks

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Parks	Inspection records for play parks, countryside access and equipment		6 years	Destroy
	Maintenance logs/work schedules		6 years	Destroy
	Contracts	Statutory: Statue of Limitations (NI) 1958	12 years from the date of closure	Destroy
	Theft or Vandalism Reports and Investigations		6 years	Destroy
	Access to Countryside Correspondence and related legal papers	Guidelines issued by the Law Society Northern Ireland	6 years from date of file closure	Destroy
	<i>COSHH Assessments</i>		Until next assessment	Destroy
	Incident/Accident and Investigation Reports/Witness Statement of the Injured Party		3 years or 3 years after injured parties 18 th	Destroy

Service: Environmental Services

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Waste Management	Waste Disposal Contracts		Contract end plus 5 years	Destroy
	Reports Waste Management Group Reports e.g. Arc 21 SWAMP etc to validate contract details, it is best practice to keep for external audit		Minimum 2 years then review	Destroy
	Waste Transfer Notes 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	2 years	Destroy
	Consignment Notes for Hazardous Waste Docket from waste depositor showing same as above plus hazardous waste rating e.g. if material is flammable, carcinogenic etc	Hazardous Waste Regulations (NI) 2005	3 years	Destroy

Service: Environmental Services

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Waste Management	Waste Management Licenses/PPC Permits		Licence lasts in perpetuity unless revoked, suspended or surrendered	Permanent Preservation by the Council
	Trade and Commercial Waste Customer Agreements		Retain until superseded	Destroy
	Caravan Park Waste Collection Records Records of any waste collected from Caravan Site at Licensee's request		Keep for a maximum of 2 years as supporting documentation for invoices	Destroy
	Bulky Collection Records		Keep for a maximum of 2 years for NIEA Audit functions	Destroy
	Waste Data Flow Documents		Keep for a maximum of 2 years for NIEA Audit functions	Destroy
	Driver Log Sheets		Keep for a maximum of 2 years for NIEA Audit functions	Destroy
	Landfill Sites Weighbridge records		7 years	Destroy

Service: Environmental Services

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Waste Management	Pre-notification		2 Years	Destroy
	Waste transfer documents		2 years	Destroy
	Discharge Consents Each consent provides terms and conditions of discharge. Copies of the consent should be available for view at each facility	Northern Ireland Environment Agency (NIEA)	Consents lasts in perpetuity unless revoked, suspended or surrendered	Permanent Preservation by Council
	Planning Permissions Each planning permission provides terms and conditions of development on-site. Copies of the document should be available for view at each facility	Planning Service	Permanent	Permanent Preservation by Council
	Tullyvar Joint Committee Minutes		Permanent	Permanent Preservation by Council
	Standing Orders, constitution etc		Retain until superseded	Destroy

Service: Environmental Services

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Fleet management (Servicing & Maintenance Records)	Vehicle Maintenance Records to include MOT details, servicing history	DOE Good Vehicles (Licensing guide for Operators) 2012	Keep for 15 months following repairs	Destroy
	Driver Licence Declaration Forms and Checks		Keep for maximum 2 years, minimum 1 year	Destroy
	Tachograph Records	EU Regulation 561/2006 EC	Keep for a minimum of 12 months. Older vehicles will have paper versions; newer vehicles will have electronic tachographs	Destroy
	Log books for Council vehicles	Requirement of the Driver and Vehicle Licensing Agency	Indefinitely. If vehicle is sold to new owner logbook must go with the vehicle	N/A
	Driver Training Records	None Applicable	Keep for as long as driver is employed by Council	Destroy

Service: Fleet Management (Servicing & Maintenance Records)

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Fleet management (Servicing & Maintenance Records)	Servicing/Maintenance Records to include routine, repair, inspection and fault records and Servicing Schedules		Lifespan of Equipment & Vehicles	Destroy
	Plant Cards		Lifespan of Equipment & Vehicles	Destroy
	Insurance Inspection Records		Lifespan of Equipment & Vehicles	Destroy
	Operator/User Manuals Manufacturer's Manuals supplied with equipment		Lifespan of Equipment	Destroy

