

Ballymoney Borough Council Retention and Disposal Schedule

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Department of
**Culture, Arts
and Leisure**

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BALLYMONEY
BOROUGH COUNCIL



Ballymoney 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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Section 1 - Introduction

Function of Ballymoney Borough Council

The Council has direct responsibility for a range of local services. It also has an important consultative and representative role. The main services provided directly by the Council are listed below:

Ballymoney Borough Council Services	
✓ Amenity Sites and Recycling	✓ Health and Safety at Work
✓ Arts, Museum and Cultural Activities	✓ Human Resources
✓ Building Control	✓ Indoor Leisure and Sports Development
✓ Cemeteries	✓ Local Economic Development
✓ Community Services and Facilities	✓ Noise and Pollution Control
✓ Community Safety	✓ Playing Fields, Parks and Open Spaces
✓ Consumer Protection and Licensing	✓ Postal Numbering and Street Naming
✓ Dog and Litter Control	✓ Public Health
✓ District Policing Partnership	✓ Public Toilets
✓ Environmental Education and Improvement	✓ Registration of Births, Deaths and Marriages
✓ Finance & Accounts	✓ Street Cleaning
✓ Food Control	✓ Tourism Development and Marketing
✓ Good Relations	✓ Waste Collection & Disposal

Records Management Policy

Ballymoney Borough Council:

- Recognises that its records are part of the cultural and archival heritage and resources of the community it serves

- Accepts that it has an obligation to ensure that its records are managed effectively and at least cost, commensurate with legal, operational and information requirements; and
- Is committed to fulfilling its responsibilities under the Public Records Act (NI) 1923; the Disposal of Documents Order (No.167) 1925; the Data Protection Act 1998; The Environmental Information Regulations 2004 and the Freedom of Information Act 2000.

Purpose of the Retention and Disposal Schedule

The purpose of this retention and disposal schedule is to plan the life of records from their creation to their completion and to determine whether these records are to be preserved as archives or to be destroyed.

The retention of unnecessary paper and electronic records consumes staff time, space and equipment. It also incurs liabilities in terms of the need to service information requests made under Data Protection Act 1998 and the Freedom of Information Act 2000. In addition, the Data Protection Act 1998 requires us to keep records for no longer than necessary.

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

Section 2 - What is covered by this retention and disposal schedule?

This schedule identifies the retention and disposal arrangements for all records created by Ballymoney Borough Council. A record is recorded information, in any form, created or received by Council or individual members of staff to support and show evidence of Council's activities. For the purpose of Ballymoney Borough 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 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.

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 such documents. 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.

Electronic Documents/Material

Ballymoney Borough Council does not currently have an electronic document and records management system (EDRMS) which would enable the control, retention and transfer of records in electronic format. The Council, therefore, operates a print to paper policy, and electronic documents which form part of the official record should be printed out and placed on the appropriate file.

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.

Email

Emails potentially 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. As with other electronic documents and material, where an email message forms part of the corporate record, it should be printed off and placed on the relevant 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.

Section 3 - Categories of Retention / Disposal

There are five broad categories of retention / disposal

Determined on Review by PRONI

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 Preservation by Council

There are likely to be few records which fall into this category but they are records which the Council needs to retain permanently for business administrative needs.

Transfer to PRONI

These are files/records which PRONI has decided are of long-term historical research value. These records must be transferred to PRONI.

Destroy

These are records PRONI considers to be low grade, providing no continuing business/legal value and are of no historical or research value to PRONI.

Transfer to originating body/funder/owner

These are records e.g. European Funded Programmes which will be archived and returned to funder when programme has closed.

Section 4 - 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. If files are not closed on a formalised and regular basis the following problems are likely to occur:

- Files inevitably become untidy with resulting damage to documents;
- Older files cannot be moved to inactive storage;
- File fasteners and covers come under excessive strain from the weight of paper;
- Access to items on a file becomes difficult;
- Inactive information is held on current files.

Regular file closure has the following benefits:

- Files are kept to a manageable size;
- Files remain neat and tidy;
- Access to material on files is faster;
- The progressive disposal of records is made easier.

A file should be closed and a new one created if necessary when one of the following conditions are met:

- The file exceeds a thickness of 2.5 cm;
- No papers have been added for two years;
- The contents of the file span more than five years.

In addition, some files should be closed at:

- The end of the financial year;
- The end of a project;
- The end of a mandate.

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.

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.

Destruction

Destruction of files will take place on a planned basis in line with the retention and disposal schedule recommendations. Destruction will be conducted by staff responsible for the maintenance of registered file systems, in consultation with the relevant business area. All destruction decisions must be agreed to by Council's Records Manager and the relevant business area before destruction can take place. 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.

Review

Where the retention and disposal schedule indicates that the appropriate action in relation to any file is review, this will be carried out systematically, so as to eliminate redundant information and reduce the bulk of records held, while ensuring that no papers likely to be required for business continuity reasons and/or permanent preservation are destroyed. A file may be reviewed a number of times:

On Closure

A file should be reviewed immediately on being closed. The long term value may be quite 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 Review

Review five years after the file was closed. Procedures shall be put in place to ensure that these records are reviewed at the appropriate stage.

Second Review

There may be occasions when it proves impossible to reach a decision on a file at first review. Such files may be put away for examination at a later stage, 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 takes place.

PRONI Permanent Preservation / Copy Sent To PRONI

Where the action is PRONI Permanent Preservation, the records need not undergo the normal review procedures. Appropriate arrangements will be put in place to ensure timely transfer to PRONI.

Commitment to Preserving Files/Records

Ballymoney Borough Council declares that it will take measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody. These measures will include:

- Removing paper clips and pins from papers before filing with particular; attention being given to those records, which, according to the Retention and Disposal Schedule, are to be preserved permanently;
- Removing any CDs and other storage devices from paper files and converting its contents to hard copy;
- Using files with file covers as opposed to buff folders, which do not offer the same protection to the papers inside;
- Using continuation files if files get too bulky (i.e. more than 2.5 cm thick);
- Punching papers to be filed 25mm in and 25mm down from the edge to minimise the danger of detachment and resulting loss of information;
- Storing bulky or outsize items in a pocket or envelope inside the file cover on the left hand side.

Roles and Responsibilities

As compliance with this policy and the legislation to which it related is very important to the business needs of the Council and its commitment to accountability and openness, the following key persons have a role in encouraging the implementation of best practice.

The Council

The role of the Council, exercised in the first instance through the Finance & General Purposes Committee, is to set the policy on records management issues and to ensure that those responsible for the implementation of the policy are held accountable for its delivery.

Individual Members

The role of individual Members of the Council is to ensure that they support the concept of good records management and adhere to the principles of data protection and freedom of information as public representatives.

Chief Executive

The Chief Executive is responsible for ensuring that the Council complies with legislative requirements relating to records management, the Data Protection Act 1998 and the Freedom of Information Act 2000. His principal role is to ensure that the Council's policy is adhered to.

Directors

Each Director is responsible for the management of the records within his/her Department and for the application of the policy within her/his operational unit.

In addition, as members of the Chief Executive's Management Team, Directors are responsible for receiving monitoring reports of compliance and ensuring that corporate guidelines and standards are implemented.

