

**Coleraine Borough Council**



**SCHEDULE FOR THE RETENTION AND DISPOSAL OF PUBLIC RECORDS**

Final Version number: 0.5

Author: David Jackson

## Contents

	<b>Page</b>
<b>Section 1: Introduction</b> <ul style="list-style-type: none"><li>• Functions of Coleraine Borough Council</li><li>• Council Commitment to Good Practice in Records Management</li><li>• Purpose of Retention &amp; Disposal Schedule</li></ul>	3
<b>Section 2: The Schedule</b> <ul style="list-style-type: none"><li>• Benefits of a Retention &amp; Disposal Schedule</li><li>• What is covered by this Schedule</li><li>• Electronic Documents/Email</li></ul>	4
<b>Section 3: Categories of Retention &amp; Disposal Actions</b>	7
<b>Section 4: Operation of the Retention &amp; Disposal Schedule</b>	7
<b>Section 5: Retention &amp; Disposal Schedule – Guide to Layout</b>	10
<b>THE SCHEDULE</b>	
<b>Signatories page</b>	
<b>Index</b>	

## Section 1: INTRODUCTION

### 1.1 Functions of Coleraine Borough Council

Coleraine Borough Council is a local authority in Northern Ireland. The roles and functions of local government in Northern Ireland are set out in the Local Government Act (NI) 1972 and subsequent amendments and miscellaneous acts. Local government responsibilities fall into three main areas:-

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

In the performance of the above roles, the Council carries out functions in the following areas:

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

### 1.2 Council's Commitment to Good Practice in Records Management

Coleraine Borough Council is committed to a systematic and planned approach to the management of its records. It will take steps to ensure that information is maintained in a manner that serves the needs of the Council and its stakeholders and complies with the appropriate legislation.

### **1.3 Purpose of Retention and Disposal Schedule**

This retention and disposal schedule aims to support the development of greater control over the records created by Council. It will enable Council to dispose of records promptly when they cease to be of any continuing administrative or legal value and will identify any records which should be transferred to the Public Record Office of Northern Ireland (PRONI) because of their long term historical or research value.

This Schedule outlines the roles and responsibilities and the procedures, which need to be adhered to by all Coleraine Borough Council staff. This Schedule also complies with the requirements in the Public Records Act (NI) 1923 and by the Disposal of Documents Order (S.R. & O.1925 No 167).

Other legislation which impacts on the records held by Council include the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Additional legislation and codes of practice to which some Council records may be subject are indicated within the Disposal Schedule.

## **SECTION 2: THE SCHEDULE**

### **2.1 Benefits of a Retention and Disposal Schedule**

There are a number of benefits which arise from the use of a retention and disposal schedule:

- (a) Managing records is deemed to be “normal processing” under the Data Protection Act 1998 and the Freedom of Information Act 2000. Provided members of staff are managing record series using the schedule, they cannot be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.
- (b) Members of staff can be confident about destroying information at the appropriate time.
- (c) Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- (d) The Council is not maintaining and storing information unnecessarily, saving valuable storage and computer space.
- (e) The Council can identify records (closed and/or semi-current records) that can be stored off-site.

### **2.2 What is covered by this Retention & Disposal Schedule?**

The schedule aims to identify the retention and disposal arrangements for all categories of record held by Coleraine Borough Council. A record is information, recorded in any form, created or received by the Council or individual members of staff to support and show evidence of organisational activities.

Within the organisation there is a range of information/documentation which does not need to be captured into the formal records management system. This information (e.g. ephemeral material, reference material and convenience copies) is not covered by the 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 (this includes duplicate copies of material held by managers for its informational value rather than as evidence of transactions);
- Reference or published materials from external sources which are not needed for record purposes e.g. papers from conferences and seminars, sales catalogues, brochures;
- CC'd emails;
- Emails that are not the primary record of decisions or transactions (i.e. 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 and equipment) where no charges are made;
- Meeting requests, acceptances and apologies;
- Circulated copies of corporate notices and circulars (i.e. not the original);
- Superseded contact or circulation lists;
- Covering/transmission documents such as covering letters, fax cover sheets, compliment slips or emails accompanying attachments which do not provide additional information to the main document and where evidence of date/time of receipt or dispatch are not required;
- Reservations and confirmation 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 obligations under Freedom of Information and Data Protection.

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 in the organisation (e.g. within Human Resources or Finance), there is no requirement for other sections 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.

## 2.3 Electronic Documents / Material

Coleraine Borough Council currently does not have an electronic document and records management system which would enable the control, retention and transfer of records in electronic format. However electronic records which form part of the official record should be saved in respective electronic shared file areas.

The principles governing the retention of electronic documents are the same as those for paper records (it is the content that is relevant, not the format). In support of these principles it is important that electronic folders should be organised in a similar way as paper records. In addition, electronic documents of no enduring value should be deleted from the system at the earliest opportunity.

### Email

Emails form part of the Council's corporate record and, therefore, are subject to its records management policies and procedures. All staff 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 materials, where an email message forms part of the corporate record, it should be saved to an appropriate electronic folder. The email should then be deleted from the personal mailbox and any "deleted items" box.

If a member of staff wishes to keep an email message for administrative or reference purposes, it should be moved into a relevant electronic file. These messages should be deleted when they have ceased to be of use for reference purposes. Short-lived email messages, which are not required for either administrative or reference purposes – such as those setting up meetings – should be deleted immediately. Incoming and outgoing emails are potentially covered by the Data Protection Act if:

- 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 and Disposal Actions

3.1 There is a choice of five actions which will apply to a file at the end of its lifecycle. They are as follows:

- **Permanent preservation by Council.** Records which are to be permanently preserved by Council for business, legal or administrative use.
- **Destroy.** These are records which have no continuing business or legal value after a particular period of time and are of no historical or research value to PRONI.

- **Transfer to PRONI.** These are files/records which PRONI has decided are of long-term historical or research value. These records must be transferred to PRONI.
- **Determined on review by PRONI.** Records where the disposal action has not been pre-determined must be reviewed in conjunction with PRONI at the end of the review period.
- **Transfer to originating body / funder / owner.** Records that will be transferred back to the lead Government body or funding agency at the end of the period, generally records relating to funded projects.

## Section 4 – Operation of the Retention and Disposal Schedule

### 4.1 Introduction

This section outlines the operation of the retention and disposal of records schedule within all sites of Coleraine Borough Council. Within each of the three Council Departments, the Business Support and Administrative Manager will be responsible to their Director for oversight of these procedures.

### 4.2 Allocating Titles to Files

Accurate file titling is essential for an efficient filing system. The title of every file should accurately reflect its contents. If titles are inaccurate, ambiguous or imprecise, the retrieval of information will be more difficult, resulting in wasted staff time, loss of confidence in the system and increasing duplication of files.

Titles should be meaningful. The use of words such as “general” or “miscellaneous” should be avoided. Acronyms and abbreviations should be avoided as their meaning may be lost over a period of years. Titles should be as brief and as clear as possible. When naming a file electronically Good practice is advocated as follows:

yymmdd – CBC description of content – v2

#### 4.3 **Closing a file**

It is important to maintain a streamlined filing system through the 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 formalized and regular basis, the following problems can occur:

- Files 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; and
- Inactive information is held on current files.

A file should be closed and a new one created if necessary when one of the following conditions is 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 PRONI or whether it should be subject to review procedures.

#### 4.4 **Retention Periods**

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 file is calculated from the point the document / file is closed. For example, a file with a retention period of two years is closed at 30/3/2010. The file will then be due for destruction on 30/3/2012.

#### 4.5 **Destruction**

Destruction of files/documentation will take place in line with the recommendations in the retention and disposal schedule. All destruction decisions must be approved by the relevant Director and each department must maintain a record of all file destructions for audit purposes. This record should include the title/subject of the documentation being destroyed, date of destruction and name of authorising officer.

Disposal of documentation should be done in accordance with their 'sensitivity' i.e. whether they are normal waste or confidential waste. In particular, confidential waste includes:

- Any information which contains personal data that can identify a living individual (e.g. names, addresses, bank account details, etc) where the provisions of the Data Protection Act govern the disclosure of this information;
- Any information covered or likely to be covered by exemptions under the Freedom of Information Act and Environmental Information Regulations 2004 or where other information disclosure responsibilities apply.

When deciding whether a record is classified as 'normal' waste or 'confidential' waste it may be helpful to consider the consequences for the Council if an unauthorised person gained access to the 'destroyed' record.

Confidential waste should be placed in the special bags provided for shredding off-site.

All other documents requiring disposal are to be disposed of using the normal disposal process whereby waste paper is disposed of in the recycle bins provided within the Departments. These will be collected and disposed of as general paper waste for recycling purposes.

