Retention and Disposal Schedule



Retention and Disposal Schedule Control

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	Revised Planning Schedule inserted		

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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.

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David Huddleston

Deputy Keeper of the Records

Public Record Office of Northern Ireland

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				
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	Bus Shelters				
	Cemeteries				
	Council Markets				
	Public Conveniences				
	Town Centre CCTV				
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	Executive				
	Governance				

	Honours and Awards				
	Member Services				
	Elections				
FUNCTION	ACTIVITY				
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	Regeneration and Investment				
	Mourne, Gullion and Lecale Rural Development Partnership (2014-2020)				
	SEAFLAG				
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	Public Health and Housing				
	Health Improvement				
	Food Safety				
	Consumer Health and Safety				
	Tobacco Control				
	Enforcement/Prosecution of Offences				
	Monitoring and Investigation				
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Tilland	Asset Management				
	Financial Provisions Management				
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	Payroll and Pensions				
FUNCTION	ACTIVITY				
Health and Safety	Compliance				
	Monitoring				
	Risk Management				
FUNCTION	ACTIVITY				
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	Recruitment				
	Employee Administration				
	Employee Relations				
	Occupational Health				

	Learning and Development				
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FUNCTION	ACTIVITY				
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	Managing Communication				
	Release Management				
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TONCTION	ACIIVIII				
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Irish Language Unit	Irish Language Bursary Scheme				
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FUNCTION Legal Services FUNCTION	Project and Event Management Strategy and Policy Translation Services ACTIVITY Litigation Land and Property Contract Law Enforcement/Prosecution of Offences Statutory Advisory Professional Development Access to the Countryside ACTIVITY Indoor Leisure				

Licensing	Registration, Permits and Licencing
	Enforcement/Prosecution of Offences
	Street Naming and Numbering
FUNCTION	ACTIVITY
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	Corporate Administration
	Corporate Communications and Marketing
	Corporate Policy
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	Emergency Planning
	Equality
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	Evidence and Research
	Insurance
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	Performance Management
	Project Management
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	Development Plan
FUNCTION	ACTIVITY
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	Contracts and Tendering
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region anon services	
FUNCTION	Marriage Services ACTIVITY
Sustainability	Biodiversity
•	•

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	Strategy and Policy		
FUNCTION	ACTIVITY		
Tourism and Culture	Tourism Development		
	Tourism Facilities		
	Tourism Marketing and PR		
	Arts and Cultural Services		
	Museums		
FUNCTION	ACTIVITY		
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	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 acronynms 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
			Evidence of a Transaction					
				Provides examples of the different types of records				
The Functions are the	Activities are linked to		maintained as evidence	covered by the retention				
broad categories used to	each Council Function	Transactions	and/or information by	rule		Specifies the length of	Identifies whether the	Specifies what is
capture the more specific	to classify records by	categorise evidence of	Council, in pursuance of		Defines the event that	time a record must be	retention rule is based on	recommended at the
activities and	the main services	and information about	legal obligations or in the	NB: these are not	triggers the start of the	kept after the Trigger	legal, regulatory or	end of the Retention
transactions	provided	the Activities	transaction of business.	definitive lists	Retention Period	event	business reasons	Period

Function	Activity	Transaction	Record	Record Description / Examples	Retention Trigger	Retention Period	Retention Authority / Rationale	Final Action			
BUILDING CONT	ROL				994						
BUILDING CONTROL	Building Control A	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 -			
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 Regulatio	ns			,						
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				
BUILDING CONTROL	Energy Performan	ce of Building Regula	tions								
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
PLIN DVAC CONTROL	Energy Performance of		Chalandau dahara	Contact details for Estate Agents and	Date removed from	None	The Energy Performance of Buildings (Certificates and Inspections) (Amendment)	Hard copy records - Destroy Electronic database records - Permanent retention by
BUILDING CONTROL BUILDING CONTROL	Building Regulations Operations	Management	Stakeholder database	Statutory Agencies	database	None	Regulations (NI) 2016	Council
DOIEDING CONTROL	Орстастопо						The Energy Performance of	
BUILDING CONTROL	Operations	Reporting	Statistical reports	Documentation relating to performance indicators to statutory body and council		6 years	Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016	Destroy
				Documentation relating to non-service				
BUILDING CONTROL	Operations	Complaints	Complaints file	related correspondence	Date of last action	6 years	Business requirement (1) The Fire Precautions (Workplace) Regulations (NI) 2001	Destroy
BUILDING CONTROL	Operations	Health and Safety	Fire risk assessments	Original held by Building Control and copies by department	Until superseded	4 years	(2) The Fire Safety Regulations (NI) 2010	Destroy
		ricalcii ana Sarcey	THE TISK 033C33THETICS	есоріся ву перагителі	onth superseded	i years	regulations (NT) 2010	Destroy
COMMUNITY ENG								
COMMUNITY ENGAGEMEN						Ic. M		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Strategy and engagement	Community Service Strategy			See Management, Strategic Planning		
COMMUNITY ENGACEMENT	Community Services,	Strategy and		All documentation relating to reporting		See Democracy, Decision		
COMMUNITY ENGAGEMENT	Facilities and Events	engagement	Reports Service Level Agreements	including to Committee and Directorate		Making		
	Community Services,	Community Centre	(SLA), Facilities Management	FMMs, SLAs and licences relating to				
COMMUNITY ENGAGEMENT	Facilities and Events	management	Agreements (FMM)	suppliers and equipment		See Legal Services		
	Community Services,	Community Centre		Maintenance and servicing reports, cleaning reports, health and safety		See Council Property, Directorate Managed Car		
COMMUNITY ENGAGEMENT	Facilities and Events	management	Car park management file	reports		Parks		
				Daily / weekly / monthly centre check sheets, accident and incident reports,				
	Community Services,	Community Centre	Health and safety	risk assessments, SSoW, PUWER, LOLER, emergency action plans,		See Council Property, Property Maintenance		
COMMUNITY ENGAGEMENT	Facilities and Events	management	maintenance file	COSSH, business continuity		See Health and Safety		
				Mechanical, electrical and equipment maintenance and servicing reports,				
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	General maintenance file	daily inspection records, installation records		See Council Property, Property Maintenance		
		_		Documentation relating to cleaning		, , , , , , , , , , , , , , , , , , , ,		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	Cleansing file by location	schedules, rotas, quality and safety standards	End of calendar	21 years	Pusings requirement	Doctrov
COMMONITY ENGAGEMENT	racilities and Events	Пападетенс	cleansing file by location	Documentation relating to staff	year	21 years	Business requirement	Destroy
				operational management including				
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	Staffing file	casual staff, rotas, procedures, uniforms, training	End of calendar year	3 years	Business requirement	Destroy
COMMONITY ENGAGEMENT	Community Services,	Пападетенс	Starring rile	Documentation relating to room	yeai	3 years	business requirement	Destroy
COMMUNITY ENGAGEMENT	Facilities and Events	Event management	Booking / hire file	bookings, pitch hire, car park area		See Management, Events		
	Community Services,			Documentation relating to CS organised events including marketing materials, logistical support applications,				
COMMUNITY ENGAGEMENT	Facilities and Events	Event management	Events file	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
				Documentation relating to sales and			·	·
	Community Services,			income, invoices, daily cash reports, debtors reports, legend reports, petty				
COMMUNITY ENGAGEMENT	Facilities and Events	Finance	Financial file	cash		See Finance		

		1	1		T	1	1	ı
				All documentation relating to				
				procurement - VFM, RQQ, ITT forms,				
	Community Services,			submissions from suppliers, quotations,				
COMMUNITY ENGAGEMENT	Facilities and Events	Procurement	Procurement file	evaluations and related records		See Procurement		
00.11.10.11.1.1.21.10.102.1.21.11	Community Services,	T TOGGI CITICITE	Treed ement me	Servicing and mileage records, driver		See Council Property, Fleet		
COMMUNITY ENGAGEMENT	Facilities and Events	Transport	Van usage file	usage		Management		
COMMUNITY ENGAGEMENT	Community Suppo	rt Programme						
DOT INTO THE PROPERTY OF THE P	Сопшинку Зарро	lerrogramme		Funder's letters of offer, committee				
	Community Support			approvals, funding claims, funding	Date of final claim			
COMMUNITY ENGAGEMENT	Programme	Grants and funding	Funding file	payments received from funder	and payment	7 years	Funding body Letter of Offer	Destroy
					Date of report			
	Community Support				following final			
COMMUNITY ENGAGEMENT	Programme	Funding reports	Six monthly report	Six monthly reports to funder	payment	7 years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Engagement and D	evelopment - Distric	t Electoral Areas (DEAs	3				
COTTONIETT ENGAGETIERT	Engagement and		DEA, Committee meeting	<u> </u>		I	I	
COMMUNITY ENGAGEMENT	Development - DEAs	Meetings	minutes	Agenda, reports, minutes, action sheets	Date ratified	6 years	Business requirement	Destroy
	Engagement and	1		Newsletter produced and published by		7 - 7		
COMMUNITY ENGAGEMENT	Development - DEAs	Engagement	DEA newsletters	each DEA	Date of creation	3 years	Business requirement	Destroy
	Engagement and	1		Risk assessments, community		As per Funder's Letter of	,	, , , , , , , , , , , , , , , , , , ,
COMMUNITY ENGAGEMENT	Development - DEAs	Event management	Events file	consultations, project proposals	and payment	Offer	Funding body Letter of Offer	Destroy
	Engagement and	_		Documentation relating to funded	Date of final claim	As per Funder's Letter of		
COMMUNITY ENGAGEMENT	Development - DEAs	Finance	Funded procurement	procurement	and payment	Offer	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Neighbourhood Re	newal						
COMPONITY ENGAGEMENT	Neighbourhood Re	liewai	Neighbourhood Renewal		I	l	1	l
	Neighbourhood		Partnerships, Committee					
COMMUNITY ENGAGEMENT	Renewal	Meetings	meeting minutes	Agenda, reports, minutes, action sheets	Date ratified	7 years	Funding body Letter of Offer	Destroy
	Neighbourhood	1	Neighbourhood Renewal	Newry and Downpatrick Neighbourhood		, , , , , , , , , , , , , , , , , , , ,	and and a second second second	
COMMUNITY ENGAGEMENT	Renewal	Engagement	newsletter	Renewal newsletters	Date of creation	7 years	Funding body Letter of Offer	Destroy
	Neighbourhood			All risk assessments, collated data from				·
COMMUNITY ENGAGEMENT	Renewal	Engagement	Event / project file	events (paper or electronic)	Date of event	7 Years	Funding body Letter of Offer	Destroy
	Neighbourhood				Date of final claim			
COMMUNITY ENGAGEMENT	Renewal	Grants and funding	Grants file	Documentation relating to grant claims	and payment	7 years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Policing and Comm	nunity Safety Partner	rship (PCSP) and Good I	Relations Service				
				Documentation relating to meetings -				
				agendas, minutes, action sheets, PSNI			The Justice Act (NI) 2011	
	PCSP and Good	Strategy and	PCSP and sub-group	reports, monitoring and evaluation			Code of Practice for the	
COMMUNITY ENGAGEMENT	Relations Service	engagement	meeting file	reports	Meeting date	20 years	Exercise of Functions	PRONI Appraisal
				All documents relating to the strategy				
				to reduce crime and enhance			The Justice Act (NI) 2011	
	PCSP and Good	Strategy and		community safety including the			Code of Practice for the	Permanent retention by
COMMUNITY ENGAGEMENT	Relations Service	engagement	Strategic Plan	operational plan	Date created	20 years	Exercise of Functions	Council
	DOCD I G						The Justice Act (NI) 2011	
COMMUNITY ENGACEMENT	PCSP and Good	Strategy and	DCCD Assessed D	All background documents, working	D-tf :: '	20	Code of Practice for the	Turnefer to DDON'T
COMMUNITY ENGAGEMENT	Relations Service	engagement	PCSP Annual Report	versions, final version	Date of report	20 years	Exercise of Functions	Transfer to PRONI
COMMUNITY ENCACEMENT	PCSP and Good	Strategy and	Droparaton, file	Strategic Plan and Annual Report	Data approved	1 voor	Pucinoca roquiromant	Doctroy
COMMUNITY ENGAGEMENT	Relations Service	engagement	Preparatory file	working papers All funding claims - letters of offer,	Date approved	1 year	Business requirement	Destroy
				documents relating to purchases, VFMs,				
				RFQs, STAs, members expenses claims,				
	I			grant payments made or received,			The Justice Act (NI) 2011	
			•		Date of final claim	1	Code of Practice for the	
	PCSP and Good		Dept of Justice / Policing	correspondence, monitoring and				1
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	External funding	Dept of Justice / Policing Board funding file	correspondence, monitoring and evaluation		7 years	Exercise of Functions	Destroy
COMMUNITY ENGAGEMENT	PCSP and Good Relations Service	External funding	Dept of Justice / Policing Board funding file	correspondence, monitoring and evaluation	and payment Date of	7 years	Exercise of Functions The Justice Act (NI) 2011	Destroy
COMMUNITY ENGAGEMENT		External funding			and payment	7 years		Destroy
	Relations Service	External funding Grants and funding	Board funding file	evaluation	and payment Date of	7 years 7 years	The Justice Act (NI) 2011	Destroy
	Relations Service PCSP and Good	_	Board funding file Thematic Cards / Project	evaluation Returns for quarterly thematic cards,	and payment Date of programme		The Justice Act (NI) 2011 Code of Practice for the	
	Relations Service PCSP and Good	_	Board funding file Thematic Cards / Project	evaluation Returns for quarterly thematic cards, quarterly project cards	and payment Date of programme		The Justice Act (NI) 2011 Code of Practice for the	
COMMUNITY ENGAGEMENT	Relations Service PCSP and Good Relations Service PCSP and Good	_	Board funding file Thematic Cards / Project Cards	evaluation Returns for quarterly thematic cards, quarterly project cards Documentation relating to event	and payment Date of programme completion		The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions The Justice Act (NI) 2011 Code of Practice for the	
COMMUNITY ENGAGEMENT COMMUNITY ENGAGEMENT COMMUNITY ENGAGEMENT	Relations Service PCSP and Good Relations Service PCSP and Good Relations Service	_	Board funding file Thematic Cards / Project	evaluation Returns for quarterly thematic cards, quarterly project cards Documentation relating to event including risk assessments, community consultations, marketing materials, press releases	and payment Date of programme completion Date of Event		The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions The Justice Act (NI) 2011	
COMMUNITY ENGAGEMENT COMMUNITY ENGAGEMENT	Relations Service PCSP and Good Relations Service PCSP and Good Relations Service PCSP and Good	Grants and funding Event management	Board funding file Thematic Cards / Project Cards Events file	evaluation Returns for quarterly thematic cards, quarterly project cards Documentation relating to event including risk assessments, community consultations, marketing materials, press releases Contact details of members of the	and payment Date of programme completion Date of Event Date removed from	7 years 6 years	The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions	Destroy
COMMUNITY ENGAGEMENT	Relations Service PCSP and Good Relations Service PCSP and Good Relations Service	Grants and funding	Board funding file Thematic Cards / Project Cards	evaluation Returns for quarterly thematic cards, quarterly project cards Documentation relating to event including risk assessments, community consultations, marketing materials, press releases	and payment Date of programme completion Date of Event	7 years	The Justice Act (NI) 2011 Code of Practice for the Exercise of Functions The Justice Act (NI) 2011 Code of Practice for the	Destroy

		ı	ı	Drag roment and project				1
				Procurement and project documentation including claims to				
	Ctuatogia Duaguammas			_				
	Strategic Programmes, Financial Assistance	European funded		Special European Union Project Board, monitoring records, Partnership Board	CELIDE Project and	As per SEUPB Letter of		
	and Social Inclusion		Peace IV Project file	meeting minutes	date	Offer and update	SEUPB Letter of Offer	Doctroy
SOMMONITY ENGAGEMENT 8	and Social Inclusion	projects	reace IV Project file	Procurement and project	uate	Offer and update	SEOPB Letter of Offer	Destroy
				documentation including claims to				
	Strategic Programmes,			Special European Union Project Board,				
	Financial Assistance	European funded		monitoring records, Partnership Board	SEUPB Project end			
	and Social Inclusion	projects	Peace III Project file	meeting minutes	date	31 December 2022	SEUPB Letter of Offer	Destroy
	Strategic Programmes,	projects	l cace in Project lie	meeting minutes	date	51 December 2022	SEOF B ECITED OF OTHER	Destroy
	Financial Assistance					See Management,		
	and Social Inclusion	Financial assistance	Policy and Procedure			Corporate Policy		
	Strategic Programmes,			All documentation relating to				
	Financial Assistance		Funding Call file by date	applications, assessments, letters,	Date of final claim			
COMMUNITY ENGAGEMENT	and Social Inclusion	Financial assistance	and theme	claims, monitoring	and payment	7 years	Business requirement	Destroy
	Strategic Programmes,			, ,	' '	,	·	<u> </u>
	Financial Assistance		Financial assistance claim	All documentation issued to finance for	Date of final claim			
COMMUNITY ENGAGEMENT a	and Social Inclusion	Financial assistance	file	payment	and payment	7 years	Business requirement	Destroy
:	Strategic Programmes,				End of financial			
	Financial Assistance			Documentation relating to unsuccessful	year after call has			
COMMUNITY ENGAGEMENT a	and Social Inclusion	Financial assistance	Funding Call file by date	applications	closed	1 year	Business requirement	Destroy
	Strategic Programmes,							
	Financial Assistance	Social Investment Fund						
COMMUNITY ENGAGEMENT a	and Social Inclusion	(SIF)	Board meetings file	Minutes of meetings	Date ratified	6 years	SIF Letter of Offer	Destroy
				l., .				
	Strategic Programmes,			All documentation relating to				
	Financial Assistance	Social Investment Fund		procurement - project documentation	Date of final claim			
COMMUNITY ENGAGEMENT a	and Social Inclusion	(SIF)	Project file- Castlewellan	including claims to The Executive Office	and payment	30 April 2028	SIF Letter of Offer	Destroy
	Strategic Programmes,			All documentation relating to				
	Financial Assistance	Social Investment Fund	D : . CI D !! !	procurement - project documentation	Date of final claim	20 4 11 2020	CTE I III COM	l
	and Social Inclusion	(SIF)	Project file - Ballyhornan	including claims to The Executive Office	and payment	30 April 2029	SIF Letter of Offer	Destroy
	Strategic Programmes,							
	Financial Assistance	Carial Tarabasian	Cliant Sia	Client database, name, contact details,	D-46 l44:	C	Duration and the second	Dt
	and Social Inclusion	Social Inclusion	Client file	financial details	Date of last action	b years	Business requirement	Destroy
	Strategic Programmes, Financial Assistance			Database of service providers, advice				
	and Social Inclusion	Social Inclusion	Project file	clinic, language classes	Until superseded	6 years	Business requirement	Destroy
SOMMONTH ENGAGEMENT 8	and Social Inclusion	Social Inclusion	Froject file	cillic, lariguage classes	Offici superseded	o years	business requirement	Destroy
				Documents relating to funding received				
	Strategic Programmes,			from external organisations to assist				
	Financial Assistance			social inclusion projects, applications,				
	and Social Inclusion	Social Inclusion	External funding file	receipt of 3rd party providers vouchers	Creation of record	6 years	Business requirement	Destroy
	Strategic Programmes,			, and a specific spec		,		,
	Financial Assistance			Documentation relating to the issue of				
	and Social Inclusion	Social Inclusion	External funding file	vouchers including client database	Date of issue	6 years	Business requirement	Destroy
	Strategic Programmes,		Ĭ	<u> </u>			,	1
l,	Financial Assistance			Marketing materials, leaflets, public				
COMMUNITY ENGAGEMENT a	and Social Inclusion	Engagement	Promotions / campaigns file	advertising, social media	Date created	3 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Volunteers							
COMMISSION FOR THE COMMISSION OF THE COMMISSION	VOIUIILEEI S							
					Until registration is			
					uploaded onto the			
COMMUNITY ENGAGEMENT	Volunteers	Volunteer registration	Registration file	Completed registration forms	electronic system	1 month	Business requirement	Destroy
		ancoc regionation		Names, addresses, contact details,	Date removed from			_ 300.01
	V-1	Volunteer management	Volunteer database	emergency contact details	database	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	volunteers			Names, addresses, bank details, claims	End of financial	- , 50.0		_ 300.01
COMMUNITY ENGAGEMENT 1	Volunteers					I	1	I
			Volunteer financial claim file		year	6 years	Business requirement	Destroy
	Volunteers	Volunteer management			year	6 years See Management,	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Volunteers	Volunteer management	Volunteer Policy and		year	See Management,	Business requirement	Destroy
COMMUNITY ENGAGEMENT					year		Business requirement	Destroy
COMMUNITY ENGAGEMENT	Volunteers	Volunteer management	Volunteer Policy and		year	See Management,	Business requirement	Destroy
COMMUNITY ENGAGEMENT COMMUNITY ENGAGEMENT	Volunteers	Volunteer management	Volunteer Policy and Procedure	submitted	year	See Management, Corporate Policy	Business requirement	Destroy

		Strategy and		production of the plan and the plan itself including legislative documents			The Local Government Act	
COMMUNITY ENGAGEMENT	Community Planning	engagement	The Community Plan	and research	Until superseded	20 years	(NI) 2014	Transfer to PRONI
			Strategic Community					
COMMUNITY ENGACEMENT	C '1 D1 '	Strategy and	Planning Partnership	Signed agreements, Terms of	D	20	The Local Government Act	DDON'T A
COMMUNITY ENGAGEMENT	Community Planning	engagement	(SCPP) Meetings	Reference, attendance, minutes, reports		20 years	(NI) 2014	PRONI Appraisal
COMMUNITY ENGAGEMENT	Community Dianning	Strategy and	SCPP - operational and working group meetings	Agenda, reports, minutes, action sheets	Lifespan of the Community Plan	Evene	The Local Government Act (NI) 2014	Doctroy
COMMUNITY ENGAGEMENT	Community Planning	engagement Strategy and	working group meetings	Agenda, reports, minutes, action sneets	Lifespan of the	5 years	The Local Government Act	Destroy
COMMUNITY ENGAGEMENT	Community Planning	engagement	Stakeholder forum	Agenda, reports, minutes, action sheets		5 years	(NI) 2014	Destroy
00.11.10.11.1.1.2.1.0.10.2.1.2.11.	Community manning	Strategy and	Community planning	Contact details for Community Planning		5 / Cd. 5	The Local Government Act	2 454.07
COMMUNITY ENGAGEMENT	Community Planning	engagement	databases	Partners	database	None	(NI) 2014	Destroy
				Documentation relating to the				
				monitoring and reporting including				
				survey results, quantitative data and	Lifespan of the	_	The Local Government Act	
COMMUNITY ENGAGEMENT	Community Planning	Monitoring and reporting	Reports	statistics	Community Plan	5 years	(NI) 2014	Destroy
				Documentation relating to projects implemented under community				
				planning including events, workshops,				
				budgets, applications, costings,	Lifespan of the	See Management, Project	The Local Government Act	
COMMUNITY ENGAGEMENT	Community Planning	Project management	Project file	publications	Community Plan	Management	(NI) 2014	Destroy
COUNCIL PROPER		j	,		,			•
COUNCIL PROPERTY	Property Asset Ma	Compilation and		T	I			T
		management of the						
	Property Asset	Council Property Asset		Register held on an Excel spreadsheet				Permanent retention by
COUNCIL PROPERTY	management	Register	Property Asset Register	of all Council properties		Permanent	Business requirement	Council
		Collection and						
	Property Asset	Organisation of Asset		Operations and Maintenance Manual, as				Permanent retention by
COUNCIL PROPERTY	management	Documentation	Asset documentation	built drawings and documents	Date of completion	Permanent	Business requirement	Council
						Hard copy - end of		Hard copies - PRONI Appraisal
		Collection and				calendar year		Digitised copies -
	Property Asset	Organisation of Asset		Historic site plans, building plans and		Digitised versions -		Permanent retention by
COLINCIL DRODEDTY		Documentation	Asset documentation	elevations	When digitised	permanent	Business requirement	Council
COUNCIL PROPERTY	management	Documentation						
COUNCIL PROPERTY	Property Acquisition							
				Land Registry maps and folios, evidence				
				of prior title, bundle of unregistered title				
COUNCIL PROPERTY	Property Acquisition	on and Disposal		of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting				
	Property Acquisition		Title Deeds	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts		See Legal Services		
COUNCIL PROPERTY	Property Acquisition	on and Disposal		of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts Documentation relating to the	Dienocal of	See Legal Services		
COUNCIL PROPERTY	Property Acquisition	on and Disposal		of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts Documentation relating to the negotiation and acquisition of a	Disposal of	See Legal Services		
COUNCIL PROPERTY	Property Acquisition	on and Disposal		of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts Documentation relating to the negotiation and acquisition of a property through purchase, transfer,	property	See Legal Services		
COUNCIL PROPERTY	Property Acquisition Property acquisition and disposal	Property Deeds		of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts Documentation relating to the negotiation and acquisition of a property through purchase, transfer, donation or lease including D1 form,	property Expiry /	See Legal Services		Permanent retention by
COUNCIL PROPERTY	Property Acquisition	on and Disposal		of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts Documentation relating to the negotiation and acquisition of a property through purchase, transfer,	property		Business requirement	Permanent retention by Council
COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition Property acquisition and disposal Property acquisition	Property Deeds Acquisition of land /	Title Deeds	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts Documentation relating to the negotiation and acquisition of a property through purchase, transfer, donation or lease including D1 form, plans, survey, valuation, lease	property Expiry / termination of	See Legal Services	Business requirement	
COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition Property acquisition and disposal Property acquisition	Property Deeds Acquisition of land /	Title Deeds	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a	property Expiry / termination of lease		Business requirement	
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property Acquisition of land /	Title Deeds Property file	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a property by Council where the property	property Expiry / termination of lease Closure of		Business requirement	
COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property	Title Deeds	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a	property Expiry / termination of lease Closure of negotiations		Business requirement Business requirement	Council
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property Acquisition of land / property	Title Deeds Property file	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a property by Council where the property	property Expiry / termination of lease Closure of negotiations Until superseded	12 years		Council Permanent retention by
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property Acquisition of land / property Acquisition of land / property	Title Deeds Property file Acquisitions file	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a property by Council where the property was not acquired or leased	property Expiry / termination of lease Closure of negotiations Until superseded following disposal	12 years 6 years	Business requirement	Council Permanent retention by Council
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property Acquisition of land / property	Title Deeds Property file	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a property by Council where the property was not acquired or leased Valuation documentation and statistics	property Expiry / termination of lease Closure of negotiations Until superseded	12 years		Council Permanent retention by
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property Acquisition of land / property Acquisition of land / property	Title Deeds Property file Acquisitions file	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a property by Council where the property was not acquired or leased Valuation documentation and statistics Documentation relating to the disposal	property Expiry / termination of lease Closure of negotiations Until superseded following disposal	12 years 6 years	Business requirement	Council Permanent retention by Council
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property Acquisition of land / property Acquisition of land / property	Title Deeds Property file Acquisitions file	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a property by Council where the property was not acquired or leased Valuation documentation and statistics	property Expiry / termination of lease Closure of negotiations Until superseded following disposal	12 years 6 years	Business requirement	Council Permanent retention by Council
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property Acquisition of land / property Acquisition of land / property	Title Deeds Property file Acquisitions file	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a property by Council where the property was not acquired or leased Valuation documentation and statistics Documentation relating to the disposal of property / land by sale, transfer or	property Expiry / termination of lease Closure of negotiations Until superseded following disposal of a property	12 years 6 years	Business requirement	Council Permanent retention by Council
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property Acquisition of land / property Acquisition of land / property	Title Deeds Property file Acquisitions file	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a property by Council where the property was not acquired or leased Valuation documentation and statistics Documentation relating to the disposal of property / land by sale, transfer or donation including legal documents,	property Expiry / termination of lease Closure of negotiations Until superseded following disposal of a property Date all obligations	12 years 6 years	Business requirement	Council Permanent retention by Council Destroy
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	Property Acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal Property acquisition and disposal	Property Deeds Acquisition of land / property Acquisition of land / property Acquisition of land / property Disposal of land / property Disposal of land / property Disposal of land /	Title Deeds Property file Acquisitions file Valuation Reports	of prior title, bundle of unregistered title deeds, wayleaves, easements, vesting order and vesting receipts 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 Documentation relating to the negotiation for the acquisition of a property by Council where the property was not acquired or leased Valuation documentation and statistics Documentation relating to the disposal of property / land by sale, transfer or donation including legal documents, particulars of sale, survey, tender	property Expiry / termination of lease Closure of negotiations Until superseded following disposal of a property Date all obligations and entitlements	12 years 6 years 12 years	Business requirement Business requirement	Council Permanent retention by Council Destroy Permanent retention by