Records Managers

The Corporate Services Officer in the Chief Executive's Department is the principal Officer responsible for the corporate records management function. She is responsible for the arrangements to develop, promote and communicate the policy, to promote best practice in records management, allied to compliance with Data Protection Act and Freedom of Information Act, and to monitor compliance within the Council of its policy and guidelines. She is the 'corporate champion' of good records management.

The day-to-day responsibilities for records management include the provision of an efficient and effective central records management service, and providing assistance and guidance to Departments in dealing with external queries. This role is carried out by the Corporate Project Officer, who also acts as the liaison officer between the Council and the Public Record Office of Northern Ireland regarding the deposit of records for the archive.

Heads of Service and Senior Managers

All managers in the Council are accountable to their supervising managers for ensuring that all information and records systems within their operational responsibilities comply with the policy statement and corporate guidelines. They are also responsible for ensuring that guidelines and records management procedures are maintained for their operational units and communicated to employees. The Chief Executive's Department can provide guidance and assistance on these issues.

All Employees

All employees are accountable to their line managers for compliance with this policy and the related corporate guidelines and operational procedures, which will be communicated to them.

Freedom of Information Working Group

The role of the inter-departmental Working Group, reporting to the (Director's Management Team), is to review generally the Council's arrangements to meet its obligations under the policy and to keep the policy under review. It is also responsible for the regular review of the Publication Scheme.

Others

This policy also applies to any individual organisation acting on behalf of the Council, eg, where a function has been outsourced.

SECTION: ARTS

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Arts/cultural services	Projects	None	7 years after close of project	Determined on review by PRONI
	Events & activities	None	7 years	Determined on review by PRONI
	Partnerships – correspondence & minutes	None	5 years	Determined on review by PRONI
	Working groups meetings files	None	3 years	Destroy
	Financial Information	None	See Finance section	
	Grant applications	None	See Finance Section	
	Policies & procedures	None	See Corporate Documents	
	General information	None	5 years	Destroy
	Arts database	None	Review annually to remove out dated information	Destroy

SECTION: AUDIT

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Audit reports including the examination of long term contracts	The National Archives – Best practice guidelines	6 years	Destroy

	Report papers used in the course of a fraud investigation	The National Archives – Best practice guidelines	6 years after legal proceedings have been completed	Destroy
	Ordinary audit reports	The National Archives – Best practice guidelines	3 years	Destroy
	Terms of reference		6 years	Destroy
	Programmes/plans/strategies	The National Archives – Best practice guidelines	1 year after the last date of the plan	Destroy
	Minutes of Audit Committee		See Council & Committee Meetings	
	Minutes of other meetings and other related papers		6 years	Destroy
	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

SECTION: BIODIVERSITY

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Event and project management	Wildlife and Natural Environment(NI) Act 2011	3 years	Destroy
	Legislation			Permanent preservation by Council
	Grants		See Finance section	
	Applications for Funding		See Finance section	
	Site designation	Nature conservation and amenity Lands(NI) Order	Retained permanently	Permanent preservation by Council

		1985		
SECTION: BUILDING CONTROL				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Building Regulations Applications	Full plan applications		Permanent	Permanent preservation by Council
	Building Notice Applications		Permanent	Permanent preservation by Council
	Regularisation Applications		Permanent	Permanent preservation by Council
	Prosecution – non compliance of legal responsibilities		Permanent	Permanent preservation by Council
Reports/stats	DOE performance indicators		6 years	Destroy
	Northern Group Annual reports		6 years	Destroy
Street Naming & Numbering	Street naming and numbering applications		Permanent	Permanent preservation by Council
Property Certificates	Applications		Permanent	Permanent preservation by Council
Dangerous structures	Dangerous structure notices		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		6 years	Destroy
	Audits of buildings for air conditioning compliance		6 years	Destroy
SECTION: CEMETERIES				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Grave Leases (including Duplicate, Transfer & Assignment Leases)		Permanent	Permanent preservation by Council
	Burial Records – Owners & Interment details		Permanent	Permanent preservation by Council
	Maps and Plans		Permanent	Permanent preservation by Council
	Burial Forms		10 years	Destroy
	Gravediggers Order Books (clarification required)		Permanent	Permanent preservation by Council
	Grave Opening Reports		5 years	Destroy
	Documents required prior to graves being opened: Form 21 Coroners Order Stillbirth Certificates Letter from Midwife/Doctor Cremation Certificate Organ Retention		2 years for all	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
	Grave Searches		2 years	Destroy
	Confirmation of Coffin Sizes		2 years	Destroy
	Form A/BGG/52 – Application for Purchase of Grant of Right of Burial		2 years	Destroy
	Papers including Correspondence		2 years	Destroy
SECTION: COMMUNITY DEVELOPMENT				
Sub work area	Example of records	Statutory provision/Authority	Retention Period	Action at end of administrative life of record
Community Centres	General correspondence		Lifetime of the building	Permanent preservation by Council
	Council reports		Lifetime of the building	Permanent preservation by Council
	Meetings – Minutes and Agenda		Lifetime of the building	Permanent preservation by Council
	Grant/Funding applications to the Council		7 years from last payment	Destroy
	Booking documentation		3 years	Destroy
	Information on upkeep of the building		Lifetime of the building	Permanent preservation by Council
Voluntary bodies/community associations	Council reports		Review 7 years after date of last report	Determined on review by PRONI
	Meetings – minutes and agenda		Review 7 years after date of meeting	Determined on review by PRONI
	Seeding grants		7 years from last payment	Destroy

Project initiatives	Application forms		7 years	Destroy
	Letters of offer		7 years	Destroy
	Claims – for Programme Expenditure		7 years	Destroy
	Reports		7 years	Destroy
	Correspondence		7 years	Destroy
	Meetings – Minutes and Agenda		Review 7 years after date of meeting	Determined on review by PRONI
	Financial Information		6 years after completion of the project	Destroy
	Procurement Information (for buildings)		Review 16 years after project completion	Destroy
	Feasibility study – reports		10 years after issue Records relating to major projects may be kept for second review (25 years)	Determined on review by PRONI
Applications to the Council from voluntary bodies	Grant/Funding applications to the Council		7 years from last payment	Destroy
Community resources	Minibus Hire Terms & Conditions		7 years from last payment	Destroy
	Minibus Hire Application Form		7 years from last payment	Destroy
	Registration of Driver Forms		7 years from last payment	Destroy
	Copy of Drivers' Licences		7 years from last payment	Destroy

	Resource Centre Price List		7 years from last payment	Destroy
	Invoice Requests		7 years from last payment	Destroy
	Booking Diaries		7 years from last payment	Destroy
	Tachograph		7 years from last payment	Destroy

SECTION: CORPORATE DOCUMENTS				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Strategies & Plans	Annual Report		Permanent	Transfer a copy to PRONI
	Asset Register		Permanent	Permanent preservation by Council
	Arts Development Strategy		Permanent	Permanent preservation by Council
	Business Continuity Plan	NI Civil Contingencies Framework	Permanent	Permanent preservation by Council
	Capital Development Plan		Permanent	Permanent preservation by Council
	Community Development/Regeneration Plan		Permanent	Permanent preservation by Council
	Community Safety Strategy		Permanent	Permanent preservation by Council
	Corporate Strategy		Permanent	Permanent preservation by Council
	Corporate Performance Improvement Plan		Destroy 2 years from closure	Destroy
	Record of Central filing system		Permanent	Permanent preservation by Council
	Departmental/Service Business Plans		Permanent	Permanent preservation by Council
	Disability Action Plan		Permanent	Permanent preservation

