Retention and Disposal Schedule

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Related Legislation/Applicable Section of Legislation	Public Records Act (Northern Ireland) 1923 Disposal of Documents Order (Northern Ireland) 1925 Freedom of Information Act 2000 Data Protection Act 1998 Environmental Information Regulations 2004 The Limitations (Northern Ireland) Order 1989
Related Policies, Procedures, Guidelines, Standards, Frameworks	Access to Information Policy
Replaces	
Policy Lead (Name/Position/Contact details)	Head of Policy, Research and External Affairs
Sponsor Directorate	Chief Executive's Office
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Retention and Disposal Schedule

1. INTRODUCTION

Who we are and what we do:

The roles and responsibilities of councils, established in the Local Government Act 2014 and in other legislation, fall into four types:

- Direct – councils are responsible for the provision and management of services;
- Development – councils have a role in facilitating economic and community development initiatives;
- Representative – council nominees sit on statutory bodies;
- Consultative – councils reflect community views and concerns, and provide a challenge function, in a range of issues including education, health and housing.

Mid and East Antrim Borough Council is responsible for:

Arts and Entertainment
Biodiversity
Building Maintenance and Contract Management
Building Regulation
Civic Functions
Community Development
Community Safety
Consumer Safety
Control of Communicable Diseases and Food Poisoning
Corporate Health and Safety
Corporate Planning
Corporate Projects
Dangerous Buildings
Dog and Pest Control
Economic Development including Local Economic Development, Start a Business Programme and Enterprise Shows, Youth Entrepreneurship
Emergency Planning Liaison
Energy Performance of Buildings
Environment and Countryside
Environmental Protection
Equality Legislation
Estate Management
EU Rural Development Programme
Financial Services
Food Control
Good Relations
Grounds Maintenance – including Horticulture, Cemeteries, Parks and Play Areas
Health and Safety
Home Safety

Registration of Houses in Multiple Occupation, Housing Unfitness Responsibilities including Repair and Demolition Notices
Information Systems and Technology
Internal Audit
Leisure Facilities
Licensing
Local Tourism including Small Scale Tourism Accommodation Development; Providing Business Support including Business Start Up Advice along with Training and Delivery of Customer Care Schemes, and Providing Advice to Developers on Tourism Policies and Related Issues
Member Services
Museum Service
Neighborhood Renewal – Enterprise Initiatives
Off Street Car Parking
Parks and Open spaces
PCSP – Policing and Community Safety Partnership
Personnel, Training and Development
Planning- to include: Local Development Plan Functions, Development Control and Enforcement, Postal Naming and Numbering
Property Certificates
Public Health
Purchasing and Tendering
Registration of Births, Deaths and Marriages
Sports Development
Street Cleansing – including Public Conveniences
Sustainable Development
Tourism and Visitor Attractions
Town Hall Facilities
Urban Regeneration and Community Development including Functions Associated with Physical Development
Vehicle and Plant Maintenance
Waste Management –including Recycling & Disposal

To enable the Council to provide the above services and perform its other functions, the Council must levy an annual rate and has the power to:

- Acquire and dispose of land and premises;
- Borrow money;
- Employ staff; and
- Procure goods and services.

The Council consists of 40 elected representatives, elected for a four year period who meet monthly in full session. The following standing committees, each meet monthly:

- Planning Committee (12 members)
- Operations Committee (20 members)
- Community Planning Committee (20 members)
- Economic Development and Growth Committee (20 members)
- Policy and Resources Committee (20 members)
- Audit Committee (8 members)

Supporting these committees are the various departments of the Council.

The Chief Executive oversees the work of the departments through the Corporate Management Team, which together with the Councillors create the corporate body of the Council.

The Chief Executive is responsible for the strategic direction and advice to the Council, for the day to day management of services and the longer term planning and allocation of resources.

The Council has a Chief Executive's Office and four departments, each of which is headed by a Director:

- Organisation Development and Community Planning;
- Operations;
- Finance and Governance;
- Economic Growth, Regeneration and Tourism.

2. PURPOSE OF THE RETENTION AND DISPOSAL SCHEDULE

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

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

3. WHAT IS COVERED BY THIS RETENTION AND DISPOSAL SCHEDULE?

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

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

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

- Rough or early drafts where these do not contain evidence of policy development;
- Circulated copies of drafts; unaltered drafts;
- Convenience copies or information retained for reference purposes only (it is not retained to provide evidence of transactions, but only for its informational value);
- Reference or published materials from external sources which are not needed for record purposes, e.g. papers from conferences and seminars, policy briefings, sales catalogues, brochures, "junk-mail";

- CCd emails;
- Emails that are not the primary record of decisions or transactions (e.g. the information is recorded in some other way following the email exchange);
- Personal records and emails, e.g. social arrangements, personal copies of performance reviews;
- Stocks of publications that have been superseded;
- Bookings for internal services (e.g. rooms, equipment) where no charges are made;
- Notes taken during meetings where formal notes/minutes have been prepared;
- Meeting requests, acceptances and apologies;
- Corporate notices and circulars (circulated copies, i.e. not the original);
- Superseded circulation/contact lists;
- Covering/transmission documents such as covering letters, fax cover sheets, compliments slips or emails accompanying attachments that do not provide additional information to the main document and where evidence of date and time of receipt or despatch are not required;
- Reservations and confirmations of arrangements with third parties, such as joining instructions for conferences, training, etc. when invoices have been received.
- Personal data and information sent to the Council which is not relevant or connected to the Council's functions or that particular file.

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

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

Where the documents could be pertinent to a future claim eg cleaning schedules, rotas, consent forms, a copy should be attached to the incident

report form and sent to the appropriate business area. The original can then be destroyed in accordance with the Retention and Disposal Schedule, and the copy retained in with the investigation file for the required period.

4. ELECTRONIC DOCUMENTS/MATERIAL

The principles governing the retention of electronic documents are the same as those for paper records. In support of these principles, it is important that electronic folders should be organised in a similar way as paper records. In addition, ephemeral electronic documents of no enduring value, such as those of purely personal relevance, should be deleted from the system at the earliest opportunity.
In business areas where the Council operates a print to paper policy the electronic documents which form part of the official record should be printed out and placed on the appropriate file.

5. EMAIL

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

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

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

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

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

6. CATEGORIES OF RETENTION / DISPOSAL

There are five broad categories of retention / disposal:

Determined on Review

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

Permanent Retention by the Council

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

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

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

On Closure	A file should be reviewed immediately on being closed by the business area. The long term value may be clear at this stage and staff should indicate their decision on the file's retention / disposal when it is being closed, if not already specified in the

	retention and disposal schedule.
First Appraisal/Review	Unless a specific retention period has been specified a file will be reviewed by PRONI five years after closure. Procedures shall be put in place to ensure that these records are reviewed at the appropriate stage.
Second Appraisal/Review	There may be occasions when it proves difficult to reach a decision on a file at first review. Such files may be put away for re-examination at a later stage by PRONI, no more than 20 years after the file was opened. If this is the case, systems shall be put in place to ensure that the second review by PRONI takes place.

Transfer to PRONI

The records are transferred to the Public Record Office of Northern Ireland (PRONI) under warrant, where they will be preserved and securely held.
Records identified for Permanent Preservation in PRONI will normally transfer under warrant once they have reached 20 years old (as calculated from the date of the last paper). They are therefore considered to have become Historical Records (as defined within the Freedom of Information Act 2000, Part 6), and must be accompanied by clear FOIA access recommendations.
However, in line with the *Public Records Act (NI) 1923 (s.3(c))*, certain record classes may be designated by the Public Authority for 'early transfer', usually because the record class is open and the information is already available in the public domain. In rare circumstances (for example, if the creating organisation is facing imminent dissolution, or a Public Inquiry wishes to transfer the complete record urgently), PRONI can accept early transfer.

Destroy

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

7. NEW/CHANGED FUNCTIONS

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

8. OPERATION OF THIS RETENTION AND DISPOSAL SCHEDULE

Closing a file

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

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

Retention Period

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

Destruction

Destruction of files will take place on a planned basis in line with agreed procedures. All destruction decisions must be agreed by the relevant Director or Chief Executive. A record of all file destruction will be kept for audit purposes and all files will be destroyed in line with the arrangements for the

destruction of confidential waste. When completing a 'batch disposal' the form in Appendix C should be completed and retained.