#### 4.6 **Review of Files**

Where a disposal action can not be pre-determined, the action specified is "**Determined on review by PRONI**". A review period will be specified in the schedule, usually five or seven years after closure of the file. The review is to determine whether the file has any continuing business, legal or administrative value to the Council or any historical or research value to PRONI.

#### 4.7 **Transfer to PRONI**

Records, which are to be transferred to PRONI should be signed off by the Chief Executive and the relevant Director and arrangements made to have the records transferred as soon as possible.

#### 4.8 **Responsibility**

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

Directors are ultimately responsible for the maintenance, retention and disposal of records within their Department. They should ensure that this Schedule is understood and adhered to by all staff within their Department.

It is the responsibility of Line Managers to ensure that records management policy and procedures are fully observed and implemented within their area of responsibility. It is the responsibility of all staff to ensure that records are maintained in accordance with the Council's policies and procedures.

## **Section 5: Retention & Disposal Schedule – Guide to Layout**

### **Heading**

Indicates the function under which the records are created.

### **Column 1 – Sub-work Area**

This column identifies the work area or activity under which the records are created.

### **Column 2 – Example of records**

This column lists the types of records under each work area.

### **Column 3 – Statutory provision/authority**

As a public body all Council records are governed by the Public Records Act (NI) 1923 and the Disposal of Documents Order (NI) 1925. As indicated previously, the retention periods for some records are covered by other legislation and/or compliance codes. Where appropriate, the title of the relevant legislation or code is noted in this column.

### **Column 4 – Retention period**

This is the minimum period of time for which a record should be retained before a disposal action is implemented. The retention period may be determined by a legislative requirement, by codes of practice or by business need. In some circumstances, it may be necessary to seek professional guidance, particularly where there are specific legislative requirements and timescales for the retention of information. The retention period is always calculated from the file closure date.

### **Column 5 – Action at end of Administrative Life of Record**

This column identifies the appropriate action at the end of the retention period.

## COLERAINE BOROUGH COUNCIL DISPOSAL SCHEDULE

The disposal periods given in the schedule relate to master copies of records which form the official version retained for regulatory or business reasons. Convenience copies or copies held by other officers for information purposes can be disposed of as soon as they are no longer required. 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.

<b>SECTION: ARTS AND CULTURE</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Art Databases	Databases - Inventories - Acquisitions - Disposals - Loans (in/out) - Transfer of titles	None	Permanent	Permanent preservation by Council
Artists' files	Artists' Files - artist's proposal - artist history - personal information (CV, contact details etc)	Personal data – Data Protection Act 1998	7 years	Determined on review by PRONI
Project Files	Council funded arts projects	None	7 years	Determined on review by PRONI
	Funded Projects	None	As specified by funding body ; If not specified, 7 years	Determined on review by PRONI
Events, Activities and Programmes	Booking forms/consent forms	Personal data – Data Protection Act 1998	25 years for persons under 18 years 3 years for persons over 18 years	Destroy
	Events/Activities / Programme files	None	7 years	Determined on review by PRONI
	Funded Events / Activities / Programmes	None	As specified by funding body If not specified, 7 years	Determined on review by PRONI

<b>SECTION: ARTS AND CULTURE</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Exhibitions	Documentation relating to purchase of artworks	None	Permanent	Permanent preservation by Council
Grant Aid Funding	Example: Coleraine Arts in Motion grants	None	As specified by funding body; if not specified, 7 years after date of grant	Destroy
Partnerships	Partnership agreements Minutes of meetings	None	Permanent	Permanent preservation by Council
	General correspondence		7 years	Destroy

**SECTION: INTERNAL AUDIT AND RISK MANAGEMENT**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Business Continuity Plans		Permanent	Permanent preservation by Council
	Audits commissioned by Council Audits commissioned by Audit, Governance & Risk section		10 years 10 years	Destroy Destroy
	Fraud investigations		7 years from date of determination of investigation	Destroy
	Audit investigations		7 years	Destroy
	Internal Audit guides/departmental procedure manuals		1 year after last operational date	Destroy
	Annual Audit Letters		6 years	Destroy
	Local Government Audit Reports		6 years	Destroy
	Risk Registers (electronic version)		Permanent	Permanent preservation by Council
	Audit Committee		See under Council and Committee meetings	

**SECTION: COUNTRYSIDE, BEACHES AND BIODIVERSITY**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Strategies and Plans		Permanent	Permanent preservation by Council
	Research - Census and surveys of species and habitats, ringing records etc		Permanent	Permanent preservation by Council
	General Administration <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Workshops</li> <li>• Working groups</li> </ul>		2 years	Destroy
	Biodiversity Projects and Events		7 years or as stated by the funding body	Determined on review by PRONI
Bio-diversity Conservation	EHS Sites and Protection		Permanent	Permanent preservation by Council
	Land Survey maps Protected site designations		Permanent	Permanent preservation by Council
	Legislation Convention on Biodiversity etc Environment & Heritage Service materials		Until superceded	Destroy
	Grants		See under Finance section	

<b>SECTION: BUILDING CONTROL</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
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
	Prosecutions – Non-compliance with legal responsibilities		Permanent	Permanent preservation by Council
Reports/Statistics	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
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: NORTHERN GROUP BUILDING CONTROL (NGBC)**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Status Register		Continuous record Permanent	Permanent preservation by Council
	1 Year Audit Schedule (Planned)		Updated annually	Destroy
	Audit Report form		5 years	Destroy
	Audit Return Non conformance report		5 years	Destroy
	Record handling grid		Permanent	Permanent preservation by Council
	Suppliers unsuitable list		3 years	Destroy
	Core Function Versatility Chart		Permanent Update as required	Permanent preservation by Council
	Audit Matrix		1 year	Destroy
	Customer questionnaires		5 years	Destroy
	Monthly statistics		5 years	Destroy
	Meetings calendar		1 year	Destroy
	Managers' minutes		5 years	Destroy
	Group Management Executive minutes		5 years	Destroy
	Group Committee minutes		Permanent	Permanent preservation by Council

<b>SECTION: CEMETERIES</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Burial Records	<ul style="list-style-type: none"> <li>Registered Owner</li> <li>Interment Details</li> <li>Maps and Plans</li> </ul>	Burial Ground Regulations (NI) 1992	Permanent	Permanent preservation by Council
Applications	<ul style="list-style-type: none"> <li>Plot reservations</li> <li>Transfers/Assignments</li> <li>Consent to Transfer/Assignment</li> <li>Memorials works</li> <li>Buy Back</li> </ul>		Permanent	Permanent preservation by Council
Plot records	<ul style="list-style-type: none"> <li>Title deeds</li> <li>Financial records</li> <li>Customer correspondence</li> </ul>		Permanent	Permanent preservation by Council
Surveys	Customer surveys		6 years	Destroy
Documents required for Grave Opening	<ul style="list-style-type: none"> <li>Form 21</li> <li>Coroner's Order</li> <li>Stillbirth certificate</li> <li>Letter from midwife/doctor</li> <li>Cremation certificate</li> <li>Organ retention</li> </ul>		Minimum 2 years	Destroy

**SECTION: PUBLIC RELATIONS / TOURISM MARKETING**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Media literature including: <ul style="list-style-type: none"> <li>press releases (electronic storage)</li> <li>media statements (electronic storage)</li> <li>promotional events, campaigns and marketing plans (electronic storage)</li> </ul>		Permanent	Permanent preservation by Council
	Marketing materials (leaflets, posters, banner stands etc)		1 hard copy retained permanently for archive Remaining stock - 1 year after end of event/activity	Permanent preservation by Council  Destroy
	Briefing documents, Photography briefs Printing/graphic designer briefs Related meeting notes		3 years	Destroy
	Photographic images of identifiable individuals – electronic	Personal data – Data Protection Act 1998	5 years	Destroy
	Steering Group documents		3 years	Destroy
	Press Coverage books		3 years	Destroy
	Council magazines (internal/external)		Permanent electronic copy retained for archive  Remaining stock – 1 year after publication date	Permanent preservation by Council  Destroy
	Media broadcasts		3 years from date of broadcast	Destroy
	Communication strategies, public relations plans and action sheets		Permanent	Permanent preservation by Council

**SECTION: PUBLIC RELATIONS / TOURISM MARKETING**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	General correspondence		2 years	Destroy
	Risk assessments		See under Risk Management	
	Surveys- electronic copies		Permanent	Permanent preservation by Council
	General administrative files including speeches, invitations, management briefing notes – electronic copies		5 years	Destroy