	Economic Development Strategy		Permanent	Permanent preservation by the Council
	Emergency Plan	DOE Circular No (1) LG 07 06	Permanent	Permanent preservation by Council
	Equality Scheme		Permanent	Permanent preservation by Council
	Freedom of Information Publication Scheme			
	Good Relations Strategy		Permanent	Permanent preservation by Council
	Health and Safety Action Plan	Health and Safety NI Order 1978	2 years from end date of Plan	Destroy
	Local Biodiversity Plan		Permanent	Permanent preservation by Council
	Marketing Plan		Permanent	Permanent preservation by Council
	Museum and Heritage Strategy		Permanent	Permanent preservation by Council
	District Policing Partnership Plan		Permanent	Permanent preservation by Council
	Town Master Plan		Permanent	Permanent preservation by Council
	Waste Management Strategy		Permanent	Permanent preservation by Council
	Risk Management Strategy		Permanent	Permanent preservation by Council

	Corporate Risk Register		Permanent	Permanent preservation by Council
	Departmental Risk Registers		Permanent	Permanent preservation by Council
	Acceptance of gifts	Councillors' Code of Conduct	Permanent	Permanent Preservation by Council
Policies	All Internal and External policies and supporting information such as research data and questionnaires	Various; specific to each policy	3 years from last amendment	Destroy
Standing Orders				Permanent Preservation by Council
	Consultations responded to		Permanent	Permanent preservation by Council
COMMUNITY SAFETY PARTNERSHIP & DISTRICT POLICING PARTNERSHIP – POLICING AND COMMUNITY SAFETY PARTNERSHIP (PCSP)				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Agendas Background Papers Officers Reports		20 years	Determined on review by PRONI
	Minutes		20 years	Determined on review by PRONI
	Public Meetings/PSNI Reports		6 years	Destroy
	Questions received from the public (confidential)		6 years	Destroy

	Policies & Procedures		Permanent	Permanent preservation by Council
	Standing Orders/ Legislation / DPP Reconstitution		Permanent	Permanent preservation by Council
	Code of Practice on Functions and Responsibilities		Permanent	Permanent preservation by Council
	Strategies & Plans		Permanent	Permanent preservation by Council
	Surveys/Consultations engaging Local Communities		6 years	Destroy
	Annual Reports		Permanent	Permanent preservation by Council
	Accounts/Budgets		6 years	Destroy
	Local Policing Plans - Performance Indicators and Monitoring		6 years	Destroy
	Press Releases and Publicity (including press cuttings)		6 years	Destroy
	Disclosure Log of Requests for Information under the Freedom of Information Act		6 years	Destroy
	Data Protection Act – requests for data held on file		6 years	Destroy
	Finance relating to funding for other groups		6 years	Destroy
	Equality Schemes and associated information		Permanent	Permanent preservation by Council
	DPP Members – personal information, ie attendance		Permanent	Permanent preservation by Council

	records, training etc			
	Grants/Funding payments		7 years	Destroy
	Project initiatives		7 years	Destroy
COUNCIL AND COMMITTEE MEETINGS				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Council and Committee Meetings	Council Minutes, Council Agenda and Committee Minutes		20 years	Transfer to PRONI
	Action Sheets and associated papers, indexes.		3 years	Destroy
	Draft/rough minutes		Until minutes have been ratified	Destroy
	All briefing papers		4 years	Destroy
	Record of attendance		3 years	Destroy
Instructional Literature	Guide to decision making Members Handbook Councillor Induction/Training		Permanent	Permanent preservation by Council
SECTION: CUSTOMER SERVICES				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Complaints Policy & Procedures		Permanent	Permanent preservation by Council
	Customer Complaints	The Limitation (Northern Ireland) Order 1989	4 years following last action	Destroy

			Review for further retention in the case of contentious disputes.	
	Complaints – (Commissioner for Complaints) Ombudsman		4 years following date of resolution of complaint Review for further retention in the case of contentious disputes.	Destroy
	Routine Enquiries		2 years	Destroy
	Customer Satisfaction Surveys – individual responses	Data Protection Act 1998	Completion of analysis of responses	Destroy
	Customer Satisfaction Surveys – analysis		6 years Review for archival & re-use value.	Destroy
	Consultation exercises issued by the Council, and responses received		6 years Review for archival & re-use value.	Destroy

SECTION: ECONOMIC DEVELOPMENT AND REGENERATION

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Economic Development Projects	Application Forms		A period of 3 years following the closure of an operational programme	Destroy

	Contracts		See Legal section	
	Legal Documentation		See Legal section	
	Financial Information		See Finance section	
	Project Reports		A period of 3 years following the closure of an operational programme	Destroy
	General Information including correspondence		A period of 3 years following the closure of an operational programme	Destroy
Internal/External Funding	Application Forms		A period of 3 years following the closure of an operational programme	External Funding – return to funder Internal Funding – Destroy
	Letters of Offer		A period of 3 years following the closure of an operational programme	External Funding – return to funder Internal Funding – Destroy
	Project Reports		A period of 3 years following the closure of an operational programme	External Funding – return to funder Internal Funding – Destroy

	Legal Documentation		See Legal section	External Funding – return to funder Internal Funding – Destroy
	Financial Information		See Finance section	Destroy
	General Information including correspondence		A period of 3 years following the closure of an operational programme	Destroy
Feasibility studies	Reports		A period of 3 years following the closure of an operational programme	Destroy
	Working Papers		A period of 3 years following the closure of an operational programme	Destroy
	Correspondence		A period of 3 years following the closure of an operational programme	Destroy
	General Information		A period of 3 years following the closure of an operational programme	Destroy
Meetings	Agenda		A period of 3 years following the closure of an operational	Destroy

			programme	
	Minutes		A period of 3 years following the closure of an operational programme	Destroy
	Correspondence		A period of 3 years following the closure of an operational programme	Destroy
Town/City Centre Management	Agenda		5 years	Destroy
	Minutes		5 years	Determined on review by PRONI
	Correspondence		5 years	Destroy
	Reports		5 years	Determined on review by PRONI
SECTION: ELECTIONS				
Sub work area	Example of records	Statutory provisions/authority	Retention period	Action at end of administrative life of record
Nominations	Nomination papers, candidates' consent form		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 LG 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 Ballot paper accounts, statements of rejected ballot papers and verification statements, completed corresponding number lists, statement as to postal ballot papers per DEA	Rule 60 Electoral Law Act (NI) 1962	12 months	Destroy
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	Destroy
Candidates' expenses	List of candidates' expenses & receipts Election returns receipts and Declarations	Section 52 (1) and 92) Electoral Law Act (NI) 1962	12 months (unless a candidate or election agent requests the documentation to be returned)	Destroy
Electoral registers	List of marked registers	Section 58 (1) (e) Local Election Rules Electoral Law Act 1962	12 months from date of the election. In the event of multiple elections if a combined register is produced, the	Destroy