9. ROLES AND RESPONSIBILITIES

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

Heads of Service are responsible for:

- Ensuring that the Retention and Disposal Schedule, and associated procedures are fully observed and implemented within their area of responsibility;

- Ensuring that all staff within their area of responsibility receive the appropriate training.

All members of staff are responsible for:

- Documenting their actions and decisions, and for maintaining the records in accordance with the Council's agreed policies and practices.

10. LEGACY RECORDS

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

RETENTION AND DISPOSAL SCHEDULE

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
CHIEF EXECUTIVE'S OFFICE					
Democratic Services		Standing Orders	Permanent	Permanent Retention by Council	
Democratic Services		Councillors' Code of Conduct	Permanent	Permanent Retention by Council	
Democratic Services		All party political papers used by Councillors in representing the Council	3 years after last action	PRONI Appraisal	
Democratic Services		Mayor's correspondence, speeches and Aldermen/ Councillors correspondence records of training, travel events, and meetings	Duration of Council +4 years	PRONI Appraisal	
Democratic Services		Election documents - • Nomination Papers	12 months after the poll		

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		• Consent to Nomination	12 months after the poll	Destroy	
		• Declaration of Appointment of Election Agent	12 months after the poll	Destroy	
		• Certificates of Employment	12 months after the poll	Destroy	
		• List of candidates' expenses	12 months after the poll	Confidential Waste	
		• Ballot papers & associated documentation	Retain until the results of the next Local Government Election are declared	Destroy	
		• List of marked registers	Retain until the results of the next Local Government Election are declared	Destroy	
		• Statement of persons	Current year +7	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		nominated	prior years		
		• Staff payments	Retain until the results of the next Local Government Election are declared	Destroy after Election	
		• Register of Electors	Permanent	Permanent Retention by Council	
		• Results per DEA	Until next election	Permanent Retention by Council	
		Casual Vacancy correspondence	Permanent	Permanent Retention by Council	
Democratic Services		Council and committee meeting minutes	Permanent	Transfer to PRONI after 20 years	
Democratic		Preparation for meetings –	Permanent	Permanent	Archive at end

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Services		agenda, notice, reports		Retention by Council – possible transfer to PRONI	of administrative use
Democratic Services		Draft minutes and notes	1 year after ratification	Destroy	
Democratic Services		Records of meetings of Council and external bodies (agenda, notices, minutes)	Permanent	Review after 5 years/ PRONI Appraisal	
Democratic Services		Where Council does not own the meeting records	Copies only – 3 years after last action	Destroy	
Democratic Services		Civic and Ceremonial events – information relating to Ceremonial events such as Freedom of Borough, will include photos, visitor books	Permanent	Permanent Retention by Council	
Democratic Services		All information relating to the organisation of Civic/Ceremonial events	7 years	Destroy	
Democratic Services		Councillors' expenses – written confirmation of attendances	2 years after audit	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Democratic Services		Attendance register	Permanent	Permanent Retention by Council	Local Government Act (Northern Ireland) 2014
Democratic Services		Documentation regarding use of interpreters/translation by Members	3 years	Destroy	
Democratic Services		Attendance at conferences	7 years	Destroy	
Democratic Services		General correspondence regarding Members support	3 years	Destroy	
Democratic Services		Declaration of interests register	Permanent	Permanent Retention by Council	
Democratic Services		Sealing of documents register	Permanent	Permanent Retention by Council	Local Government Act (Northern Ireland) 2014
Democratic Services		Member contact details	Until member no longer in role	Destroy	
Democratic		Community invites to	3 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Services		functions/requests for information/speeches			
Democratic Services		Mayor's diary	3 years	Destroy	
Democratic Services		Schedule of meetings	3 years	Destroy	
Legal Services		Acting for the Council in prosecution or defence in civil and criminal cases	7 years after action	Permanent Retention by Council	
Legal Services		Documents used in seeking legal advice All documents in respect of terms of business between the Council and other organisations	3 years after last action 6 years after end of agreement	Permanent Retention by Council	
Legal Services		Public Liability: Correspondence and related papers re: claims, including medical and court records	6 years from the date of file closure, except in cases involving a minor where the file is retained for 6 years after	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
			he/she becomes 18 years of age		
Legal Services		Employer Liability: Correspondence and related papers re: claims, including medical and court records	6 years from the date of file closure	Destroy	
Legal Services		Employment Related Claims: Correspondence and related papers re: claims, including, personnel, medical and tribunal records	6 years from the date of file closure	Destroy	
Legal Services		Statutory Appeals: Correspondence and related court papers.	6 years from the date of file closure	Destroy	
Legal Services		Judicial Reviews: Correspondence and related court papers.	Indefinite	Permanent Retention by Council	
Legal Services		Prosecutions: Correspondence and related court papers, including summonses and witness statements	18 months from the date of file closure	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Legal Services		Debt: Correspondence and related court papers	18 months from the date of file closure	Destroy	
Legal Services		Correspondence and related papers re: claims, including medical and court records	6 years from the date of file closure, except in cases involving a minor where the file is retained for 6 years after he/she becomes 21 years of age.	Destroy	
Legal Services		Contracts (buildings) file containing correspondence and related papers re contractual process	12 years from the date of file closure	Destroy	
Legal Services		Contracts (buildings) sealed contract document	12 years from contract completion	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
			date, but in BCC these are currently retained indefinitely		
Legal Services		Contracts (supplies/services) file containing correspondence and related papers re contractual process	12 years from the date of file closure	Destroy	
Legal Services		Contracts (Suppliers/Services) Sealed contract document	12 years from contract completion date	Destroy	
Legal Services		Conveyancing: File containing correspondence and related papers re acquisition/disposal of property	12 years from completion date, but in BCC these are currently retained indefinitely	Destroy	
Legal Services		Signed/Sealed title deed	Permanent	Permanent Retention by Council	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Legal Services		Ejectments: Correspondence and related court papers	18 months from the date of file closure	Destroy	
Legal Services		Criminal damage: Correspondence and related legal papers	18 months from the date of file closure	Destroy	
Legal Services		Access to Countryside: Correspondence and related legal papers	6 years from the date of file closure	Destroy	
Legal Services		Bye-Law: Correspondence and related papers	6 years from date of file closure	Destroy	
Legal Services		Copy of Bye-Law	Permanent	Permanent Retention by Council	
Legal Services	Land	Land and property owned by Larne Borough Council e.g. title deeds, plans, maps, charges	Permanent	Permanent Retention by Council	
Policy, Research and External Affairs	Equality	Equality Scheme	Permanent	Permanent Retention by Council	Northern Ireland Act 1998

