

Retention and Disposal Schedule



Retention and Disposal Schedule Control

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Introduction

Newry, Mourne and Down District Council ('NMDDC') was formed on 01 April 2015 following the merger of Newry and Mourne District Council and Down District Council and is the third largest of the 11 Councils in Northern Ireland.

With an estimated population of 181,368, a coastline of approximately 150 kilometres and encompassing an area of 1,634 square kilometres, the District has three Areas of Outstanding Beauty; Mourne, Strangford Lough and Lecale and Slieve Gullion.

41 Councillors serve seven District Electoral Areas: Crotlieve, Downpatrick, Newry, Rowallane, The Mournes, Slieve Croob and Slieve Gullion.

The Council's functions include planning and building control, waste and recycling services, leisure and community services, health and wellbeing and local economic and cultural development. In the performance of these functions, NMDDC relationships include inter-council working groups, government departments, the Education Authority, the Public Health Agency, the Health and Social Care Trusts, Invest NI, the Northern Ireland Tourist Board, the Northern Ireland Housing Executive, the Police Service of Northern Ireland, the Arts Council of Northern Ireland, Sport NI and the Northern Ireland Fire Authority.

NMDDC is committed to the development and implementation of procedures to facilitate the creation and maintenance of authentic, reliable and useable records capable of supporting its business activities for as long as they are required. In March 2021, the Strategy, Policy and Resources Committee approved a 'digital first' approach to Council records to support Council's digital transformation, in addition to the seven information principles¹.

NMDDC is required by the Code of Practice on the management of records issued under Section 46 of the Freedom of Information Act 2000 ('the FOIA') to have and to implement a records retention and disposal schedule. This schedule must be compliant with the Public Records Act (NI) 1923 and the Disposal of Documents Orders (S.R. & O. 1925 No. 167 and No. 170).

The aim of the NMDDC Retention and Disposal Schedule is to support the NMDDC Records Management Policy by setting out the responsibilities and actions required to ensure compliance with statutory and regulatory requirements affecting the retention and disposal of records.

Implementing the requirements detailed in this document is also a requirement of the Records Management Policy.

Objectives

The purpose of this schedule is to:

- define minimum retention periods;
- prevent the premature destruction of records that need to be retained for a specific period to satisfy legal, financial and other requirements of public administration;
- identify records that may be kept permanently as part of the Newry, Mourne and Down district's local history;

¹ https://www.newrymournedown.org/media/uploads/spr_minutes_11032021.pdf

- provide consistency for the destruction of those records not required permanently after specified periods; and
- promote consistent records management practices for NMDDC.

Scope

This schedule provides retention and disposal timeframes for records (including paper, electronic, audio-visual, etc.) commonly created and maintained by NMDDC to support administrative, legal, and fiscal activities, according to NI and UK legislation and best practice guidelines.

This schedule forms part of the Council's Information Management framework. It should be read in conjunction with the following documents which are available on request by contacting recordsmanagement@nmandd.org:

- Records Management Policy and Procedure
- Access to Information Policy and Procedure
- Confidential Waste Paper Disposal Process
- Guide to Email Records Management

This schedule has been developed by the Records Management Team in consultation with Assistant Directors, Heads of Service and Line Managers.

This schedule applies to all records held by the Council, including paper, electronic, microform, audio-visuals, etc., copies and backups which are created, collected, processed, used, stored and/or disposed of by the Council's staff, Elected Members and third parties in the course of the Council's business activities.

Retention rules are for master sets of records only. Duplicate records should be destroyed at any point appropriate to the work of the service.

Divergence from the retention schedule may be appropriate in certain circumstances, e.g. a pending or actual legal action, change of legislation or regulation or legitimate business requirement. Any divergence requires liaison with the Information Asset Owner (IAO) and the Records Manager.

As new functions or classes of records are created or changed during the life of the schedule, advice must be taken from the Public Records Office Northern Ireland ('PRONI') on whether there is a requirement for the Council to re-draft and resubmit the Schedule to the NI Assembly.

Legal Requirements

Each entry in the Retention and Disposal Schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records should be kept before they are disposed of. Where no such legislation or guidance exists, NMDDC Directorates have been consulted to determine the retention periods that best suit each service area activity.

A list of the primary legislation under which NMDDC carries out its functions is included in Appendix C of the schedule.

Where the documents could be pertinent to a future claim against the Council, e.g. 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 in accordance with The Limitations (NI) Order 1989.

Some overarching legislation requires that records be kept for a certain amount of time and applies to all Directorates and sections of Council. These include:

The Public Records Act (NI) 1923/The Disposal of Documents Order SR&O 1925

The Public Records Act (NI) 1923 established PRONI as the place of deposit for public records, created the roles of Keeper and Deputy Keeper of the records as well as defining what public records actually are.

The Disposal of Documents Order 1925 sets out the provisions for the disposal and retention by public authorities of Northern Ireland public records. It provides the legal basis for disposal schedules and sets out the need for public bodies to have an officer who is responsible for their records and information.

The Data Protection Act 2018/The UK General Data Protection Regulation 2018

Principle 5 requires that personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which it was collected.

The Freedom of Information Act 2000

The Act requires us to make information available to the public unless specific exemptions apply. The Code of Practice issued under S46 of the Act sets out rules on how we should manage records and information, including responsibilities on all staff to implement the records retention and disposal schedule.

The Local Government Act (NI) 2014

Section 44 of the Act requires that following a Council meeting, a copy of the minutes and the agenda be made available to the public.

Operation of the Retention and Disposal Schedule

Functional Classification

The schedule is arranged by Council Function to provide a framework for handling records across NMDDC. Classification creates a logical, uniform approach by linking information in a business context. There are three levels of classification in the schedule:

- **Function** – used as a top-level term to represent the major responsibilities that are managed by Council to fulfil its duties.
- **Activity** – used to describe the key tasks performed by Council to accomplish the work of each of its functions. Several activities may be associated with each function.
- **Transaction** – used to describe the tasks that take place on a regular basis to perform each activity.

The Management Function holds the retention rules for those activities that are essential to the running of Council and/or are common to all areas, e.g. Communications and Marketing, Corporate Policy, Customer Feedback, Performance Management, Events, Strategic Planning, etc.

Final Action Categories

The schedule sets out the retention periods and final actions for each class of records. The retention period refers to the period of inactivity once the record has ceased to be of administrative use. The final action refers to the action taken once this period has expired.

There are four broad final action categories:

- **Transfer to PRONI** – the records are transferred for permanent preservation to the Public Record Office of Northern Ireland under warrant, where they will be preserved and securely held as Historical Records.
- **PRONI Appraisal** – the records that have been identified as requiring PRONI Appraisal are those which may be of future historical significance, PRONI officials will determine when the records reach their appraisal date.
- **Permanent Retention by Council** – the records are permanently retained by the Council for administrative or legislative purposes and will be physically or digitally managed in an accessible format within record keeping systems. These records must be reviewed on a regular basis to ensure their ongoing preservation. Any decision to dispose of records in this category can only be done following a revision of the retention and disposal schedule.
- **Destroy** – the records are disposed of securely in line with Council Policy.

Closing a file

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 it must be immediately removed from the filing system. What it does mean is no additional papers should be added to the file and that it should be used only for reference.

Closure triggers are clearly set out in the schedule for each record, however, if required, a continuation file should be opened once the file exceeds 2.5cm thick and electronic folders should be reviewed regularly to ensure adherence to the departmental filing system and, where applicable, archive a folder and create a continuation named in accordance with the Records Management Policy and Procedure.

Records should be reviewed and sorted before closing to remove ephemeral and temporary/supporting documents and then clearly marked with the closure and proposed disposal dates.

Electronic media, such as CDs, should not be attached to or stored with paper records to ensure preservation of these materials. These should be filed separately with the location noted on the original record and filing system.

Emails must be considered for retention and disposal and MS Outlook mailboxes and folders checked to ensure that all copies of a record are destroyed in accordance with the schedule.

Review

Files should be reviewed by the Service Area to ensure that no records are likely to be required for business continuity reasons.

Where there is no longer an enduring business need for the record to be retained, the final action should be triggered accordingly. If there remains a legal, fiscal or administrative need to retain the record, the reviewer should state a further retention period, after which the final action will be triggered.

Both confirmation of the final action and extension of the retention period require Head of Service approval and this should be included in the disposal notification prior to validation by the Records Manager.

Applying the Final Actions

Once it has been determined that a record is no longer required, the IAO should identify the relevant final actions for each file as shown above.

For those records identified for **Transfer to PRONI**, the IAO should contact the Records Management Team to arrange the paperwork and transfer.

Records that have the final action **PRONI Appraisal** are those which may be of future historical significance. The PRONI appraisal takes place at the following points:

First Review

The purpose of a first review is to identify records which have the potential to have long term historical significance. This is completed approximately 5 years after the date of the last paper, and when the business area has confirmed it has no ongoing administrative need for the record.

The IAO should contact the Records Management Team to arrange for PRONI to inspect records which are in the 'PRONI Appraisal' category and must provide a detailed list of all the records due for inspection.

Any records selected by PRONI must be retained by Council until they reach the Second Review stage.

Second Review

Records which have the final action 'PRONI Appraisal' and have not been subject to a First Review should be brought forward for Second Review in a timescale appropriate to ensure their transfer to PRONI by the time they reach 20 years old.

Similar to the first review process, the IAO should contact the Records Management Team to arrange for PRONI to inspect the records and must provide a detailed list of all the records due for inspection.

At the appraisal, PRONI will identify files of historic value in line with PRONI's acquisition strategy and appraisal guidance. Records selected for permanent preservation following PRONI Appraisal will transfer after a warrant has been issued by PRONI.

Those records marked '**Destroy**' will be held by Council for the retention period. The IAO should contact the Records Management Team when a review has been completed and disposal confirmed. The IAO must provide a record of the authorised disposal and the department must retain a register of disposal. If, following review, a decision is made to extend a record's retention period, e.g. due to an on-going legal matter, Freedom of Information request, etc., a written request must be submitted to the IAO and once approved the rationale for the decision, the date of the decision and the next review date must be recorded and approved by the Records Management Team.

When completing 'batch' disposals, staff should complete a list of the file references, file titles, date ranges and the number of files. Staff should also note any files missing from a sequence that have been retained for a further period.

For disposal of paper records, staff must adhere to the Confidential Waste Paper Disposal Process, see page 5 above. Deletion of electronic files must be monitored and should be permanent, which means that all known copies and versions of the information, including back-ups, have been destroyed and cannot be recovered by processes within the control and capability of Council.

Where information is shared internally and with the third parties, the IAO must ensure that the Data Sharing Agreement and this schedule are adhered to by both parties.

For records listed as **Permanent Preservation by Council**, the IAO should contact the Records Management Team following the review to arrange transfer to the Council archive.

Roles and Responsibilities

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

The Assistant Director Corporate Services (Administration) is responsible for keeping the Schedule under review to ensure that all business functions continue to be adequately covered by the schedule and that final actions are appropriate for the records they relate to.

The Head of Compliance and Records Manager will work closely with Directorates and Service Areas to ensure that there is consistency in the management of records, and that training is provided to ensure compliance with the Records Management Policy and Procedure and this schedule.

The Records Management Team will be responsible for co-ordinating reviews and issuing updates to the schedule.

IAOs are responsible for:

- implementing record retention policies in their service area;
- ensuring recordkeeping systems enable identification of records due for disposal;
- ensuring records due for disposal are routinely identified and reviewed to ensure they are no longer required;
- ensuring that all copies and back-ups including those in MS Outlook, and held on personal devices, are identified for disposal;
- ensuring that appropriate access restrictions and password protections are used for confidential information stored on shared drives;
- identifying vital business records and records suitable for historical permanent preservation;
- ensuring staff dispose of records only in accordance with this schedule and the Confidential Waste Paper Disposal Process;
- ensuring divergence from the Records Retention and Disposal Schedule is authorised and the Records Management Team is consulted on changes; and
- ensuring evidence of the disposal process is retained.

All staff are responsible for:

- managing the information they create and use on a day-to-day basis;
- retaining all records in line with identified business requirements and as outlined in the Retention and Disposal Schedule;
- ensuring records are saved and filed in such a way that is meaningful and facilitates retrieval by authorised colleagues;
- disposing of records in accordance with the requirements of this schedule and the Records Management Policy and Procedure;
- ensuring that any proposed divergence from this schedule is authorised; and
- bringing any issues in relation to information and records management to the attention of managers.

Elected Members are responsible for ensuring that the records created within the conduct of their roles are the property of Council and therefore must be processed, maintained, stored and disposed of in accordance with Council's Records Management Policy and Procedure and this Schedule.

Records Management Declaration

NMDDC declares that it will take measures to ensure that the records it creates will be appropriately stored and maintained while they are in its custody until either destroyed or transferred to PRONI for permanent preservation.

These measures will include:

- storing records in an appropriate environment, physical or electronic, on or off-site;
- ensuring appropriate access control mechanisms are put in place to facilitate staff who require continued access to records and information but restrict others;
- providing searching facilities, electronic or physical index systems, to ensure staff understand what they are holding or not holding; and
- putting in place auditing, finalising and backup policies and regularly testing business continuity procedures and plans for the use of vital records and information.

Signatories



Newry, Mourne and Down District Council

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.

A handwritten signature in black ink, appearing to read 'Marie Ward'.

Marie Ward
Chief Executive
Newry, Mourne and Down District Council

A handwritten signature in black ink, appearing to read 'Alison Robb'.

Alison Robb
Assistant Director Corporate Services
(Administration)
Newry, Mourne and Down District Council

A handwritten signature in black ink, appearing to read 'Wesley Geddis'.

Wesley Geddis
Head of Records Management, Cataloguing
and Access Section
Public Record Office of Northern Ireland

A handwritten signature in black ink, appearing to read 'David Huddleston'.

David Huddleston
Deputy Keeper of the Records
Public Record Office of Northern Ireland

A handwritten signature in black ink, appearing to read 'Colum Boyle'.

Colum Boyle
Permanent Secretary
Department for Communities

Appendix A – Index of Functions and Activities

FUNCTION	ACTIVITY
Building Control	Building Control Applications
	Building Regulations
	Energy Performance of Building Regulations
	Operations
FUNCTION	ACTIVITY
Community Engagement	Community Services, Facilities and Events
	Community Support Programme
	Engagement and Development - District Electoral Areas (DEAs)
	Neighbourhood Renewal
	Policing and Community Safety Partnership (PCSP) and Good Relations Service
	Strategic Programmes, Financial Assistance and Social Inclusion
	Volunteers
	Community Planning
FUNCTION	ACTIVITY
Council Property	Property Asset Management
	Property Acquisition and Disposal
	Capital Projects
	Property Maintenance
	Property Management
	Fleet Management
	Transferred Car Parks
	Directorate Managed Car Parks
	All Council Managed Car Parks
	Bus Shelters
	Cemeteries
	Council Markets
	Public Conveniences
	Town Centre CCTV
FUNCTION	ACTIVITY
Democracy	Decision Making
	Executive
	Governance

	Honours and Awards
	Member Services
	Elections
FUNCTION	ACTIVITY
Economic Development and Regeneration	Economic Development
	Regeneration and Investment
	Mourne, Gullion and Lecale Rural Development Partnership (2014-2020)
	SEAFLAG
	Full Fibre across Northern Ireland (FFNI)
FUNCTION	ACTIVITY
Environmental Health	Environmental Protection
	Public Health and Housing
	Health Improvement
	Food Safety
	Consumer Health and Safety
	Tobacco Control
	Enforcement/Prosecution of Offences
	Monitoring and Investigation
	Stakeholder Engagement
FUNCTION	ACTIVITY
Finance	Accounts and Statements
	Asset Management
	Financial Provisions Management
	Financial Transactions Management
	Payroll and Pensions
FUNCTION	ACTIVITY
Health and Safety	Compliance
	Monitoring
	Risk Management
FUNCTION	ACTIVITY
Human Resources	HR Administration
	Recruitment
	Employee Administration
	Employee Relations
	Occupational Health

	Learning and Development
	Safeguarding
FUNCTION	ACTIVITY
Information and Communication Technology	Asset Management
	Configuration Management Database (CMDB)
	Resource Deployment
	Cloud Platforms
	Managing Infrastructure
	Managing Communication
	Release Management
	IT Management
FUNCTION	ACTIVITY
Information Management	Access to Information
	Data Protection
	Records Management
	Operations
	Support Services
FUNCTION	ACTIVITY
Irish Language Unit	Irish Language Bursary Scheme
	Project and Event Management
	Strategy and Policy
	Translation Services
FUNCTION	ACTIVITY
Legal Services	Litigation
	Land and Property
	Contract Law
	Enforcement/Prosecution of Offences
	Statutory
	Advisory
	Professional Development
	Access to the Countryside
FUNCTION	ACTIVITY
Leisure and Sport	Indoor Leisure
	Outdoor Leisure
	Sports Development
FUNCTION	ACTIVITY

Licensing	Registration, Permits and Licencing
	Enforcement/Prosecution of Offences
	Street Naming and Numbering
FUNCTION	ACTIVITY
Management	Audit and Risk
	Consultations and Engagement
	Corporate Administration
	Corporate Communications and Marketing
	Corporate Policy
	Customer Feedback
	Emergency Planning
	Equality
	Events
	Evidence and Research
	Insurance
	Internal Communication
	Partnership and Agency Working
	Performance Management
	Project Management
	Review of Public Administration
	Statutory Returns
	Strategic Decision Making
	Strategic Planning
FUNCTION	ACTIVITY
Planning	Development Management
	Enforcement
	Development Plan
FUNCTION	ACTIVITY
Procurement	Policy and Procedure
	Contracts and Tendering
	Contract Management
FUNCTION	ACTIVITY
Registration Services	Registration of Births, Deaths and Marriages
	Marriage Services
FUNCTION	ACTIVITY
Sustainability	Biodiversity

	Environmental Conservation and Education
	Strategy and Policy
FUNCTION	ACTIVITY
Tourism and Culture	Tourism Development
	Tourism Facilities
	Tourism Marketing and PR
	Arts and Cultural Services
	Museums
FUNCTION	ACTIVITY
Waste Management	Waste Strategy
	Environmental Protection
	Refuse and Cleansing
	Waste Collection
	Waste Reduction
	Licensing and Agreements
	Enforcement/Prosecution of Offences

Appendix B – Glossary of Terms

Appraisal

The process of distinguishing information of continuing value from that of no further value so that the latter may be subject to disposition.

Business Requirement

The Service Area has identified a business need to retain the record for the period of time provided.

Closed Records

Records are closed when the current business activity has ended, and the retention trigger is activated. Closure begins the mandatory retention period for the records. Retention schedules require records to be closed either:

- at the end of a defined time (e.g., the end of the fiscal or calendar year), or
- when the last event relating to the record has occurred (e.g., the denial of a permit or receipt of final payment).

Department for Communities (DfC) - Public Records Office Northern Ireland (PRONI)

PRONI is a division within the DfC and is the official archive for Northern Ireland, holding documents covering a period from 1600 to the present day. PRONI provides records management and guidance to public bodies in Northern Ireland.

Destroy

The process of eliminating or deleting a record, beyond any possible reconstruction.

Digital Preservation

This refers to the series of managed activities necessary to ensure long term access to digital materials. It includes actions to maintain persistence and fixity, manage dependencies, survive media failure and maintain usability and context through generations of technological, organisational and societal change.

Information Asset Owner

Information asset owners (IAOs) are senior staff involved in running the relevant department(s). Their role is to understand what information is held, what is added and what is removed, how information is moved, and who has access and why. As a result, they can understand and address risks to the information and ensure that information is fully used within the law for the public good and provide input on the security and use of their asset.

Records

Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. Records include, but are not limited to, paper files, emails, CCTV recordings, electronic files, databases and photographs.

Retention Trigger

This defines the event that triggers the start of the Retention Period, triggers are determined by the nature of the record and the transaction for which it has been created.

Transfer

The process of transferring public records to the Public Record Office of Northern Ireland.

Appendix C – Legislation

Below is a list of legislation under which NMDDC carries out its functions. In addition, Council adheres to policy statutory and regulatory frameworks and codes. This is not a definitive list and is subject to ongoing amendment.

The Access to the Countryside (NI) Order 1983
The Betting and Gaming (NI) Order 2004
The Betting, Gaming, Lotteries and Amusements (NI) Order 1985
The Building Control Regulations (NI) 2012
The Burial Ground Regulations (NI) 1992
The Caravans Act (NI) 2011
The Certificates of Alternative Development Value Regulations (NI) 2015
The Cinemas (NI) Order 1991
The Civil Contingencies Act 2004
The Civil Partnership Regulations (NI) 2005
The Clean Neighbourhood and Environment Act (NI) 2011
The Control of Asbestos Regulations (NI) 2012
The Cooling Towers and Evaporative Condensers Regulations (NI) 1994
The Dangerous Substances and Explosives Explosive Atmospheres Regulations 2002
The Data Protection Act 2018
The Disability Discrimination Act 1995 (as amended by The Disability Discrimination (NI) Order 2006
The Dogs (NI) Order 1983
The Electoral Law Act (NI) 1962
The Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016
The Environmental Information Regulations 2004
The Fair Employment & Treatment (NI) Order 1998
The Finance Act 2004
The Fire Precautions (Workplace) Regulations (NI) 2001
The Fire Safety Regulations (NI) 2010
The Freedom of Information Act 2000
The Freedom of Information Act 2000, Section 46 - Code of Practice on Records Management
The Goods Vehicles (Licensing of Operators) Act (NI) 2010
The Hairdressers Act (NI) 1939
The Health and Safety at Work (NI) Order 1978
The Income Tax (PAYE) (Amendment) Regulations 2020
The Justice Act (NI) 2011
The Land Compensation (NI) Order 1982
The Lifting Operations & Lifting Equipment Regulations (NI) 1999
The Limitations (NI) Order 1989
The Litter (NI) Order 1994
The Local Elections (NI) Order 2010
The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 11, Street Names and Numbering of Buildings

The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 2, Licensing of Places of Entertainment
The Local Government Act (NI) 1972
The Local Government Act (NI) 2014
The Local Government Pension Scheme Regulations (NI) 2014
The Management of Health and Safety at Work Regulations (NI) 2000
The Manufacture and Storage of Explosive Regulations (NI) 2006
The Marriage Regulations (NI) 2003
The Museums (NI) Order 1981
The Northern Ireland Act 1998
The Occupiers Liability (NI) Order 1987
The Off-Street Parking (Functions of District Councils) Act (NI) 2015
The Pavement Cafés Act (NI) 2014
The Petroleum (Consolidation) Act (NI) 1929
The Planning Act (NI) 2011
The Planning (Environmental Impact Assessment) Regulations (NI) 2017
The Planning (General Development Procedure) (NI) Order 2015
The Planning (General Permitted Development) (NI) Order 2015
The Planning (Local Development Plan) Regulations (NI) 2015
The Police and Criminal Evidence (NI) Order 1989
The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013
The Private Tenancies (NI) Order 2006
The Provision and Use of Work Equipment Regulations (NI) 1999
The Public Health (Ireland) Act 1878
The Public Health Acts Amendment 1907
The Public Service Pensions Act (NI) 2014
The Regulation of Investigatory Powers Act 2000
The Rent (NI) Order 1978
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997
The Reservoirs Act (NI) 2015
The Roads (Miscellaneous Provisions) Act (NI) 2010
The Rural Needs Act (NI) 2016
The Safety of Sports Grounds (NI) Order 2006
The Smoking (NI) Order 2006
The Statutory Maternity Pay (General) Regulations 1986
The Street Trading Act (NI) 2001
The Taxes Management Act 1970 - Schedule 4
The Towns Improvement (Ireland) Act 1854 incorporating The Towns Improvement Act 1847
The Tourism (NI) Order 1992
The UK General Data Protect Regulations 2021
The VAT Act 1994
The Waste and Contaminated Land (NI) Order 1987
The Waste Management Licensing Regulations (NI) 2003

What is a retention schedule?

A retention schedule sets out the types of records Newry, Mourne and Down District Council creates, receives, uses, maintains and stores to perform its duties. It provides the event which triggers the retention period and details how long records should be kept for, and the rationale for this. It applies to records of all media types including electronic, hard copy, audio-visual, etc.

How do I use this schedule?

[See the Schedule Outline tab](#)

To find a particular section of the retention schedule you can either filter by function and then activity and transaction or search the whole schedule using a keyword.