	Register of electors supplied to Council DRO for the purpose of election	Regulations 97 of the Representation of the People Regulations 2008	register is retained by the Area Electoral Office Local authority is not permitted under law to retain copies other than for the purposes of the election	Destroy
Count	Results per DEA		Permanent	Permanent preservation by Council
Casual vacancy by co option	Correspondence between political party and Council re filling of casual vacancy		Retain until after the results are declared at the next LG election.	Determined on review by PRONI
SECTION: EMERGENCY & DISASTER RECOVERY PLANNING				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Emergency Planning and Business Continuity	Business Continuity Plan		Permanent. These plans are version controlled and updated at least annually	Permanent preservation by Council
	Emergency Plan including contact number & communication cards	The Local Government (Northern Ireland) Order 2005.	Permanent- A record of all versions must be kept. All other copies can be	Permanent preservation by Council

			destroyed	
	Flood Plan	The Local Government (Northern Ireland) Order 2005.	Permanent- A record of all versions must be kept. All other copies can be destroyed	Permanent preservation by Council
	Pandemic Plan	The Local Government (Northern Ireland) Order 2005.	Permanent- A record of all versions must be kept. All other copies can be destroyed	Permanent preservation by Council
	Multi Agency Emergency Support Plan	The Local Government (Northern Ireland) Order 2005.	Permanent- A current copy of each plan must be held by the emergency planning coordinator at all times.	Permanent preservation by Council
	Emergency Contacts Directory		Permanent	Permanent preservation by Council
	Activities that report on all major incidents in the local community and post emergency debriefing		Permanent	Permanent preservation by Council
	Activities that report on all minor incidents in the local community and debriefing		Keep for 7 years then destroy	Destroy

	Minutes/Reports of internal Crisis Management Team		Keep for 7 years then destroy	Destroy
	Forms & Guidance on an Emergency		Keep until newest version in place	Destroy
SECTION: ENVIRONMENTAL HEALTH & ENVIRONMENTAL PROTECTION				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Food Control files	Inspection records	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food standard records	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food complaints	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food samples	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Chemical samples	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food poisoning	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food premises register		Permanent	Permanent preservation

				by Council
	Food control procedures		Retain until superseded.	Destroy
	EC approved premises	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Annual Return	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
Pollution Control files	Noise complaints		6 years	Destroy
	Environmental Protection Complaints		6 years	Destroy
	Consultation responses and associated documents		2 years for minor exercises 10 years for major exercises	Destroy
	Sample results		6 years	Destroy
	Annual Return		6 years	Destroy
	LAPPC inspection records		6 years	Destroy
	Contaminated land information		Permanent	Permanent preservation by Council
Consumer Safety	Premises files		6 years	Destroy
	Complaints		6 years	Destroy
Health & Safety(Within Environmental Health Remit)	Premises files/complaints		6 years	Destroy
	Sports Safety Certificates		Permanent	Permanent preservation by Council

	Cooling Tower Registers		Permanent	Permanent preservation by Council
	Accident investigations		6 years from conclusion of investigation	Destroy
	Fireworks and MSER inspections		6 years	Destroy
Public Health and Housing	Public health complaints		6 years	Destroy
	Private Tenancy Order and Rent Order documents including inspection records.		Permanent	Permanent preservation by Council
Regulation of Investigatory Powers (RIPA)	Surveillance Authorisation Form Application Form Supplementary documentation and notification of approval Inspection reports Monitoring information	Regulation of Investigatory Powers Act 2000	3 years from the cancellation of RIPA authorisation	Destroy
	Refused Surveillance Authorisation Forms	Regulation of Investigatory Powers Act 2000	3 years recorded from the date recorded in box 11 of the RIP 1 form	Destroy
	Annual Return	Regulation of Investigatory Powers Act 2000	3 years	Destroy
Tobacco Control Files	Complaints	The Smoking (NI) Order	6 years from the	Destroy

		2006	conclusion of matter	
	Inspection records	The Smoking (NI) Order 2006	6 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
SECTION: EQUALITY				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Disability Action Plan		See corporate documents	Destroy
	Annual reports to Equality Commission		7 years	Destroy
	Policy screening forms and reports		Life of policy (i.e. until policy revoked or reviewed)	Destroy
	EQIA reports and associated research materials		7 years	Destroy
	Complaints		7 years	Destroy

	Subject specific files on equality issues		7 years	Destroy
	Monitoring forms – recruitment (unsuccessful candidates)		See Human Resources Section	Destroy
	Monitoring forms – other (e.g. Rural Development LAG)		5 years	Destroy
	Fair Employment <ul style="list-style-type: none"> • Article 55 review reports • Annual workforce monitoring reports 		See Human Resources Section	Permanent preservation by Council
	Equality Scheme		See Corporate documents	

SECTION: EUROPEAN FUNDING PROGRAMMES (ADMINISTRATION OF)

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of records
Rural Development Programme	Application Forms	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
	Letters of Offer	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
	Reports	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body

	Legal Documentation	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
	Correspondence	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
	General Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
	Meetings – Minutes and Agenda	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
	Financial Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
	Procurement Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
	Claims – for Programme Expenditure	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
	Claims – for Administration of Programme	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	+ 10 years (to 2021)	Transfer to Lead Government Body
PEACE Funding	Application Forms	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body

	Letters of Offer	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body
	Reports	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body
	Legal Documentation	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body
	Correspondence	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body
	General Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body
	Meetings – Minutes and Agenda	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body
	Financial Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body
	Procurement Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body
	Claims - for Programme Expenditure	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body

	Claims – for Administration of Programme	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2020	Transfer to Lead Government Body
SECTION: EVENTS				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Civic & Ceremonial Events	Information relating to ceremonial events such as Freedom of the Borough, will include photos, visitor books	None Applicable	Permanent	Permanent preservation by Council
	All information relating to the organisation of Civic/Ceremonial events	None Applicable	7 years	Determined on review by PRONI
	Council run events		7 years	Determined on review by PRONI
SECTION: FINANCE				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	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		Current year+6 years	Destroy
	Capital Payments		Permanent	Permanent preservation by Council
	Financial Information for Best Value Reviews		Current year+5 years	Destroy
	Election Expenditure Claims		Current year+6 years	Destroy
	Error Suspense Reports		Current year+6 years	Destroy
	Batch Reports		Current year+6 years	Destroy
	Journals		Current year+6 years	Destroy
	Financial Information Recharges of Central Support Services		Current year+5 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
	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		Permanent	Permanent preservation by Council
	Capital Monitoring		Current year+5 years	Review
	Contract Records		T+5 years	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
	Budget Working Papers	Council	Current year+3 years	Destroy
	Annual Budgetary Control Working papers	Council	Current year+2 years	Destroy
	Annual Revenue Budget Working Papers	Council	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
	Corporate Data Used to Inform the Councils Annual Report & accounts		Current year+5 years	Destroy
	Fund Information – Accounts, returns, Valuation & Other Reports	Statutory	Permanent	Permanent preservation by Council