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Policy, Research and External Affairs	Equality	Disability Action Plan	Permanent	Permanent Retention by Council	Disability Discrimination (Northern Ireland) Order 2006
Policy, Research and External Affairs	Equality	Annual reports to Equality Commission	7 years	Destroy	
Policy, Research and External Affairs	Equality	EQIA reports and associated research materials	7 years	Destroy	
Policy, Research and External Affairs	Equality	Complaints	7 years	Destroy	
Policy, Research and External Affairs	Equality	Policy screening forms and reports	Life of policy (i.e. until policy is revoked or reviewed)	Destroy	
Policy, Research and External Affairs	Equality	Subject specific files on equality issues	7 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Policy, Research and External Affairs	Planning and Performance	Documents relevant to strategic planning, including research and statistics	7 years	Destroy	Local Government Act (Northern Ireland) 2014
		Final Reports – Corporate Plan, Business and Department Plans	Permanent	Destroy	
		Statutory reports to Central Government – CPIP, Performance Indicators	7 years	Destroy	
		Annual Report	End of Council term + 4 years	PRONI Appraisal	
Policy, Research and External Affairs	Planning and Performance	Corporate Strategies and Plans Corporate Plan Economic Development Plan Tourism Strategy Risk Management Strategy Waste Management Strategy Town Master Plans	Permanent	Permanent Retention by Council	
Policy, Research and External Affairs	Planning and Performance	Records of service reviews; minutes, reports, recommendations	5 years	PRONI Appraisal	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		Consultations with residents, users, employees	5 years	PRONI Appraisal	
Policy, Research and External Affairs	Complaints	Enquiries / Complaints procedures and actions from receipt to closure	6 years from completion of action	Destroy	
Policy, Research and External Affairs	Complaints	Complaints investigated by Commissioner for Complaints/Ombudsman	10 years following date of resolution of complaint	Determination on review – retain or destroy	
Policy, Research and External Affairs	Complaints	Customer Satisfaction Surveys – Responses	Completion of analysis	Destroy	
Policy, Research and External Affairs	Complaints	Customer Satisfaction Surveys – Analysis	5 years	Determination on review – retain or destroy	
Policy, Research and External Affairs	Complaints	Consultation exercises by Council	7 years	Determination on review – retain or destroy	
Policy, Research and External Affairs	Information Management	The process and structure of records management:	Retain until superseded	Review by Council every 5 years	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		• File index • Locations • Classifications • Subject matter			
Policy, Research and External Affairs	Information Requests	The process of handling FOI, DPA and EIR requests • Requests and tracking forms • Responses to requests • Request register	Retain until superseded	Review by Council every 5 years	Freedom of Information Act 2000; Environmental Information Regulations 2004; Data Protection Act 1998
Policy, Research and External Affairs	Information Management	Retention and Disposal Schedule	Permanent	Permanent Retention by Council	Public Records Act (Northern Ireland) 1923; Disposal of Documents Order (Northern Ireland) 1925; The Limitations (Northern Ireland) Order 1989
Policy, Research and External Affairs	Information Management	Destruction Certificates	Permanent	Permanent Retention by Council	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Policy, Research and External Affairs	Information Management	Information Audit	2 years	Destroy	
Policy, Research and External Affairs	Information Management	CCTV records	30 days, unless subject to investigation	Destroy	
Policy, Research and External Affairs	Information Management	Preparation and maintenance of the retention and disposal schedule	Until revoked	Review by Council after 5 years – retain or destroy	
Policy, Research and External Affairs	Policy Development	Policies and Procedures	Until revoked	Review by Council after 5 years	
Policy, Research and External Affairs	Policy Development	All internal and external policies and supporting information such as research data and questionnaires	3 years from last amendment	Destroy	
Policy, Research and External Affairs	Policy Development	Consultations responded to – copy of consultation and response	7 years from date of submission	Destroy	
OPERATIONS					
Waste	Waste	Documents regarding the			

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
	Management	collection and transportation of: 1) Controlled waste 2) Hazardous waste	 2 years 5 years	 Destroy Destroy	
Waste	Waste Management	Disposal Records - Recycling - Land fill - Skip compounds	 5 years 5 years 5 years	 Destroy Destroy Destroy	
Waste	Waste Management	Documents re: the short-term storage of household waste (transfer stations) Records of the management of sites used for waste disposal Waste Site Plans – Use, type, amount of waste processed	10 years after site closure Retain until administration of site is complete Retain until administration of site is complete	Destroy PRONI Appraisal PRONI Appraisal	
Waste	Waste Management	Records of volume, frequency of use, type of waste:	5 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		- For amenity sites - For recycling			
Waste	Waste Management	Administration Computer equipment New bin deliveries	5 years 5 years 3 years	Destroy Destroy Destroy	
Waste	Waste Management	Waste disposal contracts	Termination +7 years	Destroy	
Waste	Waste Management	Waste Management Group Reports e.g. ARC21	2 years	Determination on review – retain or destroy	
Waste	Waste Management	Waste transfer notes/dockets	2 years	Destroy	
Waste	Waste Management	Consignment notes for hazardous waste	3 years	Destroy	
Waste	Waste Management	Waste Management Licences	Until revoked, suspended or surrendered – retain permanent copy	Permanent Retention by Council	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Waste	Waste Management	Trade and commercial waste customer agreements	7 years	Destroy	
Waste	Waste Management	Bulky collection records	2 years	Destroy	
Waste	Waste Management	Waste Data Flow Documents	2 years	Destroy	
Waste	Waste Management	Driver log sheets	5 years	Destroy	
Regulatory Services	Registrar	Process for the registration of births, deaths, marriages and civil partnerships and summary record	Permanent	Permanent Retention by Council	Marriage (Northern Ireland) Order 2003; Civil Partnership Act 2004; Births and Deaths Registration (Northern Order) 1976
Regulatory Services	Registrar	All documents used in registration: - Birth certificates - Marriage certificates - Civil partnership certificates - Death certificates	Permanent	Permanent Retention by Council	
Regulatory	Registrar	All documents used in	3 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Services		conducting a wedding service			
Regulatory Services	Registrar	Registrations – White copies	1 month	Destroy	
Regulatory Services	Registrar	Form of Particulars	2 years	Destroy	
Regulatory Services	Registrar	Certificate application forms	2 years	Destroy	
Regulatory Services	Registrar	Marriage Notice Forms	3 years	Destroy	
Regulatory Services	Registrar	Civil Partnership Notice Forms	3 years	Destroy	
Regulatory Services	Environmental Health	Administration Records re:- applications, registration, certification and licensing of: • Animals • Business premises • Release of impounded animals • Door supervisors • Beauty therapists • Gaming • Sale of poisons	Review 5 years following file closure	Destroy	As per legislation sited below

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Regulatory Services	Environmental Health	Food Premises Register	Permanent	Permanent Retention by Council	Food Safety and Food Standards; The Food Safety (N.I.) Order 1991; The Food Hygiene Regulations (NI) 2006 as amended The Contaminants in Food Regulations (NI) 2013 (as amended) The Official Feed and Food Control Regulations (NI) 2009 (as amended) The Animal By Products (Enforcement) Regulations (NI) 2011 The General

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
					Food Regulations (NI) 2004 (as amended) The Organic Products Regulations 2009 as amended The Beef and Veal Labelling Regulations (NI) 2010 Specified Products from China (Restriction on First Placing on the Market) Regulations (NI) 2008 as amended The Wine Regulations 2011 The Plastic Kitchenware (Conditions of

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
					Import from China) Regulations (NI) 2011 The Poultry-meat Regulation(NI) 2011 The Trade in Animal and Related Products Regulations (NI) 2011 The Genetically Modified Food Regulations (NI) 2004 The Spirit Drinks Regulations 2008 The Scotch Whisky Regulations 2009 The Eggs and Chicks

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
					Regulations (NI) 2010 The Materials and Articles in Contact with Food Regulations (NI) 2012 The Food Information Regulations (NI) 2014
Regulatory Services	Environmental Health	Food Premises Registration Documents Health and Safety OSR Registration Forms	For life of premises For life of premises	Destroy Destroy	
Regulatory Services	Environmental Health	Food Control Files – Inspection, food standard, complaints, samples, chemical samples, poisoning	6 years	Destroy	
Regulatory Services	Environmental Health	EC approved premises	6 years	Destroy	
Regulatory	Environmental	Annual return	6 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Services	Health				
Regulatory Services	Environmental Health	Pollution Control Files – Noise complaints, environmental protection complaints, sample results, annual return, LAPCC inspection records	6 years	Destroy	The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013
Regulatory Services	Environmental Health	Consultation responses and associated documents	2 years for minor exercises 10 years for major exercises	Destroy	
Regulatory Services	Environmental Health	Contaminated land information	Permanent	Permanent Retention by Council	The Waste & Contaminated Land (NI) Order 1997
Regulatory Services	Environmental Health	Consumer safety – premises files, complaints	6 years	Destroy	The Consumer Protection Act 1987/ The Construction Products Regulations 1991
Regulatory Services	Environmental Health	Health and Safety within Environmental Health remit	6 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		Premises files Sports Safety Certificates Cooling towers registers Accident investigations Fireworks and MSER inspections	 Permanent Permanent 6 years from conclusion of investigation 6 years	 Permanent Retention by Council Ditto Destroy Destroy	
Regulatory Services	Environmental Health	Public health complaints	6 years	Destroy	The Pollution Control & Local Government (N.I.) Order 1978
Regulatory Services	Environmental Health	Private tenancy order and rent order documents including inspection reports	Permanent	Permanent Retention by Council	The Private Tenancies (NI) Order 2006 (including Article 27)
Regulatory Services	Environmental Health	Regulation of Investigatory Powers (RIPA) – surveillance	3 years	Destroy	The Regulation of Investigatory