Service: Property Management

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Building & Assets Management	Land & Property Acquisition and Disposal Legal Title documents relating to the purchase/sale of land/property		Permanent	Permanent Preservation by the Council
	Particulars of Sale documents		Permanent	Permanent Preservation by the Council
	Leases – Long Term (21 years +)		Permanent	Permanent Preservation by the Council
	Leases – Short Term (up to 21 years)		7 years after expiry of lease	Destroy
	Rent Reviews		For duration of lease period + 7 years	Destroy
	Property Asset Register		Permanent	Permanent Preservation by the Council
	Register of legal documents and Deeds		Permanent	Permanent Preservation by the Council
	Correspondence relating to the acquisition of land/property		Retain until disposal + 12 years	Destroy
	Correspondence relating to the management of land/property	None	Retain until disposal + 12 years	Destroy

Service: Property Services

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Building & Assets Management	Correspondence relating to the disposal of Land & Property	None	Retain for 12 years	Destroy
	Maps, Plans, Drawings, Photographs relating to land and property schemes	None	Permanent	Permanent Preservation by the Council
	Tender documents relating to disposal of property	None	7 years	Determine on Review
Memorials	Memorial Register	None	Permanent	Permanent Preservation by Council
	All other Correspondence		10 years	Determined on Review
Cemeteries	Grave Leases (including Duplicate, Transfer & Assignment Leases)		Permanent	Permanent Preservation by Council
	Burial Records – Owners and Interment details		Permanent	Permanent Preservation by Council
	Maps and Plans		Permanent	Permanent Preservation by Council
	Burial Forms		10 years	Destroy

Service: Building and Assessts Management

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Cemeteries	Grave Opening Records		5 years	Destroy
	Documents required prior to graves being opened		2 years	Destroy
	Duplicate/Transfer/Assignment applications		5 years	Destroy
	Memorial applications		5 years	Destroy
	Stone Chipping Letters		2 years	Destroy
	Cave-in letters		2 years	Destroy
	Memorial Safety Inspections (H&S)		5 Years	Destroy
	Grave Searches		2 years	Destroy
	Confirmation of Coffin Sizes		2 years	Destroy
	Application for Purchase of Grant of Right of Burial		2 years	Destroy

Service: Property Maintenance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Permits to Work (Ptw) Detailed Management Control Systems for High Risk Activities	Asbestos Removal		40 years	Destroy
	Confined Space Entry		5 years	Destroy
	Electrical Work		5 years	Destroy
	Hot Work		5 years	Destroy
	Excavations		5 years	Destroy
	Work at Height		5 years	Destroy
	Work with HFLs		5 years	Destroy
Building Health and Safety File	Construction Details		Lifespan of Building	Destroy
	Plant & Equipment Information		Lifespan of Equipment	Destroy

Service: Property Maintenance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Building Health and Safety File	Method of Servicing & Cleaning		Lifespan of Equipment	Destroy
	Material Information		Lifespan of Equipment	Destroy
	Information on Services		Lifespan of Equipment	Destroy
	Routine returns on asset status		Lifespan of Equipment	Destroy
	Inventories		6 years	Destroy
	Stocktaking reports		6 years	Destroy
	Statutory Inspection reports: <ul style="list-style-type: none"> · Pat /Electric Testing · Legionella · Decs/Energy Mang. 		6 years	Destroy
	Requests for work		6 years	Destroy
	Maintenance Records		6 years	Destroy
	Theft or Vandalism Reports and Investigations		6 years	Destroy

Service: Property Services

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Car parks	Title Deeds and Leases Legal title documents relating to Car Parks		Permanent	Permanent Preservation by Council
	Copy of Transfer Scheme		Permanent	Permanent Preservation by Council
	Agency Agreement DRD Documents and Technical Specification		Permanent	Permanent Preservation by Council
	Topographical Survey and associated Title maps		Permanent	Permanent preservation by Council
	Maintenance Inspection Reports		5 years	Destroy
	Rates and Utilities		3 years	Destroy