	1		T		1	Т	T	1
		Council property design	Capital works file by	Feasibility studies, brief, correspondence, site meeting minutes, variation orders, drawings, photographs, records of payment, tendesing of works, contents	Date of completion - end of defects liability period and completion of all outstanding		The Limitation (NI) Order	
COUNCIL PROPERTY	Capital projects	Council property design and construction	Capital works file by location	tendering of works, contract documentation	payments	15 years	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	Сарісаі РТОЈЕСС	procurement	Capital works file by	Documentation relating to planning	Date on document	7 (Cais	business requirement	Permanent retention by
COUNCIL PROPERTY	Capital Projects	Planning applications	location	application	Date on document	Permanent	Business requirement	Council
				Planning and Building Control approvals, documentation relating to				
				historic, environmental, transport				Permanent retention by
COUNCIL PROPERTY	Capital Projects	Statutory approvals	Certificates	approvals	Date on document	Permanent	Business requirement	Council
COUNCIL PROPERTY	Property Maintena	nce	T	T-	•		1	T
				Documentation relating to property condition, inventories, stocktaking				
COUNCIL PROPERTY	Property Maintenance	Routine inspections	Property file	reports,	Date of inspection	6 years	Business requirement	Destroy
						See Management, Project Management See Council Property,		
COUNCIL PROPERTY	Property Maintenance	Major works	Project file by location	Notification, work details, work	Date work	Capital Projects		Permanent retention by
COUNCIL PROPERTY	Property Maintenance	Minor works	3i electronic file	completed	completed	Permanent	Business requirement	Council
				Documentation relating to procurement				
COUNCIL PROPERTY	Property Maintenance	Minor works	Works file	of equipment, services Certificates provided by approved contractors including fire extinguisher, emergency lighting, NICEIC (installation) ladder inspections, man safe inspections, lightning protection		See Procurement		
COUNCIL PROPERTY	Property Maintenance	Inspection and testing of equipment - mechanical	Testing and inspection file - mechanical	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
		Inspection and testing of	Testing and inspection file -	Fixed wire tests, portable appliance testing, emergency lighting, fire alarms			The Provision and Use of Work Equipment Regulations	
COUNCIL PROPERTY	Property Maintenance	equipment - electrical	electrical	testing	Date of inspection	6 years	(NI) 1999	Destroy
		Inspection and testing of					The Lifting Operations &	
COUNCIL PROPERTY	Property Maintenance	equipment - lifts and hoists	Testing and inspection file - lifts and hoists	Third Party	Date of inspection	6 years	Lifting Equipment Regulations (NI) 1999	Destroy
COONCIL FROM ERT	Troperty Flamtenance		into drid Hoises	,	Date work	o years	The Provision and Use of	Destroy
COUNCIL PROPERTY	Property Maintenance	Equipment maintenance major items	Plant repair file	Requests, general correspondence, certificates	completed / date of certificate	6 years	Work Equipment Regulations (NI) 1999	Destroy
		- major memo	Energy management file by			7 7 0	()	
COUNCIL PROPERTY	Property Maintenance	Energy management	location	management		See Sustainability	The Combined of Ashartas	Danier and indication by
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
	.,,			Documentation relating to the	Life of asset /			
				management plan, annual inspections	certificate of		The Control of Asbestos	
COUNCIL PROPERTY	Property Maintenance	Asbestos management	Monitoring file	and refurbishment surveys	asbestos clearance	40 years	Regulations (NI) 2012	Destroy
			Asbestos removal -	Documentation relating to the maintenance of equipment provided to			The Control of Asbestos	
COUNCIL PROPERTY	Property Maintenance	Asbestos management	contracted out	control exposure to asbestos	Life of asset	40 years	Regulations (NI) 2012	Destroy
				Legionella audits and risk assessments, inspections, test results, systems				
COUNCIL PROPERTY	Property Maintenance	Water quality monitoring	Audit and inspection files	operation and maintenance records	Date superseded	6 years	Business requirement	Destroy
			Assessment file - carried out by Building Control	Building Control record			(1) The Fire Precautions (Workplace) Regulations (NI) 2001 (2) The Fire Safety	
COUNCIL PROPERTY	Property Maintenance	Fire risk assessments	Officers	Building Manager holds copy only	Date superseded	4 years	Regulations (NI) 2010	Destroy

				1			T	
							(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	
		Grounds maintenance -		Documentation relating to planned	End of calendar		Health and Safety at Work	
COUNCIL PROPERTY	Property Maintenance	cemeteries	Cemetery file by location	maintenance	year	10 years	Regulations (NI) 2000	Destroy
		Grounds maintenance -		Documentation relating to responsive	End of calendar		. ,	
COUNCIL PROPERTY	Property Maintenance	cemeteries	Cemetery file by location	maintenance	year	10 years	Business requirement	Destroy
		Grounds maintenance -	Weekly inspection file by				The Limitation (NI) Order	
COUNCIL PROPERTY	Property Maintenance	playgrounds	location	Equipment and conditions	Date of inspection	6 years - 21 years	1989	Destroy
	. ,	Council grounds -		Documentation relating to planting	End of calendar	,		,
COUNCIL PROPERTY	Property Maintenance	general	Planting schemes	schemes	year	3 years	Business requirement	Destroy
	. reperty removements	g	Erection of street name	Request from Licensing to erect a street	·	7 7 5 5 7 5 5 7 5 7 5 7 5 7 5 7 5 7 5 7		
COUNCIL PROPERTY	Property Maintenance	Signage	plates	name plate	year	3 years	Business requirement	Destroy
COONCIL FROI ERT	1 Toperty Flamtenance	Signage	piaces	Documentation relating to the erection	End of calendar	3 years	Dusiness requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	Signage	Erection of boundary signs	of boundary signs	year	3 years	Business requirement	Destroy
COUNCIL FROFERTT	Property Maintenance	Signage	Election of boundary signs	or bouridary signs	yeai	J years	business requirement	Destroy
COUNCIL PROPERTY	Property Managem	ent						
		Management of land /		Documentation relating to ongoing	Date administrative		The Limitation (NI) Order	
COUNCIL PROPERTY	Property management	property	Property file	management of Council properties	use is concluded	6 years	1989	Destroy
				Documentation relating to land and				
		Management of land /		property schemes including maps,	Date administrative		The Limitation (NI) Order	
COUNCIL PROPERTY	Property management	property	Property file	plans, drawings, photographs		6 years	1989	Destroy
	.,,	7	Health & Safety Booklet	Construction details - Capital Projects		,		,
			(copy - post refurbishment	record				
COUNCIL PROPERTY	Property Management	Health and safety	or construction)	Building Manager holds copy only	Lifespan of Building	12 years	Business requirement	Destroy
COUNCIL FINOI ENTI	r repercy r lanagement	ricalcii ana sarcej	or construction,	zanang Hanager Holas copy only	Encopan or Bananing	12 /00.0	Dubiness requirement	2 656.07
COUNCIL PROPERTY	Property Management	Health and safety	Fire safety certificates	Fire safety certificates	Date superseded	5 years	Business requirement	Destroy
	. , ,	,	,	,	'	,	·	,
				Documentation relating to the fire alarm	,			
COUNCIL PROPERTY	Property Management	Health and safety	Fire alarm testing file	testing and fire alarm safety marshals	Date superseded	5 years	Business requirement	Destroy
	. reperty remagement			Documentation relating to the provision		7 7 5 5 7 5 5 7 5 7 5 7 5 7 5 7 5 7 5 7		
COUNCIL PROPERTY	Property Management	Health and safety	Accessibility file by location		Date superseded	5 years	Business requirement	Destroy
COUNCIL FILOT ELLT	r repercy r ranagement	readir and surety	ricessismey the by location	Documentation relating to the conduct	Date superseded	5 years	Dubinios requirement	2 656. 67
				and outcomes of a security inspection	Completion of			
			Inspection and enforcement	of a property, and action taken to deal	subsequent			
COUNCIL PROPERTY	Property Management	Security	file by location	with matters raised	inspection	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security	Tile by location		inspection	1 year	business requirement	Destroy
				Documentation relating to access				
				controls to secure areas, e.g. access				
COLINCIL PROPERTY	Droporty Manager	Conveits a	Aggagg data kii laastiaa	registers, key registers, data security	Data suprime de d	2	Duginoss voguitarant	Doctrov
COUNCIL PROPERTY	Property Management	Security - access	Access data by location	logs	Date superseded	2 years	Business requirement	Destroy
COLINCIA PROPERTY	D	Cit-	Access file by location -	Issuing security passes to staff,	D-4 :	4	Duration and the state of the s	Dartur
COUNCIL PROPERTY	Property Management	Security - access	staff	information also held by IT and HR	Date pass expires	1 year	Business requirement	Destroy
COLINGE PROFESSIO		c :	Access file by location -	Issuing security passes to visitors and		_		
COUNCIL PROPERTY	Property Management	Security - access	visitor	3rd party contractors	Date pass expires	1 year	Business requirement	Destroy
				CCTV footage - property security			L	
COUNCIL PROPERTY	Property Management	Security - monitoring	CCTV file	monitoring	Date of recording	30 days	Business requirement	Destroy
			Cleaning contracts by					
COUNCIL PROPERTY	Property Management	Property services	location	Contracts and specifications	End of contract	6 years	Business requirement	Destroy
				Plans relating to office and furniture				
COUNCIL PROPERTY	Property Management	Property services	Layout design	layouts	Date superseded	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Fleet Management							
COUNCIL PROPERTY	i ieet management						The Goods Vehicles	
1				Monthly driving report, infringement	Date asset sold /		(Licensing of Operators) Act	
COLINCIL DROBERTY	Fleet Management	Driver Heads	Drivers' hours file			3 vears	(NI) 2010	Dectroy
COUNCIL PROPERTY	Fleet Management	Driver Usage	Drivers' hours file	reports, tachograph data downloads	disposed	3 years	(N1) Z010	Destroy
1				Description in the Control of the Co		Daniel		
1				Documentation including copies of		Records stored with Fleet		
				current driving qualifications, driving		Management until		
				license, CPC Card and tachograph card		employment ends and	L	
1				L	L	transferred to Human	The Goods Vehicles	
1				Internal and third party driver	Termination of	Resources if required for	(Licensing of Operators) Act	
COUNCIL PROPERTY	Fleet Management	Driver Usage	Drivers' Licence database	compliance audit findings	employment	relevant retention period	(NI) 2010	Destroy

			Vehicle Maintenance Master	Excel Planner for scheduling	End of calendar			
COUNCIL PROPERTY	Fleet Management	Vehicle Usage	Planner	maintenance	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 /	6 years	Business requirement	Destroy
COUNCIL PROPERTY	rieet Management	verlicie usage	veriicie	GPS tracking data relating to the	uisposeu	o years	business requirement	Destroy
COUNCIL PROPERTY	Fleet Management	Vehicle usage	GPS Tracking by vehicles	vehicles	Date of journey	3 years	Business requirement	Destroy
			Tachograph Calibration		,	,	The Goods Vehicles (Licensing of Operators) Act	,
COUNCIL PROPERTY	Fleet Management	Vehicle Usage	Certificates	Certificate of Calibration	Date of Certificate	3 years	(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
		_	Ĭ	Specifications, supplier submissions,	Dute Superseded	,	business requirement	Descroy
COUNCIL PROPERTY COUNCIL PROPERTY	Fleet Management Fleet Management	Procurement Heath and Safety	Procurement File Health and Safety file	evaluation reports Risk Assessments, H&S procedures, accident\incident investigations, training records, housekeeping audits	Termination of employment	See Procurement 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 Pa	•		<u>, , , , , , , , , , , , , , , , , , , </u>	1- 1-7			,
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
SCHWIST PROPERTY	T (10 D)			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 Off-Street Parking (Functions of District	
COUNCIL PROPERTY COUNCIL PROPERTY	Transferred Car Parks Transferred Car Parks	Legal administration Legal administration	Technical specifications file Licence agreements file	the agency agreement, including tariffs Documentation outlining agreements between Council and a licensee for the long term use of areas of Council controlled off-street car parks	Date of expiry	6 years See Legal Services	Councils) Act (NI) 2015	Destroy
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 Documentation relating to the		See Management, Corporate Policy		
COUNCIL PROPERTY	Transferred Car Parks	Strategy and policy	Parking strategy file	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		20 years	The Occupiers Liability (NI) Order 1987	Destroy

	1		1	In-recording to the second		T		
				DFI issued invoices relating to				
				enforcement, cash collection and		Con Figure Annual		
COUNCIL PROPERTY	Transferred Car Parks	Administration	Monthly invoking file	reconciliation, machine maintenance and PCN processing	Date of invoice	See Finance, Accounts Payable		
COUNCIL PROPERTY	Transferred Car Parks	Auministration	Monthly invoking file	Non specific correspondence between	Date of invoice	Payable	+	+
				Council and DFI related to the			The Off-Street Parking	
				management of the off-street car			(Functions of District	
COUNCIL PROPERTY	Transferred Car Parks	Administration	General correspondence file	parking function	Date of last action	6 years	Councils) Act (NI) 2015	Destroy
COUNCIL FROFERTI	Italisieried Cai Faiks	Auministration	General correspondence me	Meeting minutes and correspondence	Date of last action	o years	The Off-Street Parking	Destroy
				relating to the function of the regional			(Functions of District	
COUNCIL PROPERTY	Transferred Car Parks	Administration	Meetings file	off-street parking group	Date of meeting	6 years	Councils) Act (NI) 2015	Destroy
COONCIE I NOI ENTI	Transierrea car runo	rammscracion	ricetings like	on street parking group	Dute of meeting	o years	Councils) Net (N1) 2015	Descroy
				Consultancy reports commissioned and				
				produced for the off-street parking			The Off-Street Parking	
				function in regards to alternative service	۵		(Functions of District	
COUNCIL PROPERTY	Transferred Car Parks	Administration	Reporting file	provision and tariff increase in 2018	31 December 2018	6 years	Councils) Act (NI) 2015	Destroy
COUNCIL I NOI ENTI	Transierrea car rans	Administration	Reporting file	CMT, SMT, Committee and Council	51 December 2010	See Democracy, Decision	Councils) Act (N1) 2015	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Administration	Reporting file	reports		Making		
			reporting me	Герога		Haking		
COUNCIL PROPERTY	Directorate Manag	ed Car Parks						
	L			Documentation relating to	L			
	Directorate Managed		Car park file - held by	management, maintenance, payments,	End of calendar	1		
COUNCIL PROPERTY	Car Parks	Management	responsible service area	bye-laws	year	6 years	Business requirement	Destroy
	Directorate Managed	L.	Car park file - held by	Enforcement files - 7 day notice issued,	L	1_	L .	
COUNCIL PROPERTY	Car Parks	Management	responsible service area	correspondence	Date of last action	6 years	Business requirement	Destroy
	Directorate Managed		Car park file - held by			See Council Property,		
COUNCIL PROPERTY	Car Parks	Management	responsible service area	Capital projects		Capital Projects		
COUNCIL PROPERTY	All Council Car Par	ks						
	7 004.10.1 04.1 14.1		1	1	T	Ī	1	Т
				Documentation outlining approval from				
				Council to a third party for the short				
				term use of areas of Council controlled				
			Use of Council land	off-street car parks, inclusive of liability		See Management, Events		
			requests - off-street car	insurance and risk assessments, scheme	2	See Management,		
COUNCIL PROPERTY	All Council Car Parks	Administration	parks file	of delegation, invoices		Insurance		
				Documentation relating to claims for				
				compensation issued against the				
				Council for alleged injury, loss or				
			Public liability (civil) claims	damage within the locus of a Council		See Management,		
COUNCIL PROPERTY	All Council Car Parks	Administration	file	controlled off-street car park		Insurance		
				1			<u> </u>	
COUNCIL PROPERTY	Bus Shelters		1	T		See Management,		_
COUNCIL PROPERTY	Bus Shelters	Strategy and policy	Bus Shelter Policy					
COUNCIL PROPERTY	bus Stiellers	Strategy and policy	bus sileiter Policy	Documentation relating to bus shelters	+	Corporate Policy	+	+
	1		1	including request, consultation with		1		
				residents and local government,				
		Dravisian of district has			,			
COUNCIL PROPERTY	Pus Chaltars	Provision of district bus shelters	Pus sholter request file	reports, committee minute of approval /		6 1/02/5	Pusinoss roquiromont	Doctroy
COUNCIL PROPERTY	Bus Shelters	Provision of district bus	Bus shelter request file	rejection	Date of final action	o yedis	Business requirement	Destroy
COUNCIL PROPERTY	Bus Shelters	shelters	Procurement			See Procurement		
COUNCIL PROPERTY	DUS SHEILEIS	Provision of district bus	Procurement	Documentation relating to the supply	+	See Frocurement	+	+
COUNCIL PROPERTY	Bus Shelters	shelters	Works file	and erection of bus shelters	Date of completion	6 voors	Business requirement	Destroy
		SHEILEIS	WOLKS THE	and election of bus shelters	Date of completion	o years	busiliess requirement	Destroy
COUNCIL PROPERTY	Cemeteries							
						1	(1) The Public Health	
						1	(Ireland) Act 1878 Part III	
							(2) The Burial Grounds	
			1			1	Regulations (NI) 1992	
		1	i .	1	1	1	(3) The Local Authorities	Permanent retention b
COUNCIL PROPERTY							Cemeteries Order 1977	Council

		1	1			1		
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		
				Documentation relating to the deceased and documentation provided by funeral directors - risk assessments, method	Date of		(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	Permanent retention by
COUNCIL PROPERTY	Cemeteries	Burial	Exhumations	statements	exhumation	Permanent	Regulations (NI) 2000	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	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 DRODERTY	Coursell Moulesto	Classia -	Classica fila	Newry market and public convenience -	End of calendar	2	D i	Dartur
COUNCIL PROPERTY	Council Markets	Cleansing	Cleansing file	rotas, schedules Correspondence to PSNI, Department for Infrastructure, Roads Division,	year	2 years	Business requirement	Destroy
COUNCIL PROPERTY	Council Markets	Castlewellan Fair	Stakeholder engagement	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 Convenience	es						
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	Documentation relating to the		See Waste Management, Refuse and Cleansing		
COUNCIL PROPERTY	Public Conveniences	Cleansing - external contractors	Contractors file	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		
		•		· · · · · · · · · · · · · · · · · · ·	•		*	*

				I				
			Town Centre CCTV project	Consultation document, Data Protection		See Management, Project		
COUNCIL PROPERTY	Town Centre CCTV	CCTV development	file	Impact Assessment, reports	<u> </u>	Management		
DEMOCRACY								
DEMOCRACY	Decision Making							
	Decision Flaking	Council, Committee and						
		Task Group meetings -			Date minutes		The Local Government Act	
DEMOCRACY	Decision Making	Major Records	Minutes	Signed official minutes Agenda, major business papers and	ratified	20 years	(NI) 2014	Transfer to PRONI
1				reports, "in-committee" reports, records				
I				of decisions taken outside of meetings,				
I				proceedings				
I				PRONI captures the NMDDC website				
I		Council, Committee and		data automatically 2 to 3 times per				
1		Task Group meetings -	Agendas and decision	year, so older versions are available		20 years - remove from	The Local Government Act	
DEMOCRACY	Decision Making	Major Records	notices	through the PRONI website	ratified	website after 6 years	(NI) 2014	PRONI Appraisal
		Council, Committee and Task Group meetings -	Schedules, action sheets, correspondence, submitted	Schedules, action sheets,	End of financial			
DEMOCRACY	Decision Making	Minor Records	evidence	correspondence, submitted evidence	year	6 years	Business requirement	Destroy
		Council, Committee and		Audio recordings taken during Council		6 years - remove from	The Local Government Act	
DEMOCRACY	Decision Making	Task Group meetings	Audio recording file	and Committee Meetings	Date of meeting	website after 2 years	(NI) 2014	Destroy
				Meetings arrangements, support, preparation and drafting, Committee				
				Clerk notes, notebooks, draft / rough				
				minutes, audio tapes, emails and other	Ratification of			
DEMOCRACY	Decision Making	Task Group meetings Council, Committee and	meeting Members' meeting	correspondence Attendance records for Members with	minutes	None	Business requirement The Local Government Act	Destroy
DEMOCRACY	Decision Making	Task Group meetings	attendance file by meeting	name, dates and times	Date of meeting	3 years	(NI) 2014	Destroy
			, -					
				Disclosure of facts which, in the opinion of Chief Executive, the report or an				
			Documentation relating to	important part of the report is based				
1		Council, Committee and	the subject matter of a	upon and have been relied upon to a			The Local Government Act	
DEMOCRACY	Decision Making	Task Group meetings	report	material extent in preparing the report	Date of completion	6 years	(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
DEFICEIVACI	Decision Plaking	rask Group meetings	Piotion	Submitted petitions and responses both	Date of completion	o years	(11) 2011	Descroy
				to formal committee meetings and				
1		Council Committee and		direct to service areas including actual				
DEMOCRACY	Decision Making	Council, Committee and Directorate meetings	Petitions file	petition documents and number of signatures	Date of petition	3 years	Business requirement	Destroy
DEMOCRACY	Executive	Directorate meetings	r cadons file	Signatures	Dute of pedicion	jo yeuro	Dubiness requirement	Descroy
DEMOCRACI	Executive			Records relating to the statutory				
			Statutory Appointments	appointments process in accordance	Cessation of		The Local Government Act	Permanent retention by
DEMOCRACY	Executive	Statutory appointments	Register	with d'Hondt	appointment	6 years	(NI) 2014	Council
DEMOCRACY	Governance			<u>, </u>				_
			Newry, Mourne and Down	Constitution including Standing Orders			The Local Government Act	Permanent retention by
DEMOCRACY	Governance	Constitution	District Council Constitution	and financial regulations		Permanent	(NI) 2014	Council
				Documents relating to the Council's				
DEMOCRACY	Cavaranas	Constitution	Scheme of Administration	scheme of administration and		Dormonont	The Local Government Act	Permanent retention by
DEMOCRACY	Governance	Constitution	and Delegation Councillors' Code of	delegation to committees		Permanent	(NI) 2014 The Local Government Act	Council
DEMOCRACY	Governance	Code of Conduct	Conduct			6 years	(NI) 2014	Destroy
				Documents relating to Council response				
I				in respect of LGCS and PSNI investigations into complaints about				
				Member's conduct				
1								
1				Complaints against Members are	Date report issued			
Ì				referred to the NI Local Government Commissioner for Standards and	OR Completion of			
1				Council holds no records in relation to	court proceedings /			
DEMOCRACY	Governance	Code of Conduct	Breach response	investigations	disciplinary process	1 year	Code of Conduct	Destroy

			1	Honours nomination forms covering	1		The Local Government Act	1
DEMOCRACY	Honours and Awards	Civic Awards	Honours and Awards	Honours nomination forms, covering documentation and letters of support	Date of last action	5 years	(NI) 2014	Destroy
		civie / iriarab	nonoaro ana / marao	addamentation and letters of support	Date of last action	J 700.0	(11) 2011	20000
DEMOCRACY	Member Services			Signed and dated Acceptance of Office	End of term of		The Local Government Act	
DEMOCRACY	Member Services	Member support	Acceptance of Office file	forms	office	3 years	(NI) 1972	Destroy
			Register of Members'		End of term of	,	The Local Government Act	
DEMOCRACY	Member Services	Member support	addresses	Personal contact details of members	office	2 years	(NI) 1972	Destroy
DEMOCDACY			Register of Members'	Documents relating to the annual	End of term of	_	The Local Government Act	
DEMOCRACY	Member Services	Member support	allowances Register of Members'	allowances awarded to Members Members' disclosure of any involvement	office	2 years	(NI) 1972	Destroy
			interests, register of gifts	in organisations and income received	•			
				from other bodies, register of gifts and				
			of related party	hospitality given and received by	End of term of		The Local Government Act	
DEMOCRACY	Member Services	Member support	transactions	Councillors	office	6 years	(NI) 2014, section 62	Destroy
				Completed forms for travel and				
				expenses relating to attendance at meetings, conferences, events, training,				
DEMOCRACY	Member Services	Member support	Travel and expenses file	etc.		See Finance		
DEI TOCIVICI	Tiember Services	петьст зарроге	Traver and expenses me	Protocol, schedule of events, invitations		occ i marice		
				issued and received, responses, general				
DEMOCRACY	Member Services	Chair / Vice-Chair	Member service file	correspondence	office	3 years	Business requirement	Destroy
								Permanent retention by
DEMOCRACY	Member Services	Chair / Vice-Chair	Ceremonial Regalia Register	Register of Ceremonial Regalia		Permanent	Business requirement	Council
				Documentation relating to the creation and management of Member induction				
				and training, attendance records at				
			Members' training file by	training sessions, certificates of		See Human Resources,		
DEMOCRACY	Member Services	Member training	name	proficiency etc.		Learning and Development	t	
DEMOCRACY	Elections	•	•		•	•	•	•
			Nomination Papers and					
			Consent to Nomination				Rule 12(5) and (6) The	
DEMOCRACY	Elections	Electoral candidates	Forms	Signed Forms	Date of Election	12 months	Electoral Law Act (NI) 1962	Destroy
			Shadanand of Danas			The day after the results		
			Statement of Persons Nominated and Notice of	List outlining those nominated as		of the next local Council Elections have been	Rule 12(5) and (6) The	
DEMOCRACY	Elections	Electoral candidates	Poll	candidates for election	Date of Election	declared	Electoral Law Act (NI) 1962	Destroy
22.100/0101	Elections	Licetoral carranates		Carranacco (C. C.CCCO)	Date of Election	acciai ca	Zicctora: Zaw Act (H1) 1302	2000.07
			Declaration of Appointment				Rule 60 The Electoral Law	
DEMOCRACY	Elections	Electoral candidates	of Election Agent	Signed Forms	Date of Election	12 months	Act (NI) 1962	Destroy
			List of those attending	Lists of Polling Agents, Observers,			TI 51 1 1055 N 11	
DEMOCRACY	Elections	Electoral candidates	election on behalf of candidate	postal vote issue / opening agents /	Date of Election	Date determined by EONI	The Electoral Office Northern Ireland (EONI)	Destroy
DEMOCRACY	Elections	Electoral carididates	Carididate	counting agents	Date of Election	Date determined by EONI	(1) Section 58 The Local	Destroy
							Election Rules Electoral Law	
							Act 1962	
							(2) Rule 60 Local Election	
							Rules (as amended by Article	
D=1400D400/						40	77 The Local Elections (NI)	
DEMOCRACY	Elections	Electoral Registers	List of Marked Registers Register of Electors	Electoral Registers	Date of Election	12 months	Order 2010) Local Authority is not	Destroy
			supplied on Paper / CD to				permitted under law to	
			Council DRO for the			Immediately after the	retain copies other than for	
DEMOCRACY	Elections	Electoral Registers	purpose of election	Electoral Registers listed by Wards	Date of Election	Election	the purpose of the Election	Destroy
DEMOCRACY	Flactic	Markin malasi	Mardia informati	Trafaronation and to a "	Data of El. II	12		Dartum
DEMOCRACY	Elections	Media relations	Media information pack	Information packs for media Counted ballot papers, rejected ballot	Date of Election	12 months	Business requirement	Destroy
				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				
DEMOCRACY.	E			statements as to postal ballot papers	D	42 "	Rule 60 The Electoral Law	5 .
DEMOCRACY	Elections	Conduct of elections	Ballot papers	per DEA	Date of Election	12 months	Act (NI) 1962	Destroy
				All correspondence relating to postal	Date of delivery to			
				votes delivered to Council following	Council by EONI		Electoral Office Northern	
DEMOCRACY	Elections	Conduct of elections	Postal Vote documentation	election and held for 12 months by DRC		12 months	Ireland	Destroy
					J			. ,