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		authorisation form, application form, supplementary documentation and notification of approval; inspection reports and monitoring information; refused surveillance authorisation forms			Powers Act 2000
Regulatory Services	Environmental Health	Tobacco Control Files Complaints; inspection records	6 years from the conclusion of matter	Destroy	The Tobacco Advertising and Promotion Act 2002
Regulatory Services	Environmental Health	Caravan Sites Records	Permanent	Permanent Retention by Council	The Caravans Act (Northern Ireland) 2011
Regulatory Services	Environmental Health	Administration of Bye-Laws Applications, certificates, permits, licences	2 years after expiration of certificates or penalty has been paid	Destroy	Local Government Act (Northern Ireland) 1972
Regulatory Services	Environmental Management	Including – local businesses, CHP, improvement plans, transport, green procurement,	5 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		sustainability, best practice			
Regulatory Services	Emergency Planning and Business Continuity	Business Continuity Plan	Permanent	Permanent Retention by Council	Civil Contingencies Act 2004
Regulatory Services	Emergency Planning and Business Continuity	Emergency Plan	Permanent	Permanent Retention by Council	
Regulatory Services	Emergency Planning and Business Continuity	Flood Plan	Permanent	Permanent Retention by Council	
Regulatory Services	Emergency Planning and Business Continuity	Pandemic Plan	Permanent	Permanent Retention by Council	
Regulatory Services	Emergency Planning and Business Continuity	Multi Agency Emergency Support Plan	Permanent	Permanent Retention by Council	
Regulatory	Licensing	Entertainment Licenses:	15 years after	Destroy	Local

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Services		Applications received and all administration relating to the grant/refusal/renewal of Entertainment Licenses	registration or entitlement lapses		Government (Miscellaneous Provisions) (NI) Order 1985
Regulatory Services	Licensing	Amusement Permits: Applications received and all administration relating to the grant/refusal/renewal of Amusement Permits	6 years after registration or Entitlement lapses	Destroy	The Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order
Regulatory Services	Licensing	Cinema Licenses: Applications received and all administration relating to the grant/refusal/renewal of Cinema Licenses	15 years after registration or entitlement lapses	Destroy	Cinemas (Northern Ireland) Order 1991.
Regulatory Services	Licensing	Societies Lotteries: Applications received and all administration relating to the grant/refusal/renewal of Societies Lotteries	6 years after registration or entitlement lapses	Destroy	The Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order
Regulatory Services	Licensing	Petroleum Licenses: Applications received and all administration relating to the grant/refusal/renewal of	Permanent	Permanent Retention by Council	Petroleum (Consolidation Act (Northern Ireland) 1929)

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		Petroleum Licenses			
Regulatory Services	Licensing	Dog Licensing: Applications received and all administration relating to the grant/refusal/renewal of Dog Licenses	6 years after registration or entitlement lapses	Destroy	The Dogs (N.I.) Order 1983
Regulatory Services	Licensing	Street Trading: Applications received and all administration relating to the grant/refusal/renewal of Street Trading Licenses	6 years after registration or entitlement Lapses	Destroy	Street Trading Act (Northern Ireland) 2001
Regulatory Services	Licensing	Registration of Hairdressers: Applications	6 years after close of business	Destroy	The Hairdressers Act (N.I.) 1939
Regulatory Services	Licensing	Tattooist, Acupuncture, Piercing and Electrolysis: Applications	6 years after close of business	Destroy	
Regulatory Services	Building Control	Approving Building Applications – plans, specifications, permits, certificates, objectors Completed commercial works	15 years after closure 30 years after	PRONI Appraisal	The Building Regulations (Northern Ireland) Order 1979

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
			closure		
Regulatory Services	Building Control	Inspecting Building Work – Building inspection records, certificates of final inspection Completed commercial works	15 years after final certifications 30 years after final certifications	PRONI Appraisal	The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995; Building Regulations (Northern Ireland) 2000; Building Regulations (Northern Ireland) 2012
Regulatory Services	Building Control	Documents regarding enforcement of a building regulation Completed commercial works	15 years after compliance 15 years after compliance	Destroy Destroy	
Regulatory Services	Building Control	Statistical information	6 years	Destroy	
Regulatory Services	Building Control	Street naming and numbering	Permanent	Permanent Retention by Council	Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995
Regulatory	Building Control	EPC Regulations – Inspection	15 years after	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Services		reports	closure		
Regulatory Services	Building Control	Records of: - North Eastern Group - Annual reports - Applications - Committees	 5 years Permanent 3 years Permanent	 Destroy Permanent Retention by Council Destroy Permanent Retention by Council	
Regulatory Services	Building Control	ISO9001 Accreditation Documentation	5 years	Review by Council	
Culture, Arts and Leisure	Arts and Heritage	Museum – Artefacts, admissions, events Marketing Arts Council – Correspondence and reports Education	Permanent 5 years 5 years 5 Years	Permanent Retention by Council Destroy Destroy Retain re Carnegie building Destroy if not	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
				relevant to New curriculum	
		Arts Advisory Committee	5 years	Permanent Retention by Council	
		Projects, Plans and Policies	5 years	Permanent Retention by Council	
		General events and exhibitions	5 years	Destroy	
		Drama Festivals	5 years	Permanent Retention by Council	
Culture, Arts and Leisure	Arts	Arts projects, events and activities	7 years	Destroy	
Culture, Arts and Leisure	Arts	Partnership – correspondence, and minutes	5 years	Destroy	
Culture, Arts and Leisure	Arts	Working Group Meetings – Papers and minutes	3 years	Destroy	
Culture, Arts and Leisure	Museum and Heritage	Archaeological records and features	Permanent	Permanent Retention by Council	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Culture, Arts and Leisure	Museum and Heritage	Local history reference collections – photographic, book, catalogue, maps	Permanent	Permanent Retention by Council	
Culture, Arts and Leisure	Museum and Heritage	Register of collection movement	Permanent	Permanent Retention by Council	
Culture, Arts and Leisure	Museum and Heritage	Project Files	Permanent or stated in project funding agreement	Permanent Retention by Council	
Culture, Arts and Leisure	Museum and Heritage	Promotion of projects and services	Permanent	Permanent Retention by Council	
Culture, Arts and Leisure	Museum and Heritage	Minutes of meetings of relevant boards and groups	Permanent	Permanent Retention by Council	
Culture, Arts and Leisure	Harbours	- Usage - Income - Expenditure - Plans and strategy	5 years 7 years 7 years)10 years	PRONI Appraisal	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		- Capital works	)following completion		
Culture, Arts and Leisure	Leisure Centre	Report – Admissions, income, costs Health & Safety, administration, information booklets, Leisure Committee, CHP plant, Sports Development & Community Sports Development Instructors and coaches Special activities, summer scheme NI Sports Council Sports clubs, football, cricket, rugby etc.	5 years 5 years 5 years 5 years 5 years	Review by Council	
Culture, Arts and Leisure	Countryside	- Strategy - Right of way	Permanent Permanent	Permanent Retention by Council Permanent	The Access to the Countryside (Northern Ireland) Order 1983

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
				Retention by Council	
		- Ulster Way	Permanent	Permanent Retention by Council	
		- Invitations	2 years	Destroy	
		- Events	2 years	Destroy	
		- Health & safety	5 years	Destroy	
		- Clubs funding	7 years	Destroy	
Culture, Arts and Leisure	Leisure	Beaches - Access, income, expenditure, RNLI/lifeguards, plans and strategy, usage	6 years	Destroy	
Culture, Arts and Leisure	Leisure	Bowling Greens - General correspondence	Minimum 3 years	Destroy	
		Maintenance and inspection	Lifespan of equipment or 6 years	Destroy	
Culture, Arts		Capital Projects: Tender	10 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
and Leisure		documentation	following award of contract		
Culture, Arts and Leisure		Contracts and leases	Permanent	Permanent Retention by Council	
Culture, Arts and Leisure	Leisure	Caravan sites Enquiries/Complaints Customer details	1 year 6 years following last action 6 years following termination of contract	Destroy Review by Council then destroy Destroy	
Culture, Arts and Leisure		DCAL: Agenda, minutes, correspondence	6 years	Determination on review – retain or destroy	
Culture, Arts and Leisure	Leisure	Documentation relating to golf courses	6 years	Destroy	
Culture, Arts and Leisure	Leisure	Leisure Centre: General correspondence	Minimum 3 years	Destroy	
Culture, Arts	Leisure	Customer details	Current year +	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
and Leisure		PARQ Questionnaires Fitness Suite Inductions Customer signatures – sauna steam, classes etc. Booking forms	6 years		
Culture, Arts and Leisure	Leisure	Coaches	Current year + 6 years	Destroy	
Culture, Arts and Leisure	Leisure	Booking information	6 years	Destroy	
Culture, Arts and Leisure	Leisure	Local Sports Council: Communications	6 years	Destroy	
Culture, Arts and Leisure	Leisure	Committee reports	Permanent	Permanent Retention by Council	
Culture, Arts and Leisure	Leisure	Sports Clubs: Agenda, minutes, correspondence	6 years	Destroy	
Culture, Arts and Leisure	Leisure	Sports Clubs: Grants	7 years from last payment	Destroy	
Culture, Arts and Leisure	Leisure	Sports NI: Agenda, minutes, correspondence	6 years	Destroy	
Culture, Arts	Leisure	Tennis Grounds:			