All records should be destroyed in accordance with the schedule unless subject to an information request (FOI, SAR, etc) or is exempt due to an investigation, legal proceedings or audit process.

All copies including back-ups must be destroyed when the retention period concludes or retained to fulfil any extended retention period. An extended retention period must be agreed with the Information Asset owner and the Records Manager and documented accordingly.

Record closures and disposals must be approved by the Information Asset Owner (a senior member of staff responsible for departmental records) and a record kept of disposals and extended retention periods in accordance with this schedule.

The storage media for each record is listed and it is important for staff to ensure that all electronic and physical copies of a record have been destroyed. Building disposal dates into file and folder names will assist with this process, as will saving emails to the departmental electronic

A list of the statutory and regulatory legislation that provides the retention authority is provided in Appendix C of the Introduction.

A list of acronyms is provided: [see Acronym List'](#)

Please contact the Records Management Team if you have any queries: recordsmanagement@nmandd.org

List of Acronyms used in the Schedule

APSE	Association of Public Service Excellence
BID	Business Improvement District
The CANN Project	The Collaborative Action Natura Network Project
CHED	Common Health Entry Document
CoI	Certificate of Inspection
COSSH	Control of Substances Hazardous to Health
CPC	Certificate of Professional Competence
DEA	District Electoral Areas
DEARA	Department for Agriculture and Rural Affairs
DFI	Department for Infrastructure
DPA	Data Protection Act 2018 (DPA)
DP	Data Protection - reference to a request for information made under the DPA
DRO	Deputy Returning Officer
ECNI	Equality Commission Northern Ireland
EHC	Export Health Certificate
EIR	Environmental Information Regulations 2004
EONI	Electoral Office for Northern Ireland
EPC	Energy Performance Certificate
EPIG	Emergency Preparedness Implementation Group
EQA	Employee Qualification Assistance
FMM	Facilities Management Agreements
FOIA	Freedom of Information Act 2000 (FOIA)
FOI	Freedom of Information - reference to a request for information made under the FOIA
GIS	Geographic Information System
GPS	Global Positioning System
GRO	General Registry Office
HSENI	Health and Safety Executive Northern Ireland
ICO	Information Commissioner's Office
ITT	Invitation to Tender
JESIP	Joint Emergency Services Interoperability Programme
LAPPC	Local Air Pollution Prevention and Control
LAQM	Local Air Quality Management
LBAP	Local Biodiversity Action Plan
LCAC	Lisburn Commerce Against Crime

LCNF	Local Consultation and Negotiation Forum
LGCS	Local Government Commissioner for Standards
LGTG	Local Government Training Group
LOLER	Lifting Operations and Lifting Equipment Regulations
LPS	Land and Property Services
NIAO	Northern Ireland Audit Office
NIEA	Northern Ireland Environment Agency
NILGA	Northern Ireland Local Government Association
NIPSO	Northern Ireland Public Service Ombudsman
NLHF	National Lottery Heritage Fund
PCN	Penalty Charge Notice
PHA	Public Health Agency
PR	Public Relations
PRONI	Public Record Office Northern Ireland
PUWER	Provision and Use of Work Equipment Regulations
RDP	Rural Development Programme
RFQs	Request For Quotation
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
RIPA	Regulation of Investigatory Powers Act
RQQ	Request to Qualify and Quote
SANDSA	Sports Association Newry, Down and South Armagh
SAR	Subject Access Request
SCCP	Strategic Community Planning Partnership
SEUPB	Special European Union Project Board
SIF	Social Investment Fund
SLA	Service Level Agreements
SSoW	Safe System of Work
STA	Single Tender Action
VFM	Value for Money
WAN	Wide Area Network

Retention Schedule Structure:

Function	Activity	Transaction	Record	Record Description/Examples	Retention Trigger	Retention Period	Retention Authority/Rationale	Final Action
The Functions are the broad categories used to capture the more specific activities and transactions	Activities are linked to each Council Function to classify records by the main services provided	Transactions categorise evidence of and information about the Activities	Evidence of a Transaction Records are information created, received and maintained as evidence and/or information by Council, in pursuance of legal obligations or in the transaction of business.	Provides examples of the different types of records covered by the retention rule NB: these are not definitive lists	Defines the event that triggers the start of the Retention Period	Specifies the length of time a record must be kept after the Trigger event	Identifies whether the retention rule is based on legal, regulatory or business reasons	Specifies what is recommended at the end of the Retention Period

Function	Activity	Transaction	Record	Record Description / Examples	Retention Trigger	Retention Period	Retention Authority / Rationale	Final Action
BUILDING CONTROL								
BUILDING CONTROL	Building Control Applications							
BUILDING CONTROL	Building Control Applications	Building control file	Pre-submission file	Documentation relating to confidential advice given pre-building regulation application	End of calendar year following completion	Hard copy - 6 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council
BUILDING CONTROL	Building Control Applications	Building control file	Full Plans	Documentation relating to application files - application, validation sheet, correspondence, drawings, location plans, structural calculations, decision notices, inspection reports and contravention notices	End of calendar year following completion	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council
BUILDING CONTROL	Building Control Applications	Building control file	Full Plans - housing developments	Documentation relating to application files - application, validation sheet, correspondence, drawings, location plans, structural calculations, decision notices, inspection reports and contravention notices	End of calendar year following completion	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council
BUILDING CONTROL	Building Control Applications	Building control file	Building Notices Regularisation	Documentation relating to application files - application, validation sheet, correspondence, drawings, location plans, structural calculations, decision notices, inspection reports and contravention notices	End of calendar year following completion	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council
BUILDING CONTROL	Building Control Applications	Building control file	All application types: exempt from fees (with the exception of cavity wall insulation)	Documentation relating to application files - application, validation sheet, correspondence, drawings, location plans, structural calculations, decision notices, inspection reports and contravention notices	End of calendar year following completion	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council
BUILDING CONTROL	Building Regulations							
BUILDING CONTROL	Building Regulations	Enforcement	Unauthorised works file	Documentation relating to the notification and management of unauthorised works including copies of notices, details of decisions, correspondence	Date of last action	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council
BUILDING CONTROL	Building Regulations	Enforcement	Dangerous structures file	Documentation relating to dangerous structure - copies of notices, details of decisions, correspondence	End of calendar year following resolution	Hard copy - 3 years Database held electronic files - permanent	(1) The Towns Improvement (Ireland) Act 1854 – Section 39 Incorporating The Towns Improvement Act 1847 Section 75 (2) The Public Health Acts Amendment 1907	Hard copy records - Destroy Electronic database records - Permanent retention by Council
BUILDING CONTROL	Energy Performance of Building Regulations							
BUILDING CONTROL	Energy Performance of Building Regulations	Compliance	Audits	Documentation relating to audits - on-construction EPC, advisory reports, estate agent EPC compliance, public buildings display energy certificates, public and commercial buildings - air conditioning compliance	Date of last action	6 years	The Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016	Hard copy records - Destroy Electronic database records - Permanent retention by Council

BUILDING CONTROL	Energy Performance of Building Regulations	Compliance	Enforcement file	Documentation relating to the issue of a penalty charge notice	Date of last action	6 years	The Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016	Hard copy records - Destroy Electronic database records - Permanent retention by Council
BUILDING CONTROL	Energy Performance of Building Regulations	Stakeholder Management	Stakeholder database	Contact details for Estate Agents and Statutory Agencies	Date removed from database	None	The Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016	Hard copy records - Destroy Electronic database records - Permanent retention by Council
BUILDING CONTROL	Operations							
BUILDING CONTROL	Operations	Reporting	Statistical reports	Documentation relating to performance indicators to statutory body and council	End of financial year	6 years	The Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016	Destroy
BUILDING CONTROL	Operations	Complaints	Complaints file	Documentation relating to non-service related correspondence	Date of last action	6 years	Business requirement	Destroy
BUILDING CONTROL	Operations	Health and Safety	Fire risk assessments	Original held by Building Control and copies by department	Until superseded	4 years	(1) The Fire Precautions (Workplace) Regulations (NI) 2001 (2) The Fire Safety Regulations (NI) 2010	Destroy
COMMUNITY ENGAGEMENT								
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events							
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Strategy and engagement	Community Service Strategy			See Management, Strategic Planning		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Strategy and engagement	Reports	All documentation relating to reporting including to Committee and Directorate		See Democracy, Decision Making		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	Service Level Agreements (SLA), Facilities Management Agreements (FMM)	FMMs, SLAs and licences relating to suppliers and equipment		See Legal Services		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	Car park management file	Maintenance and servicing reports, cleaning reports, health and safety reports		See Council Property, Directorate Managed Car Parks		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	Health and safety maintenance file	Daily / weekly / monthly centre check sheets, accident and incident reports, risk assessments, SSoW, PUWER, LOLER, emergency action plans, COSSH, business continuity		See Council Property, Property Maintenance See Health and Safety		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	General maintenance file	Mechanical, electrical and equipment maintenance and servicing reports, daily inspection records, installation records		See Council Property, Property Maintenance		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	Cleansing file by location	Documentation relating to cleaning schedules, rotas, quality and safety standards	End of calendar year	21 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	Staffing file	Documentation relating to staff operational management including casual staff, rotas, procedures, uniforms, training	End of calendar year	3 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Event management	Booking / hire file	Documentation relating to room bookings, pitch hire, car park area		See Management, Events		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Event management	Events file	Documentation relating to CS organised events including marketing materials, logistical support applications, equipment installation, van use		See Management, Events		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Areas at risk	Areas at Risk course file	Course participants, registration forms, booking tables	Date of course	3 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Finance	Financial file	Documentation relating to sales and income, invoices, daily cash reports, debtors reports, legend reports, petty cash		See Finance		

COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Procurement	Procurement file	All documentation relating to procurement - VFM, RQQ, ITT forms, submissions from suppliers, quotations, evaluations and related records				
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Transport	Van usage file	Servicing and mileage records, driver usage		See Council Property, Fleet Management		
COMMUNITY ENGAGEMENT	Community Support Programme							
COMMUNITY ENGAGEMENT	Community Support Programme	Grants and funding	Funding file	Funder's letters of offer, committee approvals, funding claims, funding payments received from funder	Date of final claim and payment	7 years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Community Support Programme	Funding reports	Six monthly report	Six monthly reports to funder	Date of report following final payment	7 years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Engagement and Development - District Electoral Areas (DEAs)							
COMMUNITY ENGAGEMENT	Engagement and Development - DEAs	Meetings	DEA, Committee meeting minutes	Agenda, reports, minutes, action sheets	Date ratified	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Engagement and Development - DEAs	Engagement	DEA newsletters	Newsletter produced and published by each DEA	Date of creation	3 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Engagement and Development - DEAs	Event management	Events file	Risk assessments, community consultations, project proposals	Date of final claim and payment	As per Funder's Letter of Offer	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Engagement and Development - DEAs	Finance	Funded procurement	Documentation relating to funded procurement	Date of final claim and payment	As per Funder's Letter of Offer	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Neighbourhood Renewal							
COMMUNITY ENGAGEMENT	Neighbourhood Renewal	Meetings	Neighbourhood Renewal Partnerships, Committee meeting minutes	Agenda, reports, minutes, action sheets	Date ratified	7 years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Neighbourhood Renewal	Engagement	Neighbourhood Renewal newsletter	Newry and Downpatrick Neighbourhood Renewal newsletters	Date of creation	7 years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Neighbourhood Renewal	Engagement	Event / project file	All risk assessments, collated data from events (paper or electronic)	Date of event	7 Years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Neighbourhood Renewal	Grants and funding	Grants file	Documentation relating to grant claims	Date of final claim and payment	7 years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Policing and Community Safety Partnership (PCSP) and Good Relations Service							
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	Strategy and engagement	PCSP and sub-group meeting file	Documentation relating to meetings - agendas, minutes, action sheets, PSNI reports, monitoring and evaluation reports	Meeting date	20 years	The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions	PRONI Appraisal
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	Strategy and engagement	Strategic Plan	All documents relating to the strategy to reduce crime and enhance community safety including the operational plan	Date created	20 years	The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions	Permanent retention by Council
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	Strategy and engagement	PCSP Annual Report	All background documents, working versions, final version	Date of report	20 years	The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions	Transfer to PRONI
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	Strategy and engagement	Preparatory file	Strategic Plan and Annual Report working papers	Date approved	1 year	Business requirement	Destroy
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	External funding	Dept of Justice / Policing Board funding file	All funding claims - letters of offer, documents relating to purchases, VFMs, RFQs, STAs, members expenses claims, grant payments made or received, correspondence, monitoring and evaluation	Date of final claim and payment	7 years	The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions	Destroy
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	Grants and funding	Thematic Cards / Project Cards	Returns for quarterly thematic cards, quarterly project cards	Date of programme completion	7 years	The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions	Destroy
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	Event management	Events file	Documentation relating to event including risk assessments, community consultations, marketing materials, press releases	Date of Event	6 years	The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions	Destroy
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	Engagement	Contact database	Contact details of members of the public	Date removed from database	None	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion							

COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	European funded projects	Peace IV Project file	Procurement and project documentation including claims to Special European Union Project Board, monitoring records, Partnership Board meeting minutes	SEUPB Project end date	As per SEUPB Letter of Offer and update	SEUPB Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	European funded projects	Peace III Project file	Procurement and project documentation including claims to Special European Union Project Board, monitoring records, Partnership Board meeting minutes	SEUPB Project end date	31 December 2022	SEUPB Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Financial assistance	Policy and Procedure			See Management, Corporate Policy		
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Financial assistance	Funding Call file by date and theme	All documentation relating to applications, assessments, letters, claims, monitoring	Date of final claim and payment	7 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Financial assistance	Financial assistance claim file	All documentation issued to finance for payment	Date of final claim and payment	7 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Financial assistance	Funding Call file by date	Documentation relating to unsuccessful applications	End of financial year after call has closed	1 year	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Social Investment Fund (SIF)	Board meetings file	Minutes of meetings	Date ratified	6 years	SIF Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Social Investment Fund (SIF)	Project file- Castlewellan	All documentation relating to procurement - project documentation including claims to The Executive Office	Date of final claim and payment	30 April 2028	SIF Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Social Investment Fund (SIF)	Project file - Ballyhorgan	All documentation relating to procurement - project documentation including claims to The Executive Office	Date of final claim and payment	30 April 2029	SIF Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Social Inclusion	Client file	Client database, name, contact details, financial details	Date of last action	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Social Inclusion	Project file	Database of service providers, advice clinic, language classes	Until superseded	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Social Inclusion	External funding file	Documents relating to funding received from external organisations to assist social inclusion projects, applications, receipt of 3rd party providers vouchers	Creation of record	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Social Inclusion	External funding file	Documentation relating to the issue of vouchers including client database	Date of issue	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Strategic Programmes, Financial Assistance and Social Inclusion	Engagement	Promotions / campaigns file	Marketing materials, leaflets, public advertising, social media	Date created	3 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT Volunteers								
COMMUNITY ENGAGEMENT	Volunteers	Volunteer registration	Registration file	Completed registration forms	Until registration is uploaded onto the electronic system	1 month	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Volunteers	Volunteer management	Volunteer database	Names, addresses, contact details, emergency contact details	Date removed from database	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Volunteers	Volunteer management	Volunteer financial claim file	Names, addresses, bank details, claims submitted	End of financial year	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Volunteers	Policy and Procedure	Volunteer Policy and Procedure			See Management, Corporate Policy		
COMMUNITY ENGAGEMENT	Volunteers	Staff training	eLearning / PowerPoint training file	Documentation relating to training materials developed for Council staff		See Human Resources, Learning and Development		
COMMUNITY ENGAGEMENT Community Planning								

COMMUNITY ENGAGEMENT	Community Planning	Strategy and engagement	The Community Plan	Documentation relating to the production of the plan and the plan itself including legislative documents and research	Until superseded	20 years	The Local Government Act (NI) 2014	Transfer to PRONI
COMMUNITY ENGAGEMENT	Community Planning	Strategy and engagement	Strategic Community Planning Partnership (SCPP) Meetings	Signed agreements, Terms of Reference, attendance, minutes, reports	Date of meeting	20 years	The Local Government Act (NI) 2014	PRONI Appraisal
COMMUNITY ENGAGEMENT	Community Planning	Strategy and engagement	SCPP - operational and working group meetings	Agenda, reports, minutes, action sheets	Lifespan of the Community Plan	5 years	The Local Government Act (NI) 2014	Destroy
COMMUNITY ENGAGEMENT	Community Planning	Strategy and engagement	Stakeholder forum	Agenda, reports, minutes, action sheets	Lifespan of the Community Plan	5 years	The Local Government Act (NI) 2014	Destroy
COMMUNITY ENGAGEMENT	Community Planning	Strategy and engagement	Community planning databases	Contact details for Community Planning Partners	Date removed from database	None	The Local Government Act (NI) 2014	Destroy
COMMUNITY ENGAGEMENT	Community Planning	Monitoring and reporting	Reports	Documentation relating to the monitoring and reporting including survey results, quantitative data and statistics	Lifespan of the Community Plan	5 years	The Local Government Act (NI) 2014	Destroy
COMMUNITY ENGAGEMENT	Community Planning	Project management	Project file	Documentation relating to projects implemented under community planning including events, workshops, budgets, applications, costings, publications	Lifespan of the Community Plan	See Management, Project Management	The Local Government Act (NI) 2014	Destroy
COUNCIL PROPERTY								
COUNCIL PROPERTY	Property Asset Management							
COUNCIL PROPERTY	Property Asset management	Compilation and management of the Council Property Asset Register	Property Asset Register	Register held on an Excel spreadsheet of all Council properties		Permanent	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Property Asset management	Collection and Organisation of Asset Documentation	Asset documentation	Operations and Maintenance Manual, as-built drawings and documents	Date of completion	Permanent	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Property Asset management	Collection and Organisation of Asset Documentation	Asset documentation	Historic site plans, building plans and elevations	When digitised	Hard copy - end of calendar year Digitised versions - permanent	Business requirement	Hard copies - PRONI Appraisal Digitised copies - Permanent retention by Council
COUNCIL PROPERTY	Property Acquisition and Disposal							
COUNCIL PROPERTY	Property acquisition and disposal	Property Deeds	Title Deeds	Land Registry maps and folios, evidence of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts		See Legal Services		
COUNCIL PROPERTY	Property acquisition and disposal	Acquisition of land / property	Property file	Documentation relating to the negotiation and acquisition of a property through purchase, transfer, donation or lease including D1 form, plans, survey, valuation, lease agreement, correspondence	Disposal of property Expiry / termination of lease	12 years	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Property acquisition and disposal	Acquisition of land / property	Acquisitions file	Documentation relating to the negotiation for the acquisition of a property by Council where the property was not acquired or leased	Closure of negotiations	6 years	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Property acquisition and disposal	Acquisition of land / property	Valuation Reports	Valuation documentation and statistics	Until superseded following disposal of a property	12 years	Business requirement	Destroy
COUNCIL PROPERTY	Property acquisition and disposal	Disposal of land / property	Property file	Documentation relating to the disposal of property / land by sale, transfer or donation including legal documents, particulars of sale, survey, tender documents, conditions of contracts	Date all obligations and entitlements are concluded	15 years	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Property acquisition and disposal	Disposal of land / property	Property file	Documentation relating to the termination of a property lease	Termination of lease	15 years	The Limitation (NI) Order 1989	Permanent retention by Council
COUNCIL PROPERTY	Capital Projects							

COUNCIL PROPERTY	Capital projects	Council property design and construction	Capital works file by location	Feasibility studies, brief, correspondence, site meeting minutes, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation	Date of completion - end of defects liability period and completion of all outstanding payments	15 years	The Limitation (NI) Order 1989	Destroy
COUNCIL PROPERTY	Capital Projects	External consultant procurement	Capital works file by location	Documentation relating to the appointment of external consultants	Date on document	7 Years	Business requirement	Destroy
COUNCIL PROPERTY	Capital Projects	Planning applications	Capital works file by location	Documentation relating to planning application	Date on document	Permanent	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Capital Projects	Statutory approvals	Certificates	Planning and Building Control approvals, documentation relating to historic, environmental, transport approvals	Date on document	Permanent	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Property Maintenance							
COUNCIL PROPERTY	Property Maintenance	Routine inspections	Property file	Documentation relating to property condition, inventories, stocktaking reports,	Date of inspection	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	Major works	Project file by location			See Management, Project Management See Council Property, Capital Projects		
COUNCIL PROPERTY	Property Maintenance	Minor works	3i electronic file	Notification, work details, work completed	Date work completed	Permanent	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Property Maintenance	Minor works	Works file	Documentation relating to procurement of equipment, services		See Procurement		
COUNCIL PROPERTY	Property Maintenance	Inspection and testing of equipment - mechanical	Testing and inspection file - mechanical	Certificates provided by approved contractors including fire extinguisher, emergency lighting, NICEIC (installation) ladder inspections, man safe inspections, lightning protection inspections, chillers / refrigeration unit inspections, fire alarms testing, carbon monoxide alarm testing	Date of inspection	6 years	The Provision and Use of Work Equipment Regulations (NI) 1999	Destroy
COUNCIL PROPERTY	Property Maintenance	Inspection and testing of equipment - electrical	Testing and inspection file - electrical	Fixed wire tests, portable appliance testing, emergency lighting, fire alarms testing	Date of inspection	6 years	The Provision and Use of Work Equipment Regulations (NI) 1999	Destroy
COUNCIL PROPERTY	Property Maintenance	Inspection and testing of equipment - lifts and hoists	Testing and inspection file - lifts and hoists	Third Party	Date of inspection	6 years	The Lifting Operations & Lifting Equipment Regulations (NI) 1999	Destroy
COUNCIL PROPERTY	Property Maintenance	Equipment maintenance - major items	Plant repair file	Requests, general correspondence, certificates	Date work completed / date of certificate	6 years	The Provision and Use of Work Equipment Regulations (NI) 1999	Destroy
COUNCIL PROPERTY	Property Maintenance	Energy management	Energy management file by location	All documentation relating to energy management		See Sustainability		
COUNCIL PROPERTY	Property Maintenance	Asbestos management	Asbestos registration	Asbestos register, site clearance documentation		Permanent	The Control of Asbestos Regulations (NI) 2012	Permanent retention by Council
COUNCIL PROPERTY	Property Maintenance	Asbestos management	Monitoring file	Documentation relating to the management plan, annual inspections and refurbishment surveys	Life of asset / certificate of asbestos clearance	40 years	The Control of Asbestos Regulations (NI) 2012	Destroy
COUNCIL PROPERTY	Property Maintenance	Asbestos management	Asbestos removal - contracted out	Documentation relating to the maintenance of equipment provided to control exposure to asbestos	Life of asset	40 years	The Control of Asbestos Regulations (NI) 2012	Destroy
COUNCIL PROPERTY	Property Maintenance	Water quality monitoring	Audit and inspection files	Legionella audits and risk assessments, inspections, test results, systems operation and maintenance records	Date superseded	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	Fire risk assessments	Assessment file - carried out by Building Control Officers	Building Control record Building Manager holds copy only	Date superseded	4 years	(1) The Fire Precautions (Workplace) Regulations (NI) 2001 (2) The Fire Safety Regulations (NI) 2010	Destroy