**SECTION: COMMUNITY DEVELOPMENT / COMMUNITY CENTRES**

- Community resources
- Town Halls and Community Centres
- Good Relations
- Community Safety Partnership
- Neighbourhood Renewal Partnership
- Policing and Community Safety Partnership (PCSP)
- Peace II and Peace III Programmes

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
<b>Project Initiatives</b>	Project files		Funded projects retained until date specified within Letter of Offer	Transfer to originating body/funder if required; otherwise destroy
<b>General information</b>			7 years	Destroy
<b>Plans and Strategies</b>	<p><b>Plans and Strategies – examples include</b></p> <ul style="list-style-type: none"> <li>• Good Relations Action Plan</li> <li>• Village Plans</li> </ul>		Permanent	Permanent preservation by Council
<b>Community Audits</b>	<ul style="list-style-type: none"> <li>• Community Surveys</li> <li>• Letters of conclusion</li> <li>• Public responses etc</li> </ul>		7 years	Destroy
<b>Training and residential courses</b>	<ul style="list-style-type: none"> <li>• Tenders</li> <li>• Training plans</li> <li>• Attendees</li> <li>• Financial information</li> </ul>	OFMDFM Community Relations Council	7 years for financial data 3 years for non-financial data	Destroy
<p><b>External Funding received by Council</b></p> <ul style="list-style-type: none"> <li>• Community Relations Council</li> <li>• OFMDFM</li> <li>• SEUPB (EU)</li> </ul>	<ul style="list-style-type: none"> <li>• Applications</li> <li>• Letters of offer</li> <li>• etc</li> </ul>		Funded projects – retain until date specified in Letter of Offer	Destroy

**SECTION: COMMUNITY DEVELOPMENT / COMMUNITY CENTRES**

- Community resources
- Town Halls and Community Centres
- Good Relations
- Community Safety Partnership
- Neighbourhood Renewal Partnership
- Policing and Community Safety Partnership (PCSP)
- Peace II and Peace III Programmes

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
<p><b>Internal Funding Schemes (i.e. grants offered by Council) – Examples include</b></p> <ul style="list-style-type: none"> <li>• Community Development Grant Aid Scheme</li> <li>• Good Relations Small Grant Scheme</li> <li>• NFES</li> </ul>	<p>Documentation includes</p> <ul style="list-style-type: none"> <li>• Policy</li> <li>• Applications</li> <li>• Letters of offer</li> <li>• Invoices etc</li> </ul>		<p>Until superceded</p> <p>Applications, Letters of Offer and supporting claim documentation – 7 years</p>	<p>Destroy</p> <p>Destroy</p>
<p><b>External Funding Programmes administered by Council (includes administration of Peace III, Neighbourhood Renewal, NI Rural Development Programme)</b></p>	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Letters of offer</li> <li>• Reports</li> <li>• Legal documentation</li> <li>• Correspondence</li> <li>• General information</li> <li>• Meetings – minutes and agendas</li> <li>• Financial information</li> <li>• Procurement information</li> <li>• Claims for programme expenditure</li> <li>• Claims for administration of programme</li> </ul>		<p>Full documentation to be retained in line with relevant funding contract – currently as follows:</p> <p>PEACE I – 30 April 2013</p> <p>INTERREG II – 31 Dec 2012</p> <p>PEACE II and INTERREG IIIA – 31 Dec 2015</p> <p>PEACE III and INTERREG IVA – 31 Dec 2021</p>	<p>Transfer to originating body/funder</p>
<p><b>Databases</b></p>	<ul style="list-style-type: none"> <li>• Community group database</li> <li>• Local traders</li> <li>• Businesses</li> </ul>	<p>Data Protection Act 1998</p>	<p>Updated regularly – delete any details no longer required</p>	<p>Delete any details no longer required</p>

**SECTION: COMMUNITY DEVELOPMENT / COMMUNITY CENTRES**

- Community resources
- Town Halls and Community Centres
- Good Relations
- Community Safety Partnership
- Neighbourhood Renewal Partnership
- Policing and Community Safety Partnership (PCSP)
- Peace II and Peace III Programmes

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
<b>Play Scheme Records</b>	<ul style="list-style-type: none"> <li>• Registration forms</li> <li>• Permission slips</li> </ul>	Data Protection Act 1998	25 years ( persons involved less than 18 years of age)	Destroy
<b>Booking documentation</b>	<ul style="list-style-type: none"> <li>• Terms and conditions of hire</li> <li>• Price lists</li> <li>• Entertainment licences</li>   <li>• Booking forms</li> </ul>	Data Protection Act 1998 for any personal data	7 years  25 years for activities for persons under 18 years of age; 3 years for activities for persons over 18 years	Destroy  Destroy
<b>Partnerships – Membership and Meetings Administration</b>	<ul style="list-style-type: none"> <li>• Membership information</li> <li>• Committee meeting documents</li> <li>• Agendas and minutes</li> <li>• Background papers</li> <li>• Officers' reports</li> <li>• Public meetings</li> <li>• Annual Reports</li> </ul>	Data Protection Act 1998 for any personal data	Permanent	Permanent preservation by Council
<b>District Policing Partnership files</b>	<ul style="list-style-type: none"> <li>• Press releases and publicity</li> </ul>		6 years	Destroy
	<ul style="list-style-type: none"> <li>• Finance relating to funding for other groups</li> </ul>		6 years	Destroy
	<ul style="list-style-type: none"> <li>• Questions received from the public (confidential)</li> </ul>		6 years	Destroy
	<ul style="list-style-type: none"> <li>• PSNI Reports</li> </ul>		6 years	Destroy

**SECTION: COMMUNITY DEVELOPMENT / COMMUNITY CENTRES**

- Community resources
- Town Halls and Community Centres
- Good Relations
- Community Safety Partnership
- Neighbourhood Renewal Partnership
- Policing and Community Safety Partnership (PCSP)
- Peace II and Peace III Programmes

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	<ul style="list-style-type: none"> <li>• Standing Orders/Legislation/PCSP reconstitution</li> </ul>		Permanent	Permanent preservation by Council
	<ul style="list-style-type: none"> <li>• Code of Practice on Functions and Responsibilities</li> </ul>		Permanent	Permanent preservation by Council
	<ul style="list-style-type: none"> <li>• Local Policing Plans - Performance indicators and monitoring</li> </ul>		6 years	Destroy
	<ul style="list-style-type: none"> <li>• Surveys/Consultations – engaging local community</li> </ul>		6 years	Destroy
	<ul style="list-style-type: none"> <li>• Disclosure Log – Freedom of Information Requests</li> <li>• Data Protection Act – subject access requests</li> </ul>		6 years	Destroy
	<ul style="list-style-type: none"> <li>• PCSP Equality Scheme and related information</li> </ul>		Permanent	Permanent preservation by Council

<b>ENVIRONMENTAL MANAGEMENT (see also under Biodiversity)</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Strategies and Plans	Example – Conservation Strategy		Permanent	Permanent preservation by Council
Liaison with external organisations	Documents held by Council on behalf of external organisation, including <ul style="list-style-type: none"> <li>- Service level agreements</li> <li>- Contracts information</li> <li>- Minutes of meetings</li> </ul>		Until conclusion of partnership agreement	Transfer to originating body
Visitor surveys	Surveys		Permanent	Permanent preservation by Council
Conservation sites / SSI's / AONBs	<ul style="list-style-type: none"> <li>• Maps and plans</li> <li>• Wayleaves</li> <li>• Survey information</li> </ul>		Permanent	Permanent preservation by Council
External funding received by Council - Conservation Grants			Minimum 7 years or as stated by the particular funding body	Transfer to originating body/funder if required; if not, destroy

**SECTION: CONTRACTS AND TENDERS**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Contracts and Tendering Documents	Pre Contract Advice i.e. Expressions of Interest		2 years after contract let or not proceeded	Destroy
	Tender – Specifications/Conditions of Contract		Ordinary contracts – 6 years after terms of contract have expired  Contracts under seal – 12 years after terms of contract have expired	Destroy
	Opening notices Tender envelope		1 year after start of contract	Destroy
	Evaluation of Tender i.e. evaluation criteria		Ordinary contracts – 6 years after terms of contract have expired  Contracts under seal – 12 years after terms of contract have expired	Destroy
	Successful tender documents and Quotations (to include PQQ and Quality Submission)		Ordinary contracts – 6 years after terms of contract have expired  Contracts under seal – 12 years after terms of contract have expired	Destroy
	Unsuccessful tender documents and quotations (to include PQQ submissions)		1 year after start of contract	Destroy
	Clarification of contract Post tender negotiation minutes		1 year after terms of contract have expired	Destroy
	General correspondence re contracts		Ordinary contracts – 6 years after terms of contract have expired  Contracts under seal – 12 years after terms of contract have expired	Destroy