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Finance	Annual Report & Accounts		Permanent	Permanent Preservation by Council
	Annual Reports Working Papers		Current year+6 years	Destroy
	Annual Abstract Working Papers		Current year+6 years	Destroy
	BACS Reports		Current year+6 years	Destroy
	Bank Reconciliation		Current year+6 years	Destroy
	Bank Statements Including Credit Card statements and back up documents		Current year+6 years	Destroy
	Capital Payments		Current year+6 years	Destroy
	Financial Information for Best Value Reviews		Current year+6 years	Destroy

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Finance	Election Expenditure – Account & Reports (Task)		Current year+6 years	Destroy
	Journals		Current year+6 years	Destroy
	Financial Information Recharges of Central Support Services		Current year+6 years	Destroy
	Mileage Rates		Current year	Destroy
	Mileage Claims		Current year+6 years	Destroy
	Cancelled Cheques		Current year+6 years	Destroy
	Construction Industry Authenticated VAT Receipts		Current year+6 years	Destroy
	Creditors – Completed Amend & Create Forms		Current year+6 years	Destroy
	Creditors – Completed BACS Mandates		Current year+6 years	Destroy

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Finance	Creditors Control Reconciliations		Current year+6 years	Destroy
	Creditors – Payment Run Stationery/Reports		Current year+6 years	Destroy
	Invoices		Current year+6 years	Destroy
	VAT Returns & Working Papers		Current year+6 years	Destroy
	Asset Register		See Corporate Documents	
	Capital Monitoring		Current year+5 years – Review	Destroy
	Contract Records		Termination+5 years – Review	Destroy
	Lease Register		Permanent	Permanent Preservation by Council
	Loan Fund Advances Register		Permanent	Permanent Preservation by Council
	Staff Car Loan Contracts		Current year+5 years	Destroy

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Finance	Budget Working Papers		Current year+3 years	Destroy
	Management Reports (Actual v Budgets)		Current year+2 years	Destroy
	Annual Revenue Budget Working Papers		Current year+3 years	Destroy
	External Funding Reconciliations		Current year+6 years	Destroy
	Grant Claims Information		Current year+6 years	Destroy
	EU Grant Claims Information		Current year+8 years	Destroy
	Budgetary Control		Current year+5 years	Destroy
	Cash Security		Current year	Destroy
	Corporate Data Provided to Other Services & Government Agencies		Current year+5 years	Destroy

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Finance	Corporate Data Used to Inform the Councils Annual Report & accounts		Current year+5 years	Destroy
	Investments		Current year+6 years	Destroy
	Record of treasury management transactions		Current year+6 years	Destroy
	Internal Audit Reports		See Audit	
	Final Accounts (working papers)		Current year+6 years	Destroy
	wages & salary records (also overtime, bonuses, expenses)	Taxes Management Act 1970	Current year+ 6 years	Destroy
	Inland Revenue/HMRC approvals		Permanent	Permanent Preservation by Council

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Finance	Income tax and NI returns, income tax records and correspondence with HMRC	The Income Tax (Employment) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (amendment No. 6) Regulations 1996 (SI 1996/2631)	Not less than 3 years after the end of the financial year to which they relate	Destroy
	Statutory Sick Pay records, calculations, certificates, self-certs	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended	Termination + 6 years	Destroy
	Pension Fund Actuarial Valuation		Permanent	Permanent Preservation by Council

Service: Finance

Service: Finance				
Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Finance	Payroll details (Staff name, number, tax code, deductions details, rate of pay, bank details, together with monthly or weekly pay and deductions).		Termination + 6 years	Destroy
	Time sheets		2 years after audit	Destroy
Insurance	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 (Northern Ireland) 2009	40 years	Destroy
	All other insurance policies including Property, Motor, Personal Accident, Professional Indemnity, Engineering, Legal Expenses etc including any endorsements		Destroy two years after the expiry of the policy	Destroy