		1	T	T		1		D
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	Destrov
22.100.0.0	Licetionio	Conduct of circulons	receipto	Election return receipts and decidingtons	Date of Election	12 mondio	Rule 60 The Electoral Law	2000.07
DEMOCRACY	Elections	Employment of Staff	Certificate of Employment	Letters / emails	Date of Election	12 months	Act (NI) 1962	Destroy
					End of financial			
DEMOCDACY	F	F 1	Staff Payments including	Timesheets, PAYE details, staff details,	year following		LIMBO D. L LD . L.:	
DEMOCRACY	Elections	Employment of Staff	Income Tax form	tax codes	election	6 years The day after the results	HMRC Rules and Regulations	Destroy
				Correspondence by political party and		of the next local Council		
		Casual vacancy by co-	Casual vacancy by co-	Council and Chief Electoral Officer		Elections have been		
DEMOCRACY	Elections	option	option file	regarding filing of casual vacancy	Date of creation	declared	Business requirement	Destroy
ECONOMIC DEVELO	OPMENT AND I	REGENERATIO	N					
ECONOMIC DEVELOPMENT		TEOLITE IVALIE						
AND REGENERATION	Economic Developr	ment						
				Letter of offer, procurement,				
				partnership agreements, business				
				applications for support, financial	D			
ECONOMIC DEVELOPMENT AND		Business Support	Application and award of	information and supporting evidence, claims for funding, project reports,	Date of programme		Letter of Offer and terms and conditions of funding	
REGENERATION	Economic Development		funding	monitoring reports, evaluation reports	completion	10 years	body	Destroy
REGENERATION	Leonomic Development	Turiucu	randing	monitoring reports, evaluation reports	compiction	10 years	body	Destroy
				Partnership agreements, business				
				applications for support, financial				
			Programme proposal,	information and supporting information,				
		Business Support	committee approval,	invoices for payment and supporting				
ECONOMIC DEVELOPMENT AND		Programmes - no	agreement with external	evidence, monitoring reports, evaluation		See Management, Project		
REGENERATION	Economic Development	external funding	delivery agent	reports, project reports		Management		
				Meeting minutes and papers, correspondence, documentation relating				
				to lobbying to represent the council				
			External partnerships /	geographic area in economic				
ECONOMIC DEVELOPMENT AND			lobbying / international	development at regional, national,	End of calendar			
REGENERATION	Economic Development	Business support activity	engagement	European and international levels	year	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND	·	,,	Rejected applications -	Application / eligibility form, rejection				
REGENERATION	Economic Development	Business support activity	personal data only	letter	Date of last action	1 year	Business requirement	Destroy
				Documentation relating to advice and				
ECONOMIC DEVELOPMENT AND	F	D i	Business development	assistance on business development	D-tf ltti	2	D i	Dartur
REGENERATION	Economic Development	Business support activity	advice - by business name	provided to specific businesses Council / committee report, copies of	Date of last action	3 years	Business requirement	Destroy
				service level agreement / operation				
				agreement / data sharing agreement -				
				originals held by NMD Legal and BID				
ECONOMIC DEVELOPMENT AND		Business Improvement	BID Debt Collection	Manger - debt collection - See Legal				
REGENERATION	Economic Development	Districts	Agreement	Services	Termination date	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND			Investment material / Make	Business directory, adverts, videos,				
ECONOMIC DEVELOPMENT AND REGENERATION	Economic Development	Marketing / promotions	It Local material / NMD Business material	booklets, website material, e-zine, social media material	Date created	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT	Economic Development	marketing / promotions	טעאוווכא ווומנכוומו	Inicaia materiai	Date Gedled	o years	Dusiness requirement	DC3ti Oy
AND REGENERATION	Regeneration and I	Investment						
				Studies, action plans, meetings relating				
		1	Strategic research and	to rural strategy, urban strategy,				
ECONOMIC DEVELOPMENT AND	Regeneration and		planning - area and priority	community planning strategy, town		See Management,		
REGENERATION	Investment	Strategy and policy	regeneration strategies	planning - final approved plans	Data of	Strategic Planning		
ECONOMIC DEVELOPMENT AND	Regeneration and	1	Co ordination / Non nu-i	Einance meetings DD legal	Date of			
ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and Investment	Belfast Region City Deal	Co-ordination / Non project related file	Finance, meetings, PR, legal agreements	programme completion	10 years	Business requirement	Destroy
	THINESCHIETT	penasi negion city Deal	r ciated file	ugreements		TO Acais	pusitiess requirement	Describy
RECEIVERVITOR					Date of			
ECONOMIC DEVELOPMENT AND	Regeneration and		Skills and employability /	Finance, meetings, PR, legal	Date of programme			

				Drawings, planning approvals, funding				
				award, procurement, partnership				
				agreements, letters of offer, financial				
				information and supporting evidence,				
ECONOMIC DEVEL ORMENT AND	D			claims for funding, project meeting	Date of	Marrian 15		
ECONOMIC DEVELOPMENT AND REGENERATION	Regeneration and	Capital Schemes	• •	minutes, project reports, monitoring	programme	Maximum 15 years, as per funder letter of offer	Pusinass requirement	Doctrov
REGENERATION	Investment	Capital Scrienies	funding	reports, evaluation reports Letter of offer, procurement,	completion	funder letter of offer	Business requirement	Destroy
				partnership agreements, action plans,				
		Areas of Outstanding		financial information and supporting				
		Natural Beauty including		evidence, claims for funding, project	Date of			
ECONOMIC DEVELOPMENT AND	Regeneration and	Ring of Gullion,	Application and award of	reports, monitoring reports, evaluation	programme		Letter of offer and terms and	
REGENERATION	Investment	Strangford and Geo Park		reports	completion	10 years	conditions of funding body	Destroy
				Drawings, planning approvals, funding				,
				award, procurement, partnership				
				agreements, letters of offer, financial				
				information and supporting evidence,	Date of Round 2			
		National Lottery		claims for funding, project meeting	completion for			
ECONOMIC DEVELOPMENT AND	Regeneration and	Heritage Fund (NLHF)	Manager aligh Manajeig al Deula	minutes, project reports, monitoring	both Round 1 and	2	NULLE Tarrest and Conditions	Destruction
REGENERATION	Investment	projects	Warrenpoint Municipal Park	reports, evaluation reports	Round 2	2 years	NLHF Terms and Conditions	Destroy
				Drawings, planning approvals, funding award, procurement, partnership				
				agreements, letters of offer, financial				
				information and supporting evidence,	Date of Round 2			
		National Lottery		claims for funding, project meeting	completion for			
ECONOMIC DEVELOPMENT AND	Regeneration and	Heritage Fund (NLHF)		minutes, project reports, monitoring	both Round 1 and			
REGENERATION	Investment	projects	Castlewellan Forest Park	reports, evaluation reports	Round 2	2 years	NLHF Terms and Conditions	Destroy
ECONOMIC DEVELOPMENT			<u> </u>	, , ,				,
AND REGENERATION	Mourne, Gullion an	d Lecale Rural Devel	opment Partnership (20)14-2020)				
				Expression of Interest, application form,				
				contracts (letter of offer), legal	NB: same date for			
	Mourne, Gullion and			documents, financial information,	all RDP records			
	Lecale Rural			procurement details, general	and destruction			
	Development			information including correspondence,	date may be		As per guidance from DAERA	
ECONOMIC DEVELOPMENT AND	Partnership (2014-	Processing of funding		agendas, minutes, correspondence and	subject to change		Article 63 of Council	
REGENERATION	2020)	applications	call	reports	by DAERA.	31 December 2032	Regulation (EC) 508 / 2014	Destroy
	Mourne, Gullion and Lecale Rural							
	Development							
ECONOMIC DEVELOPMENT AND	Partnership (2014-			Adverts, videos, booklets, website				
REGENERATION	2020)	Marketing / promotions	Marketing Materials	material, social media material	Date created	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT			1	,		1- /		
AND REGENERATION	SEAFLAG							
				Expression of interest, application form,				
				contracts (letter of offer), legal				
				documents, financial information,				
				procurement details, general				
				information including correspondence,			As per guidance from DAERA	
ECONOMIC DEVELOPMENT AND		Processing of funding		agendas, minutes, correspondence and	Date of final claim		Article 63 of Council	
REGENERATION	SEAFLAG	applications	Application file	reports	and payment	31 December 2028	Regulation (EC) 508 / 2014	Destroy
ECONOMIC DEVELOPMENT AND	CEAELAC	M 1 11 / 11		Adverts, videos, booklets, website				
REGENERATION	SEAFLAG	Marketing / promotions	Marketing file	material, social media material	Date created	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT	E. II Ellan	T 1 / F						
AND REGENERATION	Full Fibre across N	orthern Ireland (FFN))	Operational and project deciments			I	
				Operational and project documents				
				relating to global site data, financial data, project / stakeholder meetings,				
ECONOMIC DEVELOPMENT AND		Programme		procurement, supplier and stakeholder		See Management, Project		
REGENERATION	FFNI	management	Programme file	contact details		Management		
ECONOMIC DEVELOPMENT AND				Documents relating to contract		agee.	The Department for Digital,	
REGENERATION	FFNI	Funding	DCMS grant agreement	operation, expenditure and accounting	Date completed	6 years	Culture, Media and Sport	Destroy
ENVIRONMENTAL I			,			,		,
	ILALIII							
ENVIRONMENTAL HEALTH	Environmental Pro	tection						
	Environmental Pro Environmental			Inspection, forms, report, notes - issued				
ENVIRONMENTAL HEALTH ENVIRONMENTAL HEALTH	Environmental Pro	tection Consultations	Planning application	Inspection, forms, report, notes - issued to Planning	Date of report	6 years	Business requirement	Destroy
	Environmental Pro Environmental Protection		J	to Planning		6 years	The Waste and	·
	Environmental Pro Environmental		J 1,					Destroy Permanent retention by Council

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		Registration,					The Waste and	
	Environmental	certification, permits and		All documentation relating to the			Contaminated Land (NI)	Permanent retention by
ENVIRONMENTAL HEALTH	Protection	licensing	Contaminated land register	contaminated land register		Permanent	Order 1987	Council
			_	_			The Pollution Prevention and	1
		Registration,					Control (Industrial	
	Environmental	certification, permits and		All documentation relating to the air			Emissions) Regulations (NI)	Permanent retention by
ENVIRONMENTAL HEALTH	Protection	licensing	Air quality register	quality register		Permanent	2013	Council
LIVIRON PLINTAL HEALTH	Frotection	licerising	All quality register	quality register		remanent	The Pollution Prevention and	
		Investigations,					Control (Industrial	
	Environmental	inspections and					Emissions) Regulations (NI)	Permanent retention by
ENVIRONMENTAL HEALTH	Protection	monitoring	Air quality monitoring	LAQM reports	Date of report	20 years	2013	Council
							The Pollution Prevention and	i l
		Investigations,	Air quality permit	LAPPC inspections, permit,			Control (Industrial	
	Environmental	inspections and	inspections (by	organisations details, application form,			Emissions) Regulations (NI)	
ENVIRONMENTAL HEALTH	Protection	monitoring	organisation)	follow-up monitoring	Date of last action	6 years	2013	Destroy
ENVIRONMENTAL MEALTH	Trotection	monitoring	organisation)	Tollow up monitoring	Date of last action	o years	(1) The Pollution Prevention	Desiroy
							and Control (Industrial	
							Emissions) Regulations (NI)	
							2013	
		Investigations,					(2) The Clean	
	Environmental	inspections and		Sample results, internal and third party			Neighbourhoods and	
ENVIRONMENTAL HEALTH	Protection	monitoring	Samples	air, radiation, contaminated items	Date of result	6 years	Environment Act (NI) 2011	Destroy
	110000001		Carriples	any radiation, contaminated items	Date of result	0 700.0	2	12 000.07
ENVIRONMENTAL HEALTH	Public Health and	Housing						
							The Private Tenancies (NI)	
	Public Health and			Private Tenancy Order and rent order			Order 2006	Permanent retention by
ENVIRONMENTAL HEALTH	Housing	Private tenancies	Private Tenancy Order file	documents	Date of Order	10 years	The Rent (NI) Order 1978	Council
	Public Health and		,			,	The Private Tenancies (NI)	1
ENVIRONMENTAL HEALTH	Housing	Private tenancies	Fitness inspection records	Held with Tenancy Order file	Date of inspection	6 years	Order 2006	Destroy
ENVIRON IENVILLENE	riousing	Tivate tenancies	Titress inspection records	ricia War Tenancy Graci file	Dute of inspection	o years	(1) The Public Health	Destroy
							` '	
							(Ireland) Act 1878 Part III	
							(2) The Burial Grounds	
							Regulations (NI) 1992	
	Public Health and			Documentation relating to a public			(3) The Local Authorities	Permanent retention by
ENVIRONMENTAL HEALTH	Housing	Public health funeral	Public Health Funeral file	health funeral	Date of funeral	Permanent	Cemeteries Order 1977	Council
							(1) The Public Health	1
							(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	
	Public Health and			Documentation relating to an	Date of		Health and Safety at Work	Permanent retention by
END/IDONIMENTAL LIENTIL		Folkersettere	F. de	_		D		,
ENVIRONMENTAL HEALTH	Housing	Exhumations	Exhumations	exhumation	exhumation	Permanent	Regulations (NI) 2000	Council
ENVIRONMENTAL HEALTH	Health Improveme	ent						
				Triage forms, visits, phone calls, emails,				
	1	Affordable Warmth		Service Level Agreements, maps and				1
ENVIRONMENTAL HEALTH	Health Improvement	Scheme	AWS file	spreadsheets	Date submitted	6 years	Business requirement	Destroy
EIVIKONIIEIVIAE HEAETH	ricalari Improvement	Scrience	AVVSTIIC	spredusireets	Date Submitted	o years	Business requirement	Descroy
	1			Documentation relating to age friendly,				1
	1							1
	1	L		home safety, health inequalities	L			1
	1	Public Health Agency		schemes including procurement,	Date of final claim			1
ENVIRONMENTAL HEALTH	Health Improvement	funded schemes	PHA scheme file	targets, finance, progress reports	and payment	6 years	Business requirement	Destroy
				Home Safety Checklist records, visits,				
	1			telephone calls, emails, referral forms,				1
ENVIRONMENTAL HEALTH	Health Improvement	Home safety	Home safety file	spreadsheets	Date of last action	6 years	Business requirement	Destroy
	, , p	Corporate health and		Competitions, surveys, training courses,		,		T
ENVIRONMENTAL HEALTH	Health Improvement	wellbeing	Health & Wellbeing file	seminars, green schemes	Date of last action	2 4025	Pusiness requirement	Doctroy
FIAATUOMIIFIATUTE LIEULILI	ricaiui improvement		riculti & Weilbellig file	seminars, green scrientes	שמוב טו ומאנ מננוטוו		Business requirement	Destroy
END (TO ON MENTAL LIE ALTIL		Corporate health and	S. 65 1.11			See Management, Internal		
ENVIRONMENTAL HEALTH	Health Improvement	wellbeing	Staff newsletters	<u> </u>		Communications		
ENVIRONMENTAL HEALTH	Food Safety							
		Registration,					S16 of The Food Standards	T
	1	certification, permits and		Self assessment, Registration form,	Closure of		Agency Framework	1
END/IDONIMENTAL LICALTIL	Food Cofet					6 40000		Doctro
ENVIRONMENTAL HEALTH	Food Safety	licensing	Food business register	letter of registration	premises	6 years	Agreement	Destroy
	1	Registration,		Application form, Annex 8 documents,			S16 of The Food Standards	1
	1	certification, permits and		approval related inspection forms and	Closure of		Agency Framework	1
ENVIRONMENTAL HEALTH	Food Safety	licensing	EC approvals	correspondence	premises	6 years	Agreement	Destroy
					**			

Application, eprote and posterior in control and provided food checks in control and provided food che		1	Desistration	1	T			C16 of The Food Standards	
MICROMENTAL HEALTH Post Series Security Comments			Registration,		Application, export health certificate			S16 of The Food Standards	
MICHAELTER THE Faced Softerly contributing, permits and controlled the control of	ENIVIDONIMENTAL HEALTH	Food Safety				Date of last action	6 vears	- ,	Destroy
AND CONSENTAL HEALTH Food Sofiety Food Sof	ENVIRONMENTAL HEALTH	roou Salety		Export Certification	company's supporting documents, emai	Date of last action	o years		Destroy
MICHAMENTAL HEALTH Pool Saley MICHAMENTAL HEALTH MIC					Pre-notifications emails checklists				
Rigidation, permits and controlled process. MINISCRIMENTAL HEALTH Food Safety MINISCRIMENTAL HEALTH M	ENVIRONMENTAL HEALTH	Food Safety				Date of last action	6 vears	<i>,</i>	Destroy
ANDICOMENTAL HEALTH Food Safety Contracting Food Safety Food Safet	ENVIRONI-LENTAL HEALTH	1 ood Salety		Imported rood checks		Date of last action	o years		Destroy
SWINDOWENTAL HEALTH Food Sofety Investigations, impactions and i				Food hygiene rating					
Investigations, investigations, proof Sarely members and provided the control of the control Standards (and provided the control of the control Standards (and provided the control of the	ENVIRONMENTAL HEALTH	Food Safety		,	1	Date of last action	6 vears	- ,	Destroy
PRODUMENTAL HEALTH rood Safety Procedure of the control standards of procedure of the control		i ood odiocy	incontaining	56.16.116		Date of last action	o years	7.g. cement	20000
Agrency Framework Agrency Fram			Investigations,	Food hygiene / food				S16 of The Food Standards	
MINICOMPETTAL HEALTH FOOD Safety more impossible and provided in the control of									
Investigations, independent of the control of the c	ENVIRONMENTAL HEALTH	Food Safety	monitoring			Date of last action	6 years		Destroy
WISCOMENTAL HEALTH Food Safety mortification		,	Investigations,	,			,	S16 of The Food Standards	,
Investigations, engagement food hygiener / standards interventions in mortiforing in three-tingations, engagement food hygiener / standards interventions in mortiforing in three-tingations, engagement food polsoning file process, engagement food			inspections and		submission form, result, letter, visit			Agency Framework	
WIROMENTAL HEALTH Food Safety monitoring inspections and interventions prototragings, company documents photographs, company documents prototraged and investigations, aspections and production prototraged and prototraged	ENVIRONMENTAL HEALTH	Food Safety	monitoring	Food sample and analysis	records	Date of sample	6 years	Agreement	Destroy
MINISOMENTAL HEALTH Food Safety MINISOMENTAL HEALTH MINISO			Investigations,					S16 of The Food Standards	
Investigations, productions and process an			inspections and	Food hygiene / standards	Inspection records, letters, emails,			Agency Framework	
Investigations, inspections and processing investigation forms and increasing investig	ENVIRONMENTAL HEALTH	Food Safety	monitoring	interventions	photographs, company documents	Date of last action	6 years	Agreement	Destroy
Investigations, investigations in productions and involved patched involved									
AVEROMENTAL HEALTH Food Safety monotoring Food poisoning file Food									
NVIRONMENTAL HEALTH Food safety MVIRONMENTAL HEALTH Food safety MVIRON									
NVIRONMENTAL HEALTH Consumer Health and Safety Business premises - registration or relating to the registration of Hardresseers, Tattoootis, Acaptumetrup practitioners, Pierring and Electrolysis practitioners Business promises - Consumer Health and Consumer Health									
Documentation relating to the registration of Hardressers, Act (NI) 1939 Acupuncture practitioners, Pierring and Deteregistration of Hardressers, Activity practitioners and lensing the registration of Hardressers, Pierring and Deteregistration of Hardressers, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the licensing of sports venue, Pierring and Determination relating to the lice	ENVIRONMENTAL HEALTH	Food Safety	monitoring	Food poisoning file	records, emails	date of final action	6 years	Retention Policy	Destroy
Business premises - registration, certification, permits and licensing brains and licensing and developerative condenses brains and licensing brains and lic	ENVIRONMENTAL HEALTH	Consumer Health a	nd Safetv						
Occumer Health and Safety permits and licensing promises file discreptions of sports venues, fireworks displays, permits and licensing promises file discreptions of sports venues, fireworks displays, permits file discreptions, permits fi					Documentation relating to the				
WIRONMENTAL HEALTH Safety Demits and licensing Business premises - registration, certification, permises file Consumer Health and Safety			Business premises -		registration of Hairdressers, Tattooists,			The Hairdressers Act (NI)	
Business premises - registration, certification, permits and increasing of sports venues, fireworks displays, displays fireworks displays, foreworks displays, fireworks displays, foreworks displays, fireworks displays, foreworks displays, forewor		Consumer Health and	registration, certification,		Acupuncture practitioners, Piercing and	Date registration or		1939	
Business premises - Consumer Health and Safety permits and incending permits and incending permits and incending permits and incending of sports verues, fireworks displays, permits and incending permits and incending of sports verues, fireworks displays, permits and permits and permits and permits and permits and permits and incending of sports verues, fireworks displays, permits and incending very fireworks and permits and incending very fireworks and every fireworks and every firework and every	ENVIRONMENTAL HEALTH	Safety	permits and licensing	Premises file	Electrolysis practitioners	entitlement lapses	2 years	Relevant Bye-laws	Destroy
NURROMENTAL HEALTH Consumer Health and Safety Registration, certification, permits and licensing location (carriage) NURROMENTAL HEALTH Safety Consumer Health and Safety Registration, certification, permits and licensing location (carriage) NURROMENTAL HEALTH Safety Safety Supporting documents, email, copies of license lapses license with supporting documents, email, copies of license lapses license carriage or is revoked 3 years NURROMENTAL HEALTH Safety Safety Supporting documents, email, copies of license lapses license with supporting documents, email, copies of license lapses license supposed to responsible condensers license grows in several to the egistration of coloning Towers or and evaporative condensers license pages license supposed to condensers license pages license lapses licenses licenses in licenses in licenses and exporative condensers licenses in licenses and monitoring lambde interventions planned interventions plann								(1) The Safety of Sports	
Consumer Health and Consum								Grounds (NI) Order 2006	
NVIRONMENTAL HEALTH Safety Openmits and licensing Consumer Health and Consumer Health			Business premises -					(2) The Manufacture and	
Consumer Health and Safety Consumer Health and Safety Consumer Health and Safety Consumer Health and Safety Consumer Health and Consumer Health an		Consumer Health and	registration, certification,			Date licence			
Consumer Health and Safety licensing Consumer Health and Safety licensing licensing location (consumer Health and Safety) lice	ENVIRONMENTAL HEALTH	Safety		Premises file		expires	2 years	Regulations (NI) 2006	Destroy
Interest of Control NVIRONMENTAL HEALTH Safety (cersing) (certification, permits and safety at NVIRONMENTAL HEALTH NVIRONMENTAL HEALTH NVIRONMENTAL HEALTH Tobacco Control Registration, Consumer Health and safety at NVIRONMENTAL HEALTH Tobacco Control Registration, Consumer Health and safety at NVIRONMENTAL HEALTH Tobacco Control Registration, Consumer Health and safety at NVIRONMENTAL HEALTH Tobacco Control Registration, Consumer Health and safety at NVIRONMENTAL HEALTH Tobacco Control Registration, Consumer Health and safety at NVIRONMENTAL HEALTH Tobacco Control Registration, Consumer Health and safety at NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and inspections and safety at NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and inspections and permits and inspection form, letter of registration or Registration or Registration, company documents, company docu									
Registration, consumer Health and safety and evaporative condensers and monitoring and evaporative condensers and evaporative condensers and monitoring and evaporative condensers and monitoring and evaporative condensers and monitoring and evaporative condensers a				' '					
Consumer Health and Safety will learning and evaporative condensers and evaporative condensers of life of equipment of years Regulations (NI) 1994 Destroy Business premises - Investigation, Inspections and monitoring monitoring and evaporative condensers or photographs, company documents, photographs, company docume	ENVIRONMENTAL HEALTH	Safety		location		or is revoked	3 years		Destroy
NVIRONMENTAL HEALTH Tobacco Control NVIRONMENTAL HEALTH Tobacco Con									
Registration, certification, permits and monitoring WVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and licensing inspections and monitoring WVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and licensing inspections and monitoring WVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and licensing inspections and monitoring Registration, certification, permits and licensing inspections and complaints Registration, certification, permits and licensing inspections and complaints investigations, inspections and complaints Registration, certification, permits and licensing inspections and complaints investigation, permits and licensing inspections and complaints Registration, certification, permits and licensing inspections and complaints investigation, permits and licensing inspections and complaints investigation, response, outcome Registration, certification, permits and licensing inspection records, photographs, company documents, publication, investigation, investigation, investigation, investigation, investigation, outcome Date of last action 6 years The Health and Safety at Work (NI) Order 1978 Destroy The Health and Safety at Work (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 2006 Destroy The									
Investigation, inspections and monitoring planned interventions NVIRONMENTAL HEALTH Tobacco Control NVIRONMENTAL HEALTH Tobacco Control Investigation, inspections and monitoring planned interventions NVIRONMENTAL HEALTH Tobacco Control NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and icensing inspections and monitoring and complaints NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and icensing inspections and monitoring and complaints NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and icensing inspections and monitoring and complaints NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and icensing inspections and monitoring and complaints NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and icensing inspections and monitoring and complaints NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and icensing inspections and monitoring and complaints Premises file inspection form, letter of registration or number of registration or entitlement lapses plus 6 years The Smoking (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 1978 Destroy Date registration or entitlement lapses plus 6 years The Smoking (NI) Order 2006 Destroy The Smoking (NI) Order 2006 Destroy The Smoking (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 2006 Destroy Date of last action 6 years The Smoking (NI) Order 2006 Destroy The Smoking (NI) Order 2006 Destroy Date of last action 6 years The Smoking (NI) Order 2006 Destroy Date of last action 2 years Business requirement Destroy Date of last action 2 years Business requirement Destroy Enforcement / Prosecution of Offences FPN case file by name FPN case	ENVIRONMENTAL HEALTH	Safety		and evaporative condensers	Evaporative Condensers	Life of equipment	6 years	Regulations (NI) 1994	Destroy
NVIRONMENTAL HEALTH Consumer Health and inspections and monitoring planned interventions or pla									
NVIRONMENTAL HEALTH Tobacco Control NVIRONMENTAL HEALTH Tobacco Control Investigation, ore efficiency in spections and monitoring NVIRONMENTAL HEALTH Tobacco Control Investigation, ore efficiency in spection and monitoring NVIRONMENTAL HEALTH Tobacco Control Investigation, ore efficiency in spection and monitoring NVIRONMENTAL HEALTH Tobacco Control Investigation, ore efficiency in spection and inspection and monitoring and complaints NVIRONMENTAL HEALTH Tobacco Control Investigation, ore efficiency in spection and inspection and inspection and inspection and inspection and inspection and inspection and complaints NVIRONMENTAL HEALTH Tobacco Control Investigation, ore efficiency investigation or inspection records, photographs, company documents, complaint, investigation, response, outcome NVIRONMENTAL HEALTH Tobacco Control Investigation, permits and licensing Investigation form, letter of registration or entitlement lapses in plus 6 years The Smoking (NI) Order 2006 Destroy The Health and Safety at Work (NI) Order 1978 Destroy Date registration or Lifetime of the business entitlement lapses in plus 6 years The Smoking (NI) Order 2006 Destroy Date of last action 6 years The Smoking (NI) Order 2006 Destroy The Health and Safety at Work (NII) Order 2006 Destroy The Health and Safety at Work (NII) Order 2006 Destroy The Smoking (NII) Order 2006 Destroy The Smoking (NII) Order 2006 Destroy Date of last action 6 years The Smoking (NII) Order 2006 Destroy The Smoking (NII) Order 2006 Destroy Date of last action 6 years The Smoking (NII) Order 2006 Destroy The Smoking (NII) Order 2006 Destroy Date of last action 6 years The Smoking (NII) Order 2006 Destroy Date of last action 6 years The Smoking (NII) Order 2006 Destroy Date of last action 6 years The Smoking (NII) Order 2006 Destroy Date of last action 6 years Date of last									
Business premises - Investigation, inspections and monitoring Accident investigations outcome Date of last action of years Work (NI) Order 1978 Destroy NVIRONMENTAL HEALTH NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and licensing Investigations, inspections and monitoring and complaints investigation of monitoring and complaints investigation, inspection records, photographs, company documents, complaint, investigation, response, outcome Date of last action of Lifetime of the business entitlement lapses plus 6 years The Health and Safety at Work (NI) Order 1978 Destroy Date registration or Lifetime of the business entitlement lapses plus 6 years The Smoking (NI) Order 2006 Destroy Date of last action in See Management, Corporate Policy Prosecution of Offences Enforcement / Prosecution of Offences Insurance Policy Enforcement / Prosecution of Offences Insurance Policy Notices (FPN) Enforcement / Prosecution of Offences Insurance Policy Notices (FPN) Emails, correspondence, departmental	END/TRONIMENTAL LIEALTLI					Data of incompation	C	D in	Daatuur
NVIRONMENTAL HEALTH Consumer Health and Safety NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and licensing NVIRONMENTAL HEALTH Tobacco Control Initial notification, investigation, outcome NVIRONMENTAL HEALTH Tobacco Control Investigations, inspection service file inspections and monitoring NVIRONMENTAL HEALTH Tobacco Control Investigations, inspection records, photographs, company documents, complaint, investigation, response, outcome NVIRONMENTAL HEALTH Tobacco Control Investigations, inspection records, photographs, company documents, complaint, investigation, response, outcome NVIRONMENTAL HEALTH Enforcement / Prosecution of Offences Enforcement / Enforcement / Enforcement Policy Documentation dealing with issue of FPNs Date of last action 2 years Business requirement Destroy Emails, correspondence, departmental	EINVIKUNMENTAL HEALTH	Sarety		plained interventions	correspondence	Date of inspection	o years	business requirement	Destroy
Consumer Health and Safety at monitoring monitoring monitoring More More More More More More More More									
NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and licensing Investigations, inspections and monitoring NVIRONMENTAL HEALTH Tobacco Control Investigations, inspections and monitoring NVIRONMENTAL HEALTH Tobacco Control Tobacco Control Investigations, inspections and monitoring NVIRONMENTAL HEALTH Tobacco Control Tobacco Control Tobacco Control Investigation, permisse file Application form, letter of registration or Lifetime of the business entitlement lapses plus 6 years The Smoking (NI) Order 2006 Destroy The Smoking (NI) Order 2006 Destroy NVIRONMENTAL HEALTH Tobacco Control NVIRONMENTAL HEALTH Tobacco Control Tobacco Control Tobacco Control Tobacco Control The Smoking (NI) Order 2006 Destroy The Smoking (NI) Order 2006 Destroy Date of last action 6 years The Smoking (NI) Order 2006 Destroy The Smoking (NI) Order 2006 Destroy The Smoking (NI) Order 2006 Destroy Date of last action 6 years The Smoking (NI) Order 2006 Destroy Date of last action 6 years The Smoking (NI) Order 2006 Destroy Date of last action 2 years Business requirement Destroy Destroy Destroy The Smoking (NI) Order 2006 Destroy Date of last action 2 years		Consumer Health and			Initial notification investigation			The Health and Safety at	
NVIRONMENTAL HEALTH Tobacco Control Registration, certification, permits and licensing Investigations, inspections and monitoring NVIRONMENTAL HEALTH Tobacco Control Tobacco	ENVIRONMENTAL HEALTH		· ·	Accident investigations	· · · · · · · · · · · · · · · · · · ·	Date of last action	6 years		Destroy
Registration, certification, permits and licensing and licensing and licensing and complaints an			monitoring	, colucit investigations	Podicollic	Date of idst detion	jo yeura	THOIR (NE) OIGE 1970	p course
NVIRONMENTAL HEALTH Tobacco Control Tobacco Co	ENVIRONMENTAL HEALTH	Tobacco Control						_	
NVIRONMENTAL HEALTH Tobacco Control Investigations, inspections and monitoring NVIRONMENTAL HEALTH Tobacco Control Tobacco Con									
Investigations, inspections and monitoring and complaints investigation, response, outcome Date of last action 6 years The Smoking (NI) Order 2006 Destroy NVIRONMENTAL HEALTH Enforcement / Prosecution of Offences Enforcement / Prosecution of Offences Enforcement Policy Policy and Procedure Enforcement / Prosecution of Offences Enforcement Policy Posecution of Offences Enforcement / Prosecution of Offences Enforcement / Enforcement / Prosecution of Offences (FPN) Enforcement / Enforcement / Enforcement / Enforcement / Emails, correspondence, departmental		L			L				L .
Inspections and monitoring and complaints and compl	ENVIRONMENTAL HEALTH	Tobacco Control		Premises file		entitlement lapses	plus 6 years	The Smoking (NI) Order 200	Destroy
NVIRONMENTAL HEALTH Tobacco Control monitoring and complaints investigation, response, outcome Date of last action for ears The Smoking (NI) Order 2006 Destroy Destroy The Smoking (NI) Order 2006 Destroy The Smoking (NI) Order 200									
NVIRONMENTAL HEALTH Enforcement / Prosecution of Offences Enforcement / Prosecution of Offences Enforcement Policy Enforcement / Enforcement / Enforcement / Emails, correspondence, departmental Emails, correspondence, departmental	END (TO CAUMENTAL		'				6	TI 6 1: #37 0 :	<u>.</u> .
Enforcement / Prosecution of Offences Enforcement Policy Policy and Procedure See Management, Corporate Policy Enforcement / Prosecution of Offences Enforcement Policy Policy and Procedure Documentation dealing with issue of Prosecution of Offences Prosecution of Offences Procedure Documentation dealing with issue of Procedure Date of last action Date of last action Destroy Destroy Enforcement / Prosecution of Offences Enforcement Policy Policy and Procedure Documentation dealing with issue of Procedure Date of last action Date of last action Destroy Des			*	and complaints	investigation, response, outcome	Date or last action	b years	The Smoking (NI) Order 200	Destroy
Enforcement / Prosecution of Offences Enforcement Policy Policy and Procedure See Management, Corporate Policy Enforcement / Prosecution of Offences Enforcement Policy Policy and Procedure Documentation dealing with issue of Prosecution of Offences Prosecution of Offences Procedure Documentation dealing with issue of Procedure Date of last action Date of last action Destroy Destroy Enforcement / Prosecution of Offences Enforcement Policy Policy and Procedure Documentation dealing with issue of Procedure Date of last action Date of last action Destroy Des	ENVIRONMENTAL HEALTH	Enforcement / Pros	secution of Offences						
NVIRONMENTAL HEALTH Prosecution of Offences Enforcement Policy Policy and Procedure Corporate Policy Enforcement / Issuing Fixed Penalty Prosecution of Offences (FPN) FPN case file by name FPNs Emails, correspondence, departmental									
NVIRONMENTAL HEALTH Enforcement / Prosecution of Offences Enforcement / Prosecution of Offences Enforcement / Enforcement / Emails, correspondence, departmental Documentation dealing with issue of FPNs Date of last action 2 years Business requirement Emails, correspondence, departmental									
NVIRONMENTAL HEALTH Prosecution of Offences Notices (FPN) FPN case file by name FPNs Date of last action 2 years Business requirement Destroy Emails, correspondence, departmental	ENVIRONMENTAL HEALTH	Prosecution of Offences	Enforcement Policy	Policy and Procedure			Corporate Policy		
NVIRONMENTAL HEALTH Prosecution of Offences Notices (FPN) FPN case file by name FPNs Date of last action 2 years Business requirement Destroy Emails, correspondence, departmental					L				
Enforcement / Emails, correspondence, departmental						L		L .	L .
	ENVIRONMENTAL HEALTH	Prosecution of Offences	Notices (FPN)	FPN case file by name	FPNs	Date of last action	2 years	Business requirement	Destroy
					_ , , , , , , , , , , , , , , , , , , ,				
NVIKUNIMENTIAL HEALTH Prosecution of Offences Prosecution of offences Case file Evidence, file notes, officers' statements See Legal Services	END (TO CAUMENTAL		n .:	6 6			6 1 16 :		
	EINVIKUNMENTAL HEALTH	Prosecution of Offences	Prosecution of offences	Case file	levidence, file notes, officers' statements		See Legal Services		