<b>SECTION: CORPORATE DOCUMENTS</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
	Standing Orders		Permanent	Permanent preservation by Council
	Corporate Plan Associated development materials (e.g. reports of focus groups, Elected member and CMT workshops)		Permanent	Permanent preservation by Council
	Departmental and Unit Business Plans		Permanent	Permanent preservation by Council
	Annual Report		1 copy retained permanently for archive  Remaining stock – 1 year	Permanent preservation by Council  Destroy
	Strategies e.g. <ul style="list-style-type: none"> <li>• Economic Development strategy</li> <li>• Good Relations strategy</li> <li>• Community relations strategy</li> <li>• Sports Development Strategy</li> </ul>		Permanent	Permanent preservation by Council
	Senior Management Team minutes Agendas and background papers		Permanent	Permanent preservation by Council
	Corporate Policies and Procedures		1 copy retained permanently for archive  All other copies until superceded	Permanent preservation by Council  Destroy
	Public consultations by other bodies <ul style="list-style-type: none"> <li>• Consultation documents</li> <li>• Council response</li> </ul>		5 years from closure of consultation	Destroy

**SECTION: COUNCIL AND COMMITTEE ADMINISTRATION**

<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Council and Committees	Council minutes		Permanent	Permanent preservation by PRONI
	Council agendas and reports		Permanent	Permanent preservation by Council
	Committee minutes		Permanent	Permanent preservation by PRONI
	Committee agendas and reports		Permanent	Permanent preservation by Council
	Draft minutes/notes		2 years	Destroy
	Action Sheets		2 years	Destroy
	Declarations of Interest		Permanent	Permanent preservation by Council
	Instructional Literature (Guidance for Elected Members) - Members Handbook		Until updated	Destroy
	Conference bookings – Members		3 years	Destroy

**SECTION: CUSTOMER SERVICES / COMPLAINTS**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Complaints policy/procedure		Until superceded – retain 1 copy for archive	Destroy
	Customer complaints	The Limitation (NI) Order 1989	4 years following last action	Destroy
	Complaints to Commissioner for Complaints ( Ombudsman)		4 years following date of resolution of complaint	Determined on review by PRONI
	Routine enquiries		2 years	Destroy
	Customer satisfaction surveys - individual responses	Data Protection Act	Completion of analysis of report	Destroy
	Customer satisfaction surveys – analysis and reports		6 years	Destroy
	Customer satisfaction – comment cards	Data Protection Act (if signed)	Completion of analysis	Destroy
	Consultation exercises issued by the Council and responses received		6 years	Destroy

<b>SECTION: ECONOMIC / TOURISM DEVELOPMENT</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
<b>ECONOMIC DEVELOPMENT</b> - Town Centre Management - Rural Development - Regeneration - Economic Development	General information including correspondence		7 years	Destroy
Database	- Local businesses and traders		Regularly updated	Delete out of date information
Strategies and Action Plans	Examples include - Tourism action plan - Town Centre Regeneration & Revitalisation Framework and Action Plan - Evening Economy Strategy - Programme evaluations		Permanent	Permanent preservation by Council
Partnerships	Documentation includes - Membership details - Meetings – agendas and minutes - Strategies and initiatives		Permanent	Permanent preservation by Council
Programmes	Documentation includes - Tender documents - Participant details and applications - Delivery agent details - Progress reports - Financial information - General information and correspondence		7 years after end of programme	Destroy

**SECTION: ECONOMIC / TOURISM DEVELOPMENT**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
External Funding Programmes (including administration of NI Rural Development Programme, DETI Sustainable Competitiveness, Neighbourhood Renewal etc)	Documentation includes <ul style="list-style-type: none"> <li>- Application forms</li> <li>- Letters of offer</li> <li>- Reports</li> <li>- Legal documentation</li> <li>- Correspondence</li> <li>- General information</li> <li>- Meetings – minutes and agendas</li> <li>- Financial information</li> <li>- Procurement information</li> <li>- Claims for programme expenditure</li> <li>- Claims for administration of programme</li> </ul>		Full documentation to be retained until 7 years after programme end date, currently as follows:- <ul style="list-style-type: none"> <li>- PEACE I – 30 April 2013</li> <li>- INTERREG II – 31 Dec 2012</li> <li>- PEACE II &amp; INTERREG IIIA – 31 December 2015</li> <li>- PEACE III &amp; INTERREG IVA – 31 December 2021</li> </ul>	Transfer to originating body/funder
Tourism Development	<ul style="list-style-type: none"> <li>- Activities , events and promotions</li> <li>- Related marketing and publicity</li> <li>- Statistical information</li> <li>- Product development</li> <li>- Local facilities</li> <li>- Familiarization trip details</li> </ul>		7 years	Destroy

<b>SECTION: ELECTIONS</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Candidates' Expenses	List of Candidates' Expenses & Receipts Election Returns receipts and Declarations	Section 51(1) and (2) Electoral Law Act (NI) 1962	12 months	Destroy (unless a candidate or his/her Election Agent requests the documentation to be returned)
Electoral Registers	Register of Electors supplied on paper/CD to Council DRO for the purpose of election	Regulation 97 of the Representation of the People Regulations 2008	Local Authority is not permitted under law to retain copies other than for the purposes of the election	Destroy after election
	List of Marked Registers	Section 58(1)(e) Local Election Rules Electoral Law Act 1962  Rule 60 Local Election Rules (as amended by Article 77(3) Local Elections Order (NI) 2010)	Twelve months from date of the election. In the event of multiple elections, if a combined register is produced, the register is retained by the Chief Electoral Officer	Destroy
Count	Results per DEA		Permanent for historical purposes	Permanent preservation by Council
Casual Vacancy by Co-option	Correspondence between political party and Council and Chief Electoral Officer regarding filling of casual vacancy		Until the next local election	Determined on review by PRONI
Nominations	Nomination papers, Candidates Consent Form		12 months from date of the election	Destroy
	Statement of Persons nominated	Rule 12 (5) and (6) Electoral Law Act	Retain until after the results are	Destroy

**SECTION: ELECTIONS**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
		(NI) 1962	declared at the next local govt. election	
Election Agents	Declaration of Appointment of Election Agent		12 months from the date of the election	Destroy
Ballot Papers	<p>Counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered), spoiled 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	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 years	Destroy

**SECTION: EMERGENCY PLANNING**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Business Continuity Plans		Permanent	Permanent preservation by Council
	Emergency Plan including contact numbers and communications cards	The Local Government (NI) Order 2005	One copy of all versions to be retained permanently  When updated, all other copies of previous version to be destroyed	Permanent preservation by Council  Destroy
	Flood Plan	The Local Government (NI) Order 2005	One copy of all versions to be retained permanently  When updated, all other copies of previous version to be destroyed	Permanent preservation by Council  Destroy
	Pandemic Plan	The Local Government (NI) Order 2005	One copy of all versions to be retained permanently  When updated, all other copies of previous version to be destroyed	Permanent preservation by Council  Destroy
	Multi-Agency Emergency Support Plan	The Local Government (NI) Order 2005	Permanent – current copy of each plan must be held by emergency planning co-ordinator at all times	Permanent preservation by Council
	Emergency contacts directory		Updated annually	Destroy previous versions

**SECTION: EMERGENCY PLANNING**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Activities that report on all major incidents in the local community and post emergency briefing		Permanent	Permanent preservation by Council
	Activities that report on all minor incidents in the local community and debriefing		7 years	Destroy
	Minutes and reports of internal Crisis Management Team		7 years	Destroy
	Forms & Guidance on an emergency		Retain until superceded	Destroy

<b>SECTION: ENVIRONMENTAL HEALTH</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Environmental Health	All complaints and prosecution files (except Noise Complaints)		6 years after conclusion of investigation	Destroy
	Procedures and legislation		Retain until superceded	Destroy
	Inspection records and files for <ul style="list-style-type: none"> <li>• Food Control</li> <li>• Health and Safety</li> <li>• Consumer Safety</li> <li>• Tobacco Control</li> </ul>		6 years	Destroy
Food Control	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	S16 of the Food Standards Agency Framework Agreement	6 years	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