	Investments		Current year+6 years	Destroy
	Record of treasury management transactions		Current year+2 years	Destroy
	Treasury Adviser Contract (including fees)		Current year	Destroy
	Internal Audit Reports		See Audit	Destroy
	Budget (working paper)		Current year+2 years	Destroy
	Final Accounts (working papers)		Current year+6 years	Destroy
Payroll	wages & salary records (also overtime, bonuses, expenses)	Taxes Management Act 1970	Current year+ 6 years	Destroy
	Inland Revenue/HMRC approvals	Non Statutory	Permanent	Permanent preservation by Council
	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	Permanent preservation by Council
	Statutory Sick Pay records, calculations, certificates, self-certs	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended	Current year+ 3 years	Destroy
	Pension Scheme Investment Policies	Non Statutory	12 years from the ending of any benefit payable under the	Destroy

			policy	
	Pensioners Records	Non Statutory	12 years after benefit ceases	Destroy
	Annual Investment Report to members of Pension Fund	Non Statutory	Permanent	Permanent preservation by Council
	Pension Fund Custodian/Fund Manager/ Adviser Contracts (including fees)	Non Statutory	Termination + 5 years	Destroy
	Pension Fund Actuarial Valuation	Non Statutory	Permanent	Permanent preservation by Council
	Payroll details (Staff name, number, tax code, deductions details, rate of pay, bank details, together with monthly or weekly pay and deductions).	Non Statutory	Termination + 6 years	Destroy
	Time sheets		2 years after audit	Destroy
SECTION: FLEET MANAGEMENT (SEE ALSO HEALTH AND SAFETY SERVICING AND MAINTENANCE RECORDS)				
Sub-work Area	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
Driver Licence Declaration Forms and Checks	Evidence of all Council drivers' legal ability to drive and carry out their functions	None applicable	Keep for maximum 2 years, minimum 1 year	Destroy

Tachograph Records	Records distance and speed at which Council drivers have traveled	EU Regulation 561/2006 EC	Keep for minimum of 12 months. Older vehicles will have paper versions; newer vehicle will have electronic tachographs.	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.	N/A
Driver Training Records	Evidence of driver's training and ability to carry out his duties	None Applicable	Keep for as long as driver is employed by Council	Destroy

SECTION: GOOD RELATIONS

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Applications for funds	Applications made under the Bonfire Programme, Grant Aid and the Ethnic Minorities Programme. Includes personal details and financial information	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	See Finance	Destroy
Consultations (Conducted by GRO)	Community Surveys, Good Relations Audit, letters of conclusion, public responses etc	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 years	Destroy
Ethnic Minorities Programme	Council requests for funds, minutes and agendas of meetings, information on projects organised by the Council	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 Years (financial information) 3 years (non-financial information)	Destroy Determined on review by PRONI
Bonfire Programme	Minutes and agendas of meetings, correspondence from NIHE, PSNI and NIFRS etc	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 Years (financial information) 3 years (non-financial information)	Destroy Determined on review by PRONI
Good Relations Plan	Yearly plan of expenditure for Community Relations Council	Community Relations Council (OFMDFM) Good Relations Plan Letter of	7 years	Destroy

		Offer		
Good Relations Field Trips/ Residential Courses	Hotel bookings, agendas, course content, personal information of attendees, financial information	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 Years (financial information) 3 years (non-financial information)	Destroy
Re-Imaging Programme	All information on flags, murals, emblems and memorials	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 Years (financial information) 3 years (non-financial information)	Destroy Determined on review by PRONI

SECTION: HEALTH AND SAFETY

Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Risk Assessments (RA)	General (Management) Risk Assessments		Until next assessment	Destroy after next assessment
	Manual Handling Risk Assessments		Until next assessment	Destroy after next assessment
	COSHH Assessments		Until next assessment	Destroy after next assessment
	Noise Assessments		Until next assessment	Destroy after next assessment
	Vibration Assessments		Until next assessment	Destroy after next assessment
	Display Screen Equipment		Until next	Destroy after next

	Assessments		assessment	assessment
	Work at Height Risk Assessments		Until next assessment	Destroy
	Confined Space Risk Assessments		Until next assessment	Destroy
	Personal Protective Equipment Risk Assessments		Until next assessment	Destroy
	Legionella Survey/RA		20 years	Destroy
	Asbestos Survey/RA		40 years	Destroy
	Fire Risk Assessments		5 years	Destroy
Written Safe System of Work (SSoW)	SSoW for each Risk Assessment		40 years	Destroy
Health Surveillance Records	Eye Tests		40 years	Destroy
	Asbestos Records		40 years	Destroy
	Audiometric Records		40 years	Destroy
	Blood (Silica/Lead etc)		40 years	Destroy
	Lung Function Tests		40 years	Destroy
Staff Health & Safety Training Records			See Human Resources	
Inspection and Audit Reports	Workplace Inspection Reports		3 years or until actions closed	Destroy
	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

Details of Supervision	Records of Supervisory visits undertaken		5 years	Destroy
Material Safety Data Sheets (MSDS)	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
Servicing/ Maintenance Records (See Fleet Management section also)	Servicing Schedules		Lifespan of Equipment & Vehicles	Destroy
	Workshop Technical Manuals		Lifespan of Equipment & Vehicles	Destroy
	Routine Servicing Records		Lifespan of Equipment & Vehicles	Destroy
	Repair Records		Lifespan of Equipment & Vehicles	Destroy
	Inspection Records		Lifespan of Equipment & Vehicles	Destroy
	Fault Reports		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
Operator/User Manuals	Manufacturer's Manuals supplied with the equipment		Lifespan of Equipment	Destroy
Health & Safety Policy			See Corporate Docs	
Witness Statements	Statement of the Injured Party		3 years or 3 years after injured parties 18th	Destroy
Details of Similar Incidents	Previous Accident/ Incident Data		5 years	Destroy
	Previous Complaints		5 years	Destroy
	Correspondence regarding same of Similar Issues		5 years	Destroy
Physical Evidence Relating To Incidents, Claims, Prosecutions etc.	Samples of Material/Substances		Case Closure Post Claim Settlement and/or Appeal	Destroy
	Digital Photographs		Case Closure Post Claim Settlement and/or Appeal	Destroy
	Diagrams and Building Plans		Case Closure Post Claim Settlement and/or Appeal	Destroy
	Items of Equipment		Case Closure Post Claim Settlement and/or appeal	Destroy

	Sketches, Drawings etc.		Case Closure Post Claim Settlement and/or appeal	Destroy
SECTION: HERITAGE				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Archaeological records and features	Information files		Permanent	Permanent preservation by Council
Local history reference collections	National photograph collections Catalogue of Book Collections Catalogue of collections Maps – inventory and index Record of Book purchases		Permanent	Permanent preservation by Council
Register of Collection movement	Entry and Exit of documentation Accession Registers Museum accession registers Donations documentation Loans documentation Returns documentation Disposal documentation Object history files Modes database – catalogue of collections		Permanent	Permanent preservation by Council

Project files	Project file		Permanent or as stated in project funding agreement	Permanent preservation by Council
Promotion of projects and service	Local history leaflets Newsletter Photographic library and digitisation project Press cuttings/publicity		Permanent	Permanent preservation by Council
Plans and strategies			See Corporate Docs	Permanent preservation by Council
Minutes of meetings of relevant Boards and Groups			Permanent	Permanent preservation by Council

SECTION: HUMAN RESOURCES

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	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		Termination+ 6 years	Destroy

	cases, disciplinary records).			
	Records relating to working time		Term & 6 years	Destroy
	National minimum wage records		Term & 6 years	Destroy
	Redundancy records, calculations of payments, refunds, notification to the Secretary of State		Term & 6 years	Destroy
	Retirement Benefit Schemes – records of notifiable events, eg relating to incapacity		Term & 6 years	Destroy
	Disciplinary records		Term & 6 years	Destroy
	Grievance records		Term & 6 years	Destroy
	Dignity at work		Term & 6 years	Destroy
	Employment Tribunal Applications (also see legal section)		See legal section	
	Statutory Maternity records, calculations, certificates (Mat B1s) or other medical evidence/Maternity Leave Monitoring		Current year+3 years	Destroy