	1		T.			•		
				Notices and warrants: Hygiene				
				Improvement, Emergency Prohibition,				
				Remedial Action, Food Containment,				
				Abatement, Cleansing of Filthy and				
	Enforcement /			Verminous Premises, Sewerage and	Date of compliance			
ENVIRONMENTAL HEALTH	Prosecution of Offences	Issuing legal notices	Notices and warrants	Enforcement, Pest Control	/ notice lifted	6 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Monitoring and Inv	estigation						
ENVIRON-ENTAL HEALTH	Promitoring and Int		T	Master copy of Surveillance				T
				Authorisation Form, application form,				
				supplementary documentation and				
				notification of approval, inspection			The Regulation of	
	Monitoring and			reports, monitoring information, CCTV			Investigatory Powers Act	
ENVIRONMENTAL HEALTH	Investigation	RIPA covert surveillance	Prosecution recordings file	records, audio recordings	Date of last action	6 years	2000, Section 30	Destroy
	in conguctor.	Tal 71 covere sal remarke	Trescention recordings inc	records additioned and	Date of last action	0 / 00.0	The Regulation of	200.07
	Monitoring and			CCTV records, master copy of RIPA NI			Investigatory Powers Act	
ENVIRONMENTAL HEALTH	Investigation	RIPA covert surveillance	Routine recordings file	authorisation form	Date of recording	6 years	2000, Section 30	Destroy
	in conguctor.	Tal 71 covere sal remarke	riodanie recordinge inc	addionadon form	Date of recording	0 / 00.0	The Regulation of	200.07
	Monitoring and		Refused surveillance	Completed form and refusal			Investigatory Powers Act	
ENVIRONMENTAL HEALTH	Investigation	RIPA covert surveillance		documentation	Date of refusal	6 years	2000, Section 30	Destroy
			authorisation forms		Date of Feranai	0 / 00.0	2000, 000001100	2 000.07
ENVIRONMENTAL HEALTH	Stakeholder Engag	ement	Te co		In	T		T
END/TDONIMENTAL LIEST TO	G	Challan aldan	Engagement file (by	A	Date of meeting /	C	Dunings in a	Dantum
ENVIRONMENTAL HEALTH	Stakeholder Engagemer	Stakeholder engagement	organisation)	Agenda, reports, minutes, action sheets	report	6 years	Business requirement	Destroy
				Annual returns to NIEA, Public Health		C M		
END (TRONINGNIEN)				and Housing (DfC), Food Standards		See Management,		
ENVIRONMENTAL HEALTH	Stakeholder Engagemer	Statutory returns	Annual return file	Agency, DAERA		Statutory Returns		
FINANCE								
FINANCE	Accounts and State	ements	,			ı	1713 ==	
							(1) The Taxes Management	
							Act 1970 Schedule 4	
							(2) The Limitation (NI) Order	r
							1989	
							(3) The VAT Act 1994	
	Accounts and						(4) The Local Government	Permanent retention by
FINANCE	Statements	Accounting	General Ledger			Permanent	Act (NI) 2014	Council
	Accounts and			L	End of financial		The Taxes Management Act	
FINANCE	Statements	Management accounting	In year workings file	In year working papers	year	6 years	1970 - Schedule 4	Destroy
	Accounts and				End of financial	c		5 .
FINANCE	Statements	Management accounting		year end working papers	year	6 years	Business requirement	Destroy
	Accounts and		Consolidated annual	Published and signed final annual	D	20		T C I DDON'T
FINANCE	Statements	Accounting	accounts	accounts	Date of publication	20 years	Business requirement	Transfer to PRONI
FINANCE	Asset Management							
							(1) The Taxes Management	
							Act 1970 Schedule 4	
			1				(2) The Limitation (NI) Order	r
			1		End of financial		1989	
			1		year (on		(3) The VAT Act 1994	
				Register containing the value of the	completion of		(4) The Local Government	Permanent retention by
FINANCE	Asset Management	Asset Register	Asset register file	Council's tangible assets	audit)	Permanent	Act (NI) 2014	Council
							(1) The Taxes Management	
			1	Register of disposals - documenting			Act 1970 Schedule 4	
			1	decisions (and authorisations) to	Date asset sold /		(2) The Local Government	Permanent retention by
FINANCE	Asset Management	Asset Register	Disposal register file	dispose of capital assets	disposed	Permanent	Act (NI) 2014	Council
		Property valuation	Capital finance - property	Documentation relating to property	End of financial			
FINANCE	Asset Management	(Finance)	valuations file	valuations	year	6 years	Business requirement	Destroy
FINANCE	Financial Provision	s Management						
	Financial Provisions	unugement		Preparation of the Council's annual	End of financial		1	
FINANCE	Management	Budget and Capital	Consolidated budget file	capital and revenue budgets	year	6 years	Business requirement	Destroy
	Financial Provisions	Daaget und Capital	Draft budgets,	sapital and revenue budgets	Current financial	0 ,0000	240.1600 requirement	2 000 07
FINANCE	Management	Budget and Capital	departmental budgets file	Budget planning processes	year	3 years	Business requirement	Destroy
12.0.000	a.rageenc	agot a.ia capitai		Documentation relating to variances,	,,	- , 20.0	_ someos requirement	
	Financial Provisions		1	committee reports and associated	Current financial			
FINANCE	Management	Budget and Capital	Budget monitoring file	working papers	year	6 years	Business requirement	Destroy
	Financial Provisions	g oapitai		Departmental budget reports, budget	Current financial	.,	zamana i zajamamana	
FINANCE	Management	Budget and Capital	Budget monitoring file	virement transfers		6 years	Business requirement	Destroy
					17	. ,		1

				Documentation relating to the				
	Financial Provisions			management of Council cash	Maturity of the			
FINANCE	Management	Investments	Investment file	investments	investment	6 years	Business requirement	Destroy
	Financial Provisions			Documentation relating to the purchase				
FINANCE	Management Financial Provisions	Investments	Investment file	/ sale of investments Documentation relating to the	year Termination of loan	6 years	Business requirement	Destroy
FINANCE	Management	Borrowing	Bonds / other loan records	borrowing of money by Council	agreement	6 years	Business requirement	Destroy
1101102	Financial Provisions	Donorming	Donas / Carer rear records	Documentation relating to the	agreement	0 / 00.0	Dadiness requirement	Permanent retention by
FINANCE	Management	Borrowing	Loan register file	borrowing of money by Council		Permanent	Business requirement	Council
	Financial Provisions			Documentation relating to the	Date debt			
FINANCE	Management	Debtors	Debtors file	management of debts owed to Council	recovered	6 years	Business requirement	Destroy
	Financial Provisions		Central government funding	Documentation relating to the management of central government	End of financial			
FINANCE	Management	Funding	file	funding	year	6 years	Business requirement	Destroy
TAVATOL	Financial Provisions			Financial documentation relating to projects funded by external funding bodies, including European funding - funding bid, funding agreement, payment claims and reports to external	Termination of	As per funder's Letter of	source requirement	
FINANCE	Management	Funding	file	funding organisation	funding agreement		Funding body Letter of Offer	Destroy
	Financial Provisions		Long term strategy and	3 year financial plan, financial strategic		See Management,		
FINANCE	Management	Strategy and planning	planning - major records	forecast		Strategic Planning		
	Financial Provisions		Long term strategy and planning - preparatory	Working papers, drafts, meeting				
FINANCE	Management	Strategy and planning	records	papers, correspondence	Date approved	2 years	Business requirement	Destroy
		*		In the state of th	212 255.0100	,		/
FINANCE	Financial Transacti Financial Transactions	ons management	I	Records relating to opening, closure	Date account			
FINANCE	Management	Authorisation	Bank accounts	and administration of bank accounts	closed	6 years	Business requirement	Destroy
	Financial Transactions			Deposits / withdrawals / transfer of	Current financial	- , 50.0		
FINANCE	Management	Authorisation	Bank accounts	funds	year	6 years	Business requirement	Destroy
	Financial Transactions			Records relating to the initial				
FINANCE	Management	Authorisation	Bank accounts	authorisation of credit card users	Date of last action	6 years	Business requirement	Destroy
	Financial Transactions			Internal claims / payments between business units for goods and services	Current financial			
FINANCE	Management	Internal recharging	Recharge records	provided / received	year	1 year	Business requirement	Destroy
	Financial Transactions			VAT documents for preparation and	End of current tax	,	The Taxes Management Act	/
FINANCE	Management	VAT	Council's VAT returns	submission of Council's VAT returns	year	6 years	1970 - Schedule 4	Destroy
	Financial Transactions	Construction Industry	Construction industry tax	Tax documents for preparation and	End of current tax		The Taxes Management Act	
FINANCE	Management	Tax	return	submission of Council's VAT returns	year	6 years	1970 - Schedule 4	Destroy
	Financial Transactions			Documentation relating to the set-up, amendment, suspension and closure of	Date removed from			
FINANCE	Management	Vendor management	Vendor database	vendor accounts	database	6 years	Business requirement	Destroy
				Documentation relating to the		,	The Taxes Management Act	
	Financial Transactions			processing and payment of purchase	Current financial		1970 - Schedule 4	
FINANCE	Management	Payment processing	Invoice file	invoices	year	6 years	HMRC 700 / 21	Destroy
	Financial Trans-ti-			Documentation relating to the	End of firei-1			
FINANCE	Financial Transactions Management	Reconciliations	In year reconciliations	processes that balance and reconcile payments	End of financial year	6 years	Business requirement	Destroy
LINUINCE	management	NCCO ICIII acio i is	in year reconciliations	Documentation relating to the	ycui	o years	Duamicas requirement	Descroy
	Financial Transactions			processes that balance and reconcile	End of financial			
FINANCE	Management	Reconciliations	Year end reconciliations	payments	year	6 years	Business requirement	Destroy
					End of financial			
	Financial Transactions			Documentation relating to the	year in which the			
FINANCE	Financial Transactions Management	Administering refunds	Refunds file	Documentation relating to the processing of refunds	records were created	6 years	Business requirement	Destroy
I IIINIICL	Financial Transactions	Administering returns	INCIUITUS TITC	processing or returnds	End of financial	o years	Dusiness requirement	Desiroy
FINANCE	Management	Reporting	Reports	Monthly, year, ad-hoc reports	year	6 years	Business requirement	Destroy
	-	-		Documentation relating to the			The Taxes Management Act	
	Financial Transactions			processing and payment of sales	Current financial		1970 - Schedule 4	
FINANCE	Management	Payment processing	Invoice file	invoices	year	6 years	HMRC 700 / 21	Destroy
	Financial Transactions			Documentation relating to the processes that balance and reconcile	End of financial			
FINANCE	Management	Reconciliations - In Year		payments	year	6 years	Business requirement	Destroy
		21		Documentation relating to the petty		. , .=:=		/
				cash book			The Taxes Management Act	
	1	i .	İ	Petty cash allocation control held	Current financial		1970 - Schedule 4	
	Financial Transactions							
FINANCE	Financial Transactions Management	Petty Cash records		by department	year	6 years	HMRC 700 / 21	Destroy

		1	1	Startor / Loaver forms Dayroll details		T	1	1
				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,			The Taxes Management Act	
				External funding body pay, notices of	Termination of		1970 - Schedule 4	
FINANCE	Payroll and Pensions	Payroll management	Employee file	change to salary / wages scale	employment	6 years	Funding Body Regulations	Destroy
TIMANUEL	r dyroli drid i crisioris	i dyroli management	Linployee file	Documentation relating to deductions,	cripioyment	o years	runding body regulations	Destroy
				maintenance and reporting third party	Termination of			
FINANCE	Payroll and Pensions	Payroll management	Payroll file	deductions	employment	6 years	The Finance Act 2004	Destroy
				Documentation relating to SMP / SPP		7	(1) Regulation 26, The	
				payments and information, travel and			Statutory Maternity Pay	
				subsistence claims, strike action			(General) Regulations 1986	
				deductions, retirements, termination			(2) The Finance Act 2004	
				and redundancy, parental leave,			(3) The Taxes Management	
				honorariums / acting Up allowance, sick			Act 1970 Schedule 4	
				pay, loan agreements, death in service	End of Current tax		(4) The Limitation (NI) Order	
FINANCE	Payroll and Pensions	Payroll management	Employee / payroll file	grants	year	6 years	1989	Destroy
				Documentation relating to wages and				
				salary records including overtime,				
				bonuses, expenses, timesheets,	End of Current tax		The Taxes Management Act	
FINANCE	Payroll and Pensions	Payroll management	Payroll file	monthly payroll prints, copy payslips	year	6 years	1970 - Schedule 4	Destroy
=======				Statutory: tax code notifications, P45,	End of Current tax		The Taxes Management Act	L .
FINANCE	Payroll and Pensions	Payroll management	Payroll file	P60, P9, P11d	year	6 years	1970 - Schedule 4	Destroy
				Documentation relating to income tax	E 1 60		The Income Tax (PAYE)	
ETNIANCE			5 " 6"	and NI returns, income tax records and	End of Current tax	6	(Amendment) Regulations	
FINANCE	Payroll and Pensions	Payroll management	Payroll file	correspondence with HMRC	year	6 years	2020	Destroy
							(1) Cartian 1 That I am	
							(1) Section 1 The Local Government Pension Scheme	
				Documentation relating to the			Regulations (NI) 2014	:
		Pension Scheme		processing and managing deductions	End of Current tax		(2) The Public Service	
FINANCE	Payroll and Pensions	management	Pension file	and making returns to pension scheme	year	6 years	Pensions Act (NI) 2014	Destroy
THANCE	r dyroli drid i crisioris	management	T CHSIOTI THE	and making returns to pension scheme	ycui	o years	T CHSIOHS ACC (NT) 2011	Destroy
							(1) Section 1 The Local	
							Government Pension Scheme	
							Regulations (NI) 2014	
		Pension Scheme		Documentation relating to accounts,	End of Current tax		(2) The Public Service	
FINANCE	Payroll and Pensions	management	Pension file	returns, valuation	year	6 years	Pensions Act (NI) 2014	Destroy
HEALTH AND SAFE		<u>, </u>		,	.,	,	. ,	<u> </u>
	<u> </u>							
HEALTH AND SAFETY	Compliance	_			,			
		L				See Management,		
HEALTH AND SAFETY	Compliance	Strategy and planning	Strategy Document			Strategic Planning		
LIEALTH AND CAFETY	G 11		D. II I			See Management,		
HEALTH AND SAFETY	Compliance	Health and Safety Policy	Policy and Procedure		Tamainatian of	Corporate Policy		
					Termination of			
					employment Records stored			
			1		with H&S until	(1) General H&S training -		
						или General das training -	1	i .
					and then	6 years		
					and then transferred to	6 years (2) Occupational health		
				Health & Safety managed accredited	and then transferred to Human Resources	6 years (2) Occupational health related training - 50 years		
			Training file - held by	Health & Safety managed accredited	and then transferred to Human Resources for remainder of	6 years (2) Occupational health related training - 50 years (3) Statutory Health		
NIFAI THI ANID SAFETY	Compliance	Training	Training file - held by	and staff training, includes	and then transferred to Human Resources for remainder of relevant retention	6 years (2) Occupational health related training - 50 years (3) Statutory Health Surveillance training - 75	Rucinoss requirement	Destroy
HEALTH AND SAFETY	Compliance	Training	Training file - held by Health & Safety	and staff training, includes presentations, attendance, certificates	and then transferred to Human Resources for remainder of	6 years (2) Occupational health related training - 50 years (3) Statutory Health	Business requirement	Destroy
HEALTH AND SAFETY	Compliance	Training		and staff training, includes presentations, attendance, certificates eLearning / PowerPoint training	and then transferred to Human Resources for remainder of relevant retention	6 years (2) Occupational health related training - 50 years (3) Statutory Health Surveillance training - 75	Business requirement	Destroy
HEALTH AND SAFETY	Compliance	Training		and staff training, includes presentations, attendance, certificates eLearning / PowerPoint training modules developed by Health & Safety	and then transferred to Human Resources for remainder of relevant retention	6 years (2) Occupational health related training - 50 years (3) Statutory Health Surveillance training - 75	Business requirement	Destroy
HEALTH AND SAFETY	Compliance	Training		and staff training, includes presentations, attendance, certificates eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for	and then transferred to Human Resources for remainder of relevant retention	6 years (2) Occupational health related training - 50 years (3) Statutory Health Surveillance training - 75 years	Business requirement	Destroy
			Health & Safety	and staff training, includes presentations, attendance, certificates eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on	and then transferred to Human Resources for remainder of relevant retention	6 years (2) Occupational health related training - 50 years (3) Statutory Health Surveillance training - 75 years See Human Resources,	Business requirement	Destroy
IEALTH AND SAFETY IEALTH AND SAFETY HEALTH AND SAFETY	Compliance Compliance Monitoring	Training Training		and staff training, includes presentations, attendance, certificates eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for	and then transferred to Human Resources for remainder of relevant retention	6 years (2) Occupational health related training - 50 years (3) Statutory Health Surveillance training - 75 years	Business requirement	Destroy

HUMAN RESOURCES	HR Administration	Job descriptions	Job descriptions		Date superseded	None	Business requirement	Destroy
	•						i e	
HUMAN RESOURCES	HR Administration	n	T	I	1		<u> </u>	
HUMAN RESOUR								
HEALTH AND SAFETY	Risk Management	Risk assessments	Assessment file - held by responsible department	assessment, building / asset risk assessment	assessment / last action	7 years	and Safety at Work Regulations (NI) 2000	Destroy
HEALTH AND SAFETY	Risk Management			Manual handling risk assessment, operational / activity based Risk	Date of last		The Management of Health	
HEALTH AND SAFETY	Monitoring Bick Management	Monitoring vibration	responsible department	Health surveillance records	year	40 years	Business requirement	Destroy
HEALTH AND SAFETY	Monitoring	screens	department / Line Manager Monitoring file - held by	tests, workstation assessments	year End of calendar	7 years	Regulations (NI) 2000	Destroy
LEALTH AND CAPETY		Monitoring of display	Assessment file - held by	Documentation relating to monitoring of display screens and related workstations in the workplace - eyesight			The Management of Health and Safety at Work	
HEALTH AND SAFETY	Monitoring	Monitoring noise at work, risk assessment	Monitoring file - held by responsible department	Noise risk assessments, individuals' files, exemption certificates		7 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	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	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	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	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