<b>SECTION: ENVIRONMENTAL HEALTH</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Environmental Protection	Noise complaints		Permanent	Permanent preservation by Council
	Planning Files Technical comments on planning applications		Permanent	Permanent preservation by Council
	Anti-Social Behaviour /ASBOs		6 years from last action	Destroy
	LAPPC inspection records		6 years	Destroy
	Contaminated land information		Permanent	Permanent preservation by Council
	Sample results		6 years	Destroy
	Annual returns		6 years	Destroy
Consumer Safety	Poisons Register		6 years after registration or entitlement lapses	Destroy
Health and Safety	Bye-laws registrations		6 years after registration or entitlement lapses	Destroy
	Sports Safety Certificates		Retain until superceded	Destroy
	Cooling Towers Registers		6 years after decommissioning	Destroy
	Accident investigations		6 years after conclusion of investigation	Destroy
	Fireworks and MSER		6 years	Destroy
Public Health and Housing	Private Tenancies Order and Rent Order associated documentation (exception Fitness Inspection records – see below)		6 years	Destroy

<b>SECTION: ENVIRONMENTAL HEALTH</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
	Fitness Inspection records under Private Tenancies Order		Permanent	Permanent preservation by Council
Regulation of Investigatory Powers Act (RIPA)	Surveillance Authorisation Forms Application forms Supplementary documentation and notification of approval Inspection reports Monitoring information	Regulation of Investigatory Powers Act 2000	3 years from 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
Caravan site records	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Licence</li> <li>• Site maps</li> <li>• Inspection reports</li> <li>• Correspondence</li> <li>• Planning approval</li> </ul>		Permanent	Permanent preservation by Council

<b>SECTION: ENVIRONMENTAL SERVICES - LICENSING &amp; REGISTRATION</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Dog Licensing including breeding establishments and guard dog kennels	Applications received and all administration relating to the grant/refusal/renewal of Dog Licences	Dogs (NI) Order 1983, as amended by the Dangerous Dogs (NI) Order 1991 and the Dogs Amendment Act (NI) 2011	6 years after registration or entitlement elapses	Destroy
	Fixed Penalties		6 years from last action	Destroy
	Dangerous Dogs		Permanent	Permanent preservation by Council
Licensing	Petroleum licences - applications received and all documentation relating to grant/refusal/renewal of licences	Petroleum Consolidation Act (NI) 1929	Permanent  <i>Certificates e.g. electrical certificates submitted for application process will be destroyed when new certificate is provided</i>	Permanent preservation by Council  Certificates – destroy
	Amusement Permits - applications received and all documentation relating to grant/refusal/renewal of licences	Betting, Gaming, Lotteries & Amusement (NI) Order 1985	6 years after registration or entitlement lapses	Destroy
	Entertainment licences – applications received and all documentation relating to grant/refusal/renewal of licences	Local Government (Miscellaneous Provisions) (NI) Order 1985	6 years after registration or entitlement lapses  <i>Certificates e.g. electrical certificates submitted for application process will be destroyed when new certificate is provided</i>	Destroy
	Street trading licences - applications received and all documentation relating to grant/refusal/renewal of licences	The Street Trading (NI) Act 1923	6 years after registration or entitlement lapses for permanent sites  Temporary licences destroyed after 2 years	Destroy

	Cinema Licences - applications received and all documentation relating to grant/refusal/renewal of licences	Cinemas (NI) Order 1991	6 years after registration or entitlement lapses	Destroy
	Societies Lotteries - applications received and all documentation relating to grant/refusal/renewal	Betting, Gaming, Lotteries & Amusement (NI) Order 1985	6 years after registration or entitlement lapses	Destroy
	Registration of Hairdressers	Hairdressers Act (NI) 1939 Council Bye-Laws	6 years after close of business	Destroy

**SECTION: EQUALITY**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Equality Scheme		Permanent	Permanent preservation by Council
	Disability Action Plan		Updated annually – retain 1 copy permanently	Permanent preservation by Council
	Annual reports to Equality Commission		10 years	Destroy
	Summary Reports to Council on Section 75 consultations received from other bodies		12 months	Destroy
	Policy screening forms and reports		Life of policy	Destroy
	Equality Impact Assessments <ul style="list-style-type: none"> <li>• Final reports</li> <li>• Associated research materials</li> </ul>		Permanent	Permanent preservation by Council
	Complaints		7 years from resolution of complaint	Destroy
	S75 Consultation Database	Data Protection Act 1998	Updated regularly	Permanent preservation by Council Delete defunct contact details or where requested to remove
	Subject specific files on equality issues		7 years	Destroy
	Fair Employment monitoring		See under Human Resources	

**SECTION: EUROPEAN FUNDING PROGRAMMES – ADMINISTRATION OF (see also under relevant function)**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Rural Development Programme	Application Forms	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Letters of Offer	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Reports	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Legal Documentation	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Correspondence	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	General Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Meetings – Minutes and Agenda	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Financial Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Procurement Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise

**SECTION: EUROPEAN FUNDING PROGRAMMES – ADMINISTRATION OF (see also under relevant function)**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
				destroy
	Claims – for Programme Expenditure	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Claims – for Administration of Programme	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
PEACE Funding	Application Forms	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Letters of Offer	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Reports	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Legal Documentation	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Correspondence	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	General Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Meetings – Minutes and Agenda	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise

**SECTION: EUROPEAN FUNDING PROGRAMMES – ADMINISTRATION OF (see also under relevant function)**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
				destroy
	Financial Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Procurement Information	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Claims - for Programme Expenditure	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy
	Claims – for Administration of Programme	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	In line with relevant funding contract	Transfer to lead Government Body if required; otherwise destroy

**SECTION: FINANCE**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Accounts and Audits – Reporting	Published and signed Final Annual Accounts		Permanent	Permanent preservation by Council
	Records of all accounting transactions		Current year + 6 years	Destroy
	Minuted monthly and quarterly reports		Held within Council minutes	
	Monthly and quarterly statements		Destroy when administrative use concluded	Destroy
	Working papers for monthly and quarterly reports		Destroy when administrative use concluded	Destroy
	Monthly accrual statements (held electronically only)		Destroy when administrative use concluded	Destroy
	Cashflow statements		Destroy when administrative use concluded	Destroy
	Creditor listings and reports		Current year + 6 years	Destroy
	Debtor listings and reports		Current year + 6 years	Destroy
Cash Book/Bank Reconciliation	Issued invoices		Current year + 6 years	Destroy
	Credit card statements		Current year + 6 years	Destroy
	Cash books (held by individual sections in each department)		Current year + 6 years	Destroy

**SECTION: FINANCE**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Receipts		Current year + 6 years	Destroy
	Cheque counterfoils		Current year + 6 years	Destroy
	Bank statements (hard copy) Bank statements (electronic)		1 year Current year + 6 years	Destroy
	Annual Subsidiary Ledgers		Current year + 6 years	Destroy
	Annual Journals		Current year + 6 years	Destroy
	Vouchers		Current year + 6 years	Destroy
	Bank Reconciliation and Receipts and working documents		Current year + 6 years	Destroy
	Audit Records of monies received and receipted electronically (or otherwise)		Current year + 6 years	Destroy
Expenditure and Income	Purchase Orders		Current year + 6 years	Destroy
	BACS Listings		Current year +6 years	Destroy
	Invoices received		Current year + 6 years	Destroy
	Goods Received Notes, Advice Notes and Delivery Notes		Current year + 6 years	Destroy
	Petty Cash vouchers and reimbursement claims		Current year + 6 years	Destroy
Payroll	Employee Pay Records P11s etc – HELD BY PAYROLL SECTION		4 years	Destroy
	Employee taxation records		4 years	Destroy
	Summary employee pay reports		Destroy after administrative use is concluded	Destroy

**SECTION: FINANCE**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Expenses and travel claims		Current year + 6 years	
	Claims for standard payments (i.e. timesheets)		Current year + 6 years	Destroy
	Claims for additional payments (overtime claims, car allowance claims)		Current year + 6 years	Destroy
	Timesheets / payroll data		Current year + 6 years	
	Statutory end of year returns to Inland Revenue and Pensions Section		Permanent	Permanent preservation by Council
	VAT, Income Tax and National Insurance Records		Current year + 6 years	Destroy
Estimates	Estimates budget		Permanent	Permanent preservation by Council
	Departmental estimates		2 years after annual budget adopted	Destroy
	Loans – Government		7 years after loan has been repaid	Destroy
	Loans – Temporary		7 years after loan has been repaid	Destroy

**SECTION: FLEET MANAGEMENT**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Log Books for Council vehicles		Requirement of Driver and Vehicle Licensing Agency	Indefinitely – if vehicle is sold to new owner, logbook must transfer	
Tachograph records		EU Regulation 561/2006	2 years  (Newer vehicles will have electronic tachographs)	Destroy
Vehicle Maintenance Records	MOT details, servicing history	Goods Vehicles (Licensing of Operators) Act 1995 – currently under review	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		2 years	Destroy