	Parental Leave		5 years from birth/adoption of the child or 18 years if the child receives a disability allowance	Destroy
	Statistical analysis – health & welfare		Current year+ 10 years	Destroy
	Single status information		Implementation + 3 years	Destroy
	Job Description		Until amended	Destroy
	Medical referral – Occupational health - official copy		Current year+10 years	Destroy
Occupational Health Records	Pre Employment Health Checks		40 years	Destroy
	Health Surveillance Records		40 years	Destroy
	Records of Workplace Occupational Hygiene Monitoring		40 years	Destroy
	Induction Records		Termination + 6 years	Destroy
	Application forms and interview notes (for unsuccessful		Current year + 1 year	Destroy
	Sickness absence files on all employees (name, address, telephone number, employment details,		Termination + 6 years	Destroy

	sickness details and details of all illnesses).			
	Equality commission returns		Current year & 6 years	Destroy
	Annual statistics reports		Current year & 6 years	Destroy
	Tri-annual report		Current year & 6 years	Destroy
	Training records attended by staff (Details of course and a list of staff attending).	Non Statutory	Termination + 6 years	Destroy
	Tribunal case files (Contain all evidence and statements necessary for the purpose of the tribunal)		See legal section	
Staff Health & Safety Training Records	Health & Safety Induction		Termination + 6 years	Destroy
	Site/Job Specific Induction		Termination + 6 years	Destroy
	Specialist Equipment Training		Termination + 6 years	Destroy
	First Aid at Work Training		Termination + 6 years	Destroy
	Manual Handling Training		Termination + 6 years	Destroy
	COSHH Training		Termination + 6 years	Destroy

	Fire Safety Training		Termination + 6 years	Destroy
	Refresher Training		Termination + 6 years	Destroy
	Time and attendance details held through the swipe card system (name, employee number, record of swipe ins and swipe outs).		Termination + 6 years	Destroy
	Correspondence in respect of individuals from individuals or managers (performance, conduct, lateness issues).		Termination + 6 years	Destroy
	Doctor reports on employees who have been referred to occupational health.		Termination + 6 years	Destroy
	E-Mail correspondence		Termination + 6 years	Destroy
	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

	References for successful job applicants obtained and held from previous employers etc.		Termination + 6 years	Destroy
	Trade Union Agreements		Permanent	Permanent preservation by Council
SECTION: INFORMATION MANAGEMENT				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Periods	Action at end of administrative life of record
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 Publication Scheme		1 year	Destroy
	Freedom of Information Disclosure Log		3 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

Environmental Information Regulations	Requests received and responses provided under the Environmental Information Regulations and associated information		3 years unless subject to a complaint (in which case records should be retained for 7 years)	Destroy
Records Management	Retention & Disposal Policy & Schedule		See Corporate Documents	Permanent preservation by Council
	Destruction Certificates		Permanent	Permanent preservation by Council
	Information Audits		2 years	Destroy
CCTV Records	CCTV Footage	Data Protection Act 1998 Information Commissioner's Office (ICO) CCTV Code of Practice	See Property Maintenance	Destroy
	Administration in relation to CCTV (including audits and inspections)		Permanent	Permanent preservation by Council
SECTION : INSURANCE				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Insurance Policies	Employers Liability (May also be referred to as Combined Liability if Public and Employers cover has	The Employer's Liability (Compulsory Insurance) (Amendment) Regulations (Northern Ireland) 2009	40 years.	Destroy

	been placed jointly)			
	All other insurance policies including Property, Motor, Personal Accident, Professional Indemnity, Engineering, Legal Expenses etc including any endorsements	None	Destroy two years after the expiry of the policy	Destroy
	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.		Destroy 2 years after the terms of the policy have expired	Destroy
Register of Insurance provided by Broker	Register provides a brief synopsis of the type and level of covers		Permanent	Permanent preservation by Council
Additions/Amendments to	Routine correspondence	None	Destroy 5 years after	Destroy

policies	held in central insurance file – endorsements, where applicable, should be placed with original insurance policy documentation which is retained in a secure location.		file has been closed. (This period needs to tie in with the Council's overall policy in relation to files on the general filing system.	
Incident/Accident Reports, Risk Assessments and other associated documentation that may be required to support or defend a claim	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	
Claim files	Employers and Public Liability Correspondence and related papers between Council, Solicitors, Insurer, Specialist Advisors, Medical profession etc regarding the settlement of a claim.		See Legal Section	Destroy

	Claims are sometimes made and not always followed through by claimant. Insurers may decide to close files without payment or in many instances the case is repudiated. In such circumstances claims could be re-opened in line with age rules outlined under Incident /Accident reports outlined above			
	Property		Destroy 6 years after claim settled	Destroy
	Motor		Destroy 6 years after claim settled	Destroy
Prosecutions	Corporate court cases, legal action legal proceedings	None	See Legal	Destroy / Review by PRONI
SECTION: LAND AND PROPERTY MATTERS				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Land & Property Acquisition and Disposal	Legal Title documents relating to the purchase/sale of land/property		Permanent (see Legal section)	Permanent preservation by Council
	Particulars of Sale documents		Permanent (see Legal section)	Permanent preservation by Council

	Leases – Long Term (21 years +)		Permanent (see Legal section)	Permanent preservation by Council
	Leases – Short Term (up to 21 years)		7 years after expiry of lease (see Legal section)	Destroy
	Rent Reviews		For duration of lease period + 7 years	Destroy
	Property Asset Register		Permanent (See Corporate Docs)	Permanent preservation by Council
	Register of legal documents and Deeds		Permanent (see Legal section)	Permanent preservation by Council
	Correspondence relating to the acquisition of land/property		Retain until disposal + 12 years	Destroy
	Correspondence relating to the management of land/property		Retain until disposal + 12 years	Destroy
	Correspondence relating to the disposal of Land & Property		Retain for 12 years	Destroy
	Maps, Plans, Drawings, Photographs relating to land and property schemes		Permanent	Permanent preservation by Council
	Tender documents relating to disposal of property		Retain unsuccessful Tenders for 2 years (See Procurement)	Destroy by L&PS staff

			Retain successful Tenders for 7 years	Destroy by L&PS staff
SECTION: LEGAL				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Public Liability	Correspondence and related papers re: claims, including medical and court records	Guidelines issued by the Law Society of Northern Ireland. (This is not statutory provision)	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 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. (This is not statutory provision)	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. (This is not statutory provision)	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. (This is not statutory provision)	6 years from the date of file closure	Destroy
Judicial Reviews	Correspondence and related court papers.	Guidelines issued by the Law Society of Northern Ireland. (This is not	Permanent	Permanent preservation by Council

		statutory provision)		
Prosecutions	Correspondence and related court papers, including summonses and witness statements	Guidelines issued by the Law Society of Northern Ireland. (This is not statutory provision)	18 months from the date of file closure	Destroy
Debt	Correspondence and related court papers	Guidelines issued by the Law Society of Northern Ireland. (This is not statutory provision)	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. (This is not statutory provision)	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
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, but in BCC these are currently retained indefinitely	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, but in BCC these are currently retained indefinitely	Destroy
	Signed/Sealed title deed	Statutory: Statute of Limitations (NI) 1958	Permanent	Permanent preservation by Council
Ejectments	Correspondence and related court papers.	Guidelines issued by the Law Society of Northern Ireland. (This is not statutory provision)	18 months from the date of file closure	Destroy
Criminal Damage	Correspondence and related legal papers.	Guidelines issued by the Law Society of Northern Ireland. (This is not statutory provision)	18 months from the date of file closure	Destroy
Access to Countryside	Correspondence and related legal papers.	Guidelines issued by the Law Society of Northern Ireland. (This is not statutory provision)	6 years from the date of file closure	Destroy