COUNCIL PROPERTY	Property Maintenance	Grounds maintenance - cemeteries	Cemetery file by location	Documentation relating to planned maintenance	End of calendar year	10 years	(1) The Public Health (Ireland) Act 1878 Part III (2) The Burial Grounds Regulations (NI) 1992 (3) The Local Authorities Cemeteries Order 1977 (4) The Health and Safety at Work (NI) Order 1978 (5) The Management of Health and Safety at Work Regulations (NI) 2000	Destroy
COUNCIL PROPERTY	Property Maintenance	Grounds maintenance - cemeteries	Cemetery file by location	Documentation relating to responsive maintenance	End of calendar year	10 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	Grounds maintenance - playgrounds	Weekly inspection file by location	Equipment and conditions	Date of inspection	6 years - 21 years	The Limitation (NI) Order 1989	Destroy
COUNCIL PROPERTY	Property Maintenance	Council grounds - general	Planting schemes	Documentation relating to planting schemes	End of calendar year	3 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	Signage	Erection of street name plates	Request from Licensing to erect a street name plate	End of calendar year	3 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	Signage	Erection of boundary signs	Documentation relating to the erection of boundary signs	End of calendar year	3 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management							
COUNCIL PROPERTY	Property management	Management of land / property	Property file	Documentation relating to ongoing management of Council properties	Date administrative use is concluded	6 years	The Limitation (NI) Order 1989	Destroy
COUNCIL PROPERTY	Property management	Management of land / property	Property file	Documentation relating to land and property schemes including maps, plans, drawings, photographs	Date administrative use is concluded	6 years	The Limitation (NI) Order 1989	Destroy
COUNCIL PROPERTY	Property Management	Health and safety	Health & Safety Booklet (copy - post refurbishment or construction)	Construction details - Capital Projects record Building Manager holds copy only	Lifespan of Building	12 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Health and safety	Fire safety certificates	Fire safety certificates	Date superseded	5 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Health and safety	Fire alarm testing file	Documentation relating to the fire alarm testing and fire alarm safety marshals	Date superseded	5 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Health and safety	Accessibility file by location	Documentation relating to the provision of disabled access	Date superseded	5 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security	Inspection and enforcement file by location	Documentation relating to the conduct and outcomes of a security inspection of a property, and action taken to deal with matters raised	Completion of subsequent inspection	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security - access	Access data by location	Documentation relating to access controls to secure areas, e.g. access registers, key registers, data security logs	Date superseded	2 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security - access	Access file by location - staff	Issuing security passes to staff, information also held by IT and HR	Date pass expires	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security - access	Access file by location - visitor	Issuing security passes to visitors and 3rd party contractors	Date pass expires	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security - monitoring	CCTV file	CCTV footage - property security monitoring	Date of recording	30 days	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Property services	Cleaning contracts by location	Contracts and specifications	End of contract	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Property services	Layout design	Plans relating to office and furniture layouts	Date superseded	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Fleet Management							
COUNCIL PROPERTY	Fleet Management	Driver Usage	Drivers' hours file	Monthly driving report, infringement reports, tachograph data downloads	Date asset sold / disposed	3 years	The Goods Vehicles (Licensing of Operators) Act (NI) 2010	Destroy
COUNCIL PROPERTY	Fleet Management	Driver Usage	Drivers' Licence database	Documentation including copies of current driving qualifications, driving license, CPC Card and tachograph card Internal and third party driver compliance audit findings	Termination of employment	Records stored with Fleet Management until employment ends and transferred to Human Resources if required for relevant retention period	The Goods Vehicles (Licensing of Operators) Act (NI) 2010	Destroy

COUNCIL PROPERTY	Fleet Management	Vehicle Usage	Vehicle Maintenance Master Planner	Excel Planner for scheduling maintenance	End of calendar year	3 years	Business requirement	Destroy
COUNCIL PROPERTY	Fleet Management	Vehicle usage	Vehicle inspection / maintenance record file by vehicle	Documentation relating to safety inspection, brake test, service history, wheel re-torque, driver defect form, workshop job card / worksheet, external repair record and invoices	Date asset sold / disposed	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Fleet Management	Vehicle usage	GPS Tracking by vehicles	GPS tracking data relating to the vehicles	Date of journey	3 years	Business requirement	Destroy
COUNCIL PROPERTY	Fleet Management	Vehicle Usage	Tachograph Calibration Certificates	Certificate of Calibration	Date of Certificate	3 years	The Goods Vehicles (Licensing of Operators) Act (NI) 2010	Destroy
COUNCIL PROPERTY	Fuel Management	Vehicle Usage	Fuel Management file	Supplier database, invoices, fuel card data and correspondence	Date superseded	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Fleet Management	Procurement	Procurement File	Specifications, supplier submissions, evaluation reports		See Procurement		
COUNCIL PROPERTY	Fleet Management	Health and Safety	Health and Safety file	Risk Assessments, H&S procedures, accident/incident investigations, training records, housekeeping audits	Termination of employment	Records stored with Fleet Management until employment ends and transferred to Human Resources if required for relevant retention period	Business requirement	Destroy
COUNCIL PROPERTY Transferred Car Parks								
COUNCIL PROPERTY	Transferred Car Parks	Legal administration	Agency agreements file	Documentation with DFI relating to the provision of enforcement, cash collection and reconciliation, machine maintenance and penalty charge notice (PCN) processing, with the current agreement expiring on 31 / 10 / 2022	Date of expiry	6 years	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Legal administration	Technical specifications file	Documentation relating to DFI delivery of civil enforcement and associated functions, including PCN processing and management of Off-street parking for Councils for the term described within the agency agreement, including tariffs	Date of expiry	6 years	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Legal administration	Licence agreements file	Documentation outlining agreements between Council and a licensee for the long term use of areas of Council controlled off-street car parks		See Legal Services		
COUNCIL PROPERTY	Transferred Car Parks	Enforcement	Change control notices file	Documentation which details to DFI any alterations required by Council to the scheduled enforcement resource within a particular car park, either to reduce the enforcement footprint or enhance to target an identified issue	Date of completion of work	6 years	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Strategy and policy	Policies and Procedures	Policies and Procedures produced in relation to the off-street car parking function, e.g. gritting and snow clearance policy		See Management, Corporate Policy		
COUNCIL PROPERTY	Transferred Car Parks	Strategy and policy	Parking strategy file	Documentation relating to the development of Council's transferred car parks strategy		See Management, Strategic Planning		
COUNCIL PROPERTY	Transferred Car Parks	Strategy and policy	Parking strategy file	Draft district wide parking strategy	31 December 2018	6 years	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Monitoring, inspection and maintenance	Periodic maintenance and inspection reports file	Documentation relating to survey condition reports, periodic inspection reports, maintenance records	End of calendar year	21 years	The Occupiers Liability (NI) Order 1987	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Monitoring, inspection and maintenance	Historical car park file	Historical correspondence and maintenance documentation transferred to Council from DFI in conjunction with the transfer of functions for off-street car parking in 2015	Date of transfer	20 years	The Occupiers Liability (NI) Order 1987	Destroy

COUNCIL PROPERTY	Transferred Car Parks	Administration	Monthly invoking file	DFI issued invoices relating to enforcement, cash collection and reconciliation, machine maintenance and PCN processing	Date of invoice	See Finance, Accounts Payable		
COUNCIL PROPERTY	Transferred Car Parks	Administration	General correspondence file	Non specific correspondence between Council and DFI related to the management of the off-street car parking function	Date of last action	6 years	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Administration	Meetings file	Meeting minutes and correspondence relating to the function of the regional off-street parking group	Date of meeting	6 years	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Administration	Reporting file	Consultancy reports commissioned and produced for the off-street parking function in regards to alternative service provision and tariff increase in 2018	31 December 2018	6 years	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Administration	Reporting file	CMT, SMT, Committee and Council reports		See Democracy, Decision Making		
COUNCIL PROPERTY	Directorate Managed Car Parks							
COUNCIL PROPERTY	Directorate Managed Car Parks	Management	Car park file - held by responsible service area	Documentation relating to management, maintenance, payments, bye-laws	End of calendar year	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Directorate Managed Car Parks	Management	Car park file - held by responsible service area	Enforcement files - 7 day notice issued, correspondence	Date of last action	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Directorate Managed Car Parks	Management	Car park file - held by responsible service area	Capital projects		See Council Property, Capital Projects		
COUNCIL PROPERTY	All Council Car Parks							
COUNCIL PROPERTY	All Council Car Parks	Administration	Use of Council land requests - off-street car parks file	Documentation outlining approval from Council to a third party for the short term use of areas of Council controlled off-street car parks, inclusive of liability insurance and risk assessments, scheme of delegation, invoices		See Management, Events See Management, Insurance		
COUNCIL PROPERTY	All Council Car Parks	Administration	Public liability (civil) claims file	Documentation relating to claims for compensation issued against the Council for alleged injury, loss or damage within the locus of a Council controlled off-street car park		See Management, Insurance		
COUNCIL PROPERTY	Bus Shelters							
COUNCIL PROPERTY	Bus Shelters	Strategy and policy	Bus Shelter Policy			See Management, Corporate Policy		
COUNCIL PROPERTY	Bus Shelters	Provision of district bus shelters	Bus shelter request file	Documentation relating to bus shelters including request, consultation with residents and local government, reports, committee minute of approval / rejection	Date of final action	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Bus Shelters	Provision of district bus shelters	Procurement			See Procurement		
COUNCIL PROPERTY	Bus Shelters	Provision of district bus shelters	Works file	Documentation relating to the supply and erection of bus shelters	Date of completion	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Cemeteries							
COUNCIL PROPERTY	Cemeteries	Burial	Register of burials			Permanent	(1) The Public Health (Ireland) Act 1878 Part III (2) The Burial Grounds Regulations (NI) 1992 (3) The Local Authorities Cemeteries Order 1977	Permanent retention by Council

COUNCIL PROPERTY	Cemeteries	Burial	Burial record file	Grant of right of burial, registered owner, plot number, transfers and assignments including consent, memorials, headstones, application for interment - Form 21 (Authority for Burial), Coroner's Order, stillbirth certificate, letter from Midwife / Doctor, cremation certificate, organ retention, records associated with payments for burials, purchase of graves, erection of headstones, transfer of burial rights		Permanent	(1) The Public Health (Ireland) Act 1878 Part III (2) The Burial Grounds Regulations (NI) 1992 (3) The Local Authorities Cemeteries Order 1977	Permanent retention by Council
COUNCIL PROPERTY	Cemeteries	Burial	Interment service - public health funeral			See Environmental Health		
COUNCIL PROPERTY	Cemeteries	Burial	Exhumations			See Environmental Health		
COUNCIL PROPERTY	Cemeteries	Burial	Exhumations	Documentation relating to the deceased and documentation provided by funeral directors - risk assessments, method statements	Date of exhumation	Permanent	(1) The Public Health (Ireland) Act 1878 Part III (2) The Burial Grounds Regulations (NI) 1992 (3) The Local Authorities Cemeteries Order 1977 (4) The Health and Safety at Work (NI) Order 1978 (5) The Management of Health and Safety at Work Regulations (NI) 2000	Permanent retention by Council
COUNCIL PROPERTY	Cemeteries	Administration	Administration file, by cemetery location	Documentation relating to the development and maintenance of graves and graveyards e.g. stone chipping letters, cave in letters, confirmation of coffin size	End of calendar year	2 years	Business requirement	Destroy
COUNCIL PROPERTY	Cemeteries	Administration	Mapping	Documentation relating to the layout and plot co-ordinates of Council cemeteries		Permanent	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Cemeteries	Administration	Database of stonemasons, funeral directors	Stonemason and funeral directors contact details listed	Date removed from database	None	Business requirement	Destroy
COUNCIL PROPERTY	Council Markets							
COUNCIL PROPERTY	Council Markets	Market traders	Traders' file (by name)	Traders' contact details	Date removed from database	3 years	Business requirement	Destroy
COUNCIL PROPERTY	Council Markets	Management of markets	Market file (by location)	Bye-Laws, terms and conditions of trading		See Legal Services		
COUNCIL PROPERTY	Council Markets	Cleansing	Cleansing file	Newry market and public convenience - rotas, schedules	End of calendar year	2 years	Business requirement	Destroy
COUNCIL PROPERTY	Council Markets	Castlewellan Fair	Stakeholder engagement	Correspondence to PSNI, Department for Infrastructure, Roads Division, health and safety providers, contractors, traders	End of calendar year	3 years	The Limitation (NI) Order 1989	Destroy
COUNCIL PROPERTY	Council Markets	Finance	Incoming payments	Realex, cash, and cheque payments		See Finance		
COUNCIL PROPERTY	Public Conveniences							
COUNCIL PROPERTY	Public Conveniences	Strategy and policy	Public Conveniences Policy			See Management, Corporate Policy		
COUNCIL PROPERTY	Public Conveniences	Management of public conveniences	Public convenience file by location	Documentation relating to the management of Public Conveniences	Date of creation	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Public Conveniences	Cleansing	Cleansing file by location - held by Refuse and Cleansing			See Waste Management, Refuse and Cleansing		
COUNCIL PROPERTY	Public Conveniences	Cleansing - external contractors	Contractors file	Documentation relating to the procurement and management of external cleansing operatives	Date of final action	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Town Centre CCTV							
COUNCIL PROPERTY	Town Centre CCTV	Maintenance and Monitoring	CCTV file	Record of ongoing maintenance to CCTV cameras installed across the District	End of financial year	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Town Centre CCTV	Contract management	Lisburn Commerce Against Crime (LCAC) contract for services	Contract for monitoring services for the CCTV cameras in Downpatrick, Newcastle and Ballynahinch		See Procurement		

COUNCIL PROPERTY	Town Centre CCTV	CCTV development	Town Centre CCTV project file	Consultation document, Data Protection Impact Assessment, reports		See Management, Project Management		
DEMOCRACY								
DEMOCRACY	Decision Making							
DEMOCRACY	Decision Making	Council, Committee and Task Group meetings - Major Records	Minutes	Signed official minutes	Date minutes ratified	20 years	The Local Government Act (NI) 2014	Transfer to PRONI
DEMOCRACY	Decision Making	Council, Committee and Task Group meetings - Major Records	Agendas and decision notices	Agenda, major business papers and reports, "in-committee" reports, records of decisions taken outside of meetings, proceedings <i>PRONI captures the NMDDC website data automatically 2 to 3 times per year, so older versions are available through the PRONI website</i>	Date minutes ratified	20 years - remove from website after 6 years	The Local Government Act (NI) 2014	PRONI Appraisal
DEMOCRACY	Decision Making	Council, Committee and Task Group meetings - Minor Records	Schedules, action sheets, correspondence, submitted evidence	Schedules, action sheets, correspondence, submitted evidence	End of financial year	6 years	Business requirement	Destroy
DEMOCRACY	Decision Making	Council, Committee and Task Group meetings	Audio recording file	Audio recordings taken during Council and Committee Meetings	Date of meeting	6 years - remove from website after 2 years	The Local Government Act (NI) 2014	Destroy
DEMOCRACY	Decision Making	Council, Committee and Task Group meetings	Meeting support file by meeting	Meetings arrangements, support, preparation and drafting, Committee Clerk notes, notebooks, draft / rough minutes, audio tapes, emails and other correspondence	Ratification of minutes	None	Business requirement	Destroy
DEMOCRACY	Decision Making	Council, Committee and Task Group meetings	Members' meeting attendance file by meeting	Attendance records for Members with name, dates and times	Date of meeting	3 years	The Local Government Act (NI) 2014	Destroy
DEMOCRACY	Decision Making	Council, Committee and Task Group meetings	Documentation relating to the subject matter of a report	Disclosure of facts which, in the opinion of Chief Executive, the report or an important part of the report is based upon and have been relied upon to a material extent in preparing the report	Date of completion	6 years	The Local Government Act (NI) 2014	Destroy
DEMOCRACY	Decision Making	Council, Committee and Task Group meetings	Register of Notices of Motion	Register containing all Notices of Motion brought before Council	Date of completion	6 years	The Local Government Act (NI) 2014	Destroy
DEMOCRACY	Decision Making	Council, Committee and Directorate meetings	Petitions file	Submitted petitions and responses both to formal committee meetings and direct to service areas including actual petition documents and number of signatures	Date of petition	3 years	Business requirement	Destroy
DEMOCRACY	Executive							
DEMOCRACY	Executive	Statutory appointments	Statutory Appointments Register	Records relating to the statutory appointments process in accordance with d'Hondt	Cessation of appointment	6 years	The Local Government Act (NI) 2014	Permanent retention by Council
DEMOCRACY	Governance							
DEMOCRACY	Governance	Constitution	Newry, Mourne and Down District Council Constitution	Constitution including Standing Orders and financial regulations		Permanent	The Local Government Act (NI) 2014	Permanent retention by Council
DEMOCRACY	Governance	Constitution	Scheme of Administration and Delegation	Documents relating to the Council's scheme of administration and delegation to committees		Permanent	The Local Government Act (NI) 2014	Permanent retention by Council
DEMOCRACY	Governance	Code of Conduct	Councillors' Code of Conduct		Date superseded	6 years	The Local Government Act (NI) 2014	Destroy
DEMOCRACY	Governance	Code of Conduct	Breach response	Documents relating to Council response in respect of LGCS and PSNI investigations into complaints about Member's conduct <i>Complaints against Members are referred to the NI Local Government Commissioner for Standards and Council holds no records in relation to investigations</i>	Date report issued OR Completion of court proceedings / disciplinary process	1 year	Code of Conduct	Destroy
DEMOCRACY	Honours and Awards							

DEMOCRACY	Honours and Awards	Civic Awards	Honours and Awards	Honours nomination forms, covering documentation and letters of support	Date of last action	5 years	The Local Government Act (NI) 2014	Destroy
DEMOCRACY	Member Services							
DEMOCRACY	Member Services	Member support	Acceptance of Office file	Signed and dated Acceptance of Office forms	End of term of office	3 years	The Local Government Act (NI) 1972	Destroy
DEMOCRACY	Member Services	Member support	Register of Members' addresses	Personal contact details of members	End of term of office	2 years	The Local Government Act (NI) 1972	Destroy
DEMOCRACY	Member Services	Member support	Register of Members' allowances	Documents relating to the annual allowances awarded to Members	End of term of office	2 years	The Local Government Act (NI) 1972	Destroy
DEMOCRACY	Member Services	Member support	Register of Members' interests, register of gifts and hospitality and register of related party transactions	Members' disclosure of any involvement in organisations and income received from other bodies, register of gifts and hospitality given and received by Councillors	End of term of office	6 years	The Local Government Act (NI) 2014, section 62	Destroy
DEMOCRACY	Member Services	Member support	Travel and expenses file	Completed forms for travel and expenses relating to attendance at meetings, conferences, events, training, etc.		See Finance		
DEMOCRACY	Member Services	Chair / Vice-Chair	Member service file	Protocol, schedule of events, invitations issued and received, responses, general correspondence	End of term of office	3 years	Business requirement	Destroy
DEMOCRACY	Member Services	Chair / Vice-Chair	Ceremonial Regalia Register	Register of Ceremonial Regalia		Permanent	Business requirement	Permanent retention by Council
DEMOCRACY	Member Services	Member training	Members' training file by name	Documentation relating to the creation and management of Member induction and training, attendance records at training sessions, certificates of proficiency etc.		See Human Resources, Learning and Development		
DEMOCRACY	Elections							
DEMOCRACY	Elections	Electoral candidates	Nomination Papers and Consent to Nomination Forms	Signed Forms	Date of Election	12 months	Rule 12(5) and (6) The Electoral Law Act (NI) 1962	Destroy
DEMOCRACY	Elections	Electoral candidates	Statement of Persons Nominated and Notice of Poll	List outlining those nominated as candidates for election	Date of Election	The day after the results of the next local Council Elections have been declared	Rule 12(5) and (6) The Electoral Law Act (NI) 1962	Destroy
DEMOCRACY	Elections	Electoral candidates	Declaration of Appointment of Election Agent	Signed Forms	Date of Election	12 months	Rule 60 The Electoral Law Act (NI) 1962	Destroy
DEMOCRACY	Elections	Electoral candidates	List of those attending election on behalf of candidate	Lists of Polling Agents, Observers, postal vote issue / opening agents / counting agents	Date of Election	Date determined by EONI	The Electoral Office Northern Ireland (EONI)	Destroy
DEMOCRACY	Elections	Electoral Registers	List of Marked Registers	Electoral Registers	Date of Election	12 months	(1) Section 58 The Local Election Rules Electoral Law Act 1962 (2) Rule 60 Local Election Rules (as amended by Article 77 The Local Elections (NI) Order 2010)	Destroy
DEMOCRACY	Elections	Electoral Registers	Register of Electors supplied on Paper / CD to Council DRO for the purpose of election	Electoral Registers listed by Wards	Date of Election	Immediately after the Election	Local Authority is not permitted under law to retain copies other than for the purpose of the Election	Destroy
DEMOCRACY	Elections	Media relations	Media information pack	Information packs for media	Date of Election	12 months	Business requirement	Destroy
DEMOCRACY	Elections	Conduct of elections	Ballot papers	Counted ballot papers, rejected ballot papers, unused papers (both ordinary and tendered), spoilt ballot papers and used tendered ballot papers, Ballot paper accounts, statement of rejected ballot papers and verification statements as to postal ballot papers per DEA	Date of Election	12 months	Rule 60 The Electoral Law Act (NI) 1962	Destroy
DEMOCRACY	Elections	Conduct of elections	Postal Vote documentation	All correspondence relating to postal votes delivered to Council following election and held for 12 months by DRO	Date of delivery to Council by EONI following election	12 months	Electoral Office Northern Ireland	Destroy

DEMOCRACY	Elections	Conduct of elections	Count results per DEA	Results by DEA	Date of Election	Permanent	Business requirement	Permanent retention by Council
DEMOCRACY	Elections	Conduct of elections	Candidates' expenses and receipts	List of candidates expenses and receipt, Election return receipts and declarations	Date of Election	12 months	Section 51 The Electoral Law Act (NI) 1962	Destroy
DEMOCRACY	Elections	Employment of Staff	Certificate of Employment	Letters / emails	Date of Election	12 months	Rule 60 The Electoral Law Act (NI) 1962	Destroy
DEMOCRACY	Elections	Employment of Staff	Staff Payments including Income Tax form	Timesheets, PAYE details, staff details, tax codes	End of financial year following election	6 years	HMRC Rules and Regulations	Destroy
DEMOCRACY	Elections	Casual vacancy by co-option	Casual vacancy by co-option file	Correspondence by political party and Council and Chief Electoral Officer regarding filing of casual vacancy	Date of creation	The day after the results of the next local Council Elections have been declared	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION								
ECONOMIC DEVELOPMENT AND REGENERATION	Economic Development							
ECONOMIC DEVELOPMENT AND REGENERATION	Economic Development	Business Support Programmes - externally funded	Application and award of funding	Letter of offer, procurement, partnership agreements, business applications for support, financial information and supporting evidence, claims for funding, project reports, monitoring reports, evaluation reports	Date of programme completion	10 years	Letter of Offer and terms and conditions of funding body	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Economic Development	Business Support Programmes - no external funding	Programme proposal, committee approval, agreement with external delivery agent	Partnership agreements, business applications for support, financial information and supporting information, invoices for payment and supporting evidence, monitoring reports, evaluation reports, project reports		See Management, Project Management		
ECONOMIC DEVELOPMENT AND REGENERATION	Economic Development	Business support activity	External partnerships / lobbying / international engagement	Meeting minutes and papers, correspondence, documentation relating to lobbying to represent the council geographic area in economic development at regional, national, European and international levels	End of calendar year	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Economic Development	Business support activity	Rejected applications - personal data only	Application / eligibility form, rejection letter	Date of last action	1 year	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Economic Development	Business support activity	Business development advice - by business name	Documentation relating to advice and assistance on business development provided to specific businesses	Date of last action	3 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Economic Development	Business Improvement Districts	BID Debt Collection Agreement	Council / committee report, copies of service level agreement / operation agreement / data sharing agreement - originals held by NMD Legal and BID Manager - debt collection - See Legal Services	Termination date	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Economic Development	Marketing / promotions	Investment material / Make It Local material / NMD Business material	Business directory, adverts, videos, booklets, website material, e-zine, social media material	Date created	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and Investment							
ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and Investment	Strategy and policy	Strategic research and planning - area and priority regeneration strategies	Studies, action plans, meetings relating to rural strategy, urban strategy, community planning strategy, town planning - final approved plans		See Management, Strategic Planning		
ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and Investment	Belfast Region City Deal	Co-ordination / Non project related file	Finance, meetings, PR, legal agreements	Date of programme completion	10 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and Investment	Belfast Region City Deal	Skills and employability / apprenticeships	Finance, meetings, PR, legal agreements	Date of programme completion	10 years	Business requirement	Destroy

ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and Investment	Capital Schemes	Application and award of funding	Drawings, planning approvals, funding award, procurement, partnership agreements, letters of offer, financial information and supporting evidence, claims for funding, project meeting minutes, project reports, monitoring reports, evaluation reports	Date of programme completion	Maximum 15 years, as per funder letter of offer	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and Investment	Areas of Outstanding Natural Beauty including Ring of Gullion, Strangford and Geo Park	Application and award of funding	Letter of offer, procurement, partnership agreements, action plans, financial information and supporting evidence, claims for funding, project reports, monitoring reports, evaluation reports	Date of programme completion	10 years	Letter of offer and terms and conditions of funding body	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and Investment	National Lottery Heritage Fund (NLHF) projects	Warrenpoint Municipal Park	Drawings, planning approvals, funding award, procurement, partnership agreements, letters of offer, financial information and supporting evidence, claims for funding, project meeting minutes, project reports, monitoring reports, evaluation reports	Date of Round 2 completion for both Round 1 and Round 2	2 years	NLHF Terms and Conditions	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and Investment	National Lottery Heritage Fund (NLHF) projects	Castlewellan Forest Park	Drawings, planning approvals, funding award, procurement, partnership agreements, letters of offer, financial information and supporting evidence, claims for funding, project meeting minutes, project reports, monitoring reports, evaluation reports	Date of Round 2 completion for both Round 1 and Round 2	2 years	NLHF Terms and Conditions	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Mourne, Gullion and Lecale Rural Development Partnership (2014-2020)							
ECONOMIC DEVELOPMENT AND REGENERATION	Mourne, Gullion and Lecale Rural Development Partnership (2014-2020)	Processing of funding applications	Application file by financial call	Expression of Interest, application form, contracts (letter of offer), legal documents, financial information, procurement details, general information including correspondence, agendas, minutes, correspondence and reports	NB: same date for all RDP records and destruction date may be subject to change by DAERA.	31 December 2032	As per guidance from DAERA Article 63 of Council Regulation (EC) 508 / 2014	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Mourne, Gullion and Lecale Rural Development Partnership (2014-2020)	Marketing / promotions	Marketing Materials	Adverts, videos, booklets, website material, social media material	Date created	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	SEAFLAG							
ECONOMIC DEVELOPMENT AND REGENERATION	SEAFLAG	Processing of funding applications	Application file	Expression of interest, application form, contracts (letter of offer), legal documents, financial information, procurement details, general information including correspondence, agendas, minutes, correspondence and reports	Date of final claim and payment	31 December 2028	As per guidance from DAERA Article 63 of Council Regulation (EC) 508 / 2014	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	SEAFLAG	Marketing / promotions	SEAFLAG website content Marketing file	Adverts, videos, booklets, website material, social media material	Date created	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND REGENERATION	Full Fibre across Northern Ireland (FFNI)							
ECONOMIC DEVELOPMENT AND REGENERATION	FFNI	Programme management	Programme file	Operational and project documents relating to global site data, financial data, project / stakeholder meetings, procurement, supplier and stakeholder contact details		See Management, Project Management		
ECONOMIC DEVELOPMENT AND REGENERATION	FFNI	Funding	DCMS grant agreement	Documents relating to contract operation, expenditure and accounting	Date completed	6 years	The Department for Digital, Culture, Media and Sport	Destroy
ENVIRONMENTAL HEALTH								
ENVIRONMENTAL HEALTH	Environmental Protection							
ENVIRONMENTAL HEALTH	Environmental Protection	Consultations	Planning application	Inspection, forms, report, notes - issued to Planning	Date of report	6 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Environmental Protection	Landfill sites	Closed landfill sites	Documentation relating to closed landfill sites	Date of site closure	Permanent	The Waste and Contaminated Land (NI) Order 1987	Permanent retention by Council

ENVIRONMENTAL HEALTH	Environmental Protection	Registration, certification, permits and licensing	Contaminated land register	All documentation relating to the contaminated land register		Permanent	The Waste and Contaminated Land (NI) Order 1987	Permanent retention by Council
ENVIRONMENTAL HEALTH	Environmental Protection	Registration, certification, permits and licensing	Air quality register	All documentation relating to the air quality register		Permanent	The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013	Permanent retention by Council
ENVIRONMENTAL HEALTH	Environmental Protection	Investigations, inspections and monitoring	Air quality monitoring	LAQM reports	Date of report	20 years	The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013	Permanent retention by Council
ENVIRONMENTAL HEALTH	Environmental Protection	Investigations, inspections and monitoring	Air quality permit inspections (by organisation)	LAPPC inspections, permit, organisations details, application form, follow-up monitoring	Date of last action	6 years	The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013	Destroy
ENVIRONMENTAL HEALTH	Environmental Protection	Investigations, inspections and monitoring	Samples	Sample results, internal and third party - air, radiation, contaminated items	Date of result	6 years	(1) The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013 (2) The Clean Neighbourhoods and Environment Act (NI) 2011	Destroy
ENVIRONMENTAL HEALTH	Public Health and Housing							
ENVIRONMENTAL HEALTH	Public Health and Housing	Private tenancies	Private Tenancy Order file	Private Tenancy Order and rent order documents	Date of Order	10 years	The Private Tenancies (NI) Order 2006 The Rent (NI) Order 1978	Permanent retention by Council
ENVIRONMENTAL HEALTH	Public Health and Housing	Private tenancies	Fitness inspection records	Held with Tenancy Order file	Date of inspection	6 years	The Private Tenancies (NI) Order 2006	Destroy
ENVIRONMENTAL HEALTH	Public Health and Housing	Public health funeral	Public Health Funeral file	Documentation relating to a public health funeral	Date of funeral	Permanent	(1) The Public Health (Ireland) Act 1878 Part III (2) The Burial Grounds Regulations (NI) 1992 (3) The Local Authorities Cemeteries Order 1977	Permanent retention by Council
ENVIRONMENTAL HEALTH	Public Health and Housing	Exhumations	Exhumations	Documentation relating to an exhumation	Date of exhumation	Permanent	(1) The Public Health (Ireland) Act 1878 Part III (2) The Burial Grounds Regulations (NI) 1992 (3) The Local Authorities Cemeteries Order 1977 (4) The Health and Safety at Work (NI) Order 1978 (5) The Management of Health and Safety at Work Regulations (NI) 2000	Permanent retention by Council
ENVIRONMENTAL HEALTH	Health Improvement							
ENVIRONMENTAL HEALTH	Health Improvement	Affordable Warmth Scheme	AWS file	Triage forms, visits, phone calls, emails, Service Level Agreements, maps and spreadsheets	Date submitted	6 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Health Improvement	Public Health Agency funded schemes	PHA scheme file	Documentation relating to age friendly, home safety, health inequalities schemes including procurement, targets, finance, progress reports	Date of final claim and payment	6 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Health Improvement	Home safety	Home safety file	Home Safety Checklist records, visits, telephone calls, emails, referral forms, spreadsheets	Date of last action	6 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Health Improvement	Corporate health and wellbeing	Health & Wellbeing file	Competitions, surveys, training courses, seminars, green schemes	Date of last action	2 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Health Improvement	Corporate health and wellbeing	Staff newsletters			See Management, Internal Communications		
ENVIRONMENTAL HEALTH	Food Safety							
ENVIRONMENTAL HEALTH	Food Safety	Registration, certification, permits and licensing	Food business register	Self assessment, Registration form, letter of registration	Closure of premises	6 years	S16 of The Food Standards Agency Framework Agreement	Destroy
ENVIRONMENTAL HEALTH	Food Safety	Registration, certification, permits and licensing	EC approvals	Application form, Annex 8 documents, approval related inspection forms and correspondence	Closure of premises	6 years	S16 of The Food Standards Agency Framework Agreement	Destroy

ENVIRONMENTAL HEALTH	Food Safety	Registration, certification, permits and licensing	Export certification	Application, export health certificate, company's supporting documents, email	Date of last action	6 years	S16 of The Food Standards Agency Framework Agreement	Destroy
ENVIRONMENTAL HEALTH	Food Safety	Registration, certification, permits and licensing	Imported food checks	Pre-notifications, emails, checklists, EHCs, CHEDs, CoIs	Date of last action	6 years	S16 of The Food Standards Agency Framework Agreement	Destroy
ENVIRONMENTAL HEALTH	Food Safety	Registration, certification, permits and licensing	Food hygiene rating scheme	Right to reply, request for revisit, appeals, inspection records, emails, letters	Date of last action	6 years	S16 of The Food Standards Agency Framework Agreement	Destroy
ENVIRONMENTAL HEALTH	Food Safety	Investigations, inspections and monitoring	Food hygiene / food standards case file (by organisation name)	Food hygiene, food standards, food safety - self-assessment form, intelligence reports, investigation notes, premises visit records, emails	Date of last action	6 years	S16 of The Food Standards Agency Framework Agreement	Destroy
ENVIRONMENTAL HEALTH	Food Safety	Investigations, inspections and monitoring	Food sample and analysis	Chemical and microbiological sampling - submission form, result, letter, visit records	Date of sample	6 years	S16 of The Food Standards Agency Framework Agreement	Destroy
ENVIRONMENTAL HEALTH	Food Safety	Investigations, inspections and monitoring	Food hygiene / standards interventions	Inspection records, letters, emails, photographs, company documents	Date of last action	6 years	S16 of The Food Standards Agency Framework Agreement	Destroy
ENVIRONMENTAL HEALTH	Food Safety	Investigations, inspections and monitoring	Food poisoning file	Food poisoning investigation forms and records, emails	Hard copy - date encrypted and issued to PHA Tascomi entry - date of final action	Hard copy - None 6 years	The Public Health Agency Retention Policy	Destroy
ENVIRONMENTAL HEALTH Consumer Health and Safety								
ENVIRONMENTAL HEALTH	Consumer Health and Safety	Business premises - registration, certification, permits and licensing	Premises file	Documentation relating to the registration of Hairdressers, Tattooists, Acupuncture practitioners, Piercing and Electrolysis practitioners	Date registration or entitlement lapses	2 years	The Hairdressers Act (NI) 1939 Relevant Bye-laws	Destroy
ENVIRONMENTAL HEALTH	Consumer Health and Safety	Business premises - registration, certification, permits and licensing	Premises file	Documentation relating to the licensing of sports venues, fireworks displays, fireworks sales	Date licence expires	2 years	(1) The Safety of Sports Grounds (NI) Order 2006 (2) The Manufacture and Storage of Explosive Regulations (NI) 2006	Destroy
ENVIRONMENTAL HEALTH	Consumer Health and Safety	Registration, certification, permits and licensing	Caravan / Camp Site by location	Application, visit records, company's supporting documents, email, copies of licenses	Date license lapses or is revoked	3 years	The Caravans Act (NI) 2011	Destroy
ENVIRONMENTAL HEALTH	Consumer Health and Safety	Registration, certification, permits and licensing	Register of cooling towers and evaporative condensers	Documentation relating to the registration of Cooling Towers or Evaporative Condensers	Life of equipment	6 years	The Cooling Towers and Evaporative Condensers Regulations (NI) 1994	Destroy
ENVIRONMENTAL HEALTH	Consumer Health and Safety	Business premises - Investigation, inspections and monitoring	Premises file - inspections / planned interventions	Inspection records, samples, photographs, company documents, correspondence	Date of inspection	6 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Consumer Health and Safety	Business premises - Investigation, inspections and monitoring	Accident investigations	Initial notification, investigation, outcome	Date of last action	6 years	The Health and Safety at Work (NI) Order 1978	Destroy
ENVIRONMENTAL HEALTH Tobacco Control								
ENVIRONMENTAL HEALTH	Tobacco Control	Registration, certification, permits and licensing	Premises file	Application form, letter of registration	Date registration or entitlement lapses	Lifetime of the business plus 6 years	The Smoking (NI) Order 2006	Destroy
ENVIRONMENTAL HEALTH	Tobacco Control	Investigations, inspections and monitoring	Premises file - inspections and complaints	Inspection records, photographs, company documents, complaint, investigation, response, outcome	Date of last action	6 years	The Smoking (NI) Order 2006	Destroy
ENVIRONMENTAL HEALTH Enforcement / Prosecution of Offences								
ENVIRONMENTAL HEALTH	Enforcement / Prosecution of Offences	Enforcement Policy	Policy and Procedure			See Management, Corporate Policy		
ENVIRONMENTAL HEALTH	Enforcement / Prosecution of Offences	Issuing Fixed Penalty Notices (FPN)	FPN case file by name	Documentation dealing with issue of FPNs	Date of last action	2 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Enforcement / Prosecution of Offences	Prosecution of offences	Case file	Emails, correspondence, departmental evidence, file notes, officers' statements		See Legal Services		

ENVIRONMENTAL HEALTH	Enforcement / Prosecution of Offences	Issuing legal notices	Notices and warrants	Notices and warrants: Hygiene Improvement, Emergency Prohibition, Remedial Action, Food Containment, Abatement, Cleansing of Filthy and Verminous Premises, Sewerage and Enforcement, Pest Control	Date of compliance / notice lifted	6 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Monitoring and Investigation							
ENVIRONMENTAL HEALTH	Monitoring and Investigation	RIPA covert surveillance	Prosecution recordings file	Master copy of Surveillance Authorisation Form, application form, supplementary documentation and notification of approval, inspection reports, monitoring information, CCTV records, audio recordings	Date of last action	6 years	The Regulation of Investigatory Powers Act 2000, Section 30	Destroy
ENVIRONMENTAL HEALTH	Monitoring and Investigation	RIPA covert surveillance	Routine recordings file	CCTV records, master copy of RIPA NI authorisation form	Date of recording	6 years	The Regulation of Investigatory Powers Act 2000, Section 30	Destroy
ENVIRONMENTAL HEALTH	Monitoring and Investigation	RIPA covert surveillance	Refused surveillance authorisation forms	Completed form and refusal documentation	Date of refusal	6 years	The Regulation of Investigatory Powers Act 2000, Section 30	Destroy
ENVIRONMENTAL HEALTH	Stakeholder Engagement							
ENVIRONMENTAL HEALTH	Stakeholder Engagement	Stakeholder engagement	Engagement file (by organisation)	Agenda, reports, minutes, action sheets	Date of meeting / report	6 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Stakeholder Engagement	Statutory returns	Annual return file	Annual returns to NIEA, Public Health and Housing (DFC), Food Standards Agency, DAERA		See Management, Statutory Returns		
FINANCE								
FINANCE	Accounts and Statements							
FINANCE	Accounts and Statements	Accounting	General Ledger			Permanent	(1) The Taxes Management Act 1970 Schedule 4 (2) The Limitation (NI) Order 1989 (3) The VAT Act 1994 (4) The Local Government Act (NI) 2014	Permanent retention by Council
FINANCE	Accounts and Statements	Management accounting	In year workings file	In year working papers	End of financial year	6 years	The Taxes Management Act 1970 - Schedule 4	Destroy
FINANCE	Accounts and Statements	Management accounting	Year end workings file	year end working papers	End of financial year	6 years	Business requirement	Destroy
FINANCE	Accounts and Statements	Accounting	Consolidated annual accounts	Published and signed final annual accounts	Date of publication	20 years	Business requirement	Transfer to PRONI
FINANCE	Asset Management							
FINANCE	Asset Management	Asset Register	Asset register file	Register containing the value of the Council's tangible assets	End of financial year (on completion of audit)	Permanent	(1) The Taxes Management Act 1970 Schedule 4 (2) The Limitation (NI) Order 1989 (3) The VAT Act 1994 (4) The Local Government Act (NI) 2014	Permanent retention by Council
FINANCE	Asset Management	Asset Register	Disposal register file	Register of disposals - documenting decisions (and authorisations) to dispose of capital assets	Date asset sold / disposed	Permanent	(1) The Taxes Management Act 1970 Schedule 4 (2) The Local Government Act (NI) 2014	Permanent retention by Council
FINANCE	Asset Management	Property valuation (Finance)	Capital finance - property valuations file	Documentation relating to property valuations	End of financial year	6 years	Business requirement	Destroy
FINANCE	Financial Provisions Management							
FINANCE	Financial Provisions Management	Budget and Capital	Consolidated budget file	Preparation of the Council's annual capital and revenue budgets	End of financial year	6 years	Business requirement	Destroy
FINANCE	Financial Provisions Management	Budget and Capital	Draft budgets, departmental budgets file	Budget planning processes	Current financial year	3 years	Business requirement	Destroy
FINANCE	Financial Provisions Management	Budget and Capital	Budget monitoring file	Documentation relating to variances, committee reports and associated working papers	Current financial year	6 years	Business requirement	Destroy
FINANCE	Financial Provisions Management	Budget and Capital	Budget monitoring file	Departmental budget reports, budget virement transfers	Current financial year	6 years	Business requirement	Destroy

FINANCE	Financial Provisions Management	Investments	Investment file	Documentation relating to the management of Council cash investments	Maturity of the investment	6 years	Business requirement	Destroy
FINANCE	Financial Provisions Management	Investments	Investment file	Documentation relating to the purchase / sale of investments	Current financial year	6 years	Business requirement	Destroy
FINANCE	Financial Provisions Management	Borrowing	Bonds / other loan records	Documentation relating to the borrowing of money by Council	Termination of loan agreement	6 years	Business requirement	Destroy
FINANCE	Financial Provisions Management	Borrowing	Loan register file	Documentation relating to the borrowing of money by Council		Permanent	Business requirement	Permanent retention by Council
FINANCE	Financial Provisions Management	Debtors	Debtors file	Documentation relating to the management of debts owed to Council	Date debt recovered	6 years	Business requirement	Destroy
FINANCE	Financial Provisions Management	Funding	Central government funding file	Documentation relating to the management of central government funding	End of financial year	6 years	Business requirement	Destroy
FINANCE	Financial Provisions Management	Funding	Externally funded projects file	Financial documentation relating to projects funded by external funding bodies, including European funding - funding bid, funding agreement, payment claims and reports to external funding organisation	Termination of funding agreement	As per funder's Letter of Offer	Funding body Letter of Offer	Destroy
FINANCE	Financial Provisions Management	Strategy and planning	Long term strategy and planning - major records	3 year financial plan, financial strategic forecast		See Management, Strategic Planning		
FINANCE	Financial Provisions Management	Strategy and planning	Long term strategy and planning - preparatory records	Working papers, drafts, meeting papers, correspondence	Date approved	2 years	Business requirement	Destroy
FINANCE Financial Transactions Management								
FINANCE	Financial Transactions Management	Authorisation	Bank accounts	Records relating to opening, closure and administration of bank accounts	Date account closed	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Authorisation	Bank accounts	Deposits / withdrawals / transfer of funds	Current financial year	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Authorisation	Bank accounts	Records relating to the initial authorisation of credit card users	Date of last action	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Internal recharging	Recharge records	Internal claims / payments between business units for goods and services provided / received	Current financial year	1 year	Business requirement	Destroy
FINANCE	Financial Transactions Management	VAT	Council's VAT returns	VAT documents for preparation and submission of Council's VAT returns	End of current tax year	6 years	The Taxes Management Act 1970 - Schedule 4	Destroy
FINANCE	Financial Transactions Management	Construction Industry Tax	Construction industry tax return	Tax documents for preparation and submission of Council's VAT returns	End of current tax year	6 years	The Taxes Management Act 1970 - Schedule 4	Destroy
FINANCE	Financial Transactions Management	Vendor management	Vendor database	Documentation relating to the set-up, amendment, suspension and closure of vendor accounts	Date removed from database	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Payment processing	Invoice file	Documentation relating to the processing and payment of purchase invoices	Current financial year	6 years	The Taxes Management Act 1970 - Schedule 4 HMRC 700 / 21	Destroy
FINANCE	Financial Transactions Management	Reconciliations	In year reconciliations	Documentation relating to the processes that balance and reconcile payments	End of financial year	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Reconciliations	Year end reconciliations	Documentation relating to the processes that balance and reconcile payments	End of financial year	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Administering refunds	Refunds file	Documentation relating to the processing of refunds	End of financial year in which the records were created	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Reporting	Reports	Monthly, year, ad-hoc reports	End of financial year	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Payment processing	Invoice file	Documentation relating to the processing and payment of sales invoices	Current financial year	6 years	The Taxes Management Act 1970 - Schedule 4 HMRC 700 / 21	Destroy
FINANCE	Financial Transactions Management	Reconciliations - In Year	Reconciliations file	Documentation relating to the processes that balance and reconcile payments	End of financial year	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Petty Cash records	Petty cash file	Documentation relating to the petty cash book Petty cash allocation control held by department	Current financial year	6 years	The Taxes Management Act 1970 - Schedule 4 HMRC 700 / 21	Destroy
FINANCE Payroll and Pensions								

FINANCE	Payroll and Pensions	Payroll management	Employee file	Starter / Leaver forms, Payroll details - staff name, number, tax code, deductions details, rate of pay, bank details, together with monthly, fortnightly or weekly pay details, External funding body pay, notices of change to salary / wages scale	Termination of employment	6 years	The Taxes Management Act 1970 - Schedule 4 Funding Body Regulations	Destroy
FINANCE	Payroll and Pensions	Payroll management	Payroll file	Documentation relating to deductions, maintenance and reporting third party deductions	Termination of employment	6 years	The Finance Act 2004	Destroy
FINANCE	Payroll and Pensions	Payroll management	Employee / payroll file	Documentation relating to SMP / SPP payments and information, travel and subsistence claims, strike action deductions, retirements, termination and redundancy, parental leave, honorariums / acting Up allowance, sick pay, loan agreements, death in service grants	End of Current tax year	6 years	(1) Regulation 26, The Statutory Maternity Pay (General) Regulations 1986 (2) The Finance Act 2004 (3) The Taxes Management Act 1970 Schedule 4 (4) The Limitation (NI) Order 1989	Destroy
FINANCE	Payroll and Pensions	Payroll management	Payroll file	Documentation relating to wages and salary records including overtime, bonuses, expenses, timesheets, monthly payroll prints, copy payslips	End of Current tax year	6 years	The Taxes Management Act 1970 - Schedule 4	Destroy
FINANCE	Payroll and Pensions	Payroll management	Payroll file	Statutory: tax code notifications, P45, P60, P9, P11d	End of Current tax year	6 years	The Taxes Management Act 1970 - Schedule 4	Destroy
FINANCE	Payroll and Pensions	Payroll management	Payroll file	Documentation relating to income tax and NI returns, income tax records and correspondence with HMRC	End of Current tax year	6 years	The Income Tax (PAYE) (Amendment) Regulations 2020	Destroy
FINANCE	Payroll and Pensions	Pension Scheme management	Pension file	Documentation relating to the processing and managing deductions and making returns to pension scheme	End of Current tax year	6 years	(1) Section 1 The Local Government Pension Scheme Regulations (NI) 2014 (2) The Public Service Pensions Act (NI) 2014	Destroy
FINANCE	Payroll and Pensions	Pension Scheme management	Pension file	Documentation relating to accounts, returns, valuation	End of Current tax year	6 years	(1) Section 1 The Local Government Pension Scheme Regulations (NI) 2014 (2) The Public Service Pensions Act (NI) 2014	Destroy

HEALTH AND SAFETY

HEALTH AND SAFETY								
HEALTH AND SAFETY	Compliance							
HEALTH AND SAFETY	Compliance	Strategy and planning	Strategy Document			See Management, Strategic Planning		
HEALTH AND SAFETY	Compliance	Health and Safety Policy	Policy and Procedure			See Management, Corporate Policy		
HEALTH AND SAFETY	Compliance	Training	Training file - held by Health & Safety	Health & Safety managed accredited and staff training, includes presentations, attendance, certificates	Termination of employment Records stored with H&S until employment ends and then transferred to Human Resources for remainder of relevant retention period	(1) General H&S training - 6 years (2) Occupational health related training - 50 years (3) Statutory Health Surveillance training - 75 years	Business requirement	Destroy
HEALTH AND SAFETY	Compliance	Training	Training file - General	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures		See Human Resources, Learning and Development		
HEALTH AND SAFETY	Monitoring							