**SECTION: HEALTH AND SAFETY**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Risk Assessments	General (Management) Risk Assessments		40 years	Destroy
	Manual Handling Risk Assessments		40 years	Destroy
	COSHH Assessments		40 years	Destroy
	Noise Assessments		40 years	Destroy
	Vibration Assessments		40 years	Destroy
	Display Screen Equipment Assessments		40 years	Destroy
	Work at Height Risk Assessments		40 years	Destroy
	Confined Space Risk Assessments		40 years	Destroy
	Personal Protective Equipment Risk Assessments		40 years	Destroy
	Legionella Survey / RA		40 years	Destroy
	Asbestos Survey / RA		40 years	Destroy
	Fire Risk Assessments		40 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

## SECTION: HEALTH AND SAFETY

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Lung Function Tests		40 years	Destroy
Staff Health & Safety Training Records	Individual employee training details held on employee personnel file  Course training records held electronically <ul style="list-style-type: none"> <li>• Health &amp; Safety Induction</li> <li>• Site/Job Specific Induction</li> <li>• Specialist Equipment Training</li> <li>• First Aid at Work training</li> <li>• Manual Handling training</li> <li>• COSHH training</li> <li>• Fire Safety training</li> <li>• Refresher training</li> </ul>		Termination + 6 years  40 years	Destroy  Destroy
Inspection and Audit Reports	Workplace Inspection Reports		40 years	Destroy
	Health & Safety Inspection Reports		40 years	Destroy
	Health & Safety Audit Reports		40 years	Destroy
	Corrective Action Plans		40 years	Destroy
Details of Supervision	Supervisors Job Description		40 years	Destroy
	Supervisors Qualifications		40 years	Destroy
	Records of supervisory visits undertaken		40 years	Destroy
Material Safety Data Sheets (MSDS)	Material Safety Data Sheets supplied with each hazardous material		40 years	Destroy
Spray Records	Spray records		40 years	Destroy
Servicing / Maintenance	Servicing Schedules		40 years	Destroy

## SECTION: HEALTH AND SAFETY

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Reports				
	Workshop Technical Manuals		40 years	Destroy
	Routine Servicing Records		40 years	Destroy
	Repair Records		40 years	Destroy
	Inspection Records		40 years	Destroy
	Fault Reports		40 years	Destroy
	Operators Daily Check Sheets		40 years	Destroy
	Plant Cards		40 years	Destroy
	Insurance Inspection Reports		40 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
Operator / User Manuals	Manufacturer's Manuals supplied with the equipment.		40 years	Destroy
Permits to Work (PtW) Detailed mgt. control systems for high risk activities	<ul style="list-style-type: none"> <li>• Asbestos Removal</li> <li>• Confined Space Entry</li> <li>• Electrical Work</li> <li>• Hot Work</li> <li>• Excavations</li> <li>• Work at Height</li> <li>• Work with HFLs</li> </ul>		40 years	Destroy
Health & Safety Committee Meetings	Minutes		Permanent	Permanent preservation by Council

**SECTION: HEALTH AND SAFETY**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Health & Safety Policy	Chief Executives Policy Statement.		Permanent	Permanent preservation by Council
Witness Statements	<ul style="list-style-type: none"> <li>• Statement of the Injured Party</li> <li>• Statements of Witnesses</li> <li>• Statements of persons present but who did not witness anything</li> </ul>		40 years	Destroy
Details of similar Incidents	<ul style="list-style-type: none"> <li>• Previous Accident / Incident Data</li> <li>• Previous Complaints</li> <li>• Correspondence regarding same or similar issues.</li> </ul>		40 years	Destroy
Building Health and Safety File	<ul style="list-style-type: none"> <li>• Construction details</li> <li>• Plant and equipment information</li> <li>• Method of servicing and cleaning</li> <li>• Material Information</li> </ul>		40 years	Destroy
Physical Evidence relating to incidents, claims, prosecutions etc.	<ul style="list-style-type: none"> <li>• Samples of Material / substances</li> <li>• Digital photographs</li> <li>• Diagrams and building plans</li> <li>• Items of equipment</li> <li>• Sketches, drawings etc.</li> </ul>		Case Closure Post claim settlement and/or appeal	Destroy

**SECTION: HUMAN RESOURCES**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Policies and Procedures	HR Policies and Procedures and related guidance		Until superseded by new version	Retain 1 copy for archive - Destroy remaining old versions
Employee Personnel Files	Personal employee information including: <ul style="list-style-type: none"> <li>• job description</li> <li>• letter of offer</li> <li>• letter of acceptance</li> <li>• employment contract</li> <li>• medical examinations/forms</li> <li>• referee reports</li> <li>• probation report</li> <li>• records/forms relating to working with children and vulnerable adults</li> <li>• induction training records</li> <li>• training application forms</li> <li>• exam results</li> <li>• special leave requests including parental leave</li> <li>• work life balance requests</li> <li>• maternity/paternity records</li> <li>• occupational health – individual reports inc. medical referrals, pre-employment health checks etc</li> <li>• job evaluation results</li> <li>• honoraria payments</li> <li>• transfer/secondment details</li> <li>• termination notice</li> <li>• resignation</li> <li>• redundancy</li> <li>• retirement</li> <li>• death</li> </ul>	Data Protection Act 1998 Working Time Regulations 1998 Limitation Act 1980 Employment Rights (NI) Order 1996 Employment (NI) Order 2003 Dispute Resolution Regulations (NI) 2004	6 years after termination of employment *  * In the event of any claim arising, file to be retained until case is closed	Destroy

## SECTION: HUMAN RESOURCES

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	<ul style="list-style-type: none"> <li>dismissal</li> </ul>			
Sickness absence	Sickness absence for each employee including dates and details of sickness, application of absence management procedure etc		6 years after termination of employment	Destroy
Superannuation records	Superannuation records (held on employee's personal file)		6 years from date of last pension payment	Destroy
Redundancy	Redundancy records, calculation of payments, refunds, notification to Secretary of State		6 years after termination of employment	Destroy
Retirement	Individual details – held on employee's personal file		6 years after termination of employment <b>If pension paid</b> , 6 years after last payment of pension	Destroy
Absence	Absence records – individual (held on employee's personal file)		6 years after termination of employment	Destroy
	Absence monitoring reports		Permanent	Permanent preservation by Council
Recruitment & Selection	Advertisements		3 years	Destroy
	Application forms – successful (held on employee's personal file)		6 years after termination of employment	Destroy
	Applications – unsuccessful <ul style="list-style-type: none"> <li>Application forms</li> <li>Monitoring forms</li> </ul>		3 years	Destroy
	Shortlisting reports		3 years	Destroy
	Interview reports		3 years	Destroy

**SECTION: HUMAN RESOURCES**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Interview notes		3 years	Destroy
	Access NI Disclosures (regulated posts only)	Access NI Code of Practice	Immediately after recruitment decision has been made	Destroy
	Criminal Convictions Disclosure Forms (all posts)		<p>Unsuccessful candidates – immediately</p> <p>Reserve candidate – retained unopened in sealed confidential envelope kept in recruitment file until expiry of reserve period.</p> <p>Successful and clear –immediately</p> <p>Successful and conviction declared – retained until conviction spent</p>	<p>Destroy</p> <p>Destroy</p> <p>Destroy</p>
Working Time	Records relating to working time	The Working Time Regulations 1998	2 years from date of which they were made	Destroy
National Minimum Wage	National minimum wage records	Namional Minimum Wages Act 1998	3 years after end of the pay reference period following the one that the records cover	Destroy
Disciplinary and Grievance Investigations	<p>WHERE FOUNDED</p> <p>Warnings held on employee's personal file</p> <ul style="list-style-type: none"> <li>- verbal warning</li> <li>- written warning</li> <li>- final written warning</li> </ul> <p>Warnings involving children</p> <p>Appeals</p>	Disciplinary policy	<p>Warnings to be expunged from the personal record in accordance with the disciplinary procedure as follows:-</p> <ul style="list-style-type: none"> <li>Verbal warning - 6 months</li> <li>Written warning – 12 months</li> <li>Final written warning - 12 - 24 months as stated in the warning</li> </ul> <p>Permanent</p> <p>12 months</p>	<p>Destroy</p> <p>Destroy</p>