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Insurance	<p>Sub-Contractors proof of insurance policy documentation associated with Purchase Order for the works and held across the organisation by various officers - not works which have been awarded following public tender as there will be a separate contract file.</p> <p>Register provided by brokers</p>		<p>Destroy 2 years after the terms of the policy have expired</p> <p>Permanent</p>	<p>Destroy</p> <p>Permanent Preservation by Council</p>
	<p>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.</p>		<p>Destroy 5 years after file has been closed</p>	<p>Destroy</p>

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Insurance	Incident/Accident reports together with any investigation reports.	Minor has 3 years to claim from reaching the age of 18 Employee has 3 years to claim from date of accident	See Legal	
	Register of insurance provided by Broker.		Permanent	Permanent Preservation by Council
	Prosecutions Corporate court cases, legal action legal proceedings		See Legal	

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Procurement	Tenders, Quotations, Purchases Correspondence and related papers, including specifications, expressions of interest, tenders/quotations issued/received, evaluation records, documentation pertaining to negotiations after supplier is selected, and contract management.		7 years after the date contract is awarded, to be extended as required if the contract runs for longer than 5/7 years.	Destroy
	Database of details of suppliers who have registered to do business with the Council.		Updated annually	Destroy
	Contract Records		Review after Termination + 5 years	Destroy
	Contract Register		Updated annually	Destroy

Service: Finance

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Audit	Internal Audit guides		1 year after the last operational date	Destroy
	Departmental procedure manuals		1 year after the last operational date	Destroy
	Annual Audit Letters		6 years	Destroy
	Local Government Audit Reports		6 years	Destroy

Service: ICT				
Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
ICT	Routine monitoring and testing of ICT systems	Business requirement	2 years	Destroy
Data Protection	Requests received under the Data Protection Act		3 years unless subject to a complaint	Destroy
	Data Protection Act Complaints/Breaches/ICO investigations		7 years	Destroy

• Service: Public Health and Infrastructure

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Building Control	Building Regulation Applications including all plans, correspondence etc.		Permanent	Permanent Preservation by Council
	Dangerous structures		20 years after structure is made safe	Destroy
	Entertainment Licence applications including all supporting documentation		10 years after registration or entitlement lapses.	Destroy. (New applications are being retained on Tascomi Te-Licence from April 2015)
	Petroleum Licence applications including all supporting documentation		10 years after registration or entitlement lapses	Destroy. (New applications are being retained on Tascomi Te-Licence from April 2015)
	Cinema Licence applications including all supporting documentation		10 years after registration or entitlement lapses	Destroy. (New applications are being retained on Tascomi Te-Licence from April 2015)
	Street Naming and Numbering		Permanent	Permanent Preservation by Council
	Property Certificate applications		10 Years	Destroy. (New applications are being retained on Tascomi Te Property from April 2015)
	General correspondence re:Building Control		6 Years	Destroy

Service: Environmental Health

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Food Control files	Inspection records	S16 of the Food Standards Agency Framework Agreement	7 years	Destroy
	Food standard records	S16 of the Food Standards Agency Framework Agreement	7 years	Destroy
	Food complaints	S16 of the Food Standards Agency Framework Agreement	7 years	Destroy
	Food samples	S16 of the Food Standards Agency Framework Agreement	7 years	Destroy

Service: Environmental Health

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Food Control	Chemical samples	S16 of the Food Standards Agency Framework Agreement	7 years	Destroy
	Food poisoning	S16 of the Food Standards Agency Framework Agreement	7 years	Destroy
	Food premises register		Retain until superseded	Permanent Preservation by Council
	Food control procedures		Retain until superseded	Destroy
	EC approved premises	S16 of the Food Standards Agency Framework Agreement	7 years after premises close	Destroy

Service: Environmental Health

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Food Control	Annual Return	S16 of the Food Standards Agency Framework Agreement	7 years	Destroy
Pollution Control files	Noise complaints		Permanent	Permanent Preservation by Council
	Environmental Protection Complaints		Permanent	Permanent Preservation by Council
	Consultation responses and associated documents		2 years for minor exercises 10 years for major exercises	Destroy
	Sample results		7 years	Destroy
	Annual Return		7 years	Destroy
	LAPPC inspection records		7 years	Destroy
	Contaminated land information		Permanent	Permanent Preservation by Council
Consumer Safety	Premises files		7 years	Destroy