HEALTH AND SAFETY	Monitoring	Accidents and incident reporting - adults	Accident and incident case file - held by responsible department	All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents	Date of last entry	7 years	(1) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 (2) The Health and Safety at Work (NI) Order 1978 (3) The Management of Health and Safety at Work Regulations (NI) 2000	Destroy
HEALTH AND SAFETY	Monitoring	Accidents and incident reporting - children	Accident and incident case file - held by responsible department	All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents	Date of last entry	21 years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997	Destroy
HEALTH AND SAFETY	Monitoring	Monitoring Asbestos Incidents	Incident case file	Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant employees	Date of last action	40 years	The Control of Asbestos Regulations (NI) 2012	Destroy
HEALTH AND SAFETY	Monitoring	Motor accidents	Accident report form - held by responsible department	Accidents reports that are signed by the operative involved in the accident - MF1 form	End of financial year in which claim took place	3 years	Business requirement	Destroy
HEALTH AND SAFETY	Monitoring	Health and Safety inspections	Routine inspection file - held by responsible department	Documentation relating to routine inspections - inspection report, correspondence e.g. noise in the workplace, monitoring of display screens, safe systems of work (SSoW), normal operating procedures (NOP)	Date superseded / Date of last action	5 years	Business requirement	Destroy
HEALTH AND SAFETY	Monitoring	Monitoring noise at work, risk assessment	Monitoring file - held by responsible department	Noise risk assessments, individuals' files, exemption certificates	End of calendar year	7 years	Business requirement	Destroy
HEALTH AND SAFETY	Monitoring	Monitoring of display screens	Assessment file - held by department / Line Manager	Documentation relating to monitoring of display screens and related workstations in the workplace - eyesight tests, workstation assessments	End of calendar year	7 years	The Management of Health and Safety at Work Regulations (NI) 2000	Destroy
HEALTH AND SAFETY	Monitoring	Monitoring vibration	Monitoring file - held by responsible department	Health surveillance records	End of calendar year	40 years	Business requirement	Destroy
HEALTH AND SAFETY Risk Management								
HEALTH AND SAFETY	Risk Management	Risk assessments	Assessment file - held by responsible department	Manual handling risk assessment, operational / activity based Risk assessment, building / asset risk assessment	Date of last assessment / last action	7 years	The Management of Health and Safety at Work Regulations (NI) 2000	Destroy
HUMAN RESOURCES								
HUMAN RESOURCES HR Administration								
HUMAN RESOURCES	HR Administration	Job descriptions	Job descriptions		Date superseded	None	Business requirement	Destroy
HUMAN RESOURCES	HR Administration	Person specifications	Person specifications		Date superseded	None	Business requirement	Destroy
HUMAN RESOURCES	HR Administration	Project management	HR projects			See Management, Project Management	Business requirement	Destroy
HUMAN RESOURCES	HR Administration	Reporting	Annual Fair Employment Monitoring Return	Report to Equality Commission and Stakeholders	Date of report	3 years	The Fair Employment & Treatment (NI) Order 1998	Destroy
HUMAN RESOURCES	HR Administration	Reporting	Article 55 Report	Triennial analysis of workforce report including composition and practices	Date superseded	None	The Fair Employment & Treatment (NI) Order 1998	Destroy
HUMAN RESOURCES	HR Administration	Reporting	Quarterly Business Survey to Department of Finance	Employment statistics	End of calendar year	3 years	Business requirement	Destroy
HUMAN RESOURCES	HR Administration	Reporting	Sickness absence reports	Reports to APSE, NIAO, Council	Date of report	3 years	Business requirement	Destroy
HUMAN RESOURCES	HR Administration	Strategy and policy	HR Strategy Document			See Management, Strategic Planning		
HUMAN RESOURCES	HR Administration	Strategy and policy	HR Policies and Procedures			See Management, Corporate Policy		
HUMAN RESOURCES Recruitment								

				Documentation relating to: • Authorisation • Advertising • Applications • Job description • Person specification (including agreement form) • Interview and selection • Summary Ts&Cs • Offer of employment • Pre-employment checklist • Recruitment file checklist • Candidate correspondence				
HUMAN RESOURCES	Recruitment	Recruitment process	Recruitment file		Date of first appointment	1 year	Business requirement	Transfer to Personal file / Destroy
HUMAN RESOURCES	Recruitment	Recruitment process	Recruitment file	In the event of no applicant / no appointment	Date file closed	1 year	Business requirement	Destroy
HUMAN RESOURCES	Employee Administration							
				Documentation including: • sickness notification • fit note • RTW interview form • industrial injury documentation • occupational health records				
HUMAN RESOURCES	Employee Administration	Sickness monitoring	Sickness absence record		Termination of employment	6 years	Business requirement	Destroy
				Documentation relating to: • statutory • flexi • special • time off in lieu • annual				
HUMAN RESOURCES	Employee Administration	Attendance recording	Time and attendance records		Termination of employment	6 years	Business requirement	Destroy
				Documentation relating to: • Personal information • Terms & Conditions • Attendance • Learning & Development • Privileged Information • Complaints • Discipline • Tribunal				
HUMAN RESOURCES	Employee Administration	Employee life cycle	Personal file		Termination of employment	6 years	Business requirement	Destroy
HUMAN RESOURCES	Employee Relations							
				Documentation relating to: • preliminary investigation • report • correspondence • hearing • appeal • suspension / transfer				
HUMAN RESOURCES	Employee Relations	Disciplinary Matters	Disciplinary file		End of sanction	6 months	Business requirement	Destroy
				Documentation including: • grievance form • Investigation • correspondence • report / letter • appeal • outcome				
HUMAN RESOURCES	Employee Relations	Grievance procedures	Grievance file		Termination of employment	6 years	Business requirement	Destroy
HUMAN RESOURCES	Employee Relations	Grievance procedures	Complaints file	Non employment related staff complaints		See Management, Customer Feedback		
HUMAN RESOURCES	Employee Relations	Trade Union structures	Trade Union Agreements	Identification and development of significant directions concerning industrial matters		These are dynamic documents which are constantly being reviewed. Each version will replace the former and where appropriate, information will be retained in the relevant report.	Business requirement	Destroy
HUMAN RESOURCES	Occupational Health							

HUMAN RESOURCES	Occupational Health	Health surveillance	Health surveillance file	Documentation including: • date of test / check • outcome / decision • remedial actions • substance monitoring records if applicable	Date of last consultation	40 years	Business requirement - separate from employee file where statutory health surveillance has been undertaken records to be retained for 40 years or 75 years after DOB, whichever is longest	Destroy
HUMAN RESOURCES	Learning and Development							
HUMAN RESOURCES	Learning and Development	Staff training	Staff training records by financial year	Training and development records relating to attendance and achievement of individual employees excluding those H&S training records that require a longer retention rule	Date of termination	6 years	Business requirement	Destroy
HUMAN RESOURCES	Learning and Development	Training provision	Training admin file	Documentation relating to the administration of learning and development including management of externally subsidised training	End of financial year	1 year	Business requirement	Destroy
HUMAN RESOURCES	Learning and Development	Training provision	Course content	eLearning and face-to-face training course content and supporting materials	Until superseded or course no longer provided	None	Business requirement	Destroy
HUMAN RESOURCES	Learning and Development	Training Plan	Corporate L&D Newsletter	Quarterly issued staff newsletter		See Management, Internal Communications		
HUMAN RESOURCES	Learning and Development	Staff training	Occupational Health & Safety training register	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment	Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention	Business requirement	Destroy
HUMAN RESOURCES	Learning and Development	Staff training	Employee Qualification Assistance Scheme	Documentation relating to the administration of the Scheme	Termination of employment	6 years	Business requirement	Destroy
HUMAN RESOURCES	Safeguarding							
HUMAN RESOURCES	Safeguarding	Governance	Designated Safeguarding Officer list		Until superseded	None	Business requirement	Destroy
HUMAN RESOURCES	Safeguarding	Standard Referral - Children General	Case file	Safeguarding Record Form, Incident Report Form, Correspondence including emails & letters	Date of referral	a) 18 years for an external referral b) 10 years where there is no further action and no external referral is made	(1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2019	Destroy
HUMAN RESOURCES	Safeguarding	Standard Referral - Adults General	Case file	Safeguarding Record Form, Incident Report Form, Correspondence including emails & letters	Date of referral	a) 18 years for an external referral b) 10 years where there is no further action and no external referral is made	Department of Health - Disposal Good management, Good Records: Schedule - Section P	Destroy
HUMAN RESOURCES	Safeguarding	Standard Referral - Allegation against a member of staff	Case file	Safeguarding Record Form, Incident Report Form, Relevant HR Personnel file documents, Correspondence including emails & letters	Date of notification	a) until the subject reaches 100 years of age b) 10 years in situations where the notification is believe to be based on erroneous or false information	(1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2019	Destroy
HUMAN RESOURCES	Safeguarding	All referrals	CCTV footage		Date of referral	a) 30 days, if no further investigation warranted b) see relevant Case file	Business requirement	Destroy
HUMAN RESOURCES	Safeguarding	Unsolicited Referrals	Case file	Email, Safeguarding Record Form, Incident Report Form, Correspondence	Date of referral	4 years	Business requirement	Destroy

HUMAN RESOURCES	Safeguarding	Guidance/Advice	Advice file	Request and response correspondence, guidance materials	Date of last action	4 years	Business requirement	Destroy
HUMAN RESOURCES	Safeguarding	Policy and Procedure	Policies and procedures file	Safeguarding related policies and procedures		See Management, Corporate Policy		
INFORMATION AND COMMUNICATION TECHNOLOGY								
INFORMATION AND COMMUNICATION TECHNOLOGY	Asset Management							
INFORMATION AND COMMUNICATION TECHNOLOGY	Asset Management	Disposal	Equipment disposal file	Documentation relating to the disposal of equipment	Date of disposal	6 years	The Limitation (NI) Order 1989	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Asset Management	Asset inventory	Asset information file	Database with details of assets including, procurement, warranty, location, user, etc.	date created	Permanent	Business requirement	Permanent retention by Council
INFORMATION AND COMMUNICATION TECHNOLOGY	Asset Management	Asset inventory	Internet domain name registration file	Database of registration and configuration details	Date of disposal	Permanent	Business requirement	Permanent retention by Council
INFORMATION AND COMMUNICATION TECHNOLOGY	Configuration Management Database (CMDB)							
INFORMATION AND COMMUNICATION TECHNOLOGY	Configuration Management Database (CMDB)	Guidance and training	Knowledge base / intranet "How To" files	Documentation relating to training and guidance for use by staff	Date of disposal	See Human Resources, Learning and Development		
INFORMATION AND COMMUNICATION TECHNOLOGY	Configuration Management Database (CMDB)	Configuration management	Fixed telephony call flow configuration file	Documentation relating to fixed telephony calls routed in and through Council	Date created	Date administrative use is concluded	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Configuration Management Database (CMDB)	Configuration management	System configuration information file	Documentation relating to the key data system configuration	End of life of system	1 year	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Configuration Management Database (CMDB)	Change control management	Hornbill file	Documentation relating to staff service requests, incident, change requests and procedures	Date of request	Date administrative use is concluded	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Resource Deployment							
INFORMATION AND COMMUNICATION TECHNOLOGY	Resource Deployment	Technical specifications	Clonezilla image file	Images held for all device builds	Date created	Date administrative use is concluded	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Resource Deployment	Testing	Step-by-step test plan	Spreadsheet listing steps to test	Date created	Date administrative use is concluded	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Cloud Platforms							
INFORMATION AND COMMUNICATION TECHNOLOGY	Cloud Platforms	Software service management	User accounts file	Documentation relating to user accounts	Date removed from database	30 days Director approved extension may apply for a limited period where required	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Cloud Platforms	Software service management	Service configuration and usage reporting file	Documentation relating to the configuration of services / Excel / CSV	End of contract	6 years	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Cloud Platforms	Software service management	Logs	Upgrades to software	End of contract	6 years	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Cloud Platforms	Email accounts	MS Office 365	Documentation relating to the configuration of type of email account / personal / shared etc	Date created	30 days Director approved extension may apply for a limited period where required	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Infrastructure							
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Infrastructure	Licensing	Software licensing file	Documentation relating to contractual software licenses, mobile applications and enterprise agreements	End of use of system	1 year	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Infrastructure	Network Data Security	Hornbill file	Hornbill change record / BT managed service change request	Date administrative use is concluded	3 years	Business requirement	Destroy

INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Infrastructure	Network maintenance	Access database	Database detailing connections of all configurations of network and assets	Date administrative use is concluded	3 years	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Infrastructure	Identity maintenance	User accounts file	Documentation containing the key data about the user in support of their use of and access to council IT systems	Date removed from database	30 days Director approved extension may apply for a limited period where required	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Infrastructure	Disaster recovery and backups	Commvault and Azure	All replicated data	Date of back up	1 year	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Infrastructure	Maintenance and management	File by system	Documentation relating to server and hardware maintenance, patch, storage and WAN management, upgrades to infrastructure	Date created	6 years	The Limitation (NI) Order 1989	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Communication							
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Communication	Telephony	Atlas - tender / contract documentation Atlas - MACs	Documentation relating to details of moves, additions and changes for staff, services and call delivery	End of life of system	6 years	The Limitation (NI) Order 1989	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Communication	Mobile devices - Contracts: EE, O2, Vodafone	User details database	List of all mobile communications devices including physical information and current ownership	End of life of system	6 years	The Limitation (NI) Order 1989	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Communication	Landline and broadband	Access database	Details of telephone lines and services provided	End of life of system	6 years	The Limitation (NI) Order 1989	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Application Management	Supplier management	Supplier database	MS Outlook contact database	Date removed from database	6 years	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Application Management	List of applications	Service catalogue	Excel Sheet detailing all application software currently in use	End of life of system	6 years	Business requirement	Destroy
INFORMATION AND COMMUNICATION TECHNOLOGY	Release Management							
INFORMATION AND COMMUNICATION TECHNOLOGY	Release Management	Onboarding / End user test plans	Hornbill file	Software Release Management		Permanent	Business requirement	Permanent retention by Council
INFORMATION AND COMMUNICATION TECHNOLOGY	Incident Management	Incidents	Hornbill file	Incidents, known errors and problems		Permanent	Business requirement	Permanent retention by Council
INFORMATION AND COMMUNICATION TECHNOLOGY	IT Management							
INFORMATION AND COMMUNICATION TECHNOLOGY	IT Management	Policy and Procedure	IT Policy and Procedure	Policy, Procedure and standards documentation		See Management, Corporate Policy		
INFORMATION AND COMMUNICATION TECHNOLOGY	IT Management	Strategy and policy	ICT Strategy			See Management, Strategic Planning		
INFORMATION MANAGEMENT								
INFORMATION MANAGEMENT	Access to Information							
INFORMATION MANAGEMENT	Access to Information	Processing Freedom of Information, Environmental Information Regulations and Subject Access requests for information including internal reviews	FOI, EIR and DP Case files	Initial request, response, related correspondence and other supporting documentation	Date of last action	2 years - unless subject to ICO complaint	(1) The Freedom of Information Act 2000 (2) The Environmental Information Regulations 2004 (3) The Data Protection Act 2018 (4) The UK General Data Protect Regulations 2018	Destroy

INFORMATION MANAGEMENT	Access to Information	Processing complaints to the Information Commissioner's Office (ICO) under Freedom of Information, Environmental Information Regulations and Data Protection	FOI, EIR and DP Case files	Initial request, response, appeal records, related correspondence and other supporting documentation	Outcome of appeal	6 years	(1) The Freedom of Information Act 2000 (2) The Environmental Information Regulations 2004 (3) The Data Protection Act 2018 (4) The UK General Data Protect Regulations 2018	Destroy
INFORMATION MANAGEMENT	Access to Information	Requests for information	CCTV footage	SARs, PSNI form 81, internal requests, HMRC and / or other organisations	Date footage released	30 days unless investigation ongoing	Business requirement	Destroy
INFORMATION MANAGEMENT	Access to Information	Disclosure Log	FOI, EIR, DP Requests for Information Disclosure Log	Database relating to the logging, tracking and monitoring of requests for information	End of financial year	6 years	Business requirement	Destroy
INFORMATION MANAGEMENT	Access to Information	Policy and Procedure	Access to Information Policy and Procedure			See Management, Corporate Policy		
INFORMATION MANAGEMENT	Access to Information	Publication Scheme	Council Publication Scheme		Until superseded but no later than 4 years from approval date in accordance with 4.31 of the Equality Scheme.	4 years	The Freedom of Information Act 2000	Destroy
INFORMATION MANAGEMENT	Data Protection							
INFORMATION MANAGEMENT	Data Protection	Data breaches	Breach report	Incident report, investigation, lessons learned, correspondence with ICO and other third parties	Date of last action	3 years	Business requirement	Destroy
INFORMATION MANAGEMENT	Data Protection	Data sharing	Data Sharing Agreement	Agreements, protocols	Expiration / Conclusion of accompanying contract	6 years	The Limitation (NI) Order 1989	Destroy
INFORMATION MANAGEMENT	Data Protection	Data sharing	Data Protection Impact Assessments / Privacy Notices	Assessments and notices	Until superseded	3 years	Business requirement	Destroy
INFORMATION MANAGEMENT	Records Management							
INFORMATION MANAGEMENT	Records Management	Corporate file plan	Corporate and departmental file plans	Classification scheme and file plan	Until superseded	5 years	Business requirement	Destroy
INFORMATION MANAGEMENT	Records Management	Policy and Procedure	Records Management Policy and Procedure			See Management, Corporate Policy		
INFORMATION MANAGEMENT	Records Management	Managing records retention	Retention and Disposal Schedule	Documentation relating to the development of the Corporate Retention and Disposal Schedule including approved changes	Until superseded	20 years	The Freedom of Information Act 2000, Section 46 - Code of Practice on Records Management	Permanent retention by Council
INFORMATION MANAGEMENT	Records Management	Managing records retention	Retention and Disposal Schedule	Rejected changes to retention schedules	Date of last action	5 years	Business requirement	Destroy
INFORMATION MANAGEMENT	Records Management	Confidential waste destruction	Contract management	Tender and contract documents		See Procurement		
INFORMATION MANAGEMENT	Records Management	Disposal management	Certificates of Destruction	Internal and waste paper destruction contractor's certificates of disposal	Date certificate created / received	20 years	The Freedom of Information Act 2000, Section 46 - Code of Practice on Records Management	Destroy
INFORMATION MANAGEMENT	Operations							
INFORMATION MANAGEMENT	Operations	Celebrating Success	Stakeholder feedback	Correspondence received from internal and external stakeholders relating to positive feedback on Compliance Team members and/or service	End of financial year	5 years	Business requirement	Destroy
INFORMATION MANAGEMENT	Operations	Staff training	Information Management bespoke training materials	eLearning / PowerPoint training modules developed for Council staff and Elected Members on Access to Information and Records Management policies and procedures		See Human Resources, Learning and Development		
INFORMATION MANAGEMENT	Support Services							

INFORMATION MANAGEMENT	Support Services	Stakeholder engagement	Filed by stakeholder name	Correspondence, input, presentations, etc. on Regional Planning, Information Governance Working Group, Information Strategy Group, NI Civil Service		See Management, Communications and Marketing		
IRISH LANGUAGE UNIT								
IRISH LANGUAGE UNIT	Irish Language Bursary Scheme							
IRISH LANGUAGE UNIT	Irish Language Bursary Scheme	Applications	Successful applicant file	Application form, letter of offer, acceptance form, eligibility form, payment form including BACS details	Date of last action	6 years	Business requirement	Destroy
IRISH LANGUAGE UNIT	Irish Language Bursary Scheme	Applications	Unsuccessful applicants	Documentation relating to application and letter of refusal	End of financial year following notification to applicant	None	Business requirement	Destroy
IRISH LANGUAGE UNIT	Irish Language Bursary Scheme	Applications	Monitoring forms	Anonymised monitoring forms returned with completed application forms		See Management, Corporate Equality		
IRISH LANGUAGE UNIT	Irish Language Bursary Scheme	Marketing / promotions	Bursary marketing file	Marketing materials, adverts, copy for website		See Management, Corporate Communications and Marketing	Business requirement	Destroy
IRISH LANGUAGE UNIT	Project and Event Management							
IRISH LANGUAGE UNIT	Project and Event Management	Seachtain na Gaeilge(Irish+D510 Language Week) and General Irish Language projects	Project development and implementation including procurement	Documentation relating to event planning, procurement, correspondence, suppliers		See Management, Events See Management, Project Management		
IRISH LANGUAGE UNIT	Project and Event Management	Promotions	Press releases Social Media schedules			See Management, Corporate Communications and Marketing		
IRISH LANGUAGE UNIT	Project and Event Management	Customer engagement	Contact database	MS Outlook contact database	Date removed from database	None	Business requirement	Destroy
IRISH LANGUAGE UNIT	Project and Event Management	Supplier management	Supplier database	MS Outlook contact database	Date removed from database	1 year	Business requirement	Destroy
IRISH LANGUAGE UNIT	Strategy and Policy							
IRISH LANGUAGE UNIT	Strategy and Policy	Strategy and planning	Irish Language Strategy	The Irish Language Strategy is a 3 year plan prepared by Officers and subject to Public Consultation and Council approval. The ILU works to this agreed Strategy and it is downloadable from the Council Website.		See Management, Strategic Planning		
IRISH LANGUAGE UNIT	Strategy and Policy	IL Strategy Cross Party Working Group	Agenda and action sheets	Agenda, reports, minutes, action sheets	Date of meeting	3 years	Business requirement	Destroy
IRISH LANGUAGE UNIT	Translation Services							
IRISH LANGUAGE UNIT	Translation Services	Internal translations	Translation file - by department	English and Irish versions of related documents	Date completed	10 years	Business requirement	Destroy
IRISH LANGUAGE UNIT	Translation Services	External translations	Procurement file	Procurement documentation		See Procurement		
IRISH LANGUAGE UNIT	Translation Services	External translations	Translated documents file - by Directorate	English and Irish versions of related documents	Date of receipt	10 years - Irish Language copy Directorates align with master document retention period	Business requirement	Destroy
LEGAL SERVICES								
LEGAL SERVICES	Litigation							
LEGAL SERVICES	Litigation	Judicial Review	Judicial review file	Court pleadings, emails, Court Orders, departmental evidence, correspondence with Belfast Legal, correspondence with other parties including Solicitors, file notes, professional reports	End of calendar year following case closure	6 years	The Limitation (NI) Order 1989	Destroy

LEGAL SERVICES	Litigation	Breach of Contract / Negligence Claims	Breach of Contract / Negligence file	Court pleadings, emails, Court Orders, departmental evidence, correspondence with Belfast Legal, correspondence with other parties including Solicitors, file notes, professional reports	End of calendar year following case closure	6 years	The Limitation (NI) Order 1989	Destroy
LEGAL SERVICES	Litigation	Debt recovery	Case file	Court pleadings, emails, Court Orders, departmental evidence, correspondence with Belfast Legal, correspondence with other parties including Solicitors, file notes, professional reports	End of calendar year following case closure	6 years	The Limitation (NI) Order 1989	Destroy
LEGAL SERVICES	Litigation	Recovery of land	Case file	departmental evidence, correspondence with Belfast Legal, correspondence with other parties including Solicitors, copies of title deeds, maps, file notes, professional reports	End of calendar year following case closure	12 years	The Limitation (NI) Order 1989	Destroy
LEGAL SERVICES	Land and Property							
LEGAL SERVICES	Land and Property	Land disputes	Land dispute file including encroachments, adverse possession claims	Court pleadings, emails, Court Orders, departmental evidence, correspondence with Belfast Legal, correspondence with other parties including Solicitors, copies of title deeds, maps, file notes, professional reports	End of calendar year following case closure	12 years	The Limitation (NI) Order 1989	Destroy
LEGAL SERVICES	Land and Property	Conveyancing	Conveyancing file including sales, purchases, transfers, land vesting, wayleaves and easements	Valuations, maps, copy title deeds, emails, correspondence with external parties including Solicitors, file notes, professional reports	Date of last action	20 years	Business requirement	Permanent retention by Council
LEGAL SERVICES	Land and Property	Land ownership	Requests for information re land ownership	Maps, copy title deeds, emails, file notes, correspondence with external parties	Case closure, date of last action (following end of calendar year)	1 year	Business requirement	Destroy
LEGAL SERVICES	Land and Property	Land ownership	Title Deeds	Land Registry maps and folios, evidence of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts	Date of last action	20 years	Business requirement	Permanent retention by Council
LEGAL SERVICES	Land and Property	Leases and licences	Lease and licence File	Valuations, maps, copy title deeds, professional reports, emails, correspondence, file notes	From expiry of the Lease term, licence period or the end of any period of overholding or surrender of the lease or licence (whichever shall be the later)	1 year	Business requirement	Destroy
LEGAL SERVICES	Land and Property	Leases and licences	Lease and licence File	Original lease or licence, rent review memorandum	From expiry of the Lease term, licence period or the end of any period of overholding or surrender of the lease or licence (whichever shall be the later)	21 years	The Limitation (NI) Order 1989	Destroy
LEGAL SERVICES	Land and Property	Leases and licences	Lease schedule	Lease Schedule		Permanent	Business requirement	Permanent retention by Council
LEGAL SERVICES	Land and Property	Deed of Charge (financial assistance)	Deed of Charge / Retention and Disposal Agreements file	Letters of Offer, project details, emails, correspondence, file notes, copy title deeds and maps	Release of Deed of Charge on expiry of term of deed	1 year	Business requirement	Destroy
LEGAL SERVICES	Land and Property	Deed of Charge	Deed of Charge file	Original Deed of Charge and evidence of registration of charge	Release of Deed of Charge on expiry of term of deed	1 year	Business requirement	Destroy