**SECTION: HUMAN RESOURCES**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Investigation Files - General		3 years after conclusion of investigation	Destroy
	UNFOUNDED - investigation file - appeals		3 years after conclusion of investigation	Destroy
	Employment Tribunal Applications		Date of Termination of proceedings + 6 years	Destroy
Industrial Relations	<ul style="list-style-type: none"> <li>• Minutes of consultative committee meetings</li> <li>• Generic agreements and awards</li> <li>• Negotiations</li> <li>• Disputes</li> <li>• Claims lodged</li> <li>• Local agreements</li> </ul>		Permanent  Reviewable – destroy records as they become obsolete or are no longer required	Permanent preservation by Council  Destroy
Occupational Health - General	Health Surveillance records		40 years	Destroy
	Records of Workplace Occupational Hygiene Monitoring		40 years	Destroy
Fair Employment Monitoring	Annual reports Article 55 3 year reports		Permanent	Permanent preservation by Council
Learning & Development	PPR training forms	Data Protection Act 1998	5 years	Destroy
	Student placements Disability placements	Data Protection Act 1998	1 year after termination of placement (except in any cases where an incident/accident/complaint has occurred)	Destroy
HR Administration – General	Annual leave sheets Time off in lieu sheets	Data Protection Act 1998	2 years	Destroy
	Flexi sheets (pink slips)	Data Protection Act 1998	3 months	Destroy

**SECTION: INFORMATION COMMUNICATIONS TECHNOLOGY**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Software licence management		Cancellation of licence plus 3 years	Destroy
	ICT Policies		Until superceded plus 3 years	Destroy
	Hardware Asset Register		Disposal plus 1 year	Destroy
	ICT Disposal Register		Current year plus 1 year	Destroy
	Server Room Access Logs		Current year plus 3 years	Destroy
	Hardware/Software Acquisition forms		Current year plus 3 years	Destroy
	Support requests		Last action on request plus 2 years	Destroy
	Joiner/Mover/Leaver requests		Closure of account plus 1 year	Destroy
	Change Management Register		Current year plus 2 years	Destroy
	User Accounts *		Closure of account plus 1 year	Account deleted from computer storage by ICT staff
	User Email mailboxes *  * When a person leaves the Council's employment for whatever reason (resignation, retirement, redundancy, death), it is the responsibility of their line manager to check their email mailboxes for any documentation which should be retained before the mailbox is deleted from computer storage.		Closure of account plus 3 years	Email mailbox deleted from computer storage by ICT staff

**SECTION: INFORMATION MANAGEMENT / ACCESS TO INFORMATION**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Freedom of Information	Freedom of Information requests	Freedom of Information Act 2000	3 years unless subject to a complaint (see below)	Destroy
	Monthly and annual reports to Committee on information requests received		Permanent	Permanent preservation by Council
Data Protection Act	Data Protection Act – subject access requests	Data Protection Act 1998	3 years unless subject to a complaint (see below)	Destroy
Environmental Information Regulations	Requests received and responses provided	Environmental Information Regulations	3 years unless subject to a complaint (see below)	Destroy – confidential information
Complaints	Complaints/Appeals/Investigations under FOI, EIR and DP Acts		7 years	Destroy
Policies/Procedures	Policies/procedures/guidance/training materials on access to information		Until superceded	Destroy
Records management	Policy and procedures	Public Records Act (NI) 1923	Until superceded	Destroy
	Retention & Disposal Schedule		Permanent	Permanent preservation by Council
	Destruction registers		Permanent	Permanent preservation by Council
	Information Audits		Until date of next audit	Destroy
CCTV	CCTV footage	Data Protection Act 1998 Information Commissioner's Office CCTV Code of Practice	1 month	Destroy

**SECTION: INSURANCE**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Policies	Employers Liability (may also be referred to as Combined Liability if Public and Employers cover has been placed jointly)	The Employer's Liability (Compulsory Insurance) (Amendment) Regulations (NI) 2009	40 years	Destroy
	All other insurance policies including property, motor, personal accident, professional indemnity, engineering, legal expenses etc including any endorsements		6 years after terms of policy have expired	Destroy
	Sub-contractors proof of insurance policy documentation associated with Purchase order for the works .and held across the organization by various officers (not works which have been awarded following public tender as there will be a separate contract file)		6 years after terms of policy have expired	Destroy
Register of Insurance provided by broker	Provides brief synopsis of type and levels of cover		6 years after terms of policies have expired	Destroy
Additional/amendments to policies	Routine correspondence held in central insurance file – endorsements, where applicable, should be placed with original insurance policy documentation which is retained in a secure location		Destroy 6 years after file has been closed.	Destroy
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		6 years from date of file closure except in cases involving a minor where file is retained for 6 years after he/she becomes 18 years of age	Destroy

## SECTION: INSURANCE

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Occupational Health records	Occupational Health records relating to any individual accident or the working environment where the following are involved:- <ul style="list-style-type: none"> <li>• Asbestos</li> <li>• Chemical (COSHH)</li> <li>• Personal protection devices</li> </ul>		40 years	Destroy
Drivers' Insurance documentation	Driving licence and any traffic convictions noted in respect of those employees who drive Council vehicles. Records recorded annually in support of renewal of fleet insurance and declaration made accordingly		Current year + 1	Destroy
Claims Files	Employers and Public Liability  Correspondence and related papers between Council, solicitors, insurer, specialist advisers, medical profession etc regarding the settlement of a claim  Claims are sometimes not always followed through by complainant. 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 Accident/Incident reports above.		6 years after claim settled (including any proposed appeal) except in cases involving a minor where file is retained for 6 years after he/she becomes 18 years of age	Destroy
	Property		6 years after claim settled	Destroy
	Motor		6 years after claim settled	Destroy
Prosecutions	Corporate court cases, legal action, legal proceedings		See under Legal	

## SECTION: LAND AND PROPERTY

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
<b>Land/Property acquisition and disposal</b>	Legal Title documents relating to the purchase/sale of land/property		Permanent	Permanent preservation by Council
	Particulars of Sale documents		Permanent	Permanent preservation by Council
	Leases – Long Term (21 years +)		Permanent	Permanent preservation by Council
	Leases – Short Term (up to 21 years)		7 years after expiry of lease	Permanent preservation by Council
	Rent Reviews		For duration of lease period + 7 years	Destroy
	Property Asset Register		Permanent	Permanent preservation by Council
	Register of legal documents and Deeds		Permanent	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 <ul style="list-style-type: none"> <li>• Unsuccessful tenders</li> <li>• Successful tenders</li> </ul>		<ul style="list-style-type: none"> <li>• 2 years</li> <li>• 7 years</li> </ul>	Destroy
	Property Certificates (held electronically)		7 years	Destroy

**SECTION: LEGAL MATTERS**

Sub-work Area – Basic Work Activities	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 NI	See under Insurance	Destroy
Employer Liability	Correspondence and related papers re: claims including medical and court records	Guidelines issued by the Law Society of NI	See under Insurance	Destroy
Employment related claims	Correspondence and related papers re: claims including personnel, medical and tribunal records	Guidelines issued by the Law Society of NI	6 years from date of file closure	Destroy
Statutory Appeals	Correspondence and related court papers	Guidelines issued by the Law Society of NI	6 years from date of file closure	Destroy
Judicial Reviews	Correspondence and related court papers	Guidelines issued by the Law Society of NI	Permanent	Permanent preservation by Council
Debt	Correspondence and related court papers	Guidelines issued by the Law Society of NI	18 months from date of file closure	Destroy
Contracts			See under Contracts	
Acquisition and disposal of land and property	File containing correspondence and related papers re acquisition and disposal of property	Statute of Limitations (NI) 1958	See under Land & Property	
Signed/Sealed Title Deeds		Statute of Limitations (NI) 1958	Permanent	Permanent preservation by Council
Ejectments	Court correspondence and related court papers	Guidelines issued by the Law Society of NI	18 months from date of file closure	Destroy

**SECTION: LEGAL MATTERS**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Criminal Damage	Correspondence and related legal papers	Guidelines issued by the Law Society of NI	18 months from date of file closure	Destroy
Access to the Countryside	Correspondence and related legal papers	Guidelines issued by the Law Society of NI	6 years from date of file closure	Destroy
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
	Bye-Laws		Permanent	Permanent preservation by Council

**SECTION: LEISURE SERVICES**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Strategies and Plans			Permanent	Permanent preservation by Council
Capital Projects			Contracts – see under Contracts  Other materials - 21 years	Destroy
Revenue Projects			Minimum 7 years	Destroy
Events files	Events Files  Bookings Consent forms		7 years  25 years if persons involved are under 18 years of age 3 years from closure if persons are over 18 years of age	Destroy  Destroy
Funding – applications to external funding bodies by Council	Applications to <ul style="list-style-type: none"> <li>• INTERREG</li> <li>• DCAL</li> <li>• NITB</li> <li>• Sport NI</li> <li>• Heritage &amp; Lottery Fund etc</li> </ul>		Minimum 7 years or as required by funding body	Destroy or return to funding body as required
Partnership Working Projects	Documentation including partnership agreements, memoranda of understanding, minutes of Board meetings		Permanent	Permanent preservation by Council
Health & Well-being Projects	Bookings Consent forms		25 years if persons involved are under 18 years of age 3 years from closure if persons are over 18 years of age	Destroy