		1	1	D		1		
				Documentation relating to:				
				Authorisation				
				Advertising				
				Applications				
				Job description Descent englishment				
				Person specification (in all displayed and forms)				
				(including agreement form)				
				Interview and selection				
				Summary Ts&Cs				
				Offer of employment				
				Pre-employment checklist				
		L		Recruitment file checklist	Date of first		L	Transfer to Personal file /
HUMAN RESOURCES	Recruitment	Recruitment process	Recruitment file	Candidate correspondence	appointment	1 year	Business requirement	Destroy
		L		In the event of no applicant / no				
HUMAN RESOURCES	Recruitment	Recruitment process	Recruitment file	appointment	Date file closed	1 year	Business requirement	Destroy
HUMAN RESOURCES	Employee Adminis	stration						
				Documentation including:				
				sickness notification				
				• fit note	1			
				RTW interview form				
	Employee			industrial injury documentation	Termination of			
HUMAN RESOURCES	Administration	Sickness monitoring	Sickness absence record	occupational health records	employment	6 years	Business requirement	Destroy
	, anninga attori	S.SKIICOS MONICOTING	S.SATIOS ADSCRICE TOCOTA	Documentation relating to:	- Chipiogrifichic	5 ,0015	Dadined requirement	2000)
				statutory	1			
				• flexi	1			
				• special				
	Employee		Time and attendance	• time off in lieu	Termination of			
HUMAN RESOURCES	Administration	Attendance recording	records	• annual	employment	6 years	Business requirement	Destroy
HOPIAN RESOURCES	Auministration	Attendance recording	records	Documentation relating to:	employment	o years	business requirement	Destroy
				Personal information				
				Terms & Conditions				
				Attendance				
				Learning & Development				
				Privileged Information				
				Complaints				
LILIMANI RECOURCES	Employee	E 1 116 1	D 151	Discipline Tribing	Termination of			5 .
HUMAN RESOURCES	Administration	Employee life cycle	Personal file	Tribunal	employment	6 years	Business requirement	Destroy
HUMAN RESOURCES	Employee Relation	1S						
				Documentation relating to:				
				 preliminary investigation 	1			
				• report	1			
				correspondence				
				 hearing 	1			
				appeal	1			1
HUMAN RESOURCES	Employee Relations	Disciplinary Matters	Disciplinary file	suspension / transfer	End of sanction	6 months	Business requirement	Destroy
	.,	,		Documentation including:				,
				grievance form	1			
				Investigation	1			
				correspondence	1			
				• report / letter	1			
				appeal	Termination of			
HUMAN RESOURCES	Employee Relations	Grievance procedures	Grievance file	outcome	employment	6 years	Business requirement	Destroy
	p.o recidents			Non employment related staff	Jp.oj.nene	See Management,		_ 555.57
HUMAN RESOURCES	Employee Relations	Grievance procedures	Complaints file	complaints	1	Customer Feedback		
at ILLOCOTICEO	Zimpio jee relations	Shevance procedures	complaints the	- Complaints	+	Subtoffice a Scubuck	+	
						These are dynamic		
					1	documents which are		
					1	constantly being reviewed.		1
					1	Each version will replace		1
						the former and where		
	1	I	1	Identification and development of	1	appropriate, information		1
HLIMAN RESOLIRCES	Employee Pelations	Trade Union structures	Trade Union Agreements	significant directions concerning		will be retained in the	Rusiness requirement	Destroy
HUMAN RESOURCES HUMAN RESOURCES	Employee Relations Occupational Heal	Trade Union structures	Trade Union Agreements				Business requirement	Destroy

			1					
							Business requirement -	
							separate from employee file	
				Documentation including:			where statutory health	
				 date of test / check 			surveillance has been	
				 outcome / decision 			undertaken records to be	
				remedial actions			retained for 40 years or 75	
				 substance monitoring records if 	Date of last		years after DOB, whichever	
HUMAN RESOURCES	Occupational Health	Health surveillance	Health surveillance file	applicable	consultation	40 years	is longest	Destroy
HUMAN RESOURCES	Learning and Deve			Top Production	1	1.0 / 50.0	1	1
HOMAN RESOURCES	Learning and Deve	iopinent .		Training and development records				
l				relating to attendance and achievement				
				of individual employees excluding those				
	Learning and		Staff training records by	H&S training records that require a				
HUMAN RESOURCES	Development	Staff training	financial year	longer retention rule	Date of termination	6 years	Business requirement	Destroy
TIOMAN RESOURCES	Development	July Gairing	ilianciai yeai	Documentation relating to the	Date of termination	o years	Dusiness requirement	Destroy
				administration of learning and				
	Lapuning and			_	End of financial			
LILIMANI DECOLIDEES	Learning and	T1-1 1-1	Turining admir file	development including management of	End of financial	4	D i	Dt
HUMAN RESOURCES	Development	Training provision	Training admin file	externally subsidised training	year	1 year	Business requirement	Destroy
					Until superseded or			
	Learning and			eLearning and face-to-face training	course no longer			
HUMAN RESOURCES	Development	Training provision	Course content	course content and supporting materials	provided	None	Business requirement	Destroy
	Learning and					See Management, Internal		
HUMAN RESOURCES	Development	Training Plan	Corporate L&D Newsletter	Quarterly issued staff newsletter		Communications		
						D		
						Documentation held by		
						Corporate Health &		
				Training records including certification		Safety until		
				confirming attendance and achievement		termination of		
				of individual employees at statutory		employment and then		
	Learning and		Occupational Health &	occupational health and safety training	Termination of	transferred to Human		
HUMAN RESOURCES	Development	Staff training	Safety training register	courses	employment	Resources for retention	Business requirement	Destroy
	·		, , ,		. ,		·	,
	Learning and		Employee Qualification	Documentation relating to the	Termination of			
HUMAN RESOURCES	Development	Staff training	Assistance Scheme	administration of the Scheme	employment	6 years	Business requirement	Destroy
HUMAN RESOURCES	Safeguarding							
			Designated Safeguarding					
HUMAN RESOURCES	Safeguarding	Governance	Officer list		Until superseded	None	Business requirement	Destroy
							(1) Department of Health -	
							Disposal Good management,	
							Good Records: Schedule -	
							Section P	
						 a) 18 years for an 	(2) Department of	
						external referral	Education, 2016	
				Safeguarding Record Form, Incident		b) 10 years where there is	(3) NSPCC Records	
		Standard Referral -		Report Form, Correspondence including		no further action and no	Retention & Storage	
HUMAN RESOURCES	Safeguarding	Children General	Case file	emails & letters	Date of referral	external referral is made	Guidance 2019	Destroy
						a) 18 years for an		
						external referral	Department of Health -	
				Safeguarding Record Form, Incident			Disposal Good management,	
		Standard Referral -		Report Form, Correspondence including		no further action and no	Good Records: Schedule -	
HUMAN DESCURCES	Cafeguarding		Case file		Date of referral			Destroy
HUMAN RESOURCES	Safeguarding	Adults General	Case file	emails & letters	Date of referral	external referral is made	Section P	Destroy
							(1) Department of Health -	
						1	Disposal Good management,	
						a) until the subject reaches		
			1			100 years of age	Section P	
					•	b) 10 years in situations	(2) Department of	I
				Cofeenanding December 7 11 1		and a second second second second	Ed., 2046	
				Safeguarding Record Form, Incident		where the notification is	Education, 2016	
		Standard Referral -		Report Form, Relevant HR Personnel file		believe to be based on	(3) NSPCC Records	
		Allegation against a		Report Form, Relevant HR Personnel file documents, Correspondence including		believe to be based on erroneous or false	(3) NSPCC Records Retention & Storage	
HUMAN RESOURCES	Safeguarding		Case file	Report Form, Relevant HR Personnel file	Date of notification	believe to be based on erroneous or false information	(3) NSPCC Records	Destroy
HUMAN RESOURCES	Safeguarding	Allegation against a	Case file	Report Form, Relevant HR Personnel file documents, Correspondence including		believe to be based on erroneous or false information a) 30 days, if no further	(3) NSPCC Records Retention & Storage	Destroy
		Allegation against a member of staff		Report Form, Relevant HR Personnel file documents, Correspondence including	Date of notification	believe to be based on erroneous or false information a) 30 days, if no further investigation warranted	(3) NSPCC Records Retention & Storage	Destroy
HUMAN RESOURCES	Safeguarding Safeguarding	Allegation against a	Case file CCTV footage	Report Form, Relevant HR Personnel file documents, Correspondence including emails & letters		believe to be based on erroneous or false information a) 30 days, if no further	(3) NSPCC Records Retention & Storage	Destroy Destroy
HUMAN RESOURCES	Safeguarding	Allegation against a member of staff All referrals	CCTV footage	Report Form, Relevant HR Personnel file documents, Correspondence including emails & letters Email, Safeguarding Record Form,	Date of notification Date of referral	believe to be based on erroneous or false information a) 30 days, if no further investigation warranted	(3) NSPCC Records Retention & Storage Guidance 2019 Business requirement	Destroy
		Allegation against a member of staff		Report Form, Relevant HR Personnel file documents, Correspondence including emails & letters	Date of notification Date of referral	believe to be based on erroneous or false information a) 30 days, if no further investigation warranted	(3) NSPCC Records Retention & Storage Guidance 2019	

				Request and response correspondence,				
HUMAN RESOURCES	Safeguarding	Guidance/Advice	Advice file	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	COMMUNICA	ATION TECHNO	DLOGY					
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		agement Database (C	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 INFORMATION AND	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
COMMUNICATION TECHNOLOGY	Resource Deployme	ent						
INFORMATION AND	пессинее эерлеуни					Date administrative use is		
COMMUNICATION TECHNOLOGY	Resource Deployment	Technical specifications	Clonezilla image file	Images held for all device builds	Date created	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 INFORMATION AND COMMUNICATION	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
TECHNOLOGY	Managing Infrastru	icture						
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

		T			ı		I	1
INFORMATION AND	Managing			Database detailing connections of all	Date administrative			
COMMUNICATION TECHNOLOGY	Infrastructure	Network maintenance	Access database	configurations of network and assets	use is concluded	3 years	Business requirement	Destroy
						30 days		•
						Director approved		
				Documentation containing the key data		extension may apply for a		
INFORMATION AND	Managing			about the user in support of their use of		limited period where		
COMMUNICATION TECHNOLOGY	Infrastructure	Identity maintenance	User accounts file	and access to council IT systems	database	required	Business requirement	Destroy
INFORMATION AND	Managing	Disaster recovery and						
COMMUNICATION TECHNOLOGY	Infrastructure	backups	Commvault and Azure	All replicated data	Date of back up	1 year	Business requirement	Destroy
				Documentation relating to server and				
				hardware maintenance, patch, storage				
INFORMATION AND	Managing	Maintenance and		and WAN management, upgrades to			The Limitation (NI) Order	
COMMUNICATION TECHNOLOGY INFORMATION AND	Infrastructure	management	File by system	infrastructure	Date created	6 years	1989	Destroy
COMMUNICATION								
TECHNOLOGY	Managing Commun	ication						
TECHNOLOGY	Managing Commun	lication	Atlas - tender / contract	Documentation relating to details of				
INFORMATION AND	Managing		documentation		End of life of		The Limitation (NI) Order	1
COMMUNICATION TECHNOLOGY	Communication	Telephony	Atlas - MACs	services and call delivery	system	6 years	1989	Destroy
		Mobile devices -		List of all mobile communications	.,	7		,
INFORMATION AND	Managing	Contracts: EE, O2,		devices including physical information	End of life of		The Limitation (NI) Order	
COMMUNICATION TECHNOLOGY	Communication	Vodafone	User details database	and current ownership	system	6 years	1989	Destroy
INFORMATION AND	Managing			Details of telephone lines and services	End of life of		The Limitation (NI) Order	
COMMUNICATION TECHNOLOGY	Communication	Landline and broadband	Access database	provided	system	6 years	1989	Destroy
		Editaline una broadbana	necess database	provided	,	o years	1505	Destroy
INFORMATION AND	Application				Date removed from			
COMMUNICATION TECHNOLOGY	Management	Supplier management	Supplier database	MS Outlook contact database	database	6 years	Business requirement	Destroy
INFORMATION AND	Application			Excel Sheet detailing all application	End of life of			
COMMUNICATION TECHNOLOGY	Management	List of applications	Service catalogue	software currently in use	system	6 years	Business requirement	Destroy
INFORMATION AND								
COMMUNICATION								
TECHNOLOGY	Release Manageme	ent			T		1	'
INFORMATION AND		Onboarding / End user						Permanent retention by
COMMUNICATION TECHNOLOGY	Release Management	test plans	Hornbill file	Software Release Management		Permanent	Business requirement	Council
INCORMATION AND	_							Damas and make which have
INFORMATION AND COMMUNICATION TECHNOLOGY	Incident Management	Incidents	Hornbill file	Incidents, known errors and problems		Dormanant	Pusiness requirement	Permanent retention by Council
INFORMATION AND	Incident Management	incidents	normulii nie	Incidents, known errors and problems		Permanent	Business requirement	Council
COMMUNICATION								
TECHNOLOGY	IT Management							
INFORMATION AND	IT Manager	Delian and D	IT Delies and D	Policy, Procedure and standards		See Management,		
COMMUNICATION TECHNOLOGY	IT Management	Policy and Procedure	IT Policy and Procedure	documentation		Corporate Policy		1
INFORMATION AND						See Management,		
COMMUNICATION TECHNOLOGY	IT Management	Strategy and policy	ICT Strategy			Strategic Planning		
INFORMATION MAI	NAGEMENT							
INFORMATION	IAGENTEIT							
MANAGEMENT	Access to Informat	ion						
PIANAGEPIEN	Access to Initillat						(1) The Freedom of	
		Processing Freedom of					Information Act 2000	1
		Information,					(2) The Environmental	1
		Environmental					Information Regulations	1
		Information Regulations					2004	1
		and Subject Access					(3) The Data Protection Act	
		requests for information		Initial request, response, related		L	2018	
INFORMATION MANAGEMENT		including internal	FOT FIR LDD C C'	correspondence and other supporting	D	2 years - unless subject to	(4) The UK General Data	
INFORMATION MANAGEMENT	Access to Information	reviews	FOI, EIR and DP Case files	documentation	Date of last action	ICO complaint	Protect Regulations 2018	Destroy

				T			[(4) TI F I 6	I
							(1) The Freedom of	
		Processing complaints to					Information Act 2000	
		the Information					(2) The Environmental	
		Commissioner's Office					Information Regulations	
		(ICO) under Freedom of					2004	
1		Information,					(3) The Data Protection Act	
		Environmental		Initial request, response, appeal			2018	
		Information Regulations		records, related correspondence and			(4) The UK General Data	
INFORMATION MANAGEMENT Acce	cess to Information	and Data Protection	FOI, EIR and DP Case files	other supporting documentation	Outcome of appeal	6 years	Protect Regulations 2018	Destroy
			•	SARs, PSNI form 81, internal requests,	Date footage	30 days unless		, , , , , , , , , , , , , , , , , , ,
INFORMATION MANAGEMENT Acce	cess to Information	Requests for information	CCTV footage	HMRC and / or other organisations	released	investigation ongoing	Business requirement	Destroy
		,		Database relating to the logging,				,
			FOI, EIR, DP Requests for	tracking and monitoring of requests for	End of financial			
INFORMATION MANAGEMENT Acce	cess to Information	Disclosure Log		information	year	6 years	Business requirement	Destroy
III OIL BUILDIT FRANCE IEIT	coo to imornidation	Discissare Log	Access to Information		, ca.	See Management,	Business requirement	200.07
INFORMATION MANAGEMENT Acce	cess to Information	Policy and Procedure	Policy and Procedure			Corporate Policy		
IN OKHATION HANAGEHENT ACCO	.C33 to Information	Tolicy and Procedure	Tolley and Frocedure		Until superseded	corporate rolley		
					but no later than 4			
					years from			
					approval date in			
					accordance with			
					4.31 of the		The Freedom of Information	
	cess to Information	Publication Scheme	Council Publication Scheme		Equality Scheme.	4 years	Act 2000	Destroy
INFORMATION								
MANAGEMENT Dat	ta Protection							
				Incident report, investigation, lessons				
				learned, correspondence with ICO and				
INFORMATION MANAGEMENT Data	ta Protection	Data breaches	Breach report	other third parties	Date of last action	3 years	Business requirement	Destroy
					Expiration /			
					Conclusion of			
					accompanying		The Limitation (NI) Order	
INFORMATION MANAGEMENT Data	ta Protection	Data sharing	Data Sharing Agreement	Agreements, protocols	contract	6 years	1989	Destroy
		<u> </u>	Data Protection Impact	σ, μ		,		,
			Assessments / Privacy					
INFORMATION MANAGEMENT Data	ta Protection	Data sharing	Notices	Assessments and notices	Until superseded	3 years	Business requirement	Destroy
INFORMATION	a i i occioni	2 4 4 5 1 4 1 1 1 9	1.1011000	, issessificates and induces	orial superseuca	3 700.3	Business requirement	D cod o
	cords Manageme	nt						
PIANAGEPIENT	corus Manageme	iiit	Corporate and	I	1		l	I
INFORMATION MANAGEMENT Reco	corde Management	Corporato filo plan	departmental file plans	Classification scheme and file plan	Until cuporcodod	Evers	Pusiness requirement	Doctroy
INFORMATION MANAGEMENT RECO	cords Management	Corporate file plan			Until superseded	5 years	Business requirement	Destroy
INFORMATION MANAGEMENT		0.11	Records Management Policy			See Management,		
INFORMATION MANAGEMENT Reco	cords Management	Policy and Procedure	and Procedure			Corporate Policy	T	
				Documentation relating to the			The Freedom of Information	
				development of the Corporate Retention			Act 2000, Section 46 - Code	
		Managing records	Retention and Disposal	and Disposal Schedule including			of Practice on Records	Permanent retention by
INFORMATION MANAGEMENT Reco	cords Management	retention	Schedule	approved changes	Until superseded	20 years	Management	Council
		Managing records	Retention and Disposal	Rejected changes to retention				
į l	cords Management	retention	Schedule	schedules	Date of last action	5 years	Business requirement	Destroy
INFORMATION MANAGEMENT Reco		Confidential waste						
INFORMATION MANAGEMENT Reco	M ·	destruction	Contract management	Tondor and contract decuments	1	See Procurement	1	
	cords Management	acad action	contract management	Tender and contract documents		occ i rocurcificit		
	coras Management	ucod ucuon	contract management	Tender and contract documents		See 1 rocarement	The Freedom of Information	
	coras Management	acod action	contract management	Tender and contract documents		occ i rocurement	The Freedom of Information Act 2000, Section 46 - Code	
	coras Management	acsa action	one are management	Internal and waste paper destruction	Date certificate	Sectioearement		
INFORMATION MANAGEMENT Reco	-	Disposal management	Certificates of Destruction		Date certificate created / received		Act 2000, Section 46 - Code of Practice on Records	Destroy
INFORMATION MANAGEMENT Reco	-		-	Internal and waste paper destruction			Act 2000, Section 46 - Code	Destroy
INFORMATION MANAGEMENT Reco	cords Management		-	Internal and waste paper destruction			Act 2000, Section 46 - Code of Practice on Records	Destroy
INFORMATION MANAGEMENT Reco	-		-	Internal and waste paper destruction contractor's certificates of disposal			Act 2000, Section 46 - Code of Practice on Records	Destroy
INFORMATION MANAGEMENT Reco	cords Management		-	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal			Act 2000, Section 46 - Code of Practice on Records	Destroy
INFORMATION MANAGEMENT Reco	cords Management		-	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal and external stakeholders relating to	created / received		Act 2000, Section 46 - Code of Practice on Records	Destroy
INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Ope	cords Management perations	Disposal management	Certificates of Destruction	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal and external stakeholders relating to positive feedback on Compliance Team	created / received	20 years	Act 2000, Section 46 - Code of Practice on Records Management	
INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Ope	cords Management perations		-	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal and external stakeholders relating to positive feedback on Compliance Team members and/or service	created / received		Act 2000, Section 46 - Code of Practice on Records	Destroy
INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Ope	cords Management perations	Disposal management	Certificates of Destruction	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal and external stakeholders relating to positive feedback on Compliance Team members and/or service eLearning / PowerPoint training	created / received	20 years	Act 2000, Section 46 - Code of Practice on Records Management	
INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Ope	cords Management perations	Disposal management	Certificates of Destruction	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal and external stakeholders relating to positive feedback on Compliance Team members and/or service eLearning / PowerPoint training modules developed for Council staff and	created / received	20 years	Act 2000, Section 46 - Code of Practice on Records Management	
INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Ope	cords Management perations	Disposal management	Certificates of Destruction Stakeholder feedback	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal and external stakeholders relating to positive feedback on Compliance Team members and/or service eLearning / PowerPoint training modules developed for Council staff and Elected Members on Access to	created / received	20 years 5 years	Act 2000, Section 46 - Code of Practice on Records Management	
INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT OPE INFORMATION MANAGEMENT OPE INFORMATION MANAGEMENT OPE	cords Management perations erations	Disposal management Celebrating Success	Certificates of Destruction Stakeholder feedback Information Management	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal and external stakeholders relating to positive feedback on Compliance Team members and/or service eLearning / PowerPoint training modules developed for Council staff and Elected Members on Access to Information and Records Management	created / received	20 years 5 years See Human Resources,	Act 2000, Section 46 - Code of Practice on Records Management	
INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Ope INFORMATION MANAGEMENT Ope INFORMATION MANAGEMENT Ope INFORMATION MANAGEMENT Ope	cords Management perations erations	Disposal management	Certificates of Destruction Stakeholder feedback	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal and external stakeholders relating to positive feedback on Compliance Team members and/or service eLearning / PowerPoint training modules developed for Council staff and Elected Members on Access to	created / received	20 years 5 years	Act 2000, Section 46 - Code of Practice on Records Management	
INFORMATION MANAGEMENT Reco INFORMATION MANAGEMENT Ope	cords Management perations erations	Disposal management Celebrating Success	Certificates of Destruction Stakeholder feedback Information Management	Internal and waste paper destruction contractor's certificates of disposal Correspondence received from internal and external stakeholders relating to positive feedback on Compliance Team members and/or service eLearning / PowerPoint training modules developed for Council staff and Elected Members on Access to Information and Records Management	created / received	20 years 5 years See Human Resources,	Act 2000, Section 46 - Code of Practice on Records Management	

	1	1	T	In	1	T	T	1
				Correspondence, input, presentations, etc. on Regional Planning, Information				
				Governance Working Group,		See Management,		
				Information Strategy Group, NI Civil		Communications and		
INFORMATION MANAGEMENT	Support Services	Stakeholder engagement	Filed by stakeholder name	Service		Marketing		
IRISH LANGUAGE (UNIT							
IRISH LANGUAGE UNIT	Irish Language Bur	sary Scheme						
				Application form, letter of offer,				
IDICII I ANCHACE UNIT	Irish Language Bursary	A	Conservation at the	acceptance form, eligibility form,	D-4f l++i	C	Dunin and manifestation	Dantun
IRISH LANGUAGE UNIT	Scheme	Applications	Successful applicant file	payment form including BACS details	Date of last action End of financial	6 years	Business requirement	Destroy
					year following			
	Irish Language Bursary			Documentation relating to application	notification to			
IRISH LANGUAGE UNIT	Scheme	Applications	Unsuccessful applicants	and letter of refusal	applicant	None	Business requirement	Destroy
	Irish Language Bursary			Anonymised monitoring forms returned		See Management,		
IRISH LANGUAGE UNIT	Scheme	Applications	Monitoring forms	with completed application forms		Corporate Equality		
				L		See Management,		
IRISH LANGUAGE UNIT	Irish Language Bursary Scheme	Marketing / promotions	Bursary marketing file	Marketing materials, adverts, copy for website		Corporate Communications and Marketing	Business requirement	Destroy
			bursary marketing me	website		and Marketing	business requirement	Desiroy
IRISH LANGUAGE UNIT	Project and Event I	Seachtain na		1	1			
		Gaeilge(Irish+D510						
		Language Week) and	Project development and	Documentation relating to event		See Management, Events		
	Project and Event	General Irish Language	implementation including	planning, procurement,		See Management, Project		
IRISH LANGUAGE UNIT	Management	projects	procurement	correspondence, suppliers		Management		
						See Management,		
	Project and Event		Press releases			Corporate Communications		
IRISH LANGUAGE UNIT	Management	Promotions	Social Media schedules			and Marketing		
	Project and Event				Date removed from			
IRISH LANGUAGE UNIT	Management Project and Event	Customer engagement	Contact database	MS Outlook contact database	database Date removed from	None	Business requirement	Destroy
IRISH LANGUAGE UNIT	Management	Supplier management	Supplier database	MS Outlook contact database	database	1 year	Business requirement	Destroy
IRISH LANGUAGE UNIT	Strategy and Policy	1						
				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		See Management,		
IRISH LANGUAGE UNIT	Strategy and Policy	Strategy and planning	Irish Language Strategy	the Council Website.		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 Service		rigeriaa ana accion onecco	rigerialy reporter, minutest, decion briefle	pace or meeting	jo yearo	Baomeso requirement	2 000 0 7
TITLE THE COURT OF	i ansiacion service		Translation file - by		1			
IRISH LANGUAGE UNIT	Translation Services	Internal translations	department	English and Irish versions of related doc	Date completed	10 years	Business requirement	Destroy
IRISH LANGUAGE UNIT	Translation Services	External translations	Procurement file	Procurement documentation		See Procurement		
						10 years - Irish Language		
		1				сору		
						Directorates align with		
		1	Translated documents file -			master document retention		
IRISH LANGUAGE UNIT	Translation Services	External translations	by Directorate	English and Irish versions of related doc	Date of receipt	period	Business requirement	Destroy
LEGAL SERVICES								
LEGAL SERVICES	Litigation	1		Court pleadings, emails, Court Orders,	1			
		1		departmental evidence, correspondence				
		1		with Belfast Legal, correspondence with	End of calendar			
		Judicial Review	Judicial review file	other parties including Solicitors, file notes, professional reports	year following case closure	6 years	The Limitation (NI) Order 1989	Destroy
LEGAL SERVICES	Litigation							