LEGAL SERVICES	Land and Property	Deed of charge	Retention and Disposal agreements	Original retention and disposal agreements	Expiry of Retention and Disposal Agreement on expiry of term of agreement	1 year	Business requirement	Destroy
LEGAL SERVICES	Contract Law							
LEGAL SERVICES	Contract Law	Council Seal	Record of Council Seal	List of documents upon which Council Seal has been placed		Permanent	Council's Standing Orders	Permanent retention by Council
LEGAL SERVICES	Contract Law	Preparation of contract	Contract file - original held by responsible department	Copy tender documents, emails, correspondence, file notes, copy contracts	Date of last action	1 year	Business requirement	Destroy
LEGAL SERVICES	Contract Law	Provision of contract advice	Contract advice file	Emails, departmental evidence, letters, professional reports, correspondence with third parties including Belfast Legal, file notes	Date of last action	1 year	Business requirement	Destroy
LEGAL SERVICES	Enforcement / Prosecution of Offences							
LEGAL SERVICES	Enforcement / Prosecution of Offences	Prosecutions	Prosecution case file, Planning, original held by Planning	Emails, correspondence, departmental evidence, file notes, officers' statements	Date of last action	1 year	Business requirement	Legal copy - Destroy Original - Permanent retention by Council
LEGAL SERVICES	Enforcement / Prosecution of Offences	Prosecutions	Prosecution case file relating to Licensing, Dog Order, Waste Management, Environmental Protection, Environmental Health, Breach of Bye-law - original held by responsible department	Emails, correspondence, departmental evidence, file notes, officers' statements	Date of last action	Legal Administration - 1 year Responsible department - 6 years	Business requirement	Destroy
LEGAL SERVICES	Enforcement / Prosecution of Offences	Prosecutions	Prosecution case file relating to food safety	Emails, correspondence, departmental evidence, file notes, officers' statements	Date of last action	Legal Administration - 1 year Responsible department - 10 years	Business requirement	Destroy
LEGAL SERVICES	Enforcement / Prosecution of Offences	Prosecutions	Prosecution case file, Building Control - original held by Building Control	Emails, correspondence, departmental evidence, file notes, officers' statements	Date of last action	Legal Administration - 1 year Responsible department - Permanent	Business requirement	Legal copy - Destroy Original - Permanent retention by Council
LEGAL SERVICES	Statutory							
LEGAL SERVICES	Statutory	Bye-laws	Bye-law file	Emails, correspondence, file notes, copy bye-laws	Date of Bye-law	1 year	Business requirement	Destroy
LEGAL SERVICES	Statutory	Bye-laws	Bye-law file	Enactment of Bye-laws	Date of Bye-law	20 years	Business requirement	Permanent retention by Council
LEGAL SERVICES	Statutory	Statutory appeals	Statutory appeal file	Emails, correspondence, file notes, legal opinion	Date of last action	1 year	Business requirement	Destroy
LEGAL SERVICES	Statutory	Conflict of interest	Register of employee interests	Conflict of interest declarations, emails, letters and notes	Termination date	6 years	Business requirement	Destroy
LEGAL SERVICES	Statutory	Policy and Procedure	Conflict of Interest Policy and Procedure			See Management, Corporate Policy		
LEGAL SERVICES	Advisory							
LEGAL SERVICES	Advisory	Provision of legal advice	Advice file	Documentation relating to advice provided to internal and external matters, emails, correspondence, file notes, legal opinion	Date of last action	1 year	Business requirement	Destroy
LEGAL SERVICES	Professional Development							
LEGAL SERVICES	Professional Development	Precedents	Precedent file	Precedent deeds, agreements, contracts and terms and conditions	Date of last action	20 years	Business requirement	Permanent retention by Council
LEGAL SERVICES	Professional Development	Precedents	Precedent cases file	Records documenting the conduct of litigation involving council where a legal precedent was established	Date of last action	20 years	Business requirement	Permanent retention by Council
LEGAL SERVICES	Professional Development	Learning and development	Guidance notes and records	Emails, correspondence, case reports, circulars	End of calendar year	10 years	Business requirement	Destroy
LEGAL SERVICES	Access to the Countryside							
LEGAL SERVICES	Access to the Countryside	Rights of Way	Rights of Way Register	Register of all asserted Public Rights of Way by location with assertion statement and map	Date of creation	20 years	The Access to the Countryside (NI) Order 1983	Permanent retention by Council

LEGAL SERVICES	Access to the Countryside	Rights of Way	Asserted Public Rights of Way file	Documentation relating to the assertion, management of asserted Public Rights of Way, including temporary closure / diversion and permanent path divisions and closures Legal decisions to protect, maintain, divert or extinguish a Rights of Way	Date of creation	20 years	The Access to the Countryside (NI) Order 1983	Permanent retention by Council
LEGAL SERVICES	Access to the Countryside	Rights of Way	Alleged Public Rights of Way file	Documentation relating to possible Public Rights of Way	Date of creation	20 years	The Access to the Countryside (NI) Order 1983	Permanent retention by Council
LEGAL SERVICES	Access to the Countryside	Policy and Procedure	Access to the Countryside Policy and Procedure			See Management, Corporate Policy		
LEGAL SERVICES	Access to the Countryside	Funded projects	Project file	Documentation relating to sign posting of routes, long distance routes, works to open up path etc	Date project ends	6 years OR As per Funder Letter of Offer	Business requirement Funding Body Letter of Offer	Destroy
LEGAL SERVICES	Access to the Countryside	Administration	General administration and information file	Documentation relating to general enquiries, corporate information, legal advice, for a, etc	Date operational use is concluded	2 years	Business requirement	Destroy
LEGAL SERVICES	Access to the Countryside	Administration	Inspection and maintenance reports	Inspection sheets, maintenance requests relating to asserted Public Rights of Way	Date of inspection / works completed	2 years	Business requirement	Destroy
LEISURE AND SPORT								
LEISURE AND SPORT	Indoor Leisure							
LEISURE AND SPORT	Indoor Leisure	Membership management	Member file	Registration and renewal	Date membership lapses / ends	1 year	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure	Membership management	Booking file	Documentation relating to all booking types including block, single session, room hire, equipment use	Date of booking	3 years	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure	Promotions	Promotions file	Marketing materials, leaflets, public advertising, social media		See Management, Corporate Communications and Marketing		
LEISURE AND SPORT	Indoor Leisure	Health and Safety	Accident and Incident case file	Documentation relating to notification of accident or incident, details of accident or incident, accident form, witness statements, investigation, CCTV footage, cleaning schedule, equipment reports		See Health and Safety See Management, Insurance		
LEISURE AND SPORT	Indoor Leisure	Health and Safety	COSHH, Risk assessment, SSOW, Fire documentation	Assessments, certificates, maintenance records		See Health and Safety		
LEISURE AND SPORT	Indoor Leisure	Health and Safety	H&S exposure monitoring	Documentation regarding H&S policy and procedures and periodic monitoring		See Health and Safety		
LEISURE AND SPORT	Indoor Leisure	Maintenance, monitoring & inspection	HSENI inspections, enforcement documentation	Documentation regarding inspections and any enforcement notices		See Council Property, Property Maintenance		
LEISURE AND SPORT	Indoor Leisure	Maintenance, monitoring & inspection	Inspection reports	Report of inspection of any facilities - machinery or services		See Council Property, Property Maintenance		
LEISURE AND SPORT	Indoor Leisure	Maintenance, monitoring & inspection	Check sheets	Daily/Weekly/Monthly check sheets i.e. cleaning/building/pool plant/gym and sports equipment	Date of inspection	Lifespan of equipment or 6 years	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure	Finance	Membership fees and payments	Credit card, cash, online and cheque payments		See Finance		
LEISURE AND SPORT	Indoor Leisure	Safeguarding	Leisure watch report forms	Recording details relevant to Leisure Watch	Date of online submission	None	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure	Staff training	Training file	Lifeguard training log	Termination of employment	None	Business requirement	Destroy
LEISURE AND SPORT	Outdoor Leisure							
LEISURE AND SPORT	Outdoor Leisure	GP Referral Scheme	GP referral scheme file	GP referral form for customer fitness programme, Health and wellbeing verification, personal needs analysis, exercise / fitness questionnaires	Date individual programme ends	1 year	Business requirement	Destroy
LEISURE AND SPORT	Outdoor Leisure	Event management	Events and programmes	Sports programmes, health programmes - attendees, coaches, activities, promotional and marketing materials, payment details		See Management, Events		

LEISURE AND SPORT	Outdoor Leisure	Event management	Sports awards file	Sports awards		See Management, Events		
LEISURE AND SPORT	Outdoor Leisure	Event management	Third party events file	Records relating to events booked on Council land by individuals and groups for leisure purposes including correspondence, payment, risk assessments, insurance details		See Management, Events		
LEISURE AND SPORT	Outdoor Leisure	Land and property management	Facility by location	Documentation relating to general management of sports facilities, pitches, playgrounds, cricket grounds, bowling greens, amenity areas, parks, walking trails	End of financial year	6 years	Business requirement	Destroy
LEISURE AND SPORT	Outdoor Leisure	Land and property management	Reservoir Register			Permanent	The Reservoirs Act (NI) 2015	Permanent retention by Council
LEISURE AND SPORT	Outdoor Leisure	Land and property management	Reservoirs by location	Annual inspections, monitoring data	Until superseded	7 years	The Reservoirs Act (NI) 2015	Destroy
LEISURE AND SPORT	Outdoor Leisure	Land and property management	Health & Safety Inspections / Reports	Documentation relating to health & safety - water testing, equipment inspections e.g. children's playground equipment, accident reports etc.		See Council Property, Property Maintenance See Health and Safety		
LEISURE AND SPORT	Outdoor Leisure	Leasing	Lease to external organisations	Lease agreements, service level agreement, payment details		See Legal Services		
LEISURE AND SPORT	Outdoor Leisure	Leasing	Lease from external organisations	Lease agreements, service level agreement, payment details		See Legal Services		
LEISURE AND SPORT	Outdoor Leisure	Maintenance of infrastructure and facilities on public land or in a recreational facility	Inspection, monitoring and incident / accident file by location	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year		See Council Property, Property Maintenance See Health and Safety		
LEISURE AND SPORT	Outdoor Leisure	Closure of a public open space or a recreational facility	File by location	Documentation relating to closure including consultation, correspondence, legal agreements		See Legal Services		
LEISURE AND SPORT	Outdoor Leisure	Playgrounds and play areas	Annual audit	Annual Play inspection	End of calendar year in which event occurred	21 years	Register of Play Inspectors International	Destroy
LEISURE AND SPORT	Outdoor Leisure	Capital projects	Capital project scheme file	Contracts, correspondence, staffing		See Council Property, Capital Projects		
LEISURE AND SPORT	Outdoor Leisure	Strategy and planning	Play facilities strategy, sports facilities strategy, multi sports hub facilities		Until superseded	5 years	Business requirement	Destroy
LEISURE AND SPORT	Outdoor Leisure	Strategy and planning	Open spaces strategy		Until superseded	5 years	Business requirement	Destroy
LEISURE AND SPORT	Sports Development							
LEISURE AND SPORT	Sports Development	Sports Development Strategy	Sports Development Strategy			See Management, Strategic Planning		
LEISURE AND SPORT	Sports development	Sports Development Programme	Programme file	Documentation relating to health programmes, health initiatives, sports development programmes	End of financial year	3 years OR As per Funder Letter of Offer	Business requirement Funding Body Letter of Offer	Destroy
LEISURE AND SPORT	Sports development	Funding	External funding - trusts, PHA, Sport NI, multiple funders	Documentation relating to external funding - applications, correspondence, claims, reporting	Date of final claim and payment	As per funder's Letter of Offer	Funding body Letter of Offer	Destroy
LEISURE AND SPORT	Sports development	Funding	Financial assistance to sports groups - applications, eligibility,	Documentation relating to funding to sports groups - contracts, agreements	Date of final claim and payment	As per funder's Letter of Offer	Funding body Letter of Offer	Destroy
LEISURE AND SPORT	Sports development	Funding	Project monitoring file	Documentation relating to funded project monitoring - correspondence, inspections, file notes, reports	Date project ends	6 years	Business requirement	Destroy
LEISURE AND SPORT	Sports Development	Engagement	Community Sports Project file	Documentation relating to advice and assistance provided to individual projects including safeguarding, funding assistance, financial assistance, training, accreditations, SANSA activities, Disability NI, Autism NI	Date of last action	6 years	Business requirement	Destroy
LEISURE AND SPORT	Sports Development	Engagement	Sports club, coach database	Database of clubs, coaches and members	Date removed from database	1 year	Business requirement	Destroy
LEISURE AND SPORT	Sports development	Contracts	Individual contracts with coaches	Documentation relating to the contract with coaches	Date contract ends	6 years	Business requirement	Destroy

LICENSING

LICENSING								
LICENSING	Registration, Permits and Licencing							
LICENSING	Registration, Permits and Licencing	Entertainment	Licence application	Documentation including application and administration relating to requests for entertainment licence	Date licence expires	Hard copy - 2 years Database held electronic files - permanent	The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 2, Licensing of Places of Entertainment Required for property certificates and conveyancing purposes	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Gambling and amusements	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of amusement permits	Date licence expires	Hard copy - 3 years Database held electronic files - permanent	(1) The Betting and Gaming (NI) Order 2004 (2) The Betting, Gaming, Lotteries and Amusements (NI) Order 1985 Required for property certificates and conveyancing purposes	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Cinemas	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of cinema licences including inspection reports, fire risk assessments	Date licence expires	Hard copy - 2 years Database held electronic files - permanent	The Cinemas (NI) Order 1991 Required for property certificates and conveyancing purposes	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Places of marriage	Temporary one-off licence	Case file for temporary place of marriage approval	Date of ceremony	Hard copy - 3 years Database held electronic files - permanent	(1) The Marriage Regulations (NI) 2003 (2) The Civil Partnership Regulations (NI) 2005	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Places of marriage	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of places of marriage including inspection reports, Fire Risk assessments	Date licence expires	Hard copy - 3 years Database held electronic files - permanent	(1) The Marriage Regulations (NI) 2003 (2) The Civil Partnership Regulations (NI) 2005	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Petroleum licences	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of petroleum licences including inspection reports, fire risk assessments	Date of application	Permanent	(1) The Petroleum (Consolidation) Act (NI) 1929 (2) The Dangerous Substances and Explosives Explosive Atmospheres Regulations 2002 Required for property certificates and conveyancing purposes	Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Street trading licences	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of street trading licences	Date licence lapses	Hard copy - 2 years Database held electronic files - permanent	The Street Trading Act (NI) 2001	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Societies lotteries licensing	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of societies lotteries	Date licence expires	Hard copy - 2 years Database held electronic files - permanent	The Betting, Gaming, Lotteries and Amusements (NI) Order 1985	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Societies lotteries licensing	Licence administration	Financial returns from the societies lotteries	Date of return	Hard copy - 18 months Database held electronic files - permanent	The Betting, Gaming, Lotteries and Amusements (NI) Order 1985	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Pavement café licence	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of pavement café licences including inspection reports, fire risk assessments	Date licence expires	Hard copy - 2 years Database held electronic files - permanent	The Pavement Cafés Act (NI) 2014	Hard copy records - Destroy Electronic database records - Permanent retention by Council

LICENSING	Registration, Permits and Licencing	Dog licensing	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of dog licences	Date licence expires	Hard copy - 2 years Database held electronic files - permanent	The Dogs (NI) Order 1983	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Licensing of breeding establishments	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of Licence for breeding establishments	Date licence expires	Hard copy - 2 years Database held electronic files - permanent	The Dogs (NI) Order 1983 Required for property certificates and conveyancing purposes	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Registration, Permits and Licencing	Provision of dog kennelling facility and dog holding facility	Kennelling facility file	Procurement documentation		See Procurement		
LICENSING	Registration, Permits and Licencing	Road closures for special events	Application file	Documentation including application and administration relating to the grant or refusal of road closure order	Date of Event	Hard copy - 3 years Database held electronic files - permanent	The Roads (Miscellaneous Provisions) Act (NI) 2010	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING Enforcement / Prosecution of Offences								
LICENSING	Enforcement / Prosecution of Offences	Legal administration	Contact database	Contact details for local magistrates	Until superseded	1 year	Business requirement	Destroy
LICENSING	Enforcement / Prosecution of Offences	Issuing Fixed Penalty Notices (FPN)	FPN case file by name	Documentation relating to issuing of fixed penalty notices	Date of last action	5 years	Business requirement	Destroy
LICENSING	Enforcement / Prosecution of Offences	Prosecution of offences	Case file	Documentation relating to a prosecution, investigation, correspondence, witness statements, Court Order		See Legal Services		
LICENSING Street Naming and Numbering								
LICENSING	Street Naming and Numbering	Postal Numbering	Application file	Documentation including application and administration relating to requests for postal numbering	Date of application	Hard copy - 2 years Database held electronic files - permanent	The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 11, Street Names and Numbering of Buildings	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Street Naming and Numbering	Street nameplate request	Application file	Documentation including application and administration relating to requests for street nameplates to be erected or replaced	Date of application	Hard copy - 2 years Database held electronic files - permanent	The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 11, Street Names and Numbering of Buildings	Hard copy records - Destroy Electronic database records - Permanent retention by Council
LICENSING	Street Naming and Numbering	Street nameplates	Erection of street name plates	Procurement documentation		See Procurement		
LICENSING	Street Naming and Numbering	Dual street name applications	Requests for bi-lingual street nameplates	Requests for erection of dual language nameplates, application, consultation results, council minute re approval or refusal Consultation returns destroyed when Yes / No response is recorded	Date of application	Hard copy - 2 years Database held electronic files - permanent	The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 11, Street Names and Numbering of Buildings	Hard copy records - Destroy Electronic database records - Permanent retention by Council
MANAGEMENT								
MANAGEMENT Audit and Risk Management								
MANAGEMENT	Audit and Risk Management	External audit	External audit report	All documentation relating to the external audit including audit report, audit plans, management letters, any other correspondence	Date audit completed	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	External audit	Value for money studies	Findings from external audit	Date study completed	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Internal audit	Auditing records - no investigation	All documentation relating to the audit process including audit engagement plans, audit work papers, evidence and audit reports	Date audit completed	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Internal audit	Auditing records - investigations involving prosecution, disciplinary action, etc.	All documentation relating to special investigations undertaken by Internal Audit including working papers and reports	Completion of court proceedings / disciplinary process (Resolution of the case)	6 years	Business requirement	Destroy

MANAGEMENT	Audit and Risk Management	Internal audit	Internal audit	All documentation relating to the audit process which are not the principal copy held by Internal Audit	Date audit completed	1 year	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Internal audit	Internal audit Programme	All documentation relating to the internal audit programme (including ICT and contract compliance audits)	End of financial year	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Internal audit	Advisory	All documentation relating to ad hoc and advisory audit work	End of financial year	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Audit committee	Minutes	Agenda, reports, minutes, action sheets		See Democracy, Decision Making		
MANAGEMENT	Audit and Risk Management	Reporting	Corporate reporting and monitoring	Corporate risk register	Quarterly Audit Committee date	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Reporting	Directorate and service reporting and monitoring	Risk registers, assessments and controls for individual risks	End of financial year	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Business continuity	Business impact assessments	Operational, tactical and strategic assessments	Date impact assessment superseded	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Business continuity	Risk assessment	Assessments and associated correspondence related to the assessment or emergency incident response	Date plan superseded	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Business continuity	Resilience plan	Plan and associated policy and procedure	Date plan superseded	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Stakeholder engagement	Working group file	Agenda, reports, minutes, action sheets		See Democracy, Decision Making		
MANAGEMENT	Consultations and Engagement							
MANAGEMENT	Consultations and Engagement	Consultations / Surveys	Consultation file	Preparatory documentation relating to the administration and design of a consultation or survey, questionnaires, third party responses and analysis of responses	Date completed	3 years	Business requirement	Destroy
MANAGEMENT	Consultations and Engagement	Consultations / Surveys	Final outputs	Final outputs - reports, presentations, anonymised statistics	Publication date	6 years	Business requirement	Destroy
MANAGEMENT	Consultations and Engagement	Consultations / Surveys	Internal requester file	Preparatory documents for the design of a consultation / survey	Completion of survey / consultation	3 years	Business requirement	Destroy
MANAGEMENT	Consultations and Engagement	Consultations / Surveys	Third party responses	Documentation relating to the response from another organisation to a consultation / survey	Completion of survey / consultation	6 months or as per Privacy Notice	Business requirement	Destroy
MANAGEMENT	Consultations and Engagement	Consultations / Surveys	Analysis	Documents re the analysis of responses to a consultation / survey.	Completion of survey / consultation	3 years	Business requirement	Destroy
MANAGEMENT	Consultations and Engagement	External Consultation	Request / Response file	Council's response to a consultation or survey carried out by an external organisation, including reports to CMT	Date of last action	3 years	Business requirement	Destroy
MANAGEMENT	Consultations and Engagement	Requests re naming council facilities, artwork, commemorative trees, benches, etc.	Case file	Case file for each application which includes request, assessment and decision of panel, appeals and decisions	Date of last action	5 years	Business requirement	Destroy
MANAGEMENT	Corporate Administration							
MANAGEMENT	Corporate Administration	Council property certificates	Property certificate file	Documentation relating to application, completed departmental sections, final certificate	Date of certificate	Paper records - end of calendar year + 1 year Electronic records - permanent	Business requirement	Hard copy records - Destroy Electronic database records - Permanent retention by Council
MANAGEMENT	Corporate Administration	Business support	Postal service file	Documentation relating to the procurement and management of contract		See Procurement		
MANAGEMENT	Corporate Administration	Business support	Stationery contract file	Documentation relating to the procurement and management of contract		See Procurement		
MANAGEMENT	Corporate Administration	Business support	Meeting room management	Documentation relating to room bookings, catering request forms	End of financial year	2 years	Business requirement	Destroy
MANAGEMENT	Corporate Administration	General information	Non-function specific letters, emails, general correspondence / files	Correspondence that is not linked to any specific process and has no identified function	Date received	2 years	Business requirement	Destroy

MANAGEMENT	Corporate Administration	General information	Compliment slips, catalogues, trade journals, suppliers' promotional material, course / seminar / conference invitations, message slips	Correspondence that is not linked to any specific process and has no identified function	Date administrative use is concluded	None	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing							
MANAGEMENT	Corporate Communications and Marketing	Advertising	Public notices	PDFs of statutory public notices - responsible department to retain the master copy for the retention period	End of financial year following date of advertisement	6 years	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	Contract management	Procurement and contract management for advertising, graphic design, media monitoring	Tender specifications, submissions, evaluations, reports, successful / unsuccessful letters, contract, monthly management reports		See Procurement		
MANAGEMENT	Corporate Communications and Marketing	Corporate identity and branding	Final artwork and identity guidelines	Documentation relating to the process of creating the corporate image - master files of NMDDC logo, corporate templates, branding manual Guidance on the use of the corporate brand	Until superseded	Master copy of logo - Permanent Other records - 5 years	Business requirement	Master copy of logo - Permanent retention by Council Other records - Destroy
MANAGEMENT	Corporate Communications and Marketing	External communications	Communications file	Communications with other public sector organisations, outside bodies or partners - held by service area	Date of last action	3 years	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	External communications	Corporate website content	Content provided by service areas for corporate website and processed via the Content Management System (CMS) Service areas are responsible for retaining content in line with specific retention schedule	Until superseded	None	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	External communications	Social Media messaging	Permanent digital imprint of message posted	Date posted	Permanent	Business requirement	Permanent retention by Council
MANAGEMENT	Corporate Communications and Marketing	External communications	Contact database	Contact details for Councillors, Members of Parliament, Members of the Legislative Assembly	Date removed from database	None	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	Graphic design services	Published work of Council	Annual Report, NMD Connect, Corporate Plan, Community Plan, other corporate documents including brochures - responsible department to retain the master copy for the retention period	Date published	20 years	Business requirement	Corporate Plan, Community Plan and Annual Report - Transfer to PRONI Other published works - Permanent retention by Council
MANAGEMENT	Corporate Communications and Marketing	Marketing	Marketing materials	Final outputs - presentations, leaflets, posters	Until superseded OR administrative use ends	3 years - master copy only Ephemeral material to be destroyed	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	Marketing	Marketing materials	Preparatory records	Date of approval of final output	1 year	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	Marketing campaigns	Marketing campaign file	Documentation relating to the development, implementation and monitoring of each campaign or marketing plan	End of financial year	3 years	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	Media relations	Media releases	Press releases, briefings, social media messages, published version of a media interview - preparatory records, organisational records, drafts, correspondence including responses to media enquiries, statements to the Council website, media liaison records.	Date of last action	Master press releases - Permanent Other records - 3 years	Business requirement	Press releases - Permanent retention by Council Other records - Destroy
MANAGEMENT	Corporate Communications and Marketing	Media relations	Media releases	Notes, emails - held by service area	Date of last action	1 year	Business requirement	Destroy