<b>SECTION: INDOOR LEISURE</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Staff records			See under HR	
Financial records			See under Finance	
Maintenance & Inspection records			See under Health & Safety	
Health & Safety			See under Health & Safety	
Classes	Booking sheets Consent forms		25 years if persons involved are under 18 years of age 3 years from closure if persons are over 18 years of age	Destroy
Membership details	Membership records Direct debit records	Data Protection Act 1998	2 years after termination of membership	Destroy
Catering			See under Finance/ Health & Safety	
General operational	Photography records	Data Protection Act 1998	2 years	Destroy
	Reception notices/memos		As long as required	Destroy
	Gym fitness manuals and programmes		Until superceded	Destroy
Plant operation	Pool water reports CHP readings Etc		7 years	Destroy
Promotional campaigns and marketing			See under communications	

<b>SECTION: PARKS</b>				
<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Staff records			See under HR	
Financial records			See under Finance	
Football inspections	- Pitch inspections - Booking records		25 years if persons involved are under 18 years of age 3 years from closure if persons are over 18 years of age	Destroy
Health & Safety inspections			See under Health & Safety	
Applications to external funding bodies			As specified by funding body; if not specified 7 years	Transfer to originating body/funder if required; otherwise destroy
Promotional campaigns and marketing			See under Communications	

**SECTION: OUTDOOR RECREATION**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Staff records			See under HR	
Financial records			See under Finance	
Membership details	Club membership details Direct debit details	Data Protection Act 1998	2 years after termination of membership	Destroy
Classes etc	Booking sheets Consent forms	Data Protection Act 1998	25 years if persons involved are under 18 years of age 3 years from closure if persons are over 18 years of age	Destroy
Maintenance & Inspection records			See under Health & Safety	
Health & Safety			See under Health & Safety	
Applications to external funding bodies			As specified by funding body; if not specified 7 years	Transfer to originating body/funder if required; otherwise destroy
Promotional campaigns and marketing			See under Communications	

**SECTION: MAYOR'S OFFICE**

<b>Sub-work Area – Basic Work Activities</b>	<b>Example of Records</b>	<b>Statutory provisions/Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Civic and ceremonial events	Major event files (e.g. Freedom of the Borough and major civic receptions) including photographs, visitor books etc		Permanent	Permanent preservation by Council
Attendance by Mayor at local events	Invitations from local groups		5 years	Destroy
Annual events	Examples – Remembrance Day, Christmas visits		5 years	Destroy
General correspondence regarding Mayor			3 years	Destroy
Civic stock records			3 years	Destroy

**SECTION: MUSEUM SERVICES**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Archaeological records and features	Information files only		Permanent	Permanent preservation by Council
Local history reference collections	National photograph 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
Meeting and minutes of the Board	Reminiscence Network Northern Ireland Management meetings Coleraine Museum committee meetings		5 years	Determined on review by PRONI
Promotion of projects and service	Local history leaflets Newsletter Photographic library and digitisation project Press cuttings/publicity		Permanent – 1 copy retained for archive	Permanent preservation by Council
Financial	Funding/Financial Aid		As specified by partner funding body; if not specified, 7 years after date of grant	Transfer to originating body/funder if required; otherwise destroy

**SECTION: PERFORMANCE MANAGEMENT**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Service reviews reports and improvement plans		Permanent	Permanent preservation by Council
	Household Survey results		Permanent	Permanent preservation by Council
	Customer survey data		6 years	Destroy
	Performance indicator data (annual returns to Department of Environment)		Permanent	Permanent preservation by Council
	Progress reports against corporate plan		Permanent	Permanent preservation by Council

**SECTION: PROPERTY MAINTENANCE (see also under Health & Safety)**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Building Maintenance	Fire Extinguisher Certificates		7 years	Destroy
	NICEIC (Installation Certificates)		7 years	Destroy
	Fire Alarm Certificates		7 years	Destroy
	Emergency Lighting Certificates		7 years	Destroy
	Facilities Job Cards		7 years	Destroy
	Health and Safety Files		See under Health & Safety	
	Routine returns on asset status		Previous and current assessment to be retained only	Destroy
	Inventories		2 years	Destroy
	Stocktaking reports		6 years	Destroy
	Inspection reports		See under Health & Safety	
	Requests for works		6 years	Destroy
	Theft or Vandalism reports and investigations		6 years	Destroy

**SECTION: REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES**

Sub-work Area – Basic Work Activities	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 NI (Section 8)	1 month	Destroy
	Form of particulars	General Handbook of Registration Officers in NI (Section 8)	1 year plus the current year	Destroy
	B/D/M/CP certificate application forms	General Handbook of Registration Officers in NI (Section 8)	1 year plus the current year	Destroy
	Marriage notice forms	General Handbook of Registration Officers in NI (Section 8)	3 years plus the current year	Destroy
	Civil Partnership Notice forms	General Handbook of Registration Officers in NI (Section 8)	3 years plus the current year	Destroy

**SECTION: WASTE MANAGEMENT & RECYCLING**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Waste Management	Contracts		See under Contracts	
	Waste Transfer Notes	Waste & Contaminated Land (NI) Order 1997 (Article 5) (Waste Management – The Duty of Care Code of Practice)	3 years	Destroy
	Consignment Notes for Hazardous Waste	Hazardous Waste Regulations (NI) 2005	3 years	Destroy
	Waste Management Licences		Licence lasts in perpetuity unless revoked, suspended or surrendered	Permanent preservation by Council
	Trade and Commercial Waste Customer Agreements (records of any waste the Council collects at the business's request – includes types of materials and weights)		3 years	Destroy
	Weighbridge Dockets		7 years	Destroy
	General correspondence files		7 years	Destroy
	Drivers' daily record sheets		2 years	Destroy
	Waste Data Flow statistics		2 years paper as needed for NIEA audits	Destroy
Refuse Collection	Collection routes		7 years	Destroy

**SECTION: WASTE MANAGEMENT & RECYCLING**

Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Driver log sheets (recording incidents of blocked streets, contaminated bins etc)		7 years	Destroy
Bulk Collection	Record sheets		7 years	Destroy
Fixed Penalty Notices			7 years	Destroy
Environmental Analysis			7 years	Destroy
Street Cleansing	Cleansing records		7 years	Destroy
Recycling	Contracts and specifications		See under Contracts	
	DOE Grant applications		10 years	Destroy
	Media press releases		See under Communications	
	Recycling invoicing and orders		7 years	Destroy
	Media – leaflets, calendars etc		Permanent copy retained for archive  Remaining stock – 1 year after end of useful life	Destroy
	WDF database		Permanent	Permanent preservation by Council
	Contamination reports		10 years	Final action required (destroy or Permanent preservation by Council)
	Recycled materials - Tonnage reports (electronic data)		Permanent	Permanent preservation by Council



**Coleraine 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 20<sup>th</sup> January 1925.

---

David Jackson MBE

Head of Performance, Policy & Governance – Coleraine Borough Council)

---

Roger Wilson

Town Clerk and Chief Executive – Coleraine Borough Council

---

David Huddleston

Head of Records Management, Cataloguing and Access Section

Public Record Office of Northern Ireland

---

Aileen McClintock

Deputy Keeper of the Records

Public Record Office of Northern Ireland

---

Rosalie Flanagan

Permanent Secretary

Department of Culture, Arts & Leisure

## Schedule Index

<b>Subject / Service</b>	<b>Page</b>
Arts and Culture	11
Internal Audit, and Risk Management	13
Countryside, Beaches and Biodiversity	14
Building Control	15
Cemeteries	17
Community Development / Community Centres	20
Contracts and Tenders	25
Corporate Documents	26
Council and Committee Administration	27
Customer Services/Complaints	28
Economic / Tourism Development	29
Elections	31
Electronic documents/Email	6
Emergency planning	33
Environmental Services	35
Equality	40
European Funding Programmes	42
Finance	44
Fleet Management	47
Health & Safety	48
Human Resources	52
Information & Communications Technology (ICT)	56
Information Management / Access to Information	57
Insurance	58
Land & Property	60
Legal matters	61
Leisure Services	63
Leisure – Indoor Leisure	64
Leisure – Parks	65
Outdoor Recreation	66
Mayor's Office	67
Museum Services	68
Peace II and III Programmes (see under Community Development)	20
Performance Management	69
Property Maintenance	70
Public Relations / Tourism Marketing	18
Registration – Births, Deaths & Marriages	71
Waste Management & Recycling	72