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
and Leisure		General correspondence Maintenance and inspection	3 years Lifespan of equipment + 21 years	Destroy Destroy	
Culture, Arts and Leisure	Sports Development	Project Files	Permanent	Permanent Retention by Council	
Culture, Arts and Leisure	Sports Development	Coachmark – Coaching certs/ access NI, monitoring and personal information	Current year + 6	Destroy	
Culture, Arts and Leisure	Sports Development	GP Referral and Adult Health Programmes	Termination + 6	Destroy	The Data Protection Act 1998
Culture, Arts and Leisure	Sports Development	Monitoring information for participants	Permanent - Sport NI Active Communities Database Hardcopies	Destroy	The Data Protection Act 1998
Culture, Arts and Leisure	Sports Development	External Projects – Sports groups community groups Correspondence Promotional material	5 years	Destroy	
Culture, Arts and Leisure	Sports Development	Local authority/national organisations	5 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		Correspondence Promotional material			
Culture, Arts and Leisure	Sports Development	Funding Applications	Current year + 6	Destroy – unsuccessful Depends on funding body for retention dates for - successful External funder – return to funder	
Culture, Arts and Leisure	Sports Development	Service Level Agreements – Grant awards Contracts	Current year + 6	Permanent Retention by Council	
Culture, Arts and Leisure	Sports Development	Funded Programmes: Financial information, project reports, letters of offer	Depends on funding body	Depends on funding body	
Culture, Arts and Leisure	Sports Development	Meetings Agenda Minutes Correspondence	7 Years	Destroy	
Open Spaces	Cemeteries	Records of sites and deceased individuals, register of	Permanent	Permanent Retention by	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		interments, cemetery plans, requisitions and reports.		Council	
Open Spaces	Cemeteries	Documents regarding regulating burials and cemeteries.	5 years after last action	Permanent Retention by Council	
Open Spaces	Cemeteries	Grave leases (including duplicate, transfer and assignment leases)	Permanent	Permanent Retention by Council	
Open Spaces	Cemeteries	Burial forms	10 years	Destroy	
Open Spaces	Cemeteries	Grave opening reports	5 years	Destroy	
Open Spaces	Cemeteries	Documents required prior to graves being opened: Form 21 Coroners Order Stillbirth certificates Letter from Midwife/Doctor Cremation Certificate Organ retention	2 years	Destroy	Cemeteries Clauses Act 1847
Open Spaces	Cemeteries	Duplicate/transfer/assignment applications	5 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Open Spaces	Cemeteries	Memorial applications	5 years	Destroy	
Open Spaces	Cemeteries	Stone chipping letters	2 years	Destroy	
Open Spaces	Cemeteries	Cave-in letters	2 years	Destroy	
Open Spaces	Cemeteries	Memorials documentation	Permanent	Permanent Retention by Council/Transfer to PRONI	Memorial register to be compiled
Open Spaces	Parks and Open Spaces	Plans, improvement, usage – caravan parks, flower shows, hanging baskets, flower beds, grass cutting, beaches sport grounds, play areas and equipment	Review after 5 years	PRONI Appraisal	
Open Spaces	Parks and Open Spaces	Outdoor recreation areas: General correspondence Maintenance and inspection	 3 years Lifespan of the equipment + 21 years	 Destroy Destroy	
Open Spaces	Parks and Open Spaces	Play parks:			

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		General correspondence Maintenance and inspection	3 years Lifetime of equipment + 21 years	Destroy Destroy	
Open Spaces	Public Conveniences	- Condition - Cleaning - Complaints	5 years 5 years 5 years	Destroy Destroy Destroy	
Open Spaces	Biodiversity	Event and project management Wildlife and Natural Environment (NI) Act 2011	3 years	Destroy	Wildlife and Natural Environment (NI) Act 2011
Open Spaces	Biodiversity	Site Designation – Nature conservation and amenity Lands(NI) Order 1985	Permanent	Permanent Retention by Council	Nature conservation and amenity Lands(NI) Order 1985
ORGANISATION DEVELOPMENT AND COMMUNITY PLANNING					
Community Planning	PCSP	Agendas, minutes and actions ref: partnership private and public meetings. Recruitment and training	6 years	Review by Council	Justice Act (Northern Ireland) 2011

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		independent members Other training Policing strategies and plans Periodic reports Budgets, annual accounts, funding Campaigns and events.			
Community Planning	Community Centres	Accounts and grants	7 years	Destroy	
Community Planning	Community Centres	Minutes of meetings	Lifetime of the building	Permanent Retention by Council	
Community Planning	Community Centres	Correspondence	5 years	Destroy	
Community Planning	Community Centres	Booking documentation	7 years	Destroy	
Community Planning	Community Centres	Information on upkeep of the building	Lifetime of the building	Permanent Retention by Council	
Community Planning	Community Centres	Legal documentation relating to the buildings and land	Until transfer of ownership	Transfer to new owner on disposal otherwise Permanent	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
				Retention by Council	
Community Planning	PEACE Funding	Application Forms Letters of Offer Reports Legal Documentation Correspondence General Information Meetings – Minutes and Agenda Financial Information Procurement Information Claims - for Programme Expenditure Claims – for Administration of Programme	10 years after last action	Full Documentation to be retained until SEUPB instruct otherwise.	Requirements from Peace Funders
Community Planning	Voluntary/Community Bodies/CY Associations	Council reports	7 years	Determination on review – retain/destroy	
Community Planning	Voluntary/Community Bodies/CY Associations	Meetings – Minutes and agenda	7 years	Determination on review – retain/destroy	
Community	Voluntary/Com	Seeding grants	7 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Planning	munity Bodies/CY Associations				
Community Planning	Voluntary/Community Bodies/CY Associations	Project Initiatives – Application forms	10 years (unless otherwise stimulated)	Destroy	
Community Planning	Voluntary/Community Bodies/CY Associations	Letters of offer	7 years	Destroy	
Community Planning	Voluntary/Community Bodies/CY Associations	Claims for programme expenditure	7 years	Destroy	
Community Planning	Voluntary/Community Bodies/CY Associations	Reports	10 years	Destroy	
Community Planning	Voluntary/Community Bodies/CY Associations	Correspondence	10 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Community Planning		Meetings – Minutes and agenda	7 years	Determination on review – retain or destroy	
Community Planning		Financial information	6 years from completion of project	Destroy	
Community Planning		Feasibility Studies - Reports	10 years after issue	Determination on review – records relating to major projects may be kept for second review 25 years	
Community Planning	Good Relations	Applications made under the programme. Includes personal details, financial information, Letters of Offer, receipts and Monitoring Form	Current year plus 6 years	Destroy	District Council Community Relations Programme (OFMDFM) Good Relations Plan Letter of Offer
Community Planning	Good Relations	Community surveys, Good Relations audit, letters of conclusion, public responses etc.	7 years	Destroy	District Council Community Relations Programme

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
					(OFMDFM) Good Relations Plan Letter of Offer
Community Planning	Good Relations	Ethnic Minorities Programme: Requests for funds, minutes and agendas of meetings, information on projects organised by the Council	7 Years (financial information) 3 years (non-financial information)	Destroy	District Council Community Relations Programme (OFMDFM) Good Relations Plan Letter of Offer
Community Planning	Good Relations	Bonfire Programme: Minutes and agendas of meetings, correspondence from NIHE, PSNI and NIFRS etc.	7 Years (financial information) 3 years (non-financial information)	Destroy	District Council Community Relations Programme (OFMDFM) Good Relations Plan Letter of Offer
Community Planning	Good Relations	Good Relations Plan: Yearly plan of expenditure for OFMDFM	7 years	Destroy	District Council Community Relations Programme (OFMDFM)