with Beflat Lapid, correspondence with recovery of lend contract / Negligence Claims Reach of Contract / Negligence Claims Penal of Contract / Negligence (Items Penal of Items Penal of Contract / Negligence (Items Penal of Items Penal of It					Court pleadings, emails, Court Orders, departmental evidence, correspondence				
LEGAL SERVICES Ligidion Debt recovery Case file Court pleadings, emails, Court Orders, departmental evidence, correspondence with fields Lagis, Correspondence with other parties including societies, file of cliented and property LEGAL SERVICES Ligidion Recovery of land Reco	LECAL CEDITION	Likinskins			with Belfast Legal, correspondence with other parties including Solicitors, file	End of calendar year following case	C		Darker
with Beffest Lagal, correspondence with other parties including Solicitors, copies of the deck, professional reports of the deck prof	LEGAL SERVICES	Litigation	Negligence Claims	Negligence file		ciosure	b years	1989	Destroy
CEGAL SERVICES Legation Debt recovery Case file nets. professional reports departmental evidence, correspondence with lefests test, seed, correspondence with lefests test, legal, correspondence with lefests test, legal, correspondence with left educing, certains, fine notes, professional reports LEGAL SERVICES Land and Property Land and Property Land and Property Land and Property Land ownership Requests for information re Requests									
LEGAL SERVICES Land and Property Land ownership LEGAL SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land and Property Land ownership Title Deeds Legal SERVICES Land on the Legal								The Limitation (NI) Order	
with beflets Legal, correspondence with other parelies including of solitors, copies and of calendar year following case (dosure 12 years 1989) LEGAL SERVICES Land and Property Land dispute file including encoachment events of the deers, may file of calendar year following case (dosure 12 years 1989) Land dispute file including encoachment events of the deers, may file including solitors, pages, correspondence with external and versions, which was also and property and and Property and and Property and ownership LEGAL SERVICES Land and Property Land and Property LeGAL SERVICES Land and Property Land ownership LeGAL SERVICES Land and Property Land ownership LeGAL SERVICES Land and Property Land ownership Title Deeds LeGAL SERVICES Land and Property LeGAL SERVICES Land and Property Land ownership LeGAL SERVICES Land and Property Land ownership LeGAL SERVICES Land and Property Land ownership Title Deeds Valuations, rnaps, copy title deeds, supplied events, with external gardeners of prior title, bundle of unegistered title deeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership or file beeds, supplied events, with external faint ownership ownership or file beeds, supplied events, with external faint ownership or file events, with external faint ownership or file events, with external faint ownership ownership ownership ownership ownership or file events, with external faint owne	LEGAL SERVICES	Litigation	Debt recovery	Case file		closure	6 years		Destroy
content parties including Solicitors, copies of the deads, maps, file notes, correspondence with other parties including Solicitors, copies of the deads, maps, file notes, professional reports Land and Property Land disputes Land disputes Land disputes Land disputes Coveryancing file including excroachments, advesses professional reports Land and Property Land disputes Coveryancing file including excroachments, advesses professional reports Land and Property Land disputes Coveryancing file including excroachments, advesses professional reports Land and Property Land disputes Coveryancing file including objectives, copies of the destination of the deads, maps, file notes, correspondence with other parties including Solicitors, copies of the deads, maps, file notes, professional reports Land and Property Land disputes Coveryancing Coveryancing Requests for information re Requests for information re Ange, copy title deeds, emails, file notes, professional reports Land and Property Land ownership Title Deeds Valuations, maps, copy title deeds, emails, file notes, professional reports Land Registry maps and follors, evidence of prior title, bundle of the end of calendar value of the evidence of prior title, bundle of the end of calendar value of the evidence of the ev									
LEGAL SERVICES Land and Property Land dispute file including encoachments, alverse processor and reports LEGAL SERVICES Land and Property Land dispute file including encoachments, alverse processor and reports LEGAL SERVICES Land and Property Land dispute file including encoachments, alverse processor and reports Conveyancing encoachments, always processor and reports LEGAL SERVICES Land and Property Conveyancing Requests for information encoachments professor and reports Requests for information encoachments, essements Requests for information encoachments, essements LEGAL SERVICES Land and Property Land ownership LEGAL SERVICES LEGA					other parties including Solicitors, copies	End of calendar			
LEGAL SERVICES Land and Property Land dispute file including encroachments, adverse possession claims Conveyancing file including encroachments, adverse possession claims LEGAL SERVICES Land and Property Land and Property Land ownership Land ownership Title Deeds Conveyancing exception reports exception reports exception reports Egal SERVICES Land and Property Land ownership Title Deeds Conveyancing exception reports exception reports Land Registry maps and folios, evidence of prior title, bundle of unregistered title deeds, waykews, easements, vesting order and vesting recepts Conversional reports, enable, provided and of any period of overholding or surrender of the lease or licence period or the end of any period of overholding or surrender of the lease criticence EGAL SERVICES Land and Property Land and Property Land and Property Land ownership Title Deeds Conversional reports, emails, correspondence with external claims of any period of overholding or surrender of the lease or licence Lesse and licences Lesse and licences Lesse and licence file Land and Property Land and Pro	I ECAL CEDVICES	Litigation	Recovery of land	Casa fila			12 years		Doctrov
LEGAL SERVICES Land and Property Land disputes in Land disputes possession claims Converyancing file including encroachments, adverse professional female propris Converyancing file including encroachments, adverse professional female propris Converyancing file including encroachments, adverse professional female propris Converyancing file including encroachments, adverse professional females, correspondence with external parties including deads, sales, purchases, transfers, land vesting, wayleverse and parties including porties including solicitors, copy title deeds, sales, purchases, transfers, land vesting, wayleverse and parties including porties including solicitors, copy title deeds, gradies, purchases, transfers, land vesting, wayleverse and parties including parties including solicitors, copy title deeds, gradies, purchases, transfers, land vesting receipts Convergendence with external parties including parties including solicitors, copy title deeds, gradies, gradi				Case file	professional reports	ciosure	12 years	1909	Destroy
departmental evidence, correspondence with effests Legor expendence with earth entire the correspondence with earth entire	LEGAL SERVICES	Land and Property	<i>'</i>						
Land dispute file including encroachments, adverse possession claims Land disputes Land and Property Land disputes Land and Property Land disputes Dosession claims Conveyancing file including solicitors, spense, file notes, professional reports Sales, purchases, transcendere with external sland westing, wayleaves and westing, wayleaves and easements LEGAL SERVICES Land and Property Land ownership Land ownership Land ownership Land ownership Land ownership Land and Property Land ownership Title Deeds Title Deeds Legal SERVICES Land and Property Land and Property Land ownership Land and Property Land ownership Land wwesting receipts Title Deeds Title Litleads, wayle are following case closure. The way and solicitors, file notes, or file not									
LEGAL SERVICES Land and Property Land disputes Legal Services Land and Property Land ownership Legal Services Legal Ser									
LEGAL SERVICES Land and Property Land disputes Conveyancing ille including sales, purchases, transfers, all vesting, wayleaves and parties including Solicitors, file notes, professional reports LEGAL SERVICES Land and Property Land ownership LEGAL SERVICES Land and Property Land ownership LEGAL SERVICES Land and Property Land ownership Title Deeds Date of last action case dosure, date of calendar year) Land Registry maps and folios, evidence of prior title, bundle of unregistered title deedd, wayleaves, easements, vesting order and vesting receipts LEGAL SERVICES Land and Property Land ownership Title Deeds Title Deeds Title Deeds Date of last action of calendar year) Legal SERVICES Land and Property Land ownership Title Deeds Date of last action of calendar year) Legal SERVICES Land and Property Legal SERVICES Land and Property Land ownership Title Deeds Title Deeds Title Deeds Date of last action of calendar year) Legal SERVICES Land and Property Legal SERVICES Land and Property Lease and licence Lease and licence File Valuations, maps, copy title deeds, professional reports, emails, correspondence with external lands, and the deeds, experiment of any period of overholding or surrender of the lease or licence (whichever shall be these or licence period or the end of any period of overholding or surrender of the lease or licence period or the end of any period of overholding or o				Land dispute file including		End of calendar			
Conveyancing file including sales, purchases, transfers, ease, purchases, transfers, ease, purchases, transfers, easements easement easements easement easement easement easements easement easements easement				,					
sales, purchases, transfers and vesting, wayleaves and parties including Solictors, file notes, correspondence with external land ownership and ownership and ownership porter. LEGAL SERVICES Land and Property Land ownership LEGAL SERVICES Land and Property Land ownership LEGAL SERVICES Land and Property Land ownership Title Deeds Title Deeds Title Deeds Valuations, maps, copy title deeds, professional reports, emails, file notes orrespondence with external land ownership professional reports, exciting order and vesting receipts LEGAL SERVICES Land and Property Land ownership Title Deeds Valuations, maps, copy title deeds, professional reports, emails, difference period or the end of any period of overholding or surrender of the Lease term, licence period or the end of any period of overholding or surrender of the Lease term, licence period or the end of any period of overholding or surrender of the Lease term, licence period or the end of any period of overholding or surrender of the Lease term, licence period or the end of any period of overholding or surrender of the Lease term, licence period or the end of any period of overholding or surrender of the Lease term, licence period or the end of any period of overholding or surrender of the lease or licence period or the end of any period of overholding or surrender of the elase or licence period or the end of any period of overholding or surrender of the lease or licence period or the end of any period of overholding or surrender of the lease or licence period or the end of any period of the elase or licence period or the end of any period of the end of any period of the elase or licence period or the end of any period of the elase or licence period or the end of any period of the elase or licence period or the end of any period of the elase or licence period or the end of any period of the elase or licence period or the end of any period of the lease or licence period or the end of any period of the lease or licence period or the end of any p	LEGAL SERVICES	Land and Property	Land disputes			closure	12 years	1989	Destroy
LEGAL SERVICES Land and Property Land ownership Land ownership Title Deeds Title Deeds Date of last action (Collowing and of calendor year) 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 (Collowing and of calendor year) Land and Property Land ownership Title Deeds Title Deeds Title Deeds Date of last action (Collowing and of calendor year) Date of last action of last action of calendor year) Legal Lega				sales, purchases, transfers,	emails, correspondence with external				
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LEGAL SERVICES Land and Property Land ownership Legal Services Land and Property Land ownership Legal Services Land and Property Land ownership Title Deeds Land and Property Land ownership Title Deeds Valuations, maps, copy title deeds, professional reports, emails, reception of the latery Legal Services Land and Property Leases and licences Lease and licence File Requests for information re part of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period of overholding or surrender of the lease term, licence period or the end of any period	EGAL SERVICES	Land and Property	Conveyancing	easements	professional reports		20 years	business requirement	Council
LEGAL SERVICES Land and Property Land ownership Legal SERVICES Land and Property Land ownership Legal SERVICES Land and Property Land ownership Title Deeds Title Deeds Lease and licence File Valuations, maps, copy title deeds, professional reports, emails, correspondence, file notes Lease and licence File Lease and Lea						of last action			
LEGAL SERVICES Land and Property Land ownership Title Deeds Date of last action Z0 years Business requirement Council From expiry of the Lease term, licence (whichever shall be the later) 1 year Business requirement Destroy From expiry of the Lease term, licence period of the end of any period of overholding or surrender of the lease or licence period of overholding or surrender of the lease or licence period of overholding or surrender of the lease or licence (lease or licence period of overholding or surrender of the lease or licence period of overholding or surrender of the lease or licence period of overholding or surrender of the lease or licence	FGAL SERVICES	Land and Property	Land ownership				1 vear	Rusiness requirement	Destroy
LEGAL SERVICES Land and Property Land ownership Title Deeds Title Deeds Title Deeds Title Deeds Date of last action Dat	LOVE SERVICES	Lana and Property	Lana ownership	land ownership			1 yeur	Dubiness requirement	Descroy
LEGAL SERVICES Land and Property Land ownership Title Deeds Title Deeds Title Deeds Date of last action From expiry of the Lease term, licence period or the end of any period of overholding or surrender of the lease or licence period or the the lease or licence									
LEGAL SERVICES Land and Property Land ownership Title Deeds order and vesting receipts Date of last action 20 years Business requirement Council 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) LEGAL SERVICES Land and Property Leases and licences Lease and licence File Lease and licence File Lease and licence File Title Deeds order and vesting receipts Date of last action 20 years Business requirement Council From expiry of the Lease or licence (whichever shall be the later) 1 year Business requirement Destroy Destroy						i			Permanent retention by
Lease term, licence period or the end of any period of overholding or surrender of the lease or licence (whichever shall be the later) Lease and licences Lease and licence File Lease term, licence (whichever shall be the later) 1 year Business requirement Destroy From expiry of the Lease term, licence period or the end of any period of overholding or surrender of the lease or licence	_EGAL SERVICES	Land and Property	Land ownership	Title Deeds	order and vesting receipts	Date of last action	20 years	Business requirement	Council
Lease term, licence period or the end of any period of the lease or licence LEGAL SERVICES Land and Property Leases and licences Lease and licence File Lease term, licence (whichever shall be the later) 1 year Business requirement Destroy From expiry of the Lease term, licence period or the end of any period of overholding or surrender of the lease or licence						From expiry of the			
LEGAL SERVICES Land and Property Leases and licences Lease and licence File Lease and licence File Valuations, maps, copy title deeds, professional reports, emails, correspondence, file notes Lease and licence File From expiry of the Lease term, licence period or the end of any period of overholding or surrender of the lease or licence Professional reports, emails, (whichever shall be the later) 1 year Business requirement Destroy									
LEGAL SERVICES Land and Property Leases and licences Lease and licence File 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 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									
LEGAL SERVICES Land and Property Leases and licences Lease and licence File 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 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									
LEGAL SERVICES Land and Property Leases and licences Lease and licence File 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									
LEGAL SERVICES Land and Property Leases and licences Lease and licence File Correspondence, file notes the later) 1 year Business requirement Destroy From expiry of the Lease term, licence period or the end of any period of overholding or surrender of the lease or licence									
Lease term, licence period or the end of any period of overholding or surrender of the lease or licence	LEGAL SERVICES	Land and Property	Leases and licences	Lease and licence File			1 year	Business requirement	Destroy
Lease term, licence period or the end of any period of overholding or surrender of the lease or licence						From owning of the			
of any period of overholding or surrender of the lease or licence									
overholding or surrender of the lease or licence									
surrender of the lease or licence									
								TI 1: :: :: (NT) O 1	
Criginal lease or licence, rent review (whichever shall be The Limitation (NI) Order Lease and licence Lease and licence File memorandum the later 21 years 1989 Destroy	LEGAL SERVICES	Land and Property	Leases and licences	Lease and licence File		`	21 years		Destrov
Permanent ret						,	•		Permanent retention by
LEGAL SERVICES Land and Property Leases and licences Lease schedule Lease Schedule Permanent Business requirement Council	_EGAL SERVICES	Land and Property	Leases and licences	Lease schedule	Lease Schedule	1	Permanent	Business requirement	Council
Deed of Charge / Retention Letters of Offer, project details, emails, Release of Deed of									
Deed of Charge and Disposal Agreements correspondence, file notes, copy title Charge on expiry	LECAL CERVICES	1115		, ,			4	Durain and the state of the sta	Darter
LEGAL SERVICES Land and Property (financial assistance) file deeds and maps of term of deed 1 year Business requirement Destroy	LEGAL SERVICES	Land and Property	(rinancial assistance)	riie	deeds and maps	or term of deed	1 year	Business requirement	Destroy
Release of Deed of									
Coriginal Deed of Charge and evidence Charge on expiry Land and Property Deed of Charge Deed of Charge file Deed of Charge Deed		I		1				1	1

		1	T	1	1	I		1
					Expiry of Retention			
					and Disposal			
					Agreement on			
			Retention and Disposal	Original retention and disposal	expiry of term of			
LEGAL SERVICES	Land and Property	Deed of charge	agreements	agreements	agreement	1 year	Business requirement	Destroy
LEGAL SERVICES	Contract Law							
				List of documents upon which Council				Permanent retention by
LEGAL SERVICES	Contract Law	Council Seal	Record of Council Seal	Seal has been placed Copy tender documents, emails,		Permanent	Council's Standing Orders	Council
			Contract file - original held	correspondence, file notes, copy				
LEGAL SERVICES	Contract Law	Preparation of contract	by responsible department	contracts	Date of last action	1 year	Business requirement	Destroy
				Emails, departmental evidence, letters,				
				professional reports, correspondence				
LEGAL SERVICES	Contract Law	Provision of contract advice	Contract advice file	with third parties including Belfast Legal, file notes	Date of last action	1 year	Business requirement	Destroy
			Contract advice file	Legal, file flotes	Date of last action	1 year	business requirement	Destroy
LEGAL SERVICES	Enforcement / Pros	secution of Offences	Prosecution case file,	T		I		Legal copy - Destroy
	Enforcement /		Planning, original held by	Emails, correspondence, departmental				Original - Permanent
LEGAL SERVICES	Prosecution of Offences	Prosecutions	Planning	evidence, file notes, officers' statements	Date of last action	1 year	Business requirement	retention by Council
			-					
			Prosecution case file					
			relating to Licensing, Dog Order, Waste Management,					
			Environmental Protection,					
			Environmental Health,			Legal Administration - 1		
			Breach of Bye-law - original			year		
. = 0.1. 0= 0.10= 0	Enforcement /		held by responsible	Emails, correspondence, departmental		Responsible department -		
LEGAL SERVICES	Prosecution of Offences	Prosecutions	department	evidence, file notes, officers' statements	Date of last action	6 years Legal Administration - 1	Business requirement	Destroy
						year		
	Enforcement /		Prosecution case file	Emails, correspondence, departmental		Responsible department -		
LEGAL SERVICES	Prosecution of Offences	Prosecutions	relating to food safety	evidence, file notes, officers' statements	Date of last action		Business requirement	Destroy
						Legal Administration - 1		l
	Enforcement /		Prosecution case file,	Empile correspondence deportmental		year		Legal copy - Destroy Original - Permanent
LEGAL SERVICES	Enforcement / Prosecution of Offences	Prosecutions	Building Control - original held by Building Control	Emails, correspondence, departmental evidence, file notes, officers' statements	Date of last action	Responsible department - Permanent	Business requirement	retention by Council
		Trosecutions	neid by building control	evidence, me notes, officers statements	Duce of last action	remanent	Dubiness requirement	recention by council
LEGAL SERVICES	Statutory			Emails, correspondence, file notes, copy	,			
LEGAL SERVICES	Statutory	Bye-laws	Bye-law file	bye-laws	Date of Bye-law	1 year	Business requirement	Destroy
	,	,	,	,	,	,		Permanent retention by
LEGAL SERVICES	Statutory	Bye-laws	Bye-law file	Enactment of Bye-laws	Date of Bye-law	20 years	Business requirement	Council
LECAL CEDVICES	Charles to an a	Chate the second and a second	Chatasham and all file	Emails, correspondence, file notes, legal		1	Durain and manager	D. atuani
LEGAL SERVICES	Statutory	Statutory appeals	Statutory appeal file Register of employee	opinion Conflict of interest declarations, emails,	Date of last action	1 year	Business requirement	Destroy
LEGAL SERVICES	Statutory	Conflict of interest	interests	letters and notes	Termination date	6 years	Business requirement	Destroy
-	,		Conflict of Interest Policy			See Management,		,
LEGAL SERVICES	Statutory	Policy and Procedure	and Procedure			Corporate Policy		
LEGAL SERVICES	Advisory							
				Documentation relating to advice				
		1		provided to internal and external				
LEGAL SERVICES	Advisory	Provision of legal advice	Advice file	matters, emails, correspondence, file notes, legal opinion	Date of last action	1 vear	Business requirement	Destroy
			p. acree inc	notes, regai opinion	Date of last action	12 your	Dasiness requirement	2 330 07
LEGAL SERVICES	Professional Develo	pment		Precedent deeds, agreements, contracts	:			Permanent retention by
LEGAL SERVICES	Development	Precedents	Precedent file	and terms and conditions	Date of last action	20 years	Business requirement	Council
-				Records documenting the conduct of				
	Professional	L		litigation involving council where a legal	L			Permanent retention by
LEGAL SERVICES	Development	Precedents	Precedent cases file	precedent was established	Date of last action	20 years	Business requirement	Council
LEGAL SERVICES	Professional Development	Learning and development	Guidance notes and records	Emails, correspondence, case reports,	End of calendar year	10 years	Business requirement	Destroy
			Canaditice notes and records	- Circulars	17501	ITO ACRIS	pasificas requirement	Destroy
LEGAL SERVICES	Access to the Coun	tryside		Register of all asserted Public Rights of		I		1
	Access to the	1		Way by location with assertion			The Access to the	Permanent retention by
LEGAL SERVICES	Countryside	Rights of Way	Rights of Way Register	statement and map	Date of creation	20 years	Countryside (NI) Order 1983	
-		,	, -3				. , , , ,	•

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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
	Access to the		Access to the Countryside			See Management,		
LEGAL SERVICES	Countryside	Policy and Procedure	Policy and Procedure			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 SPO	RT							
	Indoor Leisure							
LEISURE AND SPORT	Indoor Leisure	Membership		I	Date membership			
LEISURE AND SPORT	Indoor Leisure	management	Member file	Registration and renewal	lapses / ends	1 year	Business requirement	Destroy
		Membership		Documentation relating to all booking types including block, single session,				
LEISURE AND SPORT	Indoor Leisure	management	Booking file	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		
		,	COSHH, Risk assessment,	Assessments, certificates, maintenance				
LEISURE AND SPORT	Indoor Leisure	Health and Safety	SSOW, Fire documentation	records		See Health and Safety		
LEISURE AND SPORT	Indoor Leisure	Health and Safety	H&S exposure monitoring HSENI inspections,	Documentation regarding H&S policy and procedures and periodic monitoring		See Health and Safety		
LEISURE AND SPORT	Indoor Leisure	Maintenance, monitoring & inspection	enforcement documentation	Documentation regarding inspections and any enforcement notices		See Council Property, Property Maintenance		
LETCLIDE AND COOPT	Indoor Loisura	Maintenance, monitoring		Report of inspection of any facilities - machinery or services		See Council Property,		
LEISURE AND SPORT	Indoor Leisure	& inspection Maintenance, monitoring	Inspection reports	Daily/Weekly/Monthly check sheets i.e. cleaning/building/pool plant/gym and		Property Maintenance Lifespan of equipment or 6		
LEISURE AND SPORT	Indoor Leisure	& inspection	Check sheets	sports equipment	Date of inspection	years	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure	Finance	Membership fees and payments	Credit card, cash, online and cheque payments Recording details relevant to Leisure	Date of online	See Finance		
LEISURE AND SPORT	Indoor Leisure	Safeguarding	Leisure watch report forms		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		

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LEISURE AND SPORT	Outdoor Leisure	Event management	Sports awards file	Sports awards		See Management, Events		
ELISORE AND SI ORT	Outdoor Ecisure	Event management	Sports awards file	Records relating to events booked on		See Hanagement, Events		
				Council land by individuals and groups				
				for leisure purposes including				
				correspondence, payment, risk				
LEISURE AND SPORT	Outdoor Leisure	Event management	Third party events file	assessments, insurance details		See Management, Events		
				Documentation relating to general				
				management of sports facilities, pitches,				
				playgrounds, cricket grounds, bowling				
		Land and property		greens, amenity areas, parks, walking	End of financial			
LEISURE AND SPORT	Outdoor Leisure	management	Facility by location	trails	year	6 years	Business requirement	Destroy
LEISURE AND SPORT	Outdoor Leisure	Land and property management	Bosonyoir Bogistor			Dormanont	The Reservoirs Act (NI) 2015	Permanent retention by
LEISURE AND SPORT	Outdoor Leisure	Land and property	Reservoir Register			Permanent	The Reservoirs Act (NI) 2015	Council
LEISURE AND SPORT	Outdoor Leisure	management	Reservoirs by location	Annual inspections, monitoring data	Until superseded	7 years	The Reservoirs Act (NI) 2015	Destroy
LEISORE AND SI ORT	Outdoor Ecisure	management	Reservoirs by location	Documentation relating to health &	Ontil Superscueu	/ ycurs	THE RESERVOITS ACT (NT) 2015	Destroy
				safety - water testing, equipment		See Council Property,		
		Land and property	Health & Safety Inspections	inspections e.g. children's playground		Property Maintenance		
LEISURE AND SPORT	Outdoor Leisure	management	/ Reports	equipment, accident reports etc.		See Health and Safety		
			Lease to external	Lease agreements, service level				
LEISURE AND SPORT	Outdoor Leisure	Leasing	organisations	agreement, payment details		See Legal Services		
			Lease from external	Lease agreements, service level				
LEISURE AND SPORT	Outdoor Leisure	Leasing	organisations	agreement, payment details		See Legal Services		
		Maintenance of	1	Inspection Schedule for play area				1
		infrastructure and	T	including list of all play assets and		Con Court II D		1
		facilities on public land		documentation relating to maintenance, visual inspections, play accidents /		See Council Property,		1
LEISURE AND SPORT	Outdoor Leisure	or in a recreational facility	incident / accident file by	incidents by year		Property Maintenance See Health and Safety		
LEISURE AND SPORT	Outdoor Leisure	Closure of a public open	location	Documentation relating to closure		See rieditif and Safety		
		space or a recreational		including consultation, correspondence,				
LEISURE AND SPORT	Outdoor Leisure	facility	File by location	legal agreements		See Legal Services		
		1	,		End of calendar			
		Playgrounds and play			year in which event		Register of Play Inspectors	
LEISURE AND SPORT	Outdoor Leisure	areas	Annual audit	Annual Play inspection	occurred	21 years	International	Destroy
						See Council Property,		
LEISURE AND SPORT	Outdoor Leisure	Capital projects	Capital project scheme file	Contracts, correspondence, staffing		Capital Projects		
			Play facilities strategy,					
			sports facilities strategy,			_		
LEISURE AND SPORT	Outdoor Leisure	Strategy and planning	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
			орен зрасез знатеду		Ontil Superscueu	15 years	Dusiness requirement	Descroy
LEISURE AND SPORT	Sports Developme		1			T		'
		Sports Development	Sports Development			See Management,		
LEISURE AND SPORT	Sports Development	Strategy	Strategy			Strategic Planning	1	1
			1	Documentation relating to health		3 years OR	Business requirement	1
		Sports Development		programmes, health initiatives, sports	End of financial	As per Funder Letter of	Dusiness requirement	
LEISURE AND SPORT	Sports development	Programme	Programme file	development programmes	year	Offer	Funding Body Letter of Offer	Destroy
ELISONE / WED STORY	Sports development	ogrannic	External funding - trusts,	Documentation relating to external	, oui	JJ	. aanig body Letter of Offer	20007
			PHA, Sport NI, multiple	funding - applications, correspondence,	Date of final claim	As per funder's Letter of		1
LEISURE AND SPORT	Sports development	Funding	funders	claims, reporting	and payment	Offer	Funding body Letter of Offer	Destroy
			Financial assistance to					
			sports groups -	Documentation relating to funding to		As per funder's Letter of		1
LEISURE AND SPORT	Sports development	Funding	applications, eligibility,	sports groups - contracts, agreements	and payment	Offer	Funding body Letter of Offer	Destroy
				Documentation relating to funded				
LETCURE AND COORT	Consider the control of	E din -	Duration to account to the City	project monitoring - correspondence,	D-t : :	c	Business was at	Dt
LEISURE AND SPORT	Sports development	Funding	Project monitoring file	inspections, file notes, reports	Date project ends	b years	Business requirement	Destroy
			1	Documentation relating to advice and				1
			1	assistance provided to individual				1
			1	projects including safeguarding, funding				
			1	assistance, financial assistance, training,				1
			Community Sports Project	accreditations, SANSA activities,				1
LEISURE AND SPORT	Sports Development	Engagement	file	Disability NI, Autism NI	Date of last action	6 years	Business requirement	Destroy
_				Database of clubs, coaches and	Date removed from			, , , , , , , , , , , , , , , , , , ,
LEISURE AND SPORT	Sports Development	Engagement	Sports club, coach database	members	database	1 year	Business requirement	Destroy
			Individual contracts with	Documentation relating to the contract				
LEISURE AND SPORT	Sports development	Contracts	coaches	with coaches	Date contract ends	6 years	Business requirement	Destroy

LICENSING								
LICENSING	Registration, Perm	its 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 -
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		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 license 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	Licence application	Documentation including application and administration relating to the grant, refusal and renewal of societies lotteries	, Date licence	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