Service: Environmental Health

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Consumer Safety	Complaints		7 years	Destroy
Health & Safety (Within Environmental Health Remit)	Premises files/complaints		7 years	Destroy
	Sports Safety Certificates		Permanent	Permanent Preservation by Council
	Cooling Tower Registers		Permanent	Permanent Preservation by Council
	Accident investigations		7 years from conclusion of investigation	Destroy
	Fireworks and MSER inspections		7 years	Destroy
Public Health and Housing	Public health complaints		7 years	Destroy
	Private Tenancy Order and Rent Order documents including inspection records		Permanent	Permanent Preservation by Council

Service: Environmental Health

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Environmental Information Regulations	Surveillance Authorisation Form/Application Form Supplementary documentation and notification of approval Inspection reports Monitoring information	Regulation of Investigatory Powers Act 2000	3 years	Destroy
	Refused Surveillance Authorisation Forms	Regulation of Investigatory Powers Act 2000	3 years unless subject to a complaint (in which case records should be retained for 7 years)	Destroy
	Annual Return	Regulation of Investigatory Powers Act 2000	3 years	Destroy
Tobacco Control Files	Complaints	The Smoking (NI) Order 2006	7 years from the conclusion of matter	Destroy
	Inspection records	The Smoking (NI) Order 2006	7 years from the conclusion of matter	Destroy
Caravan Site Records	Application form Licence Site maps, Inspection reports Correspondence Planning approval		Permanent	Permanent Preservation by Council

Service: Environmental Health

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Licencing	Entertainment Licence Applications received and all administration relating to the grant / refusal / renewal of Entertainment Licences		7 years after registration or entitlement lapses	Destroy
	Amusement Permits Applications received and all administration relating to the grant / refusal / renewal of Amusement Permits		7 years after registration or entitlement lapses	Destroy
	Cinema Licences Applications received and all administration relating to the grant / refusal / renewal of Cinema Licences		7 years after registration or entitlement lapses	Destroy
	Societies Lotteries Applications received and all administration relating to the grant / refusal / renewal of Societies Lotteries		7 years after registration or entitlement lapses	Destroy

Service: Environmental Health

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Licensing	Petroleum Licences Applications received and all administration relating to the grant / refusal / renewal of Petroleum Licences		Permanent	Permanent Preservation by Council
	Dog Licensing (including Licensing of Breeding Establishments) Applications received and all administration relating to the grant / refusal / renewal of Dog Licensing		2 years	Destroy
	Dangerous Dogs		Permanent	Permanent Preservation by Council
	Street Trading Licences - Applications received and all administration relating to the grant / refusal / renewal of Street Trading Licences		7 years after registration or entitlement lapses	Destroy

Service: Environmental Health

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Licensing	Caravan Site Applications received and all administration relating to the grant / refusal / renewal of Caravan Site Licensing		Permanent	Permanent Preservation by Council
	Registration of Hairdressers Applications		7 years after registration or entitlement lapses	Destroy
	Register		Permanent	Permanent Preservation by Council
	Tattooist, Acupuncture, Piercing & Electrolysis Applications		7 years after close of business	Destroy

Service: Health & Safety

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Corporate Health & Safety	General (Management) Risk Assessments , including Manual handling, COSHH, Noise, Vibration, DSE, Work at heights, Confined Space		5 years	Destroy
	Legionella Survey/RA		20 years	Destroy
	Asbestos Survey/RA		40 years	Destroy
	Fire Risk Assessments		5 years	Destroy
	SSoW for each Risk Assessment		5 years	Destroy
	Occupational Health Surveillance Reports including Eye Tests, Audiometric, Lung Function Tests Reports		40 Years via Occupational Health provider	Destroy
	Workplace Inspection Reports		3 years or until actions closed	Destroy