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
					Good Relations Plan Letter of Offer
Community Planning	Good Relations	Good Relations field trips/ residential courses: Hotel bookings, agendas, course content, personal information of attendees, financial information	7 Years (financial information) 3 years (non-financial information)	Destroy	District Council Community Relations Programme (OFMDFM) Good Relations Plan Letter of Offer
Community Planning	Good Relations	Re-Imaging Programme: All information on flags, murals, emblems and memorials	7 Years (financial information) 3 years (non-financial information)	PRONI Appraisal; If not required Destroy	District Council Community Relations Programme (OFMDFM) Good Relations Plan Letter of Offer
Organisation Development and Human Resources	Human Resources	Staff Records Administration – Medical, letter of appointment, acceptance letters, job description, personal particulars, qualifications, confidentiality undertakings, employment contract	7 years after employee leaves	Destroy	Data Protection Act 1998

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Organisation Development and Human Resources	Human Resources	All of the above records of staff working with children	25 years after leaving date	Destroy	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Employee and Industrial Relations – Documentation records relating to minor / routine HR issues	Permanent	Permanent Retention by Council	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Grievances – Proven	Verbal warning – retain record for 6 months Written – 1 year Final – 1½ years	Destroy	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Grievances – Unfounded	Remove records immediately when determined to be unfounded	Destroy	Data Protection Act 1998
Organisation Development	Human Resources	Documentation employed in investigating and reporting on	5 years after action	Destroy	Data Protection Act 1998

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
and Human Resources		cases to ensure all rights and obligations are in line with policy and guidelines of our Equal Opportunity duty	completed		
Organisation Development and Human Resources	Human Resources	Occupational Health – All documents used in connection with the health and well-being of employees, e.g. questionnaires, restrictions, recommendations	Up to 75th Birthday	Destroy	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Documents used in selection of employees, advertisements, applications, referee's reports for successful applicants	1 year after appointment	Destroy	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Staff monitoring: Performance plans and appraisals, probation reports	5 years	Destroy	Data Protection Act 1998
Organisation Development and Human	Human Resources	Leave records, special leave, attendance records, flexitime sheets	2 years	Destroy	Data Protection Act 1998

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Resources					
Organisation Development and Human Resources	Human Resources	Staff retention Strategies – Salaries Training Others	5 years	Destroy	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Termination of employment documents ref: - Voluntary redundancy - Dismissal - Retirement - Death / illness - Resignation	7 years after employee leaves	Destroy	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Monitoring Officer's records	5 years after leaving date	Destroy	Data Protection Act 1998; The Northern Ireland Act 1998
Organisation Development and Human Resources	Human Resources	Documents relating to routine staff training processes including induction, training needs analysis and course assessment	5 years	Destroy	Data Protection Act 1998; The Children (Northern Ireland) Order

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		Training – Concerning children Occupational H & S Investor in people	35 years 35 years 7 years		1995; Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
Organisation Development and Human Resources	Human Resources	Summary records of staff information – Employment Register: permanent, temporary, casual	7 years	Destroy	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Personal Files: - Disciplinary actions - Appeals - Medical history	10 years	Destroy	Data Protection Act 1998
Organisation Development and Human	Human Resources	Periodic statutory returns to central government and agencies	5 years	Destroy	Data Protection Act 1998

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Resources					
Organisation Development and Human Resources	Human Resources	Salary master records	10 years	Destroy	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Industrial Relations Agreements: - Awards - Negotiations - Disputes - Claims lodged	Permanent	Permanent Retention by Council	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Single status implementation process and trade union consultations	10 years	Destroy	Data Protection Act 1998
Organisation Development and Human Resources	Human Resources	Vacancies and applications, staff records of interviews, register of potential employees	2 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Organisation Development and Human Resources	Human Resources	Health and Safety records of: - Committee minutes - Actions - Training	Permanent 5 years 5 years	Permanent Retention by Council Destroy Destroy	Health and Safety At Work (Northern Ireland) Order 1978
Organisation Development and Human Resources	Organisation Development	Best value service reviews and improvement plans	Permanent	Permanent Retention by Council	
Organisation Development and Human Resources	Organisation Development	Resident and customer survey results	Permanent	Permanent Retention by Council	
Organisation Development and Human Resources	Organisation Development	Performance indicator data	Permanent	Permanent Retention by Council	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Organisation Development and Human Resources	Organisation Development	Performance improvement reports	Permanent	Permanent Retention by Council	
Organisation Development and Human Resources	Organisation Development	Business plan progress reports	Permanent	Permanent Retention by Council	
Communication	Press	Publications– Press cuttings, media reports	Permanent	Permanent Retention by Council	
		Routine responses by Council about actions, decisions, policies, procedures	Administrative use + 2 years	Destroy	
		Press statements	Permanent	Permanent Retention by Council	
		Advertisements (press)	Permanent	Permanent Retention by Council	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Communication	Public relations	Published Council documentation	Permanent (one copy)	Permanent Retention by Council	
Communication	Marketing	Promotional events, campaigns, marketing plans	7 years	Destroy	
Communication	Branding	Branding guidelines	Until revoked/ updated + 1 year	Destroy	
FINANCE AND GOVERNANCE					
Assets and Facilities Management		Health & safety inspections and assessments: - Equipment documentation and inspection records - Documents and records related to asbestos - Radiation - Safe systems of work	 6 years after equipment is disposed of 40 years from last action 50 years from last action Process ceased	 Destroy Destroy Destroy Destroy	Health and Safety at Work (Northern Ireland) Order 1978

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
			+ 1 year		
		- Risk assessment	Process ceased + 1 year	Destroy	
		- Permit to work	1 year from last action	Destroy	
		- Injuries to adults	3 years from accident book closed	Destroy	
		- Injuries to children	25 years from accident book closed	Destroy	
Assets and Facilities Management		Administration of buildings and facilities	6 years after last action	Permanent Retention by Council	
Assets and Facilities Management		Legal title documents relating to the purchase/sale of land/property	Permanent	Permanent Retention by Council	
Assets and Facilities Management		Particulars of sale documents	Permanent	Permanent Retention by Council	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Assets and Facilities Management		Leases – Long term (21 years +)	Permanent	Permanent Retention by Council	
Assets and Facilities Management		Leases – Short term (up to 21 years)	Permanent	Permanent Retention by Council	
Assets and Facilities Management		Rent reviews	For duration of lease + 7 years	Destroy	
Assets and Facilities Management		Property asset register	Permanent	Permanent Retention by Council	
Assets and Facilities Management		Register of legal documents and deeds	Permanent	Permanent Retention by Council	
Assets and Facilities Management		Correspondence relating to the acquisition of land/property	12 years after disposal	Destroy	
Assets and Facilities Management		Correspondence relating to the management of land/property	12 years after disposal	Destroy	
Assets and		Correspondence relating to the	12 years after	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Facilities Management		disposal of land/property	disposal		
Assets and Facilities Management		Maps, plans, drawings, photographs relating to land and property schemes	Permanent	Permanent Retention by Council	
Assets and Facilities Management		Tender documents relating to the disposal of property	2 years (unsuccessful tenders) 7 years (successful tenders)	Destroy	
Assets and Facilities Management	Permits to work (PTW)	Asbestos removal	40 years	Destroy	
Assets and Facilities Management		Confined space Entry	5 years	Destroy	
Assets and Facilities Management		Electrical work	5 years	Destroy	
Assets and Facilities Management		Excavations	5 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Assets and Facilities Management		Work at height	5 years	Destroy	
Assets and Facilities Management	Health and Safety files	Construction Details	Lifespan of building	Destroy	
Assets and Facilities Management		Plant and Equipment Information	Lifespan of equipment	Destroy	
Assets and Facilities Management		Method of servicing and cleaning	Lifespan of equipment	Destroy	
Assets and Facilities Management		Material information	Lifespan of equipment	Destroy	
Assets and Facilities Management		Information on services	Lifespan of equipment	Destroy	
Assets and Facilities Management		Routine returns on asset status	6 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Assets and Facilities Management		Inventories	6 years	Destroy	
Assets and Facilities Management		Stocktaking reports	6 years	Destroy	
Assets and Facilities Management		Inspection reports	15 years	Destroy	
Assets and Facilities Management		Requests for works	6 years	Destroy	
Assets and Facilities Management		Maintenance records	15 years	Destroy	
Assets and Facilities Management		Theft or vandalism reports and investigations	6 years	Destroy	
Assets and Facilities Management	Vehicle Management	Acquisitions and disposal of vehicles: • Orders, contracts, leases	7 years after	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		etc. Transport operating documents: • Vehicle operations • Vehicle maintenance • Time sheets • Minor incidents (N.B. per vehicle)	disposal 5 years 15 months 5 years 7 years	 Destroy Destroy Destroy Destroy	
Assets and Facilities Management	Vehicle Management	Evidence of all Council drivers' legal ability to drive and carry out their functions	Keep for maximum 2 years, minimum 1 year	Destroy	
Assets and Facilities Management	Vehicle Management	Tachograph Records distance and speed at which Council drivers have traveled	Keep for minimum of 12 months. Older vehicles will have paper versions; newer vehicle will have electronic tachographs	Destroy	Passenger and goods vehicle (recording equipment)(tachograph card) Regulations (Northern Ireland) 2007