								Hard copy records -
								Destroy
				Documentation including application		Hard copy - 2 years		Electronic database records
	Registration, Permits			and administration relating to the grant		Database held electronic		- Permanent retention by
LICENSING	and Licencing	Dog licensing	Licence application	refusal and renewal of dog licences	expires	files - permanent	The Dogs (NI) Order 1983	Council
				D			The Deer (NIT) Ouder 1003	Hard copy records -
				Documentation including application			The Dogs (NI) Order 1983	Destroy
	Danishustian Danisha			and administration relating to the grant, refusal and renewal of Licence for		Hard copy - 2 years	Required for property	Electronic database records
LICENCING	Registration, Permits	Licensing of breeding establishments	Licence application		Date licence	Database held electronic	certificates and	- Permanent retention by
LICENSING	and Licencing	Provision of dog	Licence application	breeding establishments	expires	files - permanent	conveyancing purposes	Council
	Registration, Permits	kennelling facility and						
LICENSING	and Licencing	dog holding facility	Kennelling facility file	Procurement documentation		See Procurement		
LICENSING	und Electroning	dog Holding rucincy	rememing raciney me	Trocarement documentation		occ i rocurement		Hard copy records -
								Destroy
				Documentation including application		Hard copy - 3 years		Electronic database records
	Registration, Permits	Road closures for special		and administration relating to the grant		Database held electronic	The Roads (Miscellaneous	- Permanent retention by
LICENSING	and Licencing	events	Application file	or refusal of road closure order	Date of Event	files - permanent	Provisions) Act (NI) 2010	Council
			L PP					1
LICENSING	Enforcement / Pros	secution of Offences	l		1			T
	Enforcement /				1	1		
LICENSING	Prosecution of Offences	Legal administration	Contact database	Contact details for local magistrates	Until superseded	1 year	Business requirement	Destroy
LICLIANING	riosecution of offences	Legai duministration	Contact database	contact details for local magistrates	ondi superseded	1 yeur	pusiness requirement	Descrip
	Enforcement /	Issuing Fixed Penalty		Documentation relating to issuing of	1	1		
LICENSING	Prosecution of Offences		FPN case file by name	fixed penalty notices	Date of last action	5 years	Business requirement	Destroy
			case me by name	Documentation relating to a	_ 200 0000 000011	- , 505		
				prosecution, investigation,				
	Enforcement /			correspondence, witness statements,				
LICENSING		Prosecution of offences	Case file	Court Order		See Legal Services		
LICENCING	Charact Name and	Normalia and an			•			
LICENSING	Street Naming and	Numbering	<u> </u>		1	1	The Legal Covernment	Thoug come records
							The Local Government	Hard copy records -
				Documentation including application		Hard copy - 2 years	(Miscellaneous Provisions) (NI) Order 1985 - Schedule	Destroy Electronic database records
	Stroot Naming and			and administration relating to requests		Database held electronic	11, Street Names and	- Permanent retention by
LICENSING	Street Naming and Numbering	Postal Numbering	Application file	for postal numbering	Date of application	files - permanent	Numbering of Buildings	Council
LICENSING	Numbering	FOStal Numbering	Application file	Tor postar numbering	Date of application	nies - permanent	The Local Government	Hard copy records -
				Documentation including application			(Miscellaneous Provisions)	Destroy
				and administration relating to requests		Hard copy - 2 years	(NI) Order 1985 - Schedule	Electronic database records
	Street Naming and	Street nameplate		for street nameplates to be erected or		Database held electronic	11, Street Names and	- Permanent retention by
LICENSING	Numbering	request	Application file	replaced	Date of application		Numbering of Buildings	Council
	Street Naming and		Erection of street name			, p		
LICENSING	Numbering	Street nameplates	plates	Procurement documentation		See Procurement		
		, , , , , , , , , , , , , , , , , , ,		Requests for erection of dual language				
				nameplates, application, consultation			The Local Government	Hard copy records -
				results, council minute re approval or	1	1	(Miscellaneous Provisions)	Destroy
				refusal	1	Hard copy - 2 years	(NI) Order 1985 - Schedule	Electronic database records
	Street Naming and	Dual street name	Requests for bi-lingual	Consultation returns destroyed when		Database held electronic	11, Street Names and	- Permanent retention by
LICENSING	Numbering	applications	street nameplates	Yes / No response is recorded	Date of application	files - permanent	Numbering of Buildings	Council
MANAGEMENT								
PIANAGEPIENT								
MANAGEMENT	Audit and Risk Mar	nagement						
				All documentation relating to the	1	1	1	
				external audit including audit report,	1	1		
l	Audit and Risk	L		audit plans, management letters, any	Date audit	1_	L	
MANAGEMENT	Management	External audit	External audit report	other correspondence	completed	6 years	Business requirement	Destroy
	Audit and Risk			_ , , , ,	Date study	<u> </u>		
MANAGEMENT	Management	External audit	Value for money studies	Findings from external audit	completed	6 years	Business requirement	Destroy
				All documentation relating to the audit	1	1		
	Audit or d Diele		Auditing roos::	process including audit engagement	Data audit	1		
MANIACEMENT	Audit and Risk	Teksonal avalik	Auditing records - no	plans, audit work papers, evidence and			D	Dantum
MANAGEMENT	Management	Internal audit	investigation	audit reports	completed	6 years	Business requirement	Destroy
					Completion of	1		
			Auditing records	All decumentation relating to one-i-l	Completion of court proceedings /			
			Auditing records - investigations involving	All documentation relating to special investigations undertaken by Internal	disciplinary process			
	Audit and Risk		prosecution, disciplinary	Audit including working papers and	(Resolution of the			
MANAGEMENT		Internal audit	action, etc.	reports	(Resolution of the case)	6 years	Business requirement	Destroy
PIANAGEMENT	Management	Internal audit	action, etc.	ichoire	case)	6 years	Dualitess requirement	Destroy

				Tour and the second sec	1	1	1	
				All documentation relating to the audit				
	Audit and Risk			process which are not the principal copy				
MANAGEMENT	Management	Internal audit	Internal audit	held by Internal Audit	completed	1 year	Business requirement	Destroy
				All documentation relating to the				
	Audit and Risk			internal audit programme (including ICT				
MANAGEMENT	Management	Internal audit	Internal audit Programme	and contract compliance audits)	year	6 years	Business requirement	Destroy
	Audit and Risk			All documentation relating to ad hoc	End of financial			
MANAGEMENT	Management	Internal audit	Advisory	and advisory audit work	year	6 years	Business requirement	Destroy
	Audit and Risk					See Democracy, Decision		
MANAGEMENT	Management	Audit committee	Minutes	Agenda, reports, minutes, action sheets		Making		
	Audit and Risk		Corporate reporting and		Quarterly Audit			
MANAGEMENT	Management	Reporting	monitoring	Corporate risk register	Committee date	6 years	Business requirement	Destroy
	Audit and Risk		Directorate and service	Risk registers, assessments and controls	End of financial			
MANAGEMENT	Management	Reporting	reporting and monitoring	for individual risks	year	6 years	Business requirement	Destroy
					Date impact			
	Audit and Risk		Business impact	Operational, tactical and strategic	assessment			
MANAGEMENT	Management	Business continuity	assessments	assessments	superseded	6 years	Business requirement	Destroy
		·		Assessments and associated				·
				correspondence related to the				
	Audit and Risk			assessment or emergency incident	Date plan			
MANAGEMENT	Management	Business continuity	Risk assessment	response	superseded	6 years	Business requirement	Destroy
1 3 3 3 3 3 2 3 2 3 3 3 3 3 3 3 3 3 3 3	Audit and Risk	Dubiness continuity	Tubic debessioners	Plan and associated policy and	Date plan	5 years	Dubiness requirement	2 000.07
MANAGEMENT	Management	Business continuity	Resilience plan	procedure	superseded	6 years	Business requirement	Destroy
I WANGEFIELD	Audit and Risk	Duanicaa continuity	resilience pian	procedure	Juperacucu	See Democracy, Decision	pasiness requirement	Destroy
MANAGEMENT	Management	Stakeholder engagement	Working group file	Agenda, reports, minutes, action sheets		Making		
MANAGEMENT	Management	Stakeriolder erigagerilerii	Working group file	Agenda, reports, minutes, action sneets	ļ	Макий	ļ	
MANAGEMENT	Consultations and	l Engagement						
				Preparatory documentation relating to				
				the administration and design of a				
				consultation or survey, questionnaires,				
	Consultations and			third party responses and analysis of				
MANAGEMENT	Engagement	Consultations / Surveys	Consultation file	responses	Date completed	3 years	Business requirement	Destroy
T WITH IGENTERY	Consultations and	constitutions / surveys	Constitution me	Final outputs - reports, presentations,	Dute completed	3 years	Dubiness requirement	Destroy
MANAGEMENT	Engagement	Consultations / Surveys	Final outputs	anonymised statistics	Publication date	6 years	Business requirement	Destroy
T WITH IGENTERY	Engagement	constitutions / surveys	Tillar Gatpats	diffinised statistics	Completion of	o years	Dubiness requirement	Destroy
	Consultations and			Preparatory documents for the design	survey /			
MANAGEMENT	Engagement	Consultations / Surveys	Internal requester file	of a consultation / survey	consultation	3 years	Business requirement	Destroy
MANAGEMENT	Engagement	Consultations / Surveys	Internal requester file			5 years	business requirement	Destroy
	C			Documentation relating to the response	Completion of	C		
MANACEMENT	Consultations and	C	Third and an	from another organisation to a	survey /	6 months or as per Privacy	D i	Dareture
MANAGEMENT	Engagement	Consultations / Surveys	Third party responses	consultation / survey	consultation	Notice	Business requirement	Destroy
					Completion of			
	Consultations and			Documents re the analysis of responses				
MANAGEMENT	Engagement	Consultations / Surveys	Analysis	to a consultation / survey.	consultation	3 years	Business requirement	Destroy
				Council's response to a consultation or				
	Consultations and			survey carried out by an external				
MANAGEMENT	Engagement	External Consultation	Request / Response file	organisation, including reports to CMT	Date of last action	3 years	Business requirement	Destroy
		Requests re naming						
		council facilities,		Case file for each application which				
	Consultations and	artwork, commemorative		includes request, assessment and				
MANAGEMENT	Engagement	trees, benches, etc.	Case file	decision of panel, appeals and decisions	Date of last action	5 years	Business requirement	Destroy
MANACEMENT	C							
MANAGEMENT	Corporate Admini	stration			1	ı	1	Tr
			1			D		Hard copy records -
			1			Paper records - end of		Destroy
	_		1	Documentation relating to application,		calendar year + 1 year		Electronic database records
	Corporate	Council property	1	completed departmental sections, final		Electronic records -		- Permanent retention by
MANAGEMENT	Administration	certificates	Property certificate file	certificate	Date of certificate	permanent	Business requirement	Council
			1	Documentation relating to the				
	Corporate		1	procurement and management of		1		
MANAGEMENT	Administration	Business support	Postal service file	contract	<u> </u>	See Procurement	<u> </u>	
				Documentation relating to the				
	Corporate		1	procurement and management of				
MANAGEMENT	Administration	Business support	Stationery contract file	contract		See Procurement		
	Corporate	100	,	Documentation relating to room	End of financial			
MANAGEMENT	Administration	Business support	Meeting room management	bookings, catering request forms	year	2 years	Business requirement	Destroy
			Non-function specific	Correspondence that is not linked to	,	, , , , , , , , , , , , , , , , , , , ,		
	Corporate		letters, emails, general	any specific process and has no		1		
MANAGEMENT	Administration	General information	correspondence / files	identified function	Date received	2 years	Business requirement	Destroy
	Autimiou autiti	ochiciai imorniation	correspondence / mes	racharica function	Date received	1- 1-uis	Pasificas requirefficit	Descrip

	ı	П	lo	1	1	T		1
			Compliment slips,					
			catalogues, trade journals,					1
			suppliers' promotional	Correspondence that is not listed.				
	C		, , , , ,	Correspondence that is not linked to	Data a dania intention			
MANIACEMENT	Corporate	Conoral information	conference invitations,	any specific process and has no	Date administrative		Pusiness requirement	Doctroy
MANAGEMENT	Administration	General information	message slips	identified function	use is concluded	None	Business requirement	Destroy
MANAGEMENT	Corporate Commu	nications and Marketi	ng					1
				PDFs of statutory public notices -				
	Corporate			responsible department to retain	End of financial			
MANACEMENT	Communications and	A di	Dublic metions	the master copy for the retention	year following date	C	Decision and the second	Darting
MANAGEMENT	Marketing	Advertising	Public notices Procurement and contract	period Tender specifications, submissions,	of advertisement	6 years	Business requirement	Destroy
	Corporate		management for	evaluations, reports, successful /				
	Communications and		advertising, graphic design,	unsuccessful letters, contract, monthly				
MANAGEMENT	Marketing	Contract management	media monitoring	management reports		See Procurement		
MANAGEMENT	indixeding	Contract management	media monitoring	Documentation relating to the process		See Frocurement		
				of creating the corporate image -				
				master files of NMDDC logo, corporate				Master copy of logo -
				templates, branding manual		Master copy of logo -		Permanent retention by
	Corporate					Permanent		Council
	Communications and	Corporate identity and	Final artwork and identity	Guidance on the use of the corporate				
MANAGEMENT	Marketing	branding	guidelines	brand	Until superseded	Other records - 5 years	Business requirement	Other records - Destroy
	Corporate		Ī	Communications with other public		, , , , , , ,		1
	Communications and			sector organisations, outside bodies or				
MANAGEMENT	Marketing	External communications	Communications file	partners - held by service area	Date of last action	3 years	Business requirement	Destroy
				Content provided by service areas for				
				corporate website and processed via				
				the Content Management System (CMS))			
	Corporate			Service areas are responsible for				
	Communications and			retaining content in line with specific				
MANAGEMENT	Marketing	External communications	Corporate website content	retention schedule	Until superseded	None	Business requirement	Destroy
	Corporate							
MANIACEMENT	Communications and	F. 4	Carial Madia assessina	Permanent digital imprint of message	D-4	D	Decision and the second	Permanent retention by
MANAGEMENT	Marketing	External communications	Social Media messaging	posted	Date posted	Permanent	Business requirement	Council
	Corporate Communications and			Contact details for Councillors, Members of Parliament, Members of the	Date removed from			
MANAGEMENT	Marketing	External communications	Contact database	Legislative Assembly	database	None	Business requirement	Destroy
MANAGEMENT	indixeding	External communications	Contact database	Legislative Assembly	uatabase	None	business requirement	Desiroy
								Corporate Plan, Community
				Annual Report, NMD Connect,				Plan and Annual Report -
				Corporate Plan, Community Plan, other				Transfer to PRONI
				corporate documents including				
	Corporate			brochures - responsible department				Other published works -
	Communications and			to retain the master copy for the				Permanent retention by
MANAGEMENT	Marketing	Graphic design services	Published work of Council	retention period	Date published	20 years	Business requirement	Council
						3 years - master copy only		
	Corporate				Until superseded	L		
	Communications and			Final outputs - presentations, leaflets,	OR administrative	Ephemeral material to be		
MANAGEMENT	Marketing	Marketing	Marketing materials	posters	use ends	destroyed	Business requirement	Destroy
	Corporate							1
MANIACEMENT	Communications and	Mantatina	Mandatina and 11	Donas and an analysis	Date of approval of	1	During and the second	Dartum
MANAGEMENT	Marketing	Marketing	Marketing materials	Preparatory records	final output	1 year	Business requirement	Destroy
	Corporata			Documentation relating to the				1
	Corporate Communications and			development, implementation and	End of financial			
MANAGEMENT	Communications and Marketing	Marketing campaigns	Marketing campaign file	monitoring of each campaign or marketing plan	End of financial	2 10250	Pusinoss roquiromont	Doctroy
PIANAGEMENT	inal keulig	marketing campaigns	marketing campaign nie	Press releases, briefings, social media	year	3 years	Business requirement	Destroy
				messages, published version of a media				
				interview - preparatory records,				
				organisational records, drafts,		Master press releases -		Press releases - Permanent
	Corporate			correspondence including responses to		Permanent		retention by Council
	Communications and			media enquiries, statements to the		. c.manche		. Scandon by Council
MANAGEMENT	Marketing	Media relations	Media releases	Council website, media liaison records.	Date of last action	Other records - 3 years	Business requirement	Other records - Destroy
	Corporate			results in the second se	_ 300 0300 0000011	c. 1000100 5 70015	- =====	
	Communications and							
MANAGEMENT	Marketing	Media relations	Media releases	Notes, emails - held by service area	Date of last action	1 vear	Business requirement	Destroy
	1							

		1	1			T	T	
					Term of Council			
					related			
					documentation -			
					end of current			
					Council term			
	Corporate				Other records -			
	Communications and			Email alerts and documentation relating				
MANAGEMENT	Marketing	Media relations	Media monitoring	to media coverage of Council	year	1 year	Business requirement	Destroy
	Corporate				,	7		,
	Communications and				Date removed from			
MANAGEMENT	Marketing	Media relations	Media contacts database		database	None	Business requirement	Destroy
	Corporate							
l	Communications and		Social Media Policy and			See Management,		
MANAGEMENT	Marketing	Policy and Procedure	Procedure			Corporate Policy		
	Corporate			Corporate and departmental plans for		See Management,		
MANAGEMENT	Communications and Marketing	Public relations	Public relations plans	the promotion of Council services and facilities		Strategic Planning		
PIANAGENERI	Corporate	T ablic Teladions	Tublic Telations plans	racinices	When	Strategic Flamining	+	
	Communications and			Digital photographic library - landscape,	administrative use			
MANAGEMENT	Marketing	Public relations	Photographic library	buildings, environment	ends	None	Business requirement	Destroy
			1	Digital photographic library - people			12.2.2.2	,
				Signed data subject permission forms -	Date permission			
	Corporate			responsible department to retain	ends including any			
l	Communications and		Photographic library -	the master copy for the retention	Privacy Notice			
MANAGEMENT	Marketing	Public relations	People	period	retention period	None	Business requirement	Destroy
				Communications and Marketing				
	Corporate			Strategy, Digital Communications Strategy, Neighbourhood Services				
	Communications and			Transformation Project Communications		See Management,		
MANAGEMENT	Marketing	Strategic development	Strategy Document	Strategy		Strategic Planning		
		<u> </u>	1			<u> </u>	•	
MANAGEMENT	Corporate Policy			Responsible department to retain the				
MANAGEMENT	Corporate Policy	Policy management	Master policy records	master copy for the retention period	Until superseded	5 years	Business requirement	PRONI Appraisal
		, ,	' '	.,	·	,	·	Permanent retention by
MANAGEMENT	Corporate Policy	Policy management	Policy Register			Permanent	Business requirement	Council
			Departmental / service	Official drafts, including equality				
MANAGEMENT	Corporate Policy	Policy development	records	screening	Until superseded	4 years	Business requirement	Destroy
MANAGEMENT	6	D. I		Working papers, drafts, meeting	Date of policy			.
MANAGEMENT	Corporate Policy	Policy development	Preparatory documents	papers, correspondence Public, statutory body and staff	approval	1 year	Business requirement	Destroy
				consultations of policies and strategies				
MANAGEMENT	Corporate Policy	Policy development	Policy consultation	of council	Date completed	4 years	Business requirement	Destroy
	corporate : oney	r oney development	r oney consultation	or courter	Date completed	1 / 00.15	Dadiness requirement	2 cod cy
				Service specific procedures, standards				
MANAGEMENT	Corporate Policy	Corporate Procedures	Departmental Procedures	and guidance documents - final version	Until superseded	4 years	Business requirement	Destroy
MANAGEMENT	Customer Feedbac	k						
	Justicinion i Combuc			Processing of customer comments and				
			Enquiries and comments	enquiries about the Council including				
MANAGEMENT	Customer Feedback	Enquiries and comments	received	responses	Date of last action	1 year	Business requirement	Destroy
					End of calendar			
MANAGEMENT	Customer Feedback	Enquiries and comments		Statistics and anonymised responses	year	2 years	Business requirement	Destroy
	1	Stage 1 Complaint	Complaint file - held by	First level complaints dealt with as part	End of financial		Duringer in the	Danton
	C " ·				year	1 year	Business requirement	Destroy
MANAGEMENT	Customer Feedback	handling	responsible department	of routine business	year	1 year	Dadiness requirement	
MANAGEMENT	Customer Feedback	nandling	геѕропѕівіе дерагипені	Documentation relating to complaints	yeai	I yeu.	Submices requirement	
MANAGEMENT	Customer Feedback	nandling	responsible department	Documentation relating to complaints about council services including	year	2 700.	pasiness requirement	
MANAGEMENT	Customer Feedback			Documentation relating to complaints about council services including complaint details, investigation,	yeai	2 7001	- Sauties requirement	
MANAGEMENT MANAGEMENT	Customer Feedback Customer Feedback	Stages 2 and 3 Complaint handling	Complaint file - held by responsible department	Documentation relating to complaints about council services including	Date of last action		Business requirement	Destroy
		Stages 2 and 3	Complaint file - held by	Documentation relating to complaints about council services including complaint details, investigation, response and monitoring of the				Destroy
		Stages 2 and 3 Complaint handling	Complaint file - held by	Documentation relating to complaints about council services including complaint details, investigation, response and monitoring of the progress of responses Response to Ombudsman assessment and complaint investigations		2 years		Destroy Destroy
MANAGEMENT	Customer Feedback	Stages 2 and 3 Complaint handling Complaints referred to NI Ombudsman	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 Response to Ombudsman assessment and complaint investigations Documentation from Ombudsman	Date of last action	2 years	Business requirement	
MANAGEMENT MANAGEMENT	Customer Feedback Customer Feedback	Stages 2 and 3 Complaint handling Complaints referred to NI Ombudsman Complaints referred to	Complaint file - held by responsible department Complaint file	Documentation relating to complaints about council services including complaint details, investigation, response and monitoring of the progress of responses Response to Ombudsman assessment and complaint investigations Documentation from Ombudsman including findings, recommendations	Date of last action	2 years 5 years	Business requirement Business requirement	Destroy
MANAGEMENT	Customer Feedback	Stages 2 and 3 Complaint handling Complaints referred to NI Ombudsman	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 Response to Ombudsman assessment and complaint investigations Documentation from Ombudsman including findings, recommendations and actions taken	Date of last action Date of last action Date of last action	2 years 5 years	Business requirement	
MANAGEMENT MANAGEMENT MANAGEMENT	Customer Feedback Customer Feedback Customer Feedback	Stages 2 and 3 Complaint handling Complaints referred to NI Ombudsman Complaints referred to NI Ombudsman	Complaint file - held by responsible department Complaint file Complaint file	Documentation relating to complaints about council services including complaint details, investigation, response and monitoring of the progress of responses Response to Ombudsman assessment and complaint investigations Documentation from Ombudsman including findings, recommendations and actions taken Annual and monthly complaint handling	Date of last action Date of last action Date of last action End of calendar	2 years 5 years 5 years	Business requirement Business requirement Business requirement	Destroy Destroy
MANAGEMENT MANAGEMENT	Customer Feedback Customer Feedback	Stages 2 and 3 Complaint handling Complaints referred to NI Ombudsman Complaints referred to	Complaint file - held by responsible department Complaint file	Documentation relating to complaints about council services including complaint details, investigation, response and monitoring of the progress of responses Response to Ombudsman assessment and complaint investigations Documentation from Ombudsman including findings, recommendations and actions taken Annual and monthly complaint handling reports and analysis	Date of last action Date of last action Date of last action End of calendar year	2 years 5 years	Business requirement Business requirement	Destroy
MANAGEMENT MANAGEMENT MANAGEMENT	Customer Feedback Customer Feedback Customer Feedback	Stages 2 and 3 Complaint handling Complaints referred to NI Ombudsman Complaints referred to NI Ombudsman	Complaint file - held by responsible department Complaint file Complaint file	Documentation relating to complaints about council services including complaint details, investigation, response and monitoring of the progress of responses Response to Ombudsman assessment and complaint investigations Documentation from Ombudsman including findings, recommendations and actions taken Annual and monthly complaint handling	Date of last action Date of last action Date of last action End of calendar year	2 years 5 years 5 years	Business requirement Business requirement Business requirement	Destroy Destroy

			Complaint handling	Documents the process for managing	T	See Management,		
MANAGEMENT	Customer Feedback	Policy and Procedure	procedure	complaints		Corporate Policy		
				Documentation relating to compliments				
MANAGEMENT	Customer Feedback	Compliments	Compliments file	received	Date received	2 years	Business requirement	Destroy
					Held until customer			
					contacts NMD to			
MANACEMENT	Contains Foodback	Diverter value	Customer details		request their	Nama	D	Dartur
MANAGEMENT	Customer Feedback	Directory sign ups	Customer database		details be removed	ivone	Business requirement	Destroy
MANAGEMENT	Emergency Plannii	ng	T		T			
					These are dynamic			
					documents which			
					are constantly			
					being reviewed -			
					Each version will replace the former			
					unless the plan has			
					had to be activated			
				Individual Directorate / Department /	in which case it		(1) The Civil Contingencies	
				Service Area business continuity plans	may be submitted with the major		Act 2004 (2) The NI Civil	
MANAGEMENT	Emergency Planning	Business continuity	Business continuity file	See also Audit and Risk Management	incident report	None	Contingencies Framework	Destroy
	,	,			·		(1) The Civil Contingencies	
							Act 2004	
MANAGEMENT	Emergency Planning	Business continuity	Business continuity development file	Documentation relating to the creation of emergency plans for Council	Until superseded	10 years	(2) The NI Civil Contingencies Framework	Destroy
		Dubiness continuity	development me	or emergency plans for ecunion	oner superseded	10 / 00.0	(1) The Civil Contingencies	2000.07
			Emergency Management	Documentation relating to the testing of			Act 2004	
MANAGEMENT	Emorgona / Diannina	Business continuity	Plan / Business Continuity Plan testing / exercising	individual Directorate / Department / Service Area business continuity plans	being tested unless activated	Submitted with the major incident report	(2) The NI Civil Contingencies Framework	Doctrov
MANAGEMENT	Emergency Planning	Business continuity	Flair testing / exercising	Service Area business continuity plans	activateu	incident report	(1) The Civil Contingencies	Destroy
							Act 2004	
							(2) The NI Civil	
MANAGEMENT	Emergency Planning	Business continuity	Business Impact Analysis Contact details of		Date of review	4 years	Contingencies Framework	Destroy
			emergency agencies and					
MANAGEMENT	Emergency Planning	Business continuity	staff		Date of review	6 months	Business requirement	Destroy
MANAGEMENT	Emorgona / Planning	Business continuity	Emorgones rotas		Date of review	2 voors	Business requirement	Destroy
MANAGEMENT	Emergency Planning	business continuity	Emergency rotas		Date of Teview	2 years	(1) The Civil Contingencies	Desiroy
							Act 2004	
				External course providers and internal			(2) The NI Civil	
MANAGEMENT	Emergency Planning	Business continuity	Training provision	course materials development All documentation regarding the	Date of review	5 years	Contingencies Framework (1) The Civil Contingencies	Destroy
				preparation, review and revision of the			Act 2004	
			Council Emergency	Council emergency management plan			(2) The NI Civil	
MANAGEMENT	Emergency Planning	Incident management	Management Plan Major* and minor incidents	for a major incidents	Date of review	3 years	Contingencies Framework	Destroy
			Major and minor incidents					
			*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	Log book, JESIP, M / ETHANE logs,				
			human life or welfare,	records relating to the management of				
			essential services, the	major incidents by the Incident Management Team / Directors /	Date incident	6 years (minor)		
MANAGEMENT	Emergency Planning	Incident management	of the UK	Assistant Directors / EPIG members	resolved	21 years (major)	Business requirement	Destroy
	1 - '	Ĭ		Action sheets, updates - following the		6 years (minor)		,
MANAGEMENT	Emergency Planning	Incident management	Recovery phase	response phase	Date of incident	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
PANAGEMENT	Emergency Planning	пісічені піапаўетіепі	Debilei / Tevlew	initiates, actions, outcomes, lessons	Date of debilei	6 years	Dubiliess requirement	Destroy
				Reference guide to opening emergency				
MANACEMENT	F BI :	To add out on .	Emergency Support Centre		D-46 i-	C	Duning and the second	Dartum
MANAGEMENT	Emergency Planning	Incident management	Guide	and associated contact details	Date of issue	6 months	Business requirement	Destroy