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		Indefinite	Permanent preservation by Council
SECTION: LEISURE				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Capital projects	Tender documentation		10 years following award of contract	Destroy
	Contracts and leases		Permanent	Permanent preservation by Council
Caravan sites	Enquiries		1 year	Destroy
	Complaints	The Limitation (NI) Order 1989	Review 6 years following last action	Destroy
	Customer details		6 years	Destroy
Community centres			See community development	
DCAL	Agenda, minutes, correspondence		6 years	Destroy
Leisure Centre	General correspondence		Minimum 3 years	Destroy
	Maintenance and inspection		Lifespan of equipment or 6 years	Destroy

	Health and safety		See health and safety	
	Customer details		6 years following termination of contract	Destroy
	Staff		Termination + 6 years	Destroy
	Coaches		Current year + 6 years	Destroy
	Access NI criminal history Disclosures Database of checked	Part V of Police Act 1997	Permanent	Destroy Permanent preservation by Council
Local sports council communications	Agenda, minutes, correspondence		6 years	Destroy
Other leisure facilities				As leisure centre
Outdoor recreation areas	General correspondence		Minimum 3 years	Destroy
	Maintenance and inspection		Lifespan of equipment or 6 years	Destroy
	Health and safety		See health and safety	
Play parks	General correspondence		Minimum 3 years	Destroy
	Maintenance and inspection		Lifespan of equipment or 6 years	Destroy
	Health and safety		See health and safety	

Reports to council	Committee reports		Permanent	Permanent preservation by Council
Sports development			See sports development	
Sports clubs	Agendas, minutes, correspondence		6 years	Destroy
	Grants		7 years from last payments	Destroy
SECTION: LICENSING AND REGISTRATION				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Entertainment Licences	Applications received and all administration relating to the grant / refusal / renewal of Entertainment Licences		6 years after registration or entitlement lapses	Destroy
Amusement Permits	Applications received and all administration relating to the grant / refusal / renewal of Amusement Permits		6 years after registration or entitlement lapses	Destroy
Cinema Licences	Applications received and all administration relating to the grant / refusal / renewal of Cinema Licences		6 years after registration or entitlement lapses	Destroy
Societies Lotteries	Applications received and all administration relating to the grant / refusal / renewal of Societies Lotteries		6 years after registration or entitlement lapses	Destroy

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 Licences		6 years after registration or entitlement lapses	Destroy
	Dangerous Dogs		See legal section	
Street Trading Licences	Applications received and all administration relating to the grant / refusal / renewal of Street Trading Licences		6 years after registration or entitlement lapses	Destroy
Caravan Site Licensing	Applications received and all administration relating to the grant / refusal / renewal of Caravan Site Licences			Destroy
Registration of Hairdressers	Applications		6 years after close of business	Destroy
Tattooist, Acupuncture, Piercing & Electrolysis	Applications		6 years after close of business	Destroy

SECTION: MARINAS				
Sub –work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Usage		5 years	Determined on review by PRONI
	Income		7 years	Destroy
	Expenditure		7 years	Destroy
	Port marine safety code		7 years	Destroy
	Plans and strategy		Permanent	Permanent preservation by Council
	Capital works		10 years following completion	Determined on review by PRONI
SECTION: MEDIA/PUBLIC RELATIONS/MARKETING				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Public Relations	Information used in the design of publications.		3 years from last action	Destroy
	Published work of Council		Permanent	Permanent preservation by Council
	Press Releases		3 years from closure	Destroy
	Media Reports		3 years from closure	Destroy

Marketing	Promotional events, campaigns, marketing plans		Permanent	Permanent preservation by Council
SECTION: MEMBER SERVICES SUPPORT				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Members contact details/bank account details etc		Until member retires/not re-elected	Destroy
	Guide to decision making Members Handbook and Councillors Induction Training/ Manual		Keep an up to date version	
	Community Invites to functions/request for information forms/speeches		3 years	Destroy
	Mayor's diary		3 years	Destroy
	Members weekly schedule of meetings		3 years	Destroy
	Guidelines in dealing the Mayor		Permanent	Permanent preservation by Council
	Councillors expenses – written confirmation of attendances		2 years after audit	Destroy
	Attendance Register		See council and committee meetings	
	Civic/Ceremonial Events		See events	

	Documentation regarding the use of interpreters/ translation by members		3 years	Destroy
	Attendance at Conferences and Courses/Members and staff		3 years	Destroy
	General correspondence regarding Mayor/Members support ie ordering stationery, Christmas cards, garden party nominees etc.		3 years	Destroy
	Newspapers cuttings re Council activities		3 years	Destroy
	Press releases		3 years	Destroy
	Civic Stock record		3 years	Destroy
	Declaration of Interest Register		Permanent	Retain by Council
	Sealing of Documents Register		Permanent	Retain by Council
SECTION: MEMORIALS				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Memorials	Memorial register All other documents		Permanent 10 years	Permanent preservation by Council Determined on review by PRONI

SECTION: MUSEUM				
Sub-work Area	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 preservation by Council
Local history reference collections – people and places	Contain information on industry, archaeology, geology. Photograph collections Catalogue of Book Collections Maps – inventory and index Record of Book purchases		Permanent	Permanent preservation by Council
Register of Collection movement	Entry and Exit of documentation Accession Registers Donations documentation Loans documentation Returns documentation Disposal documentation Object history files Modes database – catalogue of collections		Permanent	Permanent preservation by Council

Project Files	Local history tours Local history projects		Permanent	Permanent preservation by Council
Promotion of projects and service	Local history leaflets Newsletter Photographic library Press cuttings/publicity		Permanent	Permanent preservation by Council
Financial	E-procurements, Requisitions Cheques raised, Purchase orders, invoices, grant aid and external funding, insurance		See Finance Section	Permanent preservation by Council
Meeting of the Museum Committee/Board	Minutes and Reports of Museum committee Meetings		Permanent	Permanent preservation by Council
SECTION: PARKS AND OPEN SPACES				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
General	Lease Information		See legal documents	
	Policy & Strategy		See corporate documents	
	Compliments/Complaints		See customer services	
	General correspondence		Minimum 3 years	Destroy
	Tender /Procurement documentation		See procurement	
	Consultation Information		See customer services	

Maintenance & Inspection records	Inspection records		See Property maintenance	
	Work schedules		Minimum 7 years	Destroy
	Contracts		See Legal	
	Maintenance logs		See Property maintenance	
Health & safety records	Health & safety information		See health & safety	
	Risk assessments		See health & safety	
SECTION: PERFORMANCE MANAGEMENT				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Best Value service reviews and improvement plans		Permanent	Permanent preservation by Council
	Resident & Customers Survey Results		See Customer services	Permanent preservation by Council
	Performance Indicator Data (annual Returns to Department of Environment)		Permanent	Permanent preservation by Council
	Progress Reports against business plans <ul style="list-style-type: none"> • Organisational • Departmental • Unit 	<ul style="list-style-type: none"> • Organisational • Departmental • Unit 	Permanent	Permanent preservation by Council
SECTION: PROCUREMENT				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record