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Assets and Facilities Management	Vehicle Management	Records vehicles ownership, servicing history, manual	Indefinitely / If vehicle is sold to new owner logbook must go with the vehicle	N/A	
Assets and Facilities Management	Vehicle Management	Evidence of driver's training and ability to carry out his duties	Keep for as long as driver is employed by Council	Destroy	
Assets and Facilities Management		Workplace Inspection Reports	6 years or until actions closed	Destroy	
Assets and Facilities Management		Health and Safety Inspection Records	6 years or until actions closed	Destroy	
Assets and Facilities Management		Health and Safety Audit Reports	6 years or until actions closed	Destroy	
Assets and Facilities Management		Corrective Action Plans	6 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Assets and Facilities Management		Records of Supervisory visits undertaken	6 years	Destroy	
Assets and Facilities Management		Material Safety Data Sheets (MSDS) supplied with each hazardous material	10 years	Destroy	
Assets and Facilities Management		Spray records – where exposure may lead to disease – list of employees exposed	10 years after last exposure	Destroy	
Assets and Facilities Management		Vehicle servicing schedules	Lifespan of Equipment and Vehicles	Destroy	
Assets and Facilities Management		Workshop technical manuals	Lifespan of Equipment and Vehicles	Destroy	
Assets and Facilities Management		Routine servicing records	Lifespan of Equipment and Vehicles	Destroy	
Assets and Facilities Management		Repair records	Lifespan of Equipment and Vehicles	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Assets and Facilities Management		Inspection records	Lifespan of Equipment and Vehicles	Destroy	
Assets and Facilities Management		Fault records	Lifespan of Equipment and Vehicles	Destroy	
Assets and Facilities Management		Operators daily check sheets	Lifespan of Equipment and Vehicles	Destroy	
Assets and Facilities Management		Plant cards	Lifespan of Equipment and Vehicles	Destroy	
Assets and Facilities Management		Insurance inspection reports	Until next inspection or Action Closed	Destroy	
Assets and Facilities Management		Operator/user manuals	Lifespan of Equipment	Destroy	
Assets and Facilities Management		Witness statements – statement of injured party	7 years or 3 years after injured parties 18th	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Assets and Facilities Management		Accident/incident data	7 years	Destroy	
Assets and Facilities Management		Physical evidence relating to incidents, claims, prosecutions etc.	Case closure post claim settlement and/or appeal	Destroy	
Finance		Annual report and accounts (cross ref to corp docs)	Current year +6 years	Permanent Retention by Council	Local Government Finance Act (Northern Ireland) 2011; Local Government Act (Northern Ireland) 2014
Finance		Annual reports working papers	Current year +6 years	Destroy	
Finance		Annual abstract working papers	Current year +6 years	Destroy	
Finance		BACS reports	Current year +6 years	Destroy	
Finance		Bank reconciliation	Current year +6 years	Destroy	
Finance		Bank statements	Current year +6 years	Destroy	
Finance		Capital payments	Current year +6 years	Permanent Retention by	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
				Council	
Finance		Financial information for best value reviews	Current year +5 years	Destroy	
Finance		Election expenditure claims	Current year +6 years	Destroy	
Finance		Error suspense reports	Current year +6 years	Destroy	
Finance		Batch reports	Current year +6 years	Destroy	
Finance		Journals	Current year +6 years	Destroy	
Finance		Financial information recharges of central support services	Current year +5 years	Destroy	
Finance		Mileage rates	Current year	Destroy	
Finance		Mileage claims	Current year +6 years	Destroy	
Finance		Cancelled cheques	Current year +6 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Finance		Construction industry authenticated VAT receipts	Current year+6 years	Destroy	
Finance		Creditors – Completed amend and create forms	Current year +6 years	Destroy	
Finance		Creditors – Completed BACS mandates	Current year +6 years	Destroy	
Finance		Creditors control reconciliations	Current year +6 years	Destroy	
Finance		Creditors – Payment run stationery/reports	Current year +6 years	Destroy	
Finance		Invoices	Current year +6 years	Destroy	
Finance		VAT returns and working papers	Current year +6 years	Destroy	
Finance		Asset register	Permanent	Permanent Retention by Council	
Finance		Capital monitoring	Current year +5 years	Review	
Finance		Contract records	T +5 years	Review	
Finance		Lease Register	Permanent	Permanent Retention by Council	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Finance		Loan Fund Advances Register	Permanent	Permanent Retention by Council	
Finance		Staff car loan contracts	Current year+5 years	Destroy	
Finance		Budget working papers	Current year+3 years	Destroy	
Finance		Annual budgetary control working papers	Current year+2 years	Destroy	
Finance		Annual revenue budget working papers	Current year+3 years	Destroy	
Finance		External funding Reconciliations	Current year +6 years	Destroy	
Finance		Grant claims information	Current year +6 years	Destroy	
Finance		EU grant claims information	Current year +8 years	Destroy	
Finance		Budgetary control	Current year +5 years	Destroy	
Finance		Cash security	Current year	Destroy	
Finance		Corporate data provided to other services and government agencies	Current year +5 years	Destroy	
Finance		Corporate data used to inform	Current year +5	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		the Councils annual report and accounts	years		
Finance		Fund information – Accounts, returns, valuation and other reports	Permanent	Permanent Retention by Council	
Finance		Investments	Current year +6 years	Destroy	
Finance		Record of treasury management transactions	Current year +2 years	Destroy	
Finance		Treasury adviser contract (including fees)	Current year	Destroy	
Finance		Internal audit reports	See Audit	Destroy	
Finance		Budget (working paper)	Current year +2 years	Destroy	
Finance		Final accounts (working papers)	Current year +6 years	Destroy	
Finance		Wages and salary records (also overtime, bonuses, expenses)	Current year +6 years	Destroy	
Finance		Inland Revenue/HMRC approvals	Permanent	Permanent Retention by Council	
Finance		Income Tax and NI Returns,	Not less than 3	Permanent	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		Income Tax records and correspondence with HMRC	years after the end of the financial year to which they relate	Retention by Council	
Finance		Statutory sick pay records, calculations, certificates, self-certs	Current year +3 years	Destroy	
Finance		Pension scheme investment policies	12 years from the ending of any benefit payable under the policy	Destroy	
Finance		Pensioners records	12 years after benefit ceases	Destroy	
Finance		Annual investment report to members of pension fund	Current year	Permanent Retention by Council	
Finance		Pension fund custodian/fund manager/adviser contracts (including fees)	Termination + 5 years	Destroy	
Finance		Pension fund actuarial valuation	Permanent	Permanent Retention by Council	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Finance		Payroll details (Staff name, number, tax code, deductions details, rate of pay, bank details, together with monthly or weekly pay and deductions)	Termination +6 years	Permanent Retention by Council	
Finance		Time sheets	2 years after audit	Destroy	
ICT/ Procurement/ Governance	Procurement	Tenders and quotations – correspondence and related papers, incl. specifications, expressions of interest, tenders/quotations issued/received, documentation pertaining to negotiations after supplier is selected, and contract management	7 years after date of contract award – to be extended if contract exceeds this	Destroy	Public Contracts Regulations 2009; Public Contracts Regulations 2015; Northern Ireland Act 1998
ICT/ Procurement/ Governance	Procurement	Suppliers details	Until supplier ceases business with Council + 2 years	Destroy	
ICT/ Procurement/ Governance	Procurement	Contract records	Termination +5 years	Determination on review – retain or destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
ICT/ Procurement/ Governance	Procurement	Contract register	Permanent	Permanent Retention by Council	
ICT/ Procurement/ Governance	Governance	Audit Reports including the examination of long term contracts	7 years	Destroy	
ICT/ Procurement/ Governance	Governance	Report Papers used in the course of a fraud investigation	7 years after legal proceedings have been concluded	Destroy	
ICT/ Procurement/ Governance	Governance	Ordinary Audit Reports	7 years	Destroy	