	1		Scheduled review meetings		End of calendar	I		
MANAGEMENT	Emergency Planning	EPIG meetings	file	Action sheets, updates	year	5 years	Business requirement	Destroy
MANAGEMENT	Equality	,	<u> </u>	1	17	L- ,		1 7
MANAGEMENT	Equality			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			The Northern Ireland Act	Permanent retention by
MANAGEMENT	Equality	Equality Scheme	Equality Scheme	to ECNI	Date of approval	Permanent	1998 Section 75, Schedule 9	Council
		Complaints /				6 years - or, in		
		Investigations re breach		Complaint, investigation, findings,		exceptional cases, beyond		
MANAGEMENT	Equality	of Equality Scheme	Case file	report, correspondence, response	Date of last action	this period.	Business requirement	Destroy
							Disability duties under	
							Section 49A of The Disability	
							Discrimination Act 1995 (as amended by The Disability	
							Discrimination (NI) Order	Permanent retention by
MANAGEMENT	Equality	Disability Action Plan	Disability Action Plan	Approved Plan, five year review	Date of approval	Permanent	2006)	Council
T D T O TO ET TELLT	Equality	Disability Action Flam	Rural Needs Impact	Completed forms, annual reports to	End of calendar	remanene	The Rural Needs Act (NI)	Permanent retention by
MANAGEMENT	Equality	Rural Needs	Assessments	DAERA	year	Permanent	2016	Council
		1			17			
MANAGEMENT	Events		T	Decord of an official visit to the council		l		T
		1		Record of an official visit to the council - visitors' book, photographs, video and				
		1		audio recordings, programme, text of				
				speeches delivered, press cuttings,				
MANAGEMENT	Events	Ceremonial	Events file	commemorative gifts	Date of last action	20 years	Business requirement	PRONI Appraisal
				Documentation relating to the planning		. ,	1	, p
				of an official event and / or official visit				
				to the council - invitations, press				
				releases, marketing materials, copy				
MANAGEMENT	Events	Ceremonial	Events file	invoices	Date of last action	6 years	Business requirement	Destroy
				Formal recording of official council				
				representation at events other than				
				those which the council organises -				
			Name and an arrangement	photographs, video and audio				
MANAGEMENT	Events	Coromonial	Non-council organised	recording, programme, text of speeches delivered, press cuttings		2	Pusiness vesuivement	Doctroy
MANAGEMENT	Events	Ceremonial	ceremonial event file	Documentation relating to the planning	Date of last action	3 years	Business requirement	Destroy
				of an event - event plan, risk				
				management, procurement, finance,				
				marketing materials, supplier				
				management, photos, video and audio				
MANAGEMENT	Events	Civic	Events file	recordings	Date of last action	6 years	Business requirement	Destroy
				Contact numbers, email and addresses			·	·
			Events supplier / contacts	for suppliers who support the delivery	Date removed from			
MANAGEMENT	Events	Civic	database	of events.	database	None	Business requirement	Destroy
		1		Policies, procedures and guidelines to				
			Chandand and 11	the planning and management of				
MANACEMENT	Franks	Civila	Standard operating	events including but not exclusive to		1	B i	Dartur
MANAGEMENT	Events	Civic	procedures	location details, marketing materials	Until superseded	1 year	Business requirement	Destroy
		1		Documentation relating to the planning				
				of a third party event - council				
		1		approval, event plan, risk management,				
		1		procurement and finance, marketing				
				materials, supplier management,				
MANAGEMENT	Events	Civic	Third party events file	photos, video and audio recordings	Date of last action	6 years	Business requirement	Destroy
MANAGEMENT	Evidence and Rese	arch						
	LVIGCIICE dilu RESE		Case file by requester	All documentation relating to request				
MANAGEMENT	Evidence and Research	Data analytics	(internal and external)	and response	Date received	3 years	Business requirement	Destroy
3-1-1-1		Geographic Information				- ,		
		System (GIS) - Internal		All documentation relating to request				
MANAGEMENT	Evidence and Research	Requests	File by Council service area		Date of last action	3 years	Business requirement	Destroy
		Geographic Information						
		System (GIS) - External		All documentation relating to request	L			
MANAGEMENT	Evidence and Research	Requests	External requester file	and response	Date of last action	3 years	Business requirement	Destroy

		1	1		T	1		1
			LPS NI Sub-Licence	Sub-licenses for all 3rd parties requiring	3rd party ceases		The Limitation (NI) Order	
MANAGEMENT	Evidence and Research	Licensing	Agreement	access to GIS data, copy sent to LPS NI	trading	6 years	1989	Destroy
MANACEMENT	Friday and Bassanah	D	T	Documentation relating to individual		C Du		
MANAGEMENT	Evidence and Research	STA's - Single Tender	Tender file by client name Annual Single Tender	tenders Annual Single Tender Action (STA) for		See Procurement		
MANAGEMENT	Evidence and Research		Action (STA) for LPS NI	LPS NI		See Procurement		
MANAGEMENT	Insurance	•	, ,				•	•
				Claims against Council insurance				
				policies - damage to property; letter of				
				claim, internal inspection/investigation records, correspondence with			The Limitation (NI) Order	
MANAGEMENT	Insurance	Insurance claims	Claim file	broker/claims handler/solicitor	Case concluded	6 years	1989	Destroy
TO TO TO THE TOTAL THE TOTAL TO AL TO THE TH	Thousand Co.	Indiane dame	Cidami inc	Claims against Council insurance	case correlated	0 / 00.0	1303	Descrip
				policies - adult personal injury; damage				
				to property; letter of claim, internal				
				inspection/investigation records,				
MANIACEMENT	T	T	Claire Gla	correspondence with broker/claims	C	C	The Limitation (NI) Order	Dantun
MANAGEMENT	Insurance	Insurance claims	Claim file	handler/solicitor Claims against Council insurance	Case concluded	6 years	1989	Destroy
				policies - child personal injury; damage				
				to property; letter of claim, internal				
				inspection/investigation records,				
				correspondence with broker/claims			The Limitation (NI) Order	
MANAGEMENT	Insurance	Insurance claims	Claim file	handler/solicitor	Date of birth	21 years	1989	Destroy
1					Data all abligations			
1					Date all obligations and entitlements			
			Insurance Policy		concluded or date			
MANAGEMENT	Insurance	Insuring against loss	documentation		of cancellation	5 years	Business requirement	Destroy
							·	Permanent retention by
MANAGEMENT	Insurance	Insuring against loss	Certificate of Insurance	Employer's liability insurance		Permanent	Business requirement	Council
				Public liability, commercial, legal				
				expenses, excess, Officials' indemnity, motor fleet, exhibition and regalia,				
				marine, environmental, engineering,				
MANAGEMENT	Insurance	Insuring against loss	Certificate of Insurance	cyber crime, etc	Date of expiry	5 years	Business requirement	Destroy
		3 3		Confirmation of policy/certificate	' '	,	·	,
1			Insurance Policy	provided by third parties, e.g. sub-	Date of last action			
	_		documentation - third	contractors, event planners, performers,				
MANAGEMENT	Insurance	Insuring against loss	parties	film companies, etc.	for use	21 years	Business requirement	Destroy
MANAGEMENT	Insurance	Insuring against loss	Valuations		Date superseded	5 years	Business requirement	Destroy
MANAGEMENT				1		1- 7		,
MANAGEMENT	Internal Communic			Documentation relating to the				
		Director Offices and		management of records created by				
MANAGEMENT	Internal Communication	Member Offices		Members and Directors	Date of last action	3 years	Business requirement	Destroy
		Director Offices and		Directorate copies of responses to	End of current			
MANAGEMENT	Internal Communication	Member Offices	File by Member name	Members' questions	Council year	4 years	Business requirement	Destroy
•				Files relating to the support given to Members by the Democratic Services				
		Director Offices and		team (held in hard copy, electronic	End of Council			
MANAGEMENT	Internal Communication		File by Member name	including incoming and sent email)	term	1 year	Business requirement	Destroy
				Files relating to the support given to		- /		
		1		Directors by their Assistant Directors				1
				and support staff (held in hard copy,				1
MANACEMENT	Internal Committee !!	Director Offices and			End of financial	2 1/02/0	Puningga vo	Doctrov
MANAGEMENT	Internal Communication	Member Offices	+	email) Minutes and papers where no corporate	year	3 years	Business requirement	Destroy
		1		decisions are made and the meeting				
		1		minutes will not be required as part of				1
MANAGEMENT	Internal Communication	Team meetings	Meeting minutes	an audit trail	Date of meeting	1 year	Business requirement	Destroy
i		_		Minutes and papers where no corporate			·	
I				decisions are made but where the				
MANUA CEMENT		L		meeting minutes will be required as		_		
MANAGEMENT	Internal Communication	ream meetings	Meeting minutes	part of an audit trail	Date of meeting	5 years	Business requirement	Destroy

		1	1		1	1		1
				Minutes and papers of meetings held				
				outside Council where the member of				
AANIAGEMENIT			Agenda, Minutes, Action	staff attending is not the principal	D			
MANAGEMENT	Internal Communication	External meetings	Sheets, Correspondence	record keeper	Date of meeting	End of operational use	Business requirement	Destroy
		Staff / Member		Corporate employee / member bulletins				
MANAGEMENT	Internal Communication		Bulletins / presentations	/ presentations from CEO, SMT, HR, etc	Date nublished	5 years	Business requirement	Destroy
	Internal Communication	Staff / Member	Danielino / presentations	/ presentations nom deby of my my de	Date pasioned	5 / 64.5	Business requirement	5 656.07
MANAGEMENT	Internal Communication	, , , , , , , , , , , , , , , , , , ,	Staff newsletters	Directorate, service area newsletters	Until superseded	1 year	Business requirement	Destroy
MANAGEMENT	Partnership and Ag	ency Working						
				Terms of Reference / Constitution for				
	Partnership and Agency	Service Level		partnership and agreements with	Date partnership		The Limitation (NI) Order	
MANAGEMENT	Working	Agreements	Partnership file	partners	ends	6 years	1989	Destroy
	_		·					
	Partnership and Agency	Service Level		Service level agreements with partner			The Limitation (NI) Order	
MANAGEMENT	Working	Agreements	Partnership file	organisations	Life of agreement	6 years	1989	PRONI Appraisal
MANAGEMENT	Performance Manag	gement						
				Annual Performance Improvement Plans				
			1	and supporting documentation,	1			
	Performance	Performance	Performance Improvement	including consultation results and		See Management,		
MANAGEMENT	Management	Improvement Planning	Plan	reports	<u>l </u>	Strategic Planning	<u> </u>	1
				Performance assessments, supporting				
	Performance		Assessments of	documentation and summary			Part 12 of The Local	Permanent retention by
MANAGEMENT	Management	Assessments	performance	publications	Date of last action	10 years	Government Act (NI) 2014	Council
				Performance indicator data, including				
	Performance			Excel system, APSE returns and			Part 12 of The Local	Permanent retention by
MANAGEMENT	Management	Performance data	Performance indicator data	benchmarking reports	Date of last action	10 years	Government Act (NI) 2014	Council
	Performance	Strategic and business	Directorate business and	Forward looking business service plans		See Management,		
MANAGEMENT	Management	planning	service plans	and retrospective assessments		Strategic Planning		
				Personal Development Plan				
	Performance			documentation held by line manager of				
MANAGEMENT	Management	Staff performance	People, Perform, Grow	responsible department	Date completed	5 years	Business requirement	Destroy
	5 (Documentation relating to customer				
MANACEMENT	Performance	C	Customer service excellence		D-4l-4-d	F	Business and discount	Dartman
MANAGEMENT	Management	Customer service	planning	service excellence plans	Date completed	5 years	Business requirement	Destroy
MANAGEMENT	Project Manageme	nt						
				Business case and proposal, Project				
				plan, feasibility studies, plans and				
				specifications, lessons learnt report,				
				master set of maps, plans, drawings				
			Project file - principal	and photographs, assessments, reviews				
MANAGEMENT	Project management	Major Projects	records	- final versions and key drafts	project	20 years	Business requirement	PRONI Appraisal
				Business case and proposal, Project				
				plan, feasibility studies, plans and				
				specifications, lessons learnt report,				
			5	master set of maps, plans, drawings	C 111 C			
MANACEMENT	Droject management	Standard Projects	Project file - principal	and photographs, assessments, reviews		10 voors	Purinoca roquiroment	Doctroy
MANAGEMENT	Project management	Standard Projects Major / Standard	records Rejected or deferred	- final versions and key drafts	project Completion of	10 years	Business requirement	Destroy
MANAGEMENT	Project Management	Projects - Proposals	proposals		project	5 years	Business requirement	Destroy
WWW.OLITERY	roject management	riojecto rioposais	ргорозия	Project Board Meeting minutes, financial	pi oject	J Jeuis	Dasiness requirement	Destroy
			1	records, interim reports (stage	1			
			1	assessments, reviews, GANTT charts,	1			
		Major / Standard	1	etc.), operating manuals, product	End of financial			
MANAGEMENT	Project management	Projects	Project file - routine records	descriptions correspondence	year	5 years	Business requirement	Destroy
		.,	. Juliana . Galanta racorda	Product, equipment or machinery	,	,		1/
		Major / Standard	1	information, training courses,	Completion of			
MANAGEMENT	Project management	Projects	Project file - minor records	equipment maintenance	project	3 years	Business requirement	Destroy
		<u> </u>		Business case and proposal, Project	i i		• • • • • • • • • • • • • • • • • • • •	,
			1	plan, lessons learnt report,	1			
			1	assessments, reviews - final versions	Completion of			
	1	1	I	and key drafts	project	3 years	Business requirement	Destroy
MANAGEMENT	Project management	Minor projects	Project file	ulu key ululu				
MANAGEMENT	Project management	Minor projects	Project file Procurement file, Contracts	and key drafts	project	J years	Dubiness requirement	,
MANAGEMENT MANAGEMENT	Project management Project management	Minor projects All Projects			project	See Procurement	Sasmess requirement	,
			Procurement file, Contracts	Correspondence which does not merit	Completion of		- Submitted requirement	,

		European and other		Project documentation as specified by	1			
		externally funded		the funding body and held by	Completion of	Dependent on funding		See individual service area
MANAGEMENT	Project Management	projects	Project file	responsible department	project	programme / project type	Individual funding body	project
MANAGEMENT	Review of Public A	dministration						
	Review of Public		Transition Committee /				The Local Government Act	Permanent retention by
MANAGEMENT	Administration	Transition management	team meetings	Agenda, reports, minutes, action sheets Documentation relating to the		Permanent	(NI) 2014	Council
	Review of Public	Implementation		modernisation and reform programme			The Local Government Act	Permanent retention by
MANAGEMENT	Administration	management	RPA files	to Stakeholders 2009-2015		Permanent	(NI) 2014	Council
				Documentation relating to				
MANIACEMENT	Review of Public	Implementation	RPA files	organisational reform - policies,		D	The Local Government Act	Permanent retention by
MANAGEMENT	Administration	management	RPA files	convergence plans, decision making Internal and external communications		Permanent	(NI) 2014	Council
	Review of Public	Communications		relating to organisational reform and			The Local Government Act	
MANAGEMENT	Administration	management	RPA files	modernisation programme	Date of last action	5 years	(NI) 2014	Destroy
	Review of Public			Working papers, general			The Local Government Act	
MANAGEMENT	Administration	General management	RPA files	correspondence, research data	Date of last action	5 years	(NI) 2014	Destroy
MANAGEMENT	Statutory Returns		1	15		1=		1
				Documentation relating to the preparation of information to be passed		7 years OR		
		Meeting statutory		to government as part of statutory		As per stated statutory		
MANAGEMENT	Statutory Returns	requirements	Statutory returns	requirements	Date file closed	requirement	Business requirement	Destroy
MANAGEMENT	Strategic Decision	Making	<u>'</u>	<u>, ; </u>	•	. ,	'	,
MANAGEMENT	Strategic Decision	Plaking	Senior management team	T	End of calendar			
MANAGEMENT	Making	Business preparation	meeting minutes	Agenda, reports, minutes, action sheets		20 years	Business requirement	PRONI Appraisal
	Strategic Decision		Corporate management		End of calendar			
MANAGEMENT	Making	Business preparation	team minutes	Agenda, reports, minutes, action sheets	year End of calendar	5 years	Business requirement	Destroy
MANAGEMENT	Strategic Decision Making	Business preparation	Working group file	Officer working / networking group meeting papers	year	5 years	Business requirement	Destroy
MANAGEMENT			Tronking group me	meeting papers	l) cui		ons for Strategic Plan lis	
MANAGEMENT	Strategic Planning			Development, review and updating of	I	See maividual runcuo	l strategic Plan ils	l
				the mission and goals for Council and			The Local Government Act	
MANAGEMENT	Strategic Planning	Corporate mission	Corporate Mission	its Directorates and Departments	Until superseded	20 years	(NI) 2014	PRONI Appraisal
MANACEMENT	Churcha air Diamain a	Chustonia Diana	Composite Diag	The corporate planning and reporting	Hatilana ana dad	10	The Local Government Act	Turnefer to DDONI
MANAGEMENT	Strategic Planning	Strategic Plans	Corporate Plan	activities of the Council Plans which provide the strategic	Until superseded	10 years	(NI) 2014	Transfer to PRONI
			Thematic Plans and	context for multiple programmes of			The Local Government Act	Permanent retention by
MANAGEMENT	Strategic Planning	Strategic Plans	Strategies	work across Council	Until superseded	20 years	(NI) 2014	Council
				Official drafts, including equality				
MANAGEMENT	Strategic Planning	Strategic Plans	Development documents	screening Documentation relating to the	Until superseded	4 years	Business requirement	Destroy
				development of corporate and business				
MANAGEMENT	Strategic Planning	Strategic Plans	Preparatory documents	strategies and plans	Date of approval	1 year	Business requirement	Destroy
							The Local Government Act	
MANAGEMENT	Strategic Planning	Business planning	Directorate Business Plans	Annual business plan	Until superseded	10 years	(NI) 2014	Destroy
MANAGEMENT	Strategic Planning	Business planning	Service Plans	Annual service area business plan	Until superseded	5 years	Business requirement	Destroy
				Documentation relating to business plan		,	·	,
MANAGEMENT	Strategic Planning	Business planning	Business plan review	monitoring	year	5 years	Business requirement	Destroy
				Diagrams and charts that set out the Council's structure in whole or in part,				
				i.e. Directorate, Department, Service				
MANAGEMENT	Strategic Planning	Business planning	Organisational structure	Area, Team, etc)	Until superseded	1 year	Business requirement	Destroy
				Documents relating to Council's	Termination of		·	
MANAGEMENT	Strategic Planning	Business planning	Membership file	membership of NILGA and Solace	membership	3 years	Business requirement	Destroy
				Documentation relating to the management of transformational				
				change including plans, programmes,		See Management, Project		
MANAGEMENT	Strategic Planning	Transformational change	Project file	reports, minutes, correspondence		Management		
PLANNING								
	L .							
PLANNING	Development Man Development	agement	Public Register as per	T	T	1	The Planning Act (NI) 2011,	Permanent retention by
PLANNING	Management	Register	Section 242			Permanent	Section 242	Council
			•	•	•	•	•	•

		1		Ta	T	ı	1	T
				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				
	Development			condition, hazardous substance				
PLANNING	Management	Planning applications	Planning applications file	consent, tree preservation orders	Date of last action	6 years	Business requirement	Destroy
				As per Section 26 (regionally significant			L	
	Development		Public register as per	applications) and Section 29 (call-in			The Planning Act (NI) 2011,	Permanent retention by
PLANNING	Management	Register	Sections 26 and 29	applications)		Permanent	Sections 26 and 29	Council
							The Certificates of	
	Development	Alternative development					Alternative Development	
PLANNING	Management	value regulations	Application file		Date of last action	6 years	Value Regulations (NI) 2015	Destroy
							The Planning (Environmental	
							Impact Assessment)	
	Development		Environmental impact				Regulations (NI) 2017, Part	Permanent retention by
PLANNING	Management	Register	assessment register			Permanent	II, Section 44	Council
PLANNING	Enforcement							
-			Register of enforcement					Permanent retention by
PLANNING	Enforcement	Register	notices			Permanent	The Planning Act (NI) 2011	Council
		Enforcement /					, , ,	
PLANNING	Enforcement	prosecution of offences	Enforcement file		Date file closed	1 year	The Planning Act (NI) 2011	Destroy
		<u>, , , , , , , , , , , , , , , , , , , </u>					3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 -	
PLANNING	Development Plan			T	1	<u> </u>	T	Dormanant process ation by
							The Discosion (Least	Permanent preservation by
		l					The Planning (Local	PRONI
		Local Area Development					Development Plan)	Permanent retention by
PLANNING	Development Plan	Plan	Published plan		Date superseded	6 years	Regulations (NI) 2015	Council
				Documentation relating to all aspects of				
		l		the process, preparation and publication			The Planning (Local	
		Local Area Development		of development plans from plan			Development Plan)	
PLANNING	Development Plan	Plan	Preparatory file	initiation to plan adoption stages	Date plan adopted	6 years	Regulations (NI) 2015	Destroy
								Permanent preservation by
							The Planning (Local	PRONI
			Published booklets, guides,				Development Plan)	Permanent retention by
PLANNING	Development Plan	Publications	etc.		Date superseded	6 years	Regulations (NI) 2015	Council
				Documentation relating to the				
				preparation of publications -			The Planning (Local	
				conservation area design booklets,			Development Plan)	
PLANNING	Development Plan	Publications	Preparatory file	design guides, etc.	Date of publication	6 years	Regulations (NI) 2015	Destroy
PROCUREMENT								
PROCUREMENT	Policy and Procedu	ıre						
		L				See Management,		
PROCUREMENT	Policy and Procedure	Policy and Procedure	Policy and Procedure			Corporate Policy		
			Standard templates and	Documentation used in the			1	
PROCUREMENT	Policy and Procedure	Policy and Procedure	documents	procurement process	Until superseded	3 years	Business requirement	Destroy
PROCUREMENT	Contracts and Ten	derina						
	Contracts and	_						Permanent retention by
PROCUREMENT	Tendering	Procurement planning	Procurement Plan file	Directorate / Service procurement plans	Until superseded	Permanent	Business requirement	Council
		, same planning		Documentation relating to approved				
	Contracts and			suppliers including vendor form, vendor	Date removed from		1	
PROCUREMENT	Tendering	Supplier management	Approved suppliers file	change form	database	6 years	Business requirement	Destroy
	Contracts and	- FFanagement	p.p. c. ce ceppiiolo illo	Completed expressions of interest		. ,		
		Supplier management	Expressions of interest file	declarations	Date contract ends	2 vears	Business requirement	Destroy
PROCUREMENT	Henderina		production of medical file	Documentation relating to the process		, , , , , , ,		1
PROCUREMENT	Tendering				1	(1) 0 11	1	
PROCUREMENT	Tendering					() ()rdinary (ontracts - 6		
PROCUREMENT	Tendering			involved in the development and		(1) Ordinary Contracts - 6		
PROCUREMENT			Specification and contract	involved in the development and specification of a contract - tender		years	The Limitation (NI) Order	
	Contracts and	Tender management	Specification and contract	involved in the development and specification of a contract - tender specification, copy of Council minute	Date contract ends	years (2) Contracts Under Seal -	The Limitation (NI) Order	Destroy
PROCUREMENT PROCUREMENT		Tender management	Specification and contract development file	involved in the development and specification of a contract - tender specification, copy of Council minute approving spend if applicable	Date contract ends	years (2) Contracts Under Seal -	The Limitation (NI) Order 1989	Destroy
	Contracts and	Tender management		involved in the development and specification of a contract - tender specification, copy of Council minute approving spend if applicable Documentation relating to the process	Date contract ends	years (2) Contracts Under Seal -		Destroy
	Contracts and Tendering	Tender management	development file	involved in the development and specification of a contract - tender specification, copy of Council minute approving spend if applicable Documentation relating to the process involved in the issuing and return of a	Date contract ends	years (2) Contracts Under Seal -		Destroy
	Contracts and	Tender management Tender management		involved in the development and specification of a contract - tender specification, copy of Council minute approving spend if applicable Documentation relating to the process	Date contract ends Start of contract	years (2) Contracts Under Seal -		Destroy

						(1) Ordinary Contracts - 6		
						years		
	Contracts and			Documentation relating to the summary		(2) Contracts Under Seal -	The Limitation (NI) Order	
PROCUREMENT	Tendering	Tender management	Evaluation of tender file	tender evaluation criteria	Date contract ends	12 years	1989	Destroy
								Destroy
						(1) Ordinary Contracts - 6		Responsible department
						years		to advise Procurement
	Contracts and		Successful tender	Documentation relating to successful		(2) Contracts Under Seal -	The Limitation (NI) Order	if ongoing retention is
PROCUREMENT	Tendering	Tender management	document file	tenders - tender documents, quotations	Date contract ends		1989	required
	Contracts and		Unsuccessful tender	Documentation relating to unsuccessful				
PROCUREMENT	Tendering	Tender management	document file	tenders - tender documents, quotations	Start of contract	1 year	Business requirement	Destroy
TROCORE IEIVI	Tendering	Tender management	document me	Documentation relating to non-tendered	I Start or contract	1 year	Dusiness requirement	Destroy
	Contracts and			contracts - Value for Money statements,	End of financial			
PROCUREMENT		Tondor management	Requisition file	purchase orders		6 voors	Business requirement	Doctroy
PROCUREMENT	Tendering	Tender management	Requisition file	Documentation relating to the process	year	6 years	business requirement	Destroy
				in negotiation of a contract following				
				selection of a preferred tender -				
	Contracts and			clarification of contract, post tender				
PROCUREMENT	Tendering	Tender management	Post tender negotiation file	negotiation minutes	Date contract ends	1 year	Business requirement	Destroy
1				All documentation relating to the				
1				contract - signed contract, internal and				1
1				external correspondence (e.g. advisory		(1) Ordinary Contracts - 6		
				and approval correspondence - minutes		years		1
	Contracts and			of meetings, tenderer challenge		(2) Contracts Under Seal -	The Limitation (NI) Order	
PROCUREMENT	Tendering	Contract award	Award of contract file	correspondence)	Date contract ends		1989	Destroy
DD COURTMENT		<u> </u>	•		*			·
PROCUREMENT	Contract Manageme	ent		To the first terms of the	1		T	
				Register of all contracts awarded by				
				Council - Any Value and Ordinary and		_		Permanent retention by
PROCUREMENT	Contract Management	Register	Contract register file	Under Seal		Permanent	Business requirement	Council
								Destroy
				Documentation relating to contract				Responsible department
				monitoring and operation - service level				to advise Procurement
		Contract operation and		agreements, compliance reports,				if ongoing retention is
PROCUREMENT	Contract Management	monitoring	Contract file	performance reports	Date contract ends	2 years	Business requirement	required
				Documentation relating to the		•		
				management and amendment of				
						(1) Ordinary Contracts - 6		
				Icontract - minutes and papers of				
				contract - minutes and papers of		vears		
		Management and		meetings, changes to requirements,		years (2) Contracts Under Seal -	The Limitation (NI) Order	
PROCLIREMENT	Contract Management	Management and	Contract file	meetings, changes to requirements, variation forms, extension of contract,	Date contract ends	(2) Contracts Under Seal -	The Limitation (NI) Order	Destroy
PROCUREMENT	Contract Management	Management and amendment of contract	Contract file	meetings, changes to requirements,	Date contract ends	(2) Contracts Under Seal -	The Limitation (NI) Order 1989	Destroy
			Contract file	meetings, changes to requirements, variation forms, extension of contract,	Date contract ends	(2) Contracts Under Seal -		Destroy
REGISTRATION SE	RVICES	amendment of contract		meetings, changes to requirements, variation forms, extension of contract,	Date contract ends	(2) Contracts Under Seal -		Destroy
	RVICES			meetings, changes to requirements, variation forms, extension of contract,	Date contract ends	(2) Contracts Under Seal -	1989	Destroy
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SUSTAINABILITY Strategy and Policy Stakeholder engagement final versions and updates Until superseded 20 years 2018-2022 Council 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 Destroy Strategy and Policy Stakeholder SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY	Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Education Environmental Conservation and Education Environmental Conservation and Education	Environmental education / sustainability Energy management Energy management	Educational project file for workshops, events, competitions Tender file Energy monitoring file by location Council Local Biodiversity Action Plan (LBAP) and	reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management Contact details for schools and commun Tender and procurement data for energy management scheme Routine monitoring of energy usage figures and consumption	year following submission of final claim Completion of i activity End of calendar	1 year See Procurement	Business requirement Energy Performance	Destroy	
SUSTAINABILITY Strategy and Policy Stakeholder engagement SUSTAINABILITY Strategy and Policy Stakeholder Stakeholder Sustainability Officers Forum, External Agencies meetings Documentation relating to the administration of forum with action sheets submitted and approved by AHC Sustainability Strategy and Policy Stakeholder Stake	SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY	Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Education Environmental Conservation and Education Environmental Conservation and Education	Environmental education / sustainability Energy management Energy management	Educational project file for workshops, events, competitions Tender file Energy monitoring file by location Council Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation	reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management Contact details for schools and commun Tender and procurement data for energy management scheme Routine monitoring of energy usage figures and consumption LBAP launched in 2018 in hard copy format and BIP document produced	year following submission of final claim Completion of i activity End of calendar	1 year See Procurement	Business requirement Energy Performance Certificate Regulations	Destroy
SUSTAINABILITY Strategy and Policy Stakeholder engagement Working group file Sustainability Officers Forum, External Agencies meetings Documentation relating to the administration of forum with action sheets submitted and approved by AHC Sustainability