Tenders and Quotations	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
Supplier's details	Database of details of suppliers who have registered to do business with the Council.		Permanent	Permanent preservation by Council
Contract Records			T+5 years	Destroy
Contract Register			Permanent	Permanent preservation by Council
Lease Register			Permanent	Permanent preservation by Council
SECTION: PROPERTY MAINTENANCE				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Permits to Work (PtW) Detailed Management Control Systems for High Risk Activities e.g	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 and Equipment Information		Lifespan of Equipment	Destroy
	Method of Servicing and Cleaning		Lifespan of Equipment	Destroy
	Material Information		Lifespan of Equipment	Destroy
	Information on Services		Lifespan of Equipment	Destroy
	Routine returns on asset status		6 years	Destroy
	Inventories		6 years	Destroy
	Stocktaking reports		6 years	Destroy
	Inspection reports		6 years	Destroy
	Requests for works		6 years	Destroy
	Maintenance Records		6 years	Destroy
	Theft or Vandalism Reports and Investigations		6 years	Destroy
SECTION: PUBLIC CONVENIENCES				
Sub work area	Examples of records	Statutory provisions/authority	Retention period	Action at end of administrative life of record
	Routine returns on asset status		6 years	Destroy
	Inventories		6 years	Destroy

	Stocktaking reports		6 years	Destroy
	Inspection reports		6 years	Destroy
	Requests for works		6 years	Destroy
	Maintenance records		6 years	Destroy
	Theft or vandalism reports and investigations		6 years	Destroy
SECTION: REGISTRATION				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Registrations White copies	General Handbook of Registration Officers in Northern Ireland (Section 8)	1 month	Destroy
	Form of particulars	General Handbook of Registration Officers in Northern Ireland (Section 8)	1 year plus the current year	Destroy
	B/D/M/CP certificate application forms	General Handbook of Registration Officers in Northern Ireland (Section 8)	1 year plus the current year	Destroy
	Marriage Notice forms	General Handbook of Registration Officers in Northern Ireland (Section 8)	3 years plus the current year	Destroy
	Civil Partnership Notice forms	General Handbook of Registration Officers in Northern Ireland (Section 8)	3 years plus the current year	Destroy

		8)		
SECTION: SPORTS DEVELOPMENT				
Sub-work Area	Example of Records	Statutory Provisions/Authority	Retention Period	Action at end of administrative life of record
Project Files	Active communities project		Current year + 6	Destroy
Staff (internal)	Annual leave, overtime/travel claims, sickness records, coaching certs	Taxes Management Act	Current year + 6	Destroy
Staff (external) ie casual coaches	Coachmark – coaching certs/ access NI, monitoring & personal information		Current year + 6	Destroy
Financial	Invoice , Lodgements, transfers , Purchase orders, invoices, grant Aid/SLAs and external funding, Active Communities Claims		Current year + 6	Destroy
	GP Referral & Adult Health Programmes		Termination + 6	Destroy
	Monitoring information for participants		Termination + 6	Destroy
External projects Sports groups, community groups, etc	Correspondence Promotional material	None	5 years	Destroy

Local authority/national organisations	Correspondence Promotional material	None	5 years	Destroy
Strategic plans	Plans/annual plans	None	Permanent	Permanent preservation by Council
Funding Applications	Application Forms	Statutory	Current year + 6	Destroy – unsuccessful Depends on funding body for retention dates for - successful External funder – return to funder
Service Level Agreements – Grant Awards	Contracts	Statutory	Permanent	Permanent
Funded Programmes	Financial Information	None	Current year + 6	Transfer to funding body
Funded Programmes	Project Reports	None	Current year + 6	Transfer to funding body
Funded Programmes	Letters of Offer	None	Current year + 6	Transfer to funding body
Funded Programmes	Project Reports	None	Current year + 6	Transfer to funding body
Internal meetings External meetings	Agenda Minutes Correspondence	None	Current year + 6	Destroy
SECTION: TOURISM				

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Tourist Information	General information		2 years	Destroy
	Statistical information		7 years	Destroy
	Activities information		2 years	Destroy
	Accommodation information		Review annually	Destroy
	Financial information		See Finance Section	Destroy
	Events		7 years	Destroy
Tourism Development	Correspondence		5 years	Destroy
	Policy & strategy		Permanent	Permanent preservation by Council
	Events & promotions		7 years	Destroy
	Financial information		See Finance Section	Destroy
	Product Development		7 years	Destroy
	Facilities		Permanent	Permanent preservation by Council
Tourism Marketing	Partnerships – correspondence & minutes		5 years	Determined on review by PRONI
	Statistical information		7 years	Destroy
	Marketing & publicity		3 years	Destroy
	Events		7 years	Destroy
	Promotions		7 years	Destroy
	Correspondence		5 years	Destroy
	Policy & strategy		Permanent	Permanent preservation by Council
	Financial information		Current & 6 years	Destroy

SECTION: TWINNING				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Formal twinning agreement		Permanent	Permanent preservation by Council
	Reports on twinning visits		6 years	Destroy
	Correspondence		Term of council plus 1 year	Destroy
	Invitations		Term of council plus 1 year	Destroy
	Electronic/audio visual		Permanent	Permanent preservation by Council
	Financial records		Current & 6 years	Destroy
	Grants		Current & 6 years	Destroy
SECTION: WASTE MANAGEMENT				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Waste Disposal Contracts	Contracts and Applicant Information	None Applicable	See Legal/ Procurement	Destroy
Waste Management Group Reports e.g. Arc 21, SWAMP etc	Reports to validate contract details, it is best practice to keep for external audit.	None Applicable	Minimum 2 years then review	Destroy

Waste 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)	Keep for 2 years then destroy	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	Keep for 3 years then destroy	Destroy
Waste Management Licenses	Each license provides terms and conditions of waste management. Copies of licenses should be displayed at each facility with the originals held centrally.	None Applicable	Licence lasts in perpetuity unless revoked, suspended or surrendered.	Permanent preservation by Council
Trade and Commercial Waste Customer Agreements	Records of any waste Council's collect at a business'/ self trader's etc request. Includes type of materials involved and also weight of waste collected.	None Applicable	Keep until business closes	Destroy
Caravan Park Waste Collection Records	Records of any waste collected from Caravan site at Licensee's request	None Applicable	Keep for maximum of 2 years as supporting evidence for invoices	Destroy
Bulky Collection Records	Details of any bulky materials collected by Council, e.g. sofa's, old	None Applicable	Keep for maximum of 2 years as needed for NIEA audit	Destroy

	table etc		functions	
Waste Data Flow Documents	Recordings of all Council waste figures	None Applicable	Keep for maximum of 2 years as needed for NIEA audit functions	Destroy
Driver Log Sheets	Records details of any incidents drivers come across such as blocked street, cross contamination of bins etc	None Applicable	Keep for 5 years then review so as to chart trends within environmental management	Destroy
Landfill Sites	Weighbridge records		7 years	Destroy
	Pre-notification		2 years	Destroy
	Waste transfer documents		2 years	Destroy