ICT/ Procurement/ Governance	Governance	Terms of reference	7 years	Destroy	
ICT/ Procurement/ Governance		Programmes/Plans/Strategies	1 year after closure	Determination on review/destroy	
ICT/ Procurement/		Minutes of Audit Committee	Permanent	Permanent Retention by	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Governance				Council/Transfer to PRONI if necessary	
ICT/ Procurement/ Governance		Minutes of other meetings and other related papers	7 years	Destroy	
ICT/ Procurement/ Governance		Internal audit guides	1 year after last operational date	Destroy	
ICT/ Procurement/ Governance		Departmental procedure manuals	1 year after last operational date	Destroy	
ICT/ Procurement/ Governance		Annual audit letters	7 years	Destroy	
ICT/ Procurement/ Governance	Insurance	Property, motor, personal accident, professional indemnity, engineering, legal expenses including any endorsements	2 years after expiry of policy	Destroy	
ICT/ Procurement/ Governance	Insurance	Sub-contractors proof of insurance policy documentation	2 years after the expiry of the policy	Destroy	
ICT/	Insurance	Register of insurance provided	Permanent	Permanent	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Procurement/ Governance		by broker		Retention by Council	
ICT/ Procurement/ Governance	Insurance	Additions/amendments to policies	5 years after file closed	Destroy	
ICT/ Procurement/ Governance	Insurance	Claims files	6 years after claim settled	Destroy	
ICT/ Procurement/ Governance	ICT	Strategy, equipment inventory, support agreements	7 years	Destroy	
ECONOMIC GROWTH, REGENERATION AND TOURISM					
Economic Development and Growth		Statistics: Employment, business start-up ERDF Larne Strategy Partnership Larne Development Forum Business Awards North Antrim Leader	7 years after last action	Determination on review retain or destroy	Local Government Act (Northern Ireland) 2014
Economic Development	Marketing	Developing and promoting MEA's campaigns and events	Permanent	Determination on review retain or	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
and Growth				destroy	
Economic Development and Growth	Economic Development Projects	Application forms, contracts, legal documentation, financial information, project reports, general information including correspondence	Stipulated by the issuing body	Destroy	
Economic Development and Growth	Internal/external funding (incl. receipt of European Funding)	Application forms, contracts, legal documentation, financial information, project reports, general information including correspondence	Stipulated by the issuing body	Destroy	
Economic Development and Growth	Feasibility studies	Reports, working papers, correspondence, general information	Stipulated by funding body	Destroy	
Economic Development and Growth	Meetings	Agenda, minutes, correspondence	Stipulated by funding body	Destroy	
Economic Development and Growth	Rural Development Programme	Application forms, letters of offer, reports, legal documentation, correspondence, general information, meetings – minutes and agenda, financial information, procurement information, claims	+10 years (up to 2021)	Return to lead Government Body – destruction of record their responsibility	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Town Centres and Regeneration	Markets	- Strategy, income, expenditure - Car park traders	6 years after last action	Review by Council	
Investment and Funding	European Union	Funding mechanisms, information, structural funds, NILGA - EU officer and Working Group	7 years after last action	Review by Council	
Tourism		• Tourist Information Centre (TIC) • NITB Strategy, NITB reports and statistics • Antrim coast and Glens Causeway Coast and Glens Heritage Trust • AONB • Coastal Heritage (NI, Scotland)	Up to 3 years	Destroy Destroy Destroy Destroy Determination on review – retain or destroy	
Tourism		General information	2 years	Destroy	
Tourism		Statistical information	7 years	Destroy	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
Tourism		Activities information	2 years	Destroy	
Tourism		Accommodation information	Review annually	Determination on review – Retain or destroy	
Tourism		Events and promotions	7 years	Destroy	
Tourism		Correspondence	5 years	Destroy	
Tourism		Product development	7 years	Destroy	
Tourism		Partnerships – Correspondence and minutes	5 years	Destroy	
Tourism		Marketing and publicity	3 years	Destroy	
Tourism	Twinning	Formal twinning agreement	Retained permanently	Permanent Retention by Council	
Tourism	Twinning	Reports on twinning visits	6 years	Destroy	
Tourism	Twinning	Twinning Correspondence	Term of council plus 1 year	Destroy	
Tourism	Twinning	Invitations (twinning)	Term of council plus 1 year	Destroy	
Tourism	Twinning	Electronic/Audio visual	Retained	Permanent	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
			permanently	Retention by Council	
Town Centres and Regeneration	Towns and Villages	Features, improvement plans, capital projects, places of interest, general correspondence, press statements	Review after 5 years	PRONI Appraisal	New Towns Act (Northern Ireland) 1965
Town Centres and Regeneration	Town Development	Meetings – Agenda, minutes, correspondence Strategies – Research, reports, feasibility studies, final agreed strategies Projects and Activities – Business case, progress reports, evaluation, spend profiles	Review after 5 years Review after 5 years Review after 5 years but also to meet individual funder requirements, if required	PRONI Appraisal PRONI Appraisal PRONI Appraisal; Funder requirements	
	Rural Development Programme	Article 9 of the Council of Europe Regulations (EC No. 1083/2006) Application forms Letters of offer	10 years after last action	Records returned to lead Government Body – destruction of records their	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		Reports Legal documentation Correspondence General information Meetings – Minutes and agenda Financial information Procurement information Claims – for programme expenditure Claims for administration of programme		responsibility.	
Planning	Certificates – Built Environment	Records associated with Certificates of Alternative Development Value, lawfulness proposed use/development, lawfulness existing use/development	10 years after closure	Appraisal and review by PRONI and Council - 2018	Planning Act (Northern Ireland) 2011; Local Government Act (Northern Ireland) 2014
Planning	Consents – Built Environment	Records associated with the Planning (Control of Advertisements) Regulations (NI) 1992 relating to consent to display an advertisement	3 years after closure	Appraisal and review by PRONI and Council - 2018	
Planning	Consents – Built Environment	Records associated with consents to fell/lop a tree covered by Tree Preservation	10 years after closure	Appraisal and review by PRONI and Council - 2018	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		Order, demolish within a conservation area, hazardous substances on land, work on listed buildings, work on scheduled monuments			
Planning	Determinations	Records Associated with Article of the Planning (NI) Order 1991 includes Article 40 Determination, need for EIA, need for Listed Building consent	10 years after closure	Appraisal and review by PRONI and Council - 2018	Planning Act (Northern Ireland) 2011
Planning	Enquiries	Records associated with applications received from the public requesting advice or an opinion on development proposals. Includes applications for property certificates and pre application enquiries	10 years after closure	Appraisal and review by PRONI and Council - 2018	
Planning	Permissions – Built Environment	Records associated with applications received from the public requesting planning permission. Includes outline permission. Reserved matters and full permission (Includes applications in respect of	10 years after closure	Appraisal and review by PRONI and Council - 2018	

Service Area	Section	Description	Retention Period	Final Action	Statutory Authority/ External Requirements
		Article 31 of the Planning (NI) Order 1991			
Planning	Enforcement	Records associated with the execution of enforcement procedures	1 year from date of closure	Appraisal and review by PRONI and Council - 2018	Planning Act (Northern Ireland) 2011
Planning	Planning Development Plans	Records associated with all aspects of the process, preparation and publication of development plans from plan initiation to plan adoption stages	10 years after closure	Appraisal and review by PRONI and Council - 2018	

Mid and East Antrim Borough Council Disposal and Retention Schedule

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

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Mayor Billy Ashe

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