Service: Health & Safety

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Corporate Health & Safety	Health & Safety Inspection Records		3 years or until actions closed	Destroy
	Health & Safety Audit Reports		3 years or until actions closed	Destroy
	Corrective Action Plans		5 years	Destroy
	Records of Supervisory visits undertaken		5 years	Destroy
	Material Safety Data Sheets supplied with each hazardous material		10 years	Destroy
	Spray records - Where exposure may lead to disease. List of Employees Exposed		10 years after last exposure	Destroy
	Workshop Technical Manuals		Lifespan of Equipment & Vehicles	Destroy

Service: Health & Safety

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Corporate Health & Safety	Inspection & Repair Records including Fault Reports, Servicing Schedules and Routine Servicing Records		Lifespan of Equipment & Vehicles	Destroy
	Operators Daily Check Sheets		Lifespan of Equipment & Vehicles	Destroy
	Plant Cards		Lifespan of Equipment & Vehicles	Destroy
	Insurance Inspection Reports		Until next Inspection or Action closed	Destroy
	Witness Statements including Statement of the Injured Party and digital photographs relating to physical claims		3 years or 3 years after injured parties 18 th birthday	Destroy
	Accident/ Incident Data		3 years or 3 years after injured parties 18 birthday	Destroy

Service: Health & Safety

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Corporate Risk	Risk Management Strategy including Corporate Risk Management Plan		Retain until superseded	Destroy
	Departmental Risk Registers		Retain until superseded	Destroy
	Emergency Plan (including contact details)	The Local Government (Northern Ireland) Order	Retain until superseded	Destroy
	Business Continuity Plan		Retain until superseded	Destroy

Service: Technical Services

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Biodiversity/ Sustainability	Event and project management	Wildlife and Natural Environment(NI) Act 2011	3 years	Destroy
	Legislation		Permanent	Permanent Preservation by Council
	Grants		Current year + 6 years	Destroy
	Applications for Funding		7 years	Determine on Review
	Site designation	Nature conservation and amenity Lands(NI) Order 1985	Permanent	Permanent Preservation by Council
Capital Project Delivery	Project Files		7 years + review	Determine on Review

Service: Human Resources

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Recruitment Exercises	Application forms, interview notes and monitoring forms – recruitment (for unsuccessful candidates)		Current year + 2 years	Destroy
	Notification of pre-Employment Health Checks Employees Non Starters		Termination of employment + 6 years	Destroy
Employees Information	Personnel Files (information for all New Starts, Leavers, Changes, details include, names, address, age, sex, qualifications, education, previous employment history, references, job title, commencement date, salary and salary scale, rate of pay, Tax and NIC data and medical information in some cases, disciplinary records).		Termination of employment + 6 years	Destroy
	References for successful job applicants obtained and held from previous employers etc.		Termination of employment+ 6 years	Destroy

Service: Human Resources

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Employees Information	Doctor reports on employees who have been referred to occupational health.		Termination of employment +6 years	Destroy
	Time and attendance details held through the swipe card system (name, employee number, record of swipe ins and swipe outs).		Termination of employment +6 years	Destroy
	Correspondence in respect of individuals from individuals or managers (performance, conduct, lateness issues).		Termination of employment +6 years	Destroy
General	Annual statistics on absenteeism within the Council (published annually).		Permanent	Permanent Preservation by Council
	Reports presented to Council (recruitment, absenteeism etc).		Permanent	Permanent Preservation by Council
	Records relating to working time		2 years from date on which they were made	Destroy
	Redundancy records, calculations of payments, refunds, notification to the Secretary of State		6 years from the date of redundancy	Destroy

Service: Human Resources

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
General	Retirement Benefit Schemes – records of notifiable events, eg relating to incapacity		Current year + 5 years	Destroy
	Disciplinary records		Current year + 2 years – Review for legal action	Destroy
	Grievance records		Current year + 2 years – Review for legal action	Destroy
	Dignity at work		Current year + 2 years – Review for legal action	Destroy
	Employment Tribunal Applications		Termination of employment + 6 years	Destroy
	Tribunal Case files		6 years from the date of file closure	Destroy
	Harassment statistics monitoring forms		Current year – review	Destroy
	Statutory Maternity records, calculations, certificates (Mat B1s) or other medical evidence/Maternity Leave monitoring.		Termination of employment + 6 years	Destroy
	Parental Leave		8 years from birth/adoption of the child or 18 years if the child receives a disability allowance	Destroy