MANAGEMENT	Corporate Communications and Marketing	Media relations	Media monitoring	Email alerts and documentation relating to media coverage of Council	Term of Council related documentation - end of current Council term Other records - end of financial year	1 year	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	Media relations	Media contacts database		Date removed from database	None	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	Policy and Procedure	Social Media Policy and Procedure			See Management, Corporate Policy		
MANAGEMENT	Corporate Communications and Marketing	Public relations	Public relations plans	Corporate and departmental plans for the promotion of Council services and facilities		See Management, Strategic Planning		
MANAGEMENT	Corporate Communications and Marketing	Public relations	Photographic library	Digital photographic library - landscape, buildings, environment	When administrative use ends	None	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	Public relations	Photographic library - People	Digital photographic library - people Signed data subject permission forms - responsible department to retain the master copy for the retention period	Date permission ends including any Privacy Notice retention period	None	Business requirement	Destroy
MANAGEMENT	Corporate Communications and Marketing	Strategic development	Strategy Document	Communications and Marketing Strategy, Digital Communications Strategy, Neighbourhood Services Transformation Project Communications Strategy		See Management, Strategic Planning		
MANAGEMENT	Corporate Policy							
MANAGEMENT	Corporate Policy	Policy management	Master policy records	Responsible department to retain the master copy for the retention period	Until superseded	5 years	Business requirement	PRONI Appraisal
MANAGEMENT	Corporate Policy	Policy management	Policy Register			Permanent	Business requirement	Permanent retention by Council
MANAGEMENT	Corporate Policy	Policy development	Departmental / service records	Official drafts, including equality screening	Until superseded	4 years	Business requirement	Destroy
MANAGEMENT	Corporate Policy	Policy development	Preparatory documents	Working papers, drafts, meeting papers, correspondence	Date of policy approval	1 year	Business requirement	Destroy
MANAGEMENT	Corporate Policy	Policy development	Policy consultation	Public, statutory body and staff consultations of policies and strategies of council	Date completed	4 years	Business requirement	Destroy
MANAGEMENT	Corporate Policy	Corporate Procedures	Departmental Procedures	Service specific procedures, standards and guidance documents - final version	Until superseded	4 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback							
MANAGEMENT	Customer Feedback	Enquiries and comments	Enquiries and comments received	Processing of customer comments and enquiries about the Council including responses	Date of last action	1 year	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Enquiries and comments	Analysis	Statistics and anonymised responses	End of calendar year	2 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Stage 1 Complaint handling	Complaint file - held by responsible department	First level complaints dealt with as part of routine business	End of financial year	1 year	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Stages 2 and 3 Complaint handling	Complaint file - held by responsible department	Documentation relating to complaints about council services including complaint details, investigation, response and monitoring of the progress of responses	Date of last action	2 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Complaints referred to NI Ombudsman	Complaint file	Response to Ombudsman assessment and complaint investigations	Date of last action	5 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Complaints referred to NI Ombudsman	Complaint file	Documentation from Ombudsman including findings, recommendations and actions taken	Date of last action	5 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Reporting	Reports	Annual and monthly complaint handling reports and analysis	End of calendar year	3 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Reporting	Complaints database	Annual and monthly complaint handling reports and analysis	End of calendar year	3 years	Business requirement	Destroy

MANAGEMENT	Customer Feedback	Policy and Procedure	Complaint handling procedure	Documents the process for managing complaints		See Management, Corporate Policy		
MANAGEMENT	Customer Feedback	Compliments	Compliments file	Documentation relating to compliments received	Date received	2 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Directory sign ups	Customer database		Held until customer contacts NMD to request their details be removed	None	Business requirement	Destroy
MANAGEMENT Emergency Planning								
MANAGEMENT	Emergency Planning	Business continuity	Business continuity file	Individual Directorate / Department / Service Area business continuity plans See also Audit and Risk Management	These are dynamic documents which are constantly being reviewed - Each version will replace the former unless the plan has had to be activated in which case it may be submitted with the major incident report	None	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Destroy
MANAGEMENT	Emergency Planning	Business continuity	Business continuity development file	Documentation relating to the creation of emergency plans for Council	Until superseded	10 years	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Destroy
MANAGEMENT	Emergency Planning	Business continuity	Emergency Management Plan / Business Continuity Plan testing / exercising	Documentation relating to the testing of individual Directorate / Department / Service Area business continuity plans	Life of the plan being tested unless activated	Submitted with the major incident report	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Destroy
MANAGEMENT	Emergency Planning	Business continuity	Business Impact Analysis		Date of review	4 years	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Destroy
MANAGEMENT	Emergency Planning	Business continuity	Contact details of emergency agencies and staff		Date of review	6 months	Business requirement	Destroy
MANAGEMENT	Emergency Planning	Business continuity	Emergency rotas		Date of review	2 years	Business requirement	Destroy
MANAGEMENT	Emergency Planning	Business continuity	Training provision	External course providers and internal course materials development	Date of review	5 years	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Destroy
MANAGEMENT	Emergency Planning	Incident management	Council Emergency Management Plan	All documentation regarding the preparation, review and revision of the Council emergency management plan for a major incidents	Date of review	3 years	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Destroy
MANAGEMENT	Emergency Planning	Incident management	Major and minor incidents <i>*A major incident is beyond the scope of normal operations of business-as-usual and is likely to involve serious harm, damage or risk to human life or welfare, essential services, the environment or the security of the UK</i>	Log book, JESIP, M / ETHANE logs, records relating to the management of major incidents by the Incident Management Team / Directors / Assistant Directors / EPIG members	Date incident resolved	6 years (minor) 21 years (major)	Business requirement	Destroy
MANAGEMENT	Emergency Planning	Incident management	Recovery phase	Action sheets, updates - following the response phase	Date of incident	6 years (minor) 21 years (major)	Business requirement	Destroy
MANAGEMENT	Emergency Planning	Incident management	Debrief / review	Minutes, actions, outcomes, lessons	Date of debrief	6 years	Business requirement	Destroy
MANAGEMENT	Emergency Planning	Incident management	Emergency Support Centre Guide	Reference guide to opening emergency support centres (council and 3rd party) and associated contact details	Date of issue	6 months	Business requirement	Destroy

MANAGEMENT	Emergency Planning	EPIG meetings	Scheduled review meetings file	Action sheets, updates	End of calendar year	5 years	Business requirement	Destroy
MANAGEMENT	Equality							
MANAGEMENT	Equality	Equality Scheme	Equality Scheme	Approved Scheme, five-year review and report, Quarterly policy screening reports and Policy Screenings, Complaints / Investigations, Annual reports to ECNI, Equality Action Plan, Equality Consultee list, Annual reports to ECNI	Date of approval	Permanent	The Northern Ireland Act 1998 Section 75, Schedule 9	Permanent retention by Council
MANAGEMENT	Equality	Complaints / Investigations re breach of Equality Scheme	Case file	Complaint, investigation, findings, report, correspondence, response	Date of last action	6 years - or, in exceptional cases, beyond this period.	Business requirement	Destroy
MANAGEMENT	Equality	Disability Action Plan	Disability Action Plan	Approved Plan, five year review	Date of approval	Permanent	Disability duties under Section 49A of The Disability Discrimination Act 1995 (as amended by The Disability Discrimination (NI) Order 2006)	Permanent retention by Council
MANAGEMENT	Equality	Rural Needs	Rural Needs Impact Assessments	Completed forms, annual reports to DAERA	End of calendar year	Permanent	The Rural Needs Act (NI) 2016	Permanent retention by Council
MANAGEMENT	Events							
MANAGEMENT	Events	Ceremonial	Events file	Record of an official visit to the council - visitors' book, photographs, video and audio recordings, programme, text of speeches delivered, press cuttings, commemorative gifts	Date of last action	20 years	Business requirement	PRONI Appraisal
MANAGEMENT	Events	Ceremonial	Events file	Documentation relating to the planning of an official event and / or official visit to the council - invitations, press releases, marketing materials, copy invoices	Date of last action	6 years	Business requirement	Destroy
MANAGEMENT	Events	Ceremonial	Non-council organised ceremonial event file	Formal recording of official council representation at events other than those which the council organises - photographs, video and audio recording, programme, text of speeches delivered, press cuttings	Date of last action	3 years	Business requirement	Destroy
MANAGEMENT	Events	Civic	Events file	Documentation relating to the planning of an event - event plan, risk management, procurement, finance, marketing materials, supplier management, photos, video and audio recordings	Date of last action	6 years	Business requirement	Destroy
MANAGEMENT	Events	Civic	Events supplier / contacts database	Contact numbers, email and addresses for suppliers who support the delivery of events.	Date removed from database	None	Business requirement	Destroy
MANAGEMENT	Events	Civic	Standard operating procedures	Policies, procedures and guidelines to the planning and management of events including but not exclusive to location details, marketing materials	Until superseded	1 year	Business requirement	Destroy
MANAGEMENT	Events	Civic	Third party events file	Documentation relating to the planning of a third party event - council approval, event plan, risk management, procurement and finance, marketing materials, supplier management, photos, video and audio recordings	Date of last action	6 years	Business requirement	Destroy
MANAGEMENT	Evidence and Research							
MANAGEMENT	Evidence and Research	Data analytics	Case file by requester (internal and external)	All documentation relating to request and response	Date received	3 years	Business requirement	Destroy
MANAGEMENT	Evidence and Research	Geographic Information System (GIS) - Internal Requests	File by Council service area	All documentation relating to request and response	Date of last action	3 years	Business requirement	Destroy
MANAGEMENT	Evidence and Research	Geographic Information System (GIS) - External Requests	External requester file	All documentation relating to request and response	Date of last action	3 years	Business requirement	Destroy

MANAGEMENT	Evidence and Research	Licensing	LPS NI Sub-Licence Agreement	Sub-licenses for all 3rd parties requiring access to GIS data, copy sent to LPS NI	3rd party ceases trading	6 years	The Limitation (NI) Order 1989	Destroy
MANAGEMENT	Evidence and Research	Procurement	Tender file by client name	Documentation relating to individual tenders		See Procurement		
MANAGEMENT	Evidence and Research	STA's - Single Tender Action	Annual Single Tender Action (STA) for LPS NI	Annual Single Tender Action (STA) for LPS NI		See Procurement		
MANAGEMENT Insurance								
MANAGEMENT	Insurance	Insurance claims	Claim file	Claims against Council insurance policies - damage to property; letter of claim, internal inspection/investigation records, correspondence with broker/claims handler/solicitor	Case concluded	6 years	The Limitation (NI) Order 1989	Destroy
MANAGEMENT	Insurance	Insurance claims	Claim file	Claims against Council insurance policies - adult personal injury; damage to property; letter of claim, internal inspection/investigation records, correspondence with broker/claims handler/solicitor	Case concluded	6 years	The Limitation (NI) Order 1989	Destroy
MANAGEMENT	Insurance	Insurance claims	Claim file	Claims against Council insurance policies - child personal injury; damage to property; letter of claim, internal inspection/investigation records, correspondence with broker/claims handler/solicitor	Date of birth	21 years	The Limitation (NI) Order 1989	Destroy
MANAGEMENT	Insurance	Insuring against loss	Insurance Policy documentation		Date all obligations and entitlements concluded or date of cancellation	5 years	Business requirement	Destroy
MANAGEMENT	Insurance	Insuring against loss	Certificate of Insurance	Employer's liability insurance		Permanent	Business requirement	Permanent retention by Council
MANAGEMENT	Insurance	Insuring against loss	Certificate of Insurance	Public liability, commercial, legal expenses, excess, Officials' indemnity, motor fleet, exhibition and regalia, marine, environmental, engineering, cyber crime, etc	Date of expiry	5 years	Business requirement	Destroy
MANAGEMENT	Insurance	Insuring against loss	Insurance Policy documentation - third parties	Confirmation of policy/certificate provided by third parties, e.g. sub-contractors, event planners, performers, film companies, etc.	Date of last action relating to reason for use	21 years	Business requirement	Destroy
MANAGEMENT	Insurance	Insuring against loss	Valuations		Date superseded	5 years	Business requirement	Destroy
MANAGEMENT Internal Communication								
MANAGEMENT	Internal Communication	Director Offices and Member Offices		Documentation relating to the management of records created by Members and Directors	Date of last action	3 years	Business requirement	Destroy
MANAGEMENT	Internal Communication	Director Offices and Member Offices	File by Member name	Directorate copies of responses to Members' questions	End of current Council year	4 years	Business requirement	Destroy
MANAGEMENT	Internal Communication	Director Offices and Member Offices	File by Member name	Files relating to the support given to Members by the Democratic Services team (held in hard copy, electronic including incoming and sent email)	End of Council term	1 year	Business requirement	Destroy
MANAGEMENT	Internal Communication	Director Offices and Member Offices		Files relating to the support given to Directors by their Assistant Directors and support staff (held in hard copy, electronic including incoming and sent email)	End of financial year	3 years	Business requirement	Destroy
MANAGEMENT	Internal Communication	Team meetings	Meeting minutes	Minutes and papers where no corporate decisions are made and the meeting minutes will not be required as part of an audit trail	Date of meeting	1 year	Business requirement	Destroy
MANAGEMENT	Internal Communication	Team meetings	Meeting minutes	Minutes and papers where no corporate decisions are made but where the meeting minutes will be required as part of an audit trail	Date of meeting	5 years	Business requirement	Destroy

MANAGEMENT	Internal Communication	External meetings	Agenda, Minutes, Action Sheets, Correspondence	Minutes and papers of meetings held outside Council where the member of staff attending is not the principal record keeper	Date of meeting	End of operational use	Business requirement	Destroy
MANAGEMENT	Internal Communication	Staff / Member communications	Bulletins / presentations	Corporate employee / member bulletins / presentations from CEO, SMT, HR, etc	Date published	5 years	Business requirement	Destroy
MANAGEMENT	Internal Communication	Staff / Member communications	Staff newsletters	Directorate, service area newsletters	Until superseded	1 year	Business requirement	Destroy
MANAGEMENT	Partnership and Agency Working							
MANAGEMENT	Partnership and Agency Working	Service Level Agreements	Partnership file	Terms of Reference / Constitution for partnership and agreements with partners	Date partnership ends	6 years	The Limitation (NI) Order 1989	Destroy
MANAGEMENT	Partnership and Agency Working	Service Level Agreements	Partnership file	Service level agreements with partner organisations	Life of agreement	6 years	The Limitation (NI) Order 1989	PRONI Appraisal
MANAGEMENT	Performance Management							
MANAGEMENT	Performance Management	Performance Improvement Planning	Performance Improvement Plan	Annual Performance Improvement Plans and supporting documentation, including consultation results and reports		See Management, Strategic Planning		
MANAGEMENT	Performance Management	Assessments	Assessments of performance	Performance assessments, supporting documentation and summary publications	Date of last action	10 years	Part 12 of The Local Government Act (NI) 2014	Permanent retention by Council
MANAGEMENT	Performance Management	Performance data	Performance indicator data	Performance indicator data, including Excel system, APSE returns and benchmarking reports	Date of last action	10 years	Part 12 of The Local Government Act (NI) 2014	Permanent retention by Council
MANAGEMENT	Performance Management	Strategic and business planning	Directorate business and service plans	Forward looking business service plans and retrospective assessments		See Management, Strategic Planning		
MANAGEMENT	Performance Management	Staff performance	People, Perform, Grow	Personal Development Plan documentation held by line manager of responsible department	Date completed	5 years	Business requirement	Destroy
MANAGEMENT	Performance Management	Customer service	Customer service excellence planning	Documentation relating to customer feedback, consultations, customer service excellence plans	Date completed	5 years	Business requirement	Destroy
MANAGEMENT	Project Management							
MANAGEMENT	Project management	Major Projects	Project file - principal records	Business case and proposal, Project plan, feasibility studies, plans and specifications, lessons learnt report, master set of maps, plans, drawings and photographs, assessments, reviews - final versions and key drafts	Completion of project	20 years	Business requirement	PRONI Appraisal
MANAGEMENT	Project management	Standard Projects	Project file - principal records	Business case and proposal, Project plan, feasibility studies, plans and specifications, lessons learnt report, master set of maps, plans, drawings and photographs, assessments, reviews - final versions and key drafts	Completion of project	10 years	Business requirement	Destroy
MANAGEMENT	Project Management	Major / Standard Projects - Proposals	Rejected or deferred proposals		Completion of project	5 years	Business requirement	Destroy
MANAGEMENT	Project management	Major / Standard Projects	Project file - routine records	Project Board Meeting minutes, financial records, interim reports (stage assessments, reviews, GANTT charts, etc.), operating manuals, product descriptions correspondence	End of financial year	5 years	Business requirement	Destroy
MANAGEMENT	Project management	Major / Standard Projects	Project file - minor records	Product, equipment or machinery information, training courses, equipment maintenance	Completion of project	3 years	Business requirement	Destroy
MANAGEMENT	Project management	Minor projects	Project file	Business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	Completion of project	3 years	Business requirement	Destroy
MANAGEMENT	Project management	All Projects	Procurement file, Contracts and Agreements			See Procurement		
MANAGEMENT	Project management	All Projects	Project file - sub folder	Correspondence which does not merit inclusion in the main project file	Completion of project	1 year	Business requirement	Destroy

MANAGEMENT	Project Management	European and other externally funded projects	Project file	Project documentation as specified by the funding body and held by responsible department	Completion of project	Dependent on funding programme / project type	Individual funding body	See individual service area / project
MANAGEMENT	Review of Public Administration							
MANAGEMENT	Review of Public Administration	Transition management	Transition Committee / team meetings	Agenda, reports, minutes, action sheets		Permanent	The Local Government Act (NI) 2014	Permanent retention by Council
MANAGEMENT	Review of Public Administration	Implementation management	RPA files	Documentation relating to the modernisation and reform programme to Stakeholders 2009-2015		Permanent	The Local Government Act (NI) 2014	Permanent retention by Council
MANAGEMENT	Review of Public Administration	Implementation management	RPA files	Documentation relating to organisational reform - policies, convergence plans, decision making		Permanent	The Local Government Act (NI) 2014	Permanent retention by Council
MANAGEMENT	Review of Public Administration	Communications management	RPA files	Internal and external communications relating to organisational reform and modernisation programme	Date of last action	5 years	The Local Government Act (NI) 2014	Destroy
MANAGEMENT	Review of Public Administration	General management	RPA files	Working papers, general correspondence, research data	Date of last action	5 years	The Local Government Act (NI) 2014	Destroy
MANAGEMENT	Statutory Returns							
MANAGEMENT	Statutory Returns	Meeting statutory requirements	Statutory returns	Documentation relating to the preparation of information to be passed to government as part of statutory requirements	Date file closed	7 years OR As per stated statutory requirement	Business requirement	Destroy
MANAGEMENT	Strategic Decision Making							
MANAGEMENT	Strategic Decision Making	Business preparation	Senior management team meeting minutes	Agenda, reports, minutes, action sheets	End of calendar year	20 years	Business requirement	PRONI Appraisal
MANAGEMENT	Strategic Decision Making	Business preparation	Corporate management team minutes	Agenda, reports, minutes, action sheets	End of calendar year	5 years	Business requirement	Destroy
MANAGEMENT	Strategic Decision Making	Business preparation	Working group file	Officer working / networking group meeting papers	End of calendar year	5 years	Business requirement	Destroy
MANAGEMENT	Strategic Planning					See individual Functions for Strategic Plan listings		
MANAGEMENT	Strategic Planning	Corporate mission	Corporate Mission	Development, review and updating of the mission and goals for Council and its Directorates and Departments	Until superseded	20 years	The Local Government Act (NI) 2014	PRONI Appraisal
MANAGEMENT	Strategic Planning	Strategic Plans	Corporate Plan	The corporate planning and reporting activities of the Council	Until superseded	10 years	The Local Government Act (NI) 2014	Transfer to PRONI
MANAGEMENT	Strategic Planning	Strategic Plans	Thematic Plans and Strategies	Plans which provide the strategic context for multiple programmes of work across Council	Until superseded	20 years	The Local Government Act (NI) 2014	Permanent retention by Council
MANAGEMENT	Strategic Planning	Strategic Plans	Development documents	Official drafts, including equality screening	Until superseded	4 years	Business requirement	Destroy
MANAGEMENT	Strategic Planning	Strategic Plans	Preparatory documents	Documentation relating to the development of corporate and business strategies and plans	Date of approval	1 year	Business requirement	Destroy
MANAGEMENT	Strategic Planning	Business planning	Directorate Business Plans	Annual business plan	Until superseded	10 years	The Local Government Act (NI) 2014	Destroy
MANAGEMENT	Strategic Planning	Business planning	Service Plans	Annual service area business plan	Until superseded	5 years	Business requirement	Destroy
MANAGEMENT	Strategic Planning	Business planning	Business plan review	Documentation relating to business plan monitoring	End of financial year	5 years	Business requirement	Destroy
MANAGEMENT	Strategic Planning	Business planning	Organisational structure	Diagrams and charts that set out the Council's structure in whole or in part, i.e. Directorate, Department, Service Area, Team, etc)	Until superseded	1 year	Business requirement	Destroy
MANAGEMENT	Strategic Planning	Business planning	Membership file	Documents relating to Council's membership of NILGA and Solace	Termination of membership	3 years	Business requirement	Destroy
MANAGEMENT	Strategic Planning	Transformational change	Project file	Documentation relating to the management of transformational change including plans, programmes, reports, minutes, correspondence		See Management, Project Management		
PLANNING								
PLANNING	Development Management							
PLANNING	Development Management	Register	Public Register as per Section 242			Permanent	The Planning Act (NI) 2011, Section 242	Permanent retention by Council

PLANNING	Development Management	Planning applications	Planning applications file	Documentation including, but not exclusive to - outline / full / reserved matters, pre-application discussion, pre-application enquiry, non-material change, certificate of lawful use or development, proposal of application notice, listed building consent, advertising consent, discharge of condition, hazardous substance consent, tree preservation orders	Date of last action	6 years	Business requirement	Destroy
PLANNING	Development Management	Register	Public register as per Sections 26 and 29	As per Section 26 (regionally significant applications) and Section 29 (call-in applications)		Permanent	The Planning Act (NI) 2011, Sections 26 and 29	Permanent retention by Council
PLANNING	Development Management	Alternative development value regulations	Application file		Date of last action	6 years	The Certificates of Alternative Development Value Regulations (NI) 2015	Destroy
PLANNING	Development Management	Register	Environmental impact assessment register			Permanent	The Planning (Environmental Impact Assessment) Regulations (NI) 2017, Part II, Section 44	Permanent retention by Council
PLANNING	Enforcement							
PLANNING	Enforcement	Register	Register of enforcement notices			Permanent	The Planning Act (NI) 2011	Permanent retention by Council
PLANNING	Enforcement	Enforcement / prosecution of offences	Enforcement file		Date file closed	1 year	The Planning Act (NI) 2011	Destroy
PLANNING	Development Plan							
PLANNING	Development Plan	Local Area Development Plan	Published plan		Date superseded	6 years	The Planning (Local Development Plan) Regulations (NI) 2015	Permanent preservation by PRONI Permanent retention by Council
PLANNING	Development Plan	Local Area Development Plan	Preparatory file	Documentation relating to all aspects of the process, preparation and publication of development plans from plan initiation to plan adoption stages	Date plan adopted	6 years	The Planning (Local Development Plan) Regulations (NI) 2015	Destroy
PLANNING	Development Plan	Publications	Published booklets, guides, etc.		Date superseded	6 years	The Planning (Local Development Plan) Regulations (NI) 2015	Permanent preservation by PRONI Permanent retention by Council
PLANNING	Development Plan	Publications	Preparatory file	Documentation relating to the preparation of publications - conservation area design booklets, design guides, etc.	Date of publication	6 years	The Planning (Local Development Plan) Regulations (NI) 2015	Destroy
PROCUREMENT								
PROCUREMENT	Policy and Procedure							
PROCUREMENT	Policy and Procedure	Policy and Procedure	Policy and Procedure			See Management, Corporate Policy		
PROCUREMENT	Policy and Procedure	Policy and Procedure	Standard templates and documents	Documentation used in the procurement process	Until superseded	3 years	Business requirement	Destroy
PROCUREMENT	Contracts and Tendering							
PROCUREMENT	Contracts and Tendering	Procurement planning	Procurement Plan file	Directorate / Service procurement plans	Until superseded	Permanent	Business requirement	Permanent retention by Council
PROCUREMENT	Contracts and Tendering	Supplier management	Approved suppliers file	Documentation relating to approved suppliers including vendor form, vendor change form	Date removed from database	6 years	Business requirement	Destroy
PROCUREMENT	Contracts and Tendering	Supplier management	Expressions of interest file	Completed expressions of interest declarations	Date contract ends	2 years	Business requirement	Destroy
PROCUREMENT	Contracts and Tendering	Tender management	Specification and contract development file	Documentation relating to the process involved in the development and specification of a contract - tender specification, copy of Council minute approving spend if applicable	Date contract ends	(1) Ordinary Contracts - 6 years (2) Contracts Under Seal - 12 years	The Limitation (NI) Order 1989	Destroy
PROCUREMENT	Contracts and Tendering	Tender management	Tender issuing and return file	Documentation relating to the process involved in the issuing and return of a tender - opening notice and tender envelope	Start of contract	1 year	Business requirement	Destroy

PROCUREMENT	Contracts and Tendering	Tender management	Evaluation of tender file	Documentation relating to the summary tender evaluation criteria	Date contract ends	(1) Ordinary Contracts - 6 years (2) Contracts Under Seal - 12 years	The Limitation (NI) Order 1989	Destroy
PROCUREMENT	Contracts and Tendering	Tender management	Successful tender document file	Documentation relating to successful tenders - tender documents, quotations	Date contract ends	(1) Ordinary Contracts - 6 years (2) Contracts Under Seal - 12 years	The Limitation (NI) Order 1989	Destroy Responsible department to advise Procurement if ongoing retention is required
PROCUREMENT	Contracts and Tendering	Tender management	Unsuccessful tender document file	Documentation relating to unsuccessful tenders - tender documents, quotations	Start of contract	1 year	Business requirement	Destroy
PROCUREMENT	Contracts and Tendering	Tender management	Requisition file	Documentation relating to non-tendered contracts - Value for Money statements, purchase orders	End of financial year	6 years	Business requirement	Destroy
PROCUREMENT	Contracts and Tendering	Tender management	Post tender negotiation file	Documentation relating to the process in negotiation of a contract following selection of a preferred tender - clarification of contract, post tender negotiation minutes	Date contract ends	1 year	Business requirement	Destroy
PROCUREMENT	Contracts and Tendering	Contract award	Award of contract file	All documentation relating to the contract - signed contract, internal and external correspondence (e.g. advisory and approval correspondence - minutes of meetings, tenderer challenge correspondence)	Date contract ends	(1) Ordinary Contracts - 6 years (2) Contracts Under Seal - 12 years	The Limitation (NI) Order 1989	Destroy
PROCUREMENT		Contract Management						
PROCUREMENT	Contract Management	Register	Contract register file	Register of all contracts awarded by Council - Any Value and Ordinary and Under Seal		Permanent	Business requirement	Permanent retention by Council
PROCUREMENT	Contract Management	Contract operation and monitoring	Contract file	Documentation relating to contract monitoring and operation - service level agreements, compliance reports, performance reports	Date contract ends	2 years	Business requirement	Destroy Responsible department to advise Procurement if ongoing retention is required
PROCUREMENT	Contract Management	Management and amendment of contract	Contract file	Documentation relating to the management and amendment of contract - minutes and papers of meetings, changes to requirements, variation forms, extension of contract, complaints, disputes on payment	Date contract ends	(1) Ordinary Contracts - 6 years (2) Contracts Under Seal - 12 years	The Limitation (NI) Order 1989	Destroy
REGISTRATION SERVICES								
REGISTRATION SERVICES		Registration of Births, Deaths and Marriages						
REGISTRATION SERVICES	Registration of Births, Deaths and Marriages	Certification	White copies file	Certificate counterfoils	End of month following creation	1 month	General Handbook of Registration Officers in Northern Ireland (Section 8)	Destroy
REGISTRATION SERVICES	Registration of Births, Deaths and Marriages	Certification	Form of particulars file		End of month following creation	1 month	General Handbook of Registration Officers in Northern Ireland (Section 8)	Destroy
REGISTRATION SERVICES	Registration of Births, Deaths and Marriages	Amendments	Amendments to life events	Form confirming amendment for processing by GRO	End of month following creation	1 month	General Handbook of Registration Officers in Northern Ireland (Section 8)	Destroy
REGISTRATION SERVICES		Marriage Services						
REGISTRATION SERVICES	Marriage Services	Marriage / civil partnerships	Notice form	Documentation relating to the arrangements for, and the conduct of, civil marriage / partnership ceremonies	Date created	3 years	General Handbook of Registration Officers in Northern Ireland (Section 8)	Destroy
REGISTRATION SERVICES	Marriage Services	Marriage / civil partnerships	Notice of cancellation	Notice confirming cancellation	Date of Issue	3 years	General Handbook of Registration Officers in Northern Ireland (Section 8)	Destroy
REGISTRATION SERVICES	Marriage Services	Marriage / civil partnerships	Application form for conversion	Application to convert marriage to civil partnership or civil partnership to marriage	Date of conversion	3 years	General Handbook of Registration Officers in Northern Ireland (Section 8)	Destroy

REGISTRATION SERVICES	Marriage Services	Legal capacity to marry	Certificate of legal capacity to marry	Marriage notice form confirming applicant is free to marry outside the UK	Date created	3 years	General Handbook of Registration Officers in Northern Ireland (Section 8)	Destroy
REGISTRATION SERVICES	Marriage Services	Ceremonies	Marriage / civil partnership schedule	Schedule for GRO records	End of month following creation	None	General Handbook of Registration Officers in Northern Ireland (Section 8)	Send to GRO
REGISTRATION SERVICES	Marriage Services	Ceremonies	Approved premises File	Documentation relating to premises approved to carry out civil ceremonies	Date licence expires	1 year	Business requirement	Destroy
REGISTRATION SERVICES	Marriage Services	Immigration control	Immigration form	Form confirming immigration status and right to marry in NI	Date created	3 years	General Handbook of Registration Officers in Northern Ireland (Section 8)	Destroy
SUSTAINABILITY								
SUSTAINABILITY	Biodiversity							
SUSTAINABILITY	Biodiversity	Project management	Project management file	All documentation relating to project management - funding application forms, letters of offer, record of spend, claims data, copies of invoices	End of financial year following submission of final claim	3 years	As per Funding Body letter of offer - standard 3 years but subject to amendment	Destroy
SUSTAINABILITY	Biodiversity	Project management	Project management file	Site photographs	Date project ends	6 years	Business requirement	Permanent retention by Council
SUSTAINABILITY	Biodiversity	Local Biodiversity Enhancement Fund	Funding application file	Online applications, evidence of work carried out including photographs and emails, claim records	Date of final claim and payment	6 years	Business requirement	Destroy
SUSTAINABILITY	Biodiversity	Public events programme	Events file	Marketing materials, booking forms, evaluation sheets, photographs, press cuttings	End of calendar year	3 years	Business requirement	Destroy
SUSTAINABILITY	Biodiversity	Project management	Events file	Photographs of habitats and species	End of calendar year	6 years	Business requirement	Permanent retention by Council
SUSTAINABILITY	Biodiversity	Educational workshops in schools	Educational project file for workshops, events, competitions	Marketing materials, booking forms, photographs, register of competition entries, prize register	Date workshop ends	4 years	Local Biodiversity Action Plan 2018-2022	Destroy
SUSTAINABILITY	Environmental Conservation and Education							
SUSTAINABILITY	Environmental Conservation and Education	The CANN Project	Project management file	All documentation relating to the project - business case, application, project plan, specifications, plans, reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management	End of financial year following submission of final claim	6 years	Funding body Letter of Offer	Destroy
SUSTAINABILITY	Environmental Conservation and Education	Environmental education / sustainability	Educational project file for workshops, events, competitions	Contact details for schools and community	Completion of activity	1 year	Business requirement	Destroy
SUSTAINABILITY	Environmental Conservation and Education	Energy management	Tender file	Tender and procurement data for energy management scheme		See Procurement		
SUSTAINABILITY	Environmental Conservation and Education	Energy management	Energy monitoring file by location	Routine monitoring of energy usage figures and consumption	End of calendar year	5 years	Energy Performance Certificate Regulations	Destroy
SUSTAINABILITY	Strategy and Policy							
SUSTAINABILITY	Strategy and Policy	Stakeholder engagement	Council Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plans (BIPs - Internal) - final versions	LBAP launched in 2018 in hard copy format and BIP document produced electronically in 2014 - Annual reviews and updates	Until superseded	20 years	Local Biodiversity Action Plan 2018-2022	Permanent retention by Council
SUSTAINABILITY	Strategy and Policy	Stakeholder engagement	Working group file	Information relating to input and actions from Inter-Council Working Group, NI Biodiversity / Energy / Sustainability Officers Forum, External Agencies meetings	Date of meeting	3 years	Business requirement	Destroy
SUSTAINABILITY	Strategy and Policy	Stakeholder Engagement	Council standing forum file	Documentation relating to the administration of forum with action sheets submitted and approved by AHC Committee		See Democracy, Decision Making		
SUSTAINABILITY	Strategy and Policy	Strategic planning and policy development	Policy and Procedure			See Management, Corporate Policy		

TOURISM AND CULTURE								
TOURISM AND CULTURE	Tourism Development							
TOURISM AND CULTURE	Tourism Development	Tourism Strategy	Tourism Strategy file	Tourism strategy, forest charging report, facility masterplans		See Management, Strategic Planning		
TOURISM AND CULTURE	Tourism Development	Funded tourism schemes	Development file by scheme / funder	Tourism initiatives including funded schemes for e.g. Tourism NI and DAERA funded schemes - documentation includes original financial information including invoices, bank statements, BACs information, evidence of payment of wages	Date of final claim and payment	As per funder's Letter of Offer	Funding body Letter of Offer	Destroy
TOURISM AND CULTURE	Tourism Development	Surveys and consultations	Reports	Analysis reports on usage of facilities / consultation on initiatives		See Management, Consultations and Engagement		
TOURISM AND CULTURE	Tourism Development	Stakeholder engagement	Industry database	Contact details for businesses including accommodation, activities, product providers	Date removed from database	None	The Tourism (NI) Order 1992, Article 30(3)	Destroy
TOURISM AND CULTURE	Tourism Development	Stakeholder engagement	Brown tourist sign application file	Documentation relating to business applications for brown tourism signs including applications forms, correspondence with business and Tourism NI	Date of approval	3 years	The Tourism (NI) Order 1992, Article 30(3)	Destroy
TOURISM AND CULTURE	Tourism Development	Capital projects	Project file by location	All documentation relating to projects delivered on council owned or leased land - tender documentation, insurance, risk assessment, programme, progress reports		See Council Property, Capital Projects		
TOURISM AND CULTURE	Tourism Development	Event management	Events file	All documentation relating to an event, including event management plan, room / catering hire, risk assessment, budget information, procurement, promotional material, correspondence, attendance data, evaluation		See Management, Events		
TOURISM AND CULTURE	Tourism Facilities							
TOURISM AND CULTURE	Tourism Facilities	Stakeholder engagement	Leases, licences, service level agreements	Signed documentation with external providers / contractors for services with council		See Legal Services		
TOURISM AND CULTURE	Tourism Facilities	Buildings management	Building management file by location	All documentation relating to the management and maintenance of each facility - Health & Safety booklet, Health & Safety certificates, supplier contracts		See Council Property, Property Maintenance and Property Management		
TOURISM AND CULTURE	Tourism Facilities	Accreditations	Accreditation application and awards file	Applications for green and blue flag awards, quality grading	Date of issue	3 years	The Tourism (NI) Order 1992, Article 30(3)	Destroy
TOURISM AND CULTURE	Tourism Facilities	User management	Application and consent file	Documentation including application forms and consents for permits, licences, season tickets, moorings, beach equipment	End of calendar year	1 year	The Tourism (NI) Order 1992, Article 30(3)	Destroy
TOURISM AND CULTURE	Tourism Facilities	Event management	Third party events file	All documentation relating to a third party event, including room / outdoor space / equipment booking / hire form, risk assessment, insurance details, correspondence		See Management, Events		
TOURISM AND CULTURE	Tourism Facilities	Finance	Income and expenditure file by location	All documentation relating to income and expenditure - Box Office, art, event ticket, room hire and catering sales, tenders, VFM documents, POs, invoices		See Finance		
TOURISM AND CULTURE	Tourism Facilities	Stock control	Visitor Information Centre - stocktake file by location	Assessment and record of stock held	Until superseded	6 years	The Tourism (NI) Order 1992, Article 30(3)	Destroy
TOURISM AND CULTURE	Tourism Marketing and PR							
TOURISM AND CULTURE	Tourism Marketing and PR	Marketing / promotions / campaigns	Marketing / promotion / campaign file	Marketing material, adverts, videos, booklets, website material, e-zine, social media material		See Management, Corporate Communications and Marketing		

TOURISM AND CULTURE								
Arts and Cultural Services								
TOURISM AND CULTURE	Arts and Cultural Services	Policy and Procedure	Policy and Procedure			See Management, Corporate Policy		
TOURISM AND CULTURE	Arts and Cultural Services	Arts Centre production management	Artist / performer database		Date removed from database	None	Business requirement	Destroy
TOURISM AND CULTURE	Arts and Cultural Services	Arts Centre production management	Production file by date	All documentation relating to a production, including management plan, room / catering hire, risk assessment, budget information, procurement, promotional material, correspondence, attendance data, evaluation	Date of last action	6 years	Business requirement	Destroy
TOURISM AND CULTURE	Arts and Cultural Services	Creative and cultural Programmes	Programme / event file	All documentation relating to workshops, classes, exhibitions, summer school		See Management, Project Management		
TOURISM AND CULTURE	Arts and Cultural Services	Art management	Art database	Inventories, acquisitions, disposals, loans and transfer of titles		Permanent	Business requirement	Permanent retention by Council
TOURISM AND CULTURE	Arts and Cultural Services	Art sales	Sale transaction file	Arts sales forms, payment record	Date of sale	6 years	Business requirement	Destroy
TOURISM AND CULTURE	Arts and Cultural Services	Marketing / promotions	Marketing / promotion file	Marketing material, adverts, videos, booklets, website material, e-zine, social media material		See Management, Corporate Communications and Marketing		
TOURISM AND CULTURE	Arts and Cultural Services	Contract management	Contracts / agreements file	Signed contracts, e.g. with artists for performances		See Legal Services		
TOURISM AND CULTURE	Arts and Cultural Services	Finance	Income and expenditure file by location	All documentation relating to income and expenditure - Box Office, art, event ticket, room hire and catering sales, tenders, VFM documents, POs, invoices		See Finance		
TOURISM AND CULTURE	Arts and Cultural Services	Buildings management	Building management file by location	All documentation relating to the management and maintenance of each facility - Health & Safety booklet, Health & Safety certificates, supplier contracts		See Council Property, Property Maintenance and Property Management		
TOURISM AND CULTURE	Arts and Cultural Services	Customer engagement	Customer database by location	Contact details, event preferences, contact preferences, research requests	Date removed from database	None	Business requirement	Destroy
Museums								
TOURISM AND CULTURE	Museums	Collection management	Register of collection by location	Documents relating to depositor agreements, loans to third parties	Date of document	20 years	The Museums (NI) Order 1981	Permanent retention by Council
TOURISM AND CULTURE	Museums	Collection management	Third party loans file by location	Record of loan	End of loan period	5 years	The Museums (NI) Order 1981	PRONI Appraisal
TOURISM AND CULTURE	Museums	Collection management	Catalogue by location			Permanent	The Museums (NI) Order 1981	Permanent retention by Council
TOURISM AND CULTURE	Museums	Collection management	Accreditation by location	Notification		Permanent	The Museums (NI) Order 1981	Permanent retention by Council
TOURISM AND CULTURE	Museums	Collection management	Accreditation by location	Working papers, drafts, meeting papers, correspondence	Until superseded	3 years	The Museums (NI) Order 1981	Destroy
TOURISM AND CULTURE	Museums	Collection management	Artefact conservation by location			Permanent	The Museums (NI) Order 1981	Permanent retention by Council
TOURISM AND CULTURE	Museums	Collection management	Environmental monitoring by location	Documentation relating to testing for TEMP / RH readings, required for accreditation	End of calendar year	5 years	The Museums (NI) Order 1981	Permanent retention by Council
TOURISM AND CULTURE	Museums	Collection management	Environmental monitoring by location	Report on environmental conditions, required for accreditation	Until superseded	10 years	The Museums (NI) Order 1981	Permanent retention by Council
TOURISM AND CULTURE	Museums	Collection management	Reminiscence Loan Box service file by location	Record of loan	End of loan period	3 years	Business requirement	Destroy
TOURISM AND CULTURE	Museums	Museum development	Project file by location	All documentation relating to development projects including plans, correspondence, forecasts		See Management, Project Management		
TOURISM AND CULTURE	Museums	Museum development	Funding file	Legal documents with external funders and monitoring reports	Date of final claim and payment	As per funder's Letter of Offer	Funding body Letter of Offer	Destroy
TOURISM AND CULTURE	Museums	Customer engagement	Customer database by location	Contact details, event preferences, contact preferences, research requests	Date removed from database	None	Business requirement	Destroy

TOURISM AND CULTURE	Museums	Event management	Events file	All documentation relating to an event, including event management plan, room / catering hire, risk assessment, budget information, procurement, promotional material, correspondence, attendance data, evaluation		See Management, Events		
TOURISM AND CULTURE	Museums	Buildings management	Building management file by location	All documentation relating to the management and maintenance of each facility - Health & Safety booklet, Health & Safety certificates, supplier contracts		See Council Property, Property Maintenance and Property Management		
TOURISM AND CULTURE	Museums	Finance	Procurement file	Documentation relating to procurement copies of e-procurement orders and invoices retained for budget management		See Procurement		
WASTE MANAGEMENT								
WASTE MANAGEMENT	Waste Strategy							
WASTE MANAGEMENT	Waste Strategy	Strategy and planning	Partnership plans and Area Waste Plans	Partnership plans and Area Waste Plans, Waste Management Business Plan		See Management, Strategic Planning		
WASTE MANAGEMENT	Waste Strategy	Policy and Procedure	Policy and Procedure	Enforcement Improvement Plan, Litter Bin Replacement Policy		See Management, Corporate Policy		
WASTE MANAGEMENT	Waste Strategy	Statutory reporting	Statutory returns	Quarterly returns and reports on recycling activities, waste data flow, classifications, targets, performance to bodies including NIEA, NI Landfill Allowance Scheme		See Management, Statutory Returns		
WASTE MANAGEMENT	Waste Strategy	Stakeholder engagement	Meetings file	Agenda, reports, minutes, action sheets	Date of meeting	20 years	Business requirement	Minutes - PRONI Appraisal Other records - Destroy
WASTE MANAGEMENT	Environmental Protection							
WASTE MANAGEMENT	Environmental Protection	Closed landfill sites	Landfill site file by location	All documentation relating to closed Council landfill sites (Environmental Health hold GIS location records)		Permanent	Business requirement	Permanent retention by Council
WASTE MANAGEMENT	Environmental Protection	Closed landfill sites	Site management file by location	Documentation relating to the management, inspection and maintenance of landfill site		Permanent	Business requirement	Permanent retention by Council
WASTE MANAGEMENT	Refuse and Cleansing							
WASTE MANAGEMENT	Refuse and Cleansing	Public conveniences	Public convenience cleansing file by location	Cleansing and monitoring schedules and work records	End of calendar year	6 years	(1) The Litter (NI) Order 1994 (2) The Clean Neighbourhood and Environment Act (NI) 2011	Destroy
WASTE MANAGEMENT	Refuse and Cleansing	Public conveniences	Radar keys for disabled access	Applications for nationwide public convenience access keys issued on request to eligible members of the public	End of calendar year	None	Business requirement	Destroy
WASTE MANAGEMENT	Refuse and Cleansing	Street cleansing	Cleansing file by location	Cleansing and monitoring schedules & work records for district locations	End of calendar year	6 years	(1) The Litter (NI) Order 1994 (2) The Clean Neighbourhood and Environment Act (NI) 2011	Destroy
WASTE MANAGEMENT	Refuse and Cleansing	Customer engagement	Service request file	Requests relating to missed / overflowing bin, damaged, replacement bins, removal of graffiti, fly posters, fly tipping, dog fouling, litter - Customer request and response		See Management, Customer Feedback		
WASTE MANAGEMENT	Refuse and Cleansing	Customer engagement	Complaints file	Documentation relating to a complaint - complaint, investigation, internal / external consultation and response		See Management, Customer Feedback		
WASTE MANAGEMENT	Waste Collection							
WASTE MANAGEMENT	Waste Collection	Bulky collections & bin deliveries	Bulky collections & bin delivery database	Records of requests, payments and collections of bulky waste Records of requests, payments and confirmed deliveries of bins	End of financial year	2 years	Business requirement	Destroy

WASTE MANAGEMENT	Waste Collection	Domestic waste collections - special circumstances	Application file	Customer application forms, proof of need, address, etc	Date added to the database	6 months	Business requirement	Destroy
WASTE MANAGEMENT	Waste Collection	Domestic waste collections - special circumstances	Special circumstances customer list	Contact details of special circumstances customers - health information not included	Date removed from database	1 year	Business requirement	Destroy
WASTE MANAGEMENT	Waste Collection	Trade waste collections - customer management	Customer database	Trade waste customer contact details	Date removed from database	1 year	Business requirement	Destroy
WASTE MANAGEMENT	Waste Collection	Domestic / Trade waste collections	Schedule of collection points by area	Schedule / record / report on collection points by area	End of financial year	1 year	Business requirement	Destroy
WASTE MANAGEMENT	Waste Collection	Controlled waste collection	Waste transfer notes Controlled waste removal notifications	Documentation relating to Council's own hazardous waste, trade waste and illegally dumped high risk waste	End of financial year	2 years	Business requirement	Destroy
WASTE MANAGEMENT Waste Reduction								
WASTE MANAGEMENT	Waste Reduction	Recycling	Household Recycling Centres - Waste transfer notes	Documentation re goods in, goods out, H&S, maintenance & inspection report etc.	End of financial year	5 years	Business requirement	Destroy
WASTE MANAGEMENT Licensing and Agreements								
WASTE MANAGEMENT	Licensing and Agreements	Waste management licenses	Waste management licence / permit by location	Documentation relating to the licensed disposal of waste for household recycling centres, landfill sites, 'bring banks'	Date of last action	20 years	The Waste Management Licensing Regulations (NI) 2003	Destroy
WASTE MANAGEMENT	Licensing and Agreements	Customer agreements	Trade waste agreements, file by Customer	Documentation relating to collections made at a customer's request - record of type and weight of materials, collection frequency, invoices, credit notes, correspondence	End of financial year	1 year	Business requirement	Destroy
WASTE MANAGEMENT Enforcement / Prosecution of Offences								
WASTE MANAGEMENT	Enforcement / Prosecution of Offences	Fly tipping management	Case file	Documentation relating to the complaint - investigation report, internal / external consultation and response issued	Date of last action	6 years	(1) The Litter (NI) Order 1994 (2) The Clean Neighbourhood and Environment Act (NI) 2011	Destroy
WASTE MANAGEMENT	Enforcement / Prosecution of Offences	Issuing Fixed Penalty Notices (FPN)	FPN case file by name	All documentation relating to the issue of a FPN - details of offender, record of offence and copy of notice - fly tipping, trade waste, litter, dog fouling fly posting and domestic waste	End of financial year	6 years	(1) The Litter (NI) Order 1994 (2) The Clean Neighbourhood and Environment Act (NI) 2011	Destroy
WASTE MANAGEMENT	Enforcement / Prosecution of Offences	Waste related prosecutions	Case file	Emails, correspondence, departmental evidence, file notes, officers' statements		See Legal Services		
WASTE MANAGEMENT	Enforcement / Prosecution of Offences	PACE Evidence	PACE Notebooks	Notebooks used in the process of collecting evidence in fly tipping cases	End of financial year	6 years	The Police and Criminal Evidence (NI) Order 1989	Destroy