Service: Human Resources

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
General	Single status information		Termination + 6 years	Destroy
	Job Description		Termination + 6 years	Destroy
	Medical referral – Occupational health – official copy		Termination + 6 years	Destroy
	Training records attended by staff		Termination + 6 years	Destroy
	Sickness absence files on all employees		Termination + 6 years	Destroy
Equality Commission Returns	Fair Employment annual workforce monitoring report		3 years	Destroy
	Fair Employment Article 55 review reports tri annual report		Permanent	Permanent Retention by Council
Staff Health & Safety Training Records	Health & Safety Induction		3 years	Destroy
	Site/Job Specific Induction		3 years	Destroy

Service: Human Resources

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Staff Health & Safety Training Records	Specialist Equipment Training		Lifespan of Equipment	Destroy
	First Aid at Work Training		3 years	Destroy
	Manual Handling Training		3 years	Destroy
	COSHH Training		3 years	Destroy
	Fire Safety Training		3 years	Destroy
	Refresher Training		3 years	Destroy
Trade Unions	Trade Union Agreements		10 years after ceasing to be effective	Destroy
	Project Files Retail/Hospitality Programme Applications, letters of offer, financial claims, and documentation	ERDF/DEL Social Fund	31 December 2015	Destroy
	Project Files – SEEK Programme Applications, letters of offer, financial claims, and documentation	ERDF/DEL Social Fund	31 December 2020	Destroy

Service: Registration

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Registration Services	Registration White copies	General Handbook of Registration Officers in NI	1 month	Destroy
	Form of Particulars	General Handbook of Registration Officers in NI	1 year plus current year	Destroy
	Births/deaths/stillbirths/marriage/civil partnerships certificate application forms	General Handbook of Registration Officers in NI	1 year plus current year	Destroy
	Marriage Notice Forms	General Handbook of Registration Officers in NI	3 years plus current year	Destroy
	Civil Partnership Notice Forms	General Handbook of Registration Officers in NI	3 years plus current year	Destroy

Service: PLANNING DEPARTMENT

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record (and retention period)
Development Management	Public Register of Applications	Planning Act (Northern Ireland) 2011	Permanent	Permanent Preservation by Council
	EIA Assessment Register	Planning Act (Northern Ireland) Act 2011	Permanent	Permanent Preservation by Council
	Section 26 Register	Planning Act (Northern Ireland) 2011	Permanent	Permanent Preservation by Council
	Application files (Outline/Full/Reserved Matters/Pre Application Enquiry/Pre Application Discussion/Non Material Change/Certificate of Lawful Use or Development/Public Access Notice/Listed Building Consent/Advertising Consent)		7 years (after determination)	Destroy
Enforcement	Enforcement Notice Register	Planning Act (Northern Ireland) 2011	Permanent	Permanent Preservation by Council
	Enforcement Files (Enforcement Notice Issued)		3 years (after closure)	Destroy

Service: PLANNING DEPARTMENT

Service Area	Record Type	Requirement to Retain	Retention Period	Action at end of administrative life of record(and retention period)
Development Plan	Records associated with all aspects of the process, preparation and publication of development plan from plan initiation to plan adoption	Planning (Northern Ireland) Act 2011	1 year (after adoption)	Destroy
	Published Plans		Permanent	Date of Adoption + 10 years
	Records associated with Publications (Conservation Area Booklets, Design Guides etc.)		3 years (after publication)	Destroy
	Tree Preservation Order files		Permanent	Permanent Preservation by Council
Correspondence	General (CITOS)		2 years	Destroy
	Complaints		2 years	Destroy
	Data Protection Access Request		1 year	Destroy
	FOI/EIR		3 years	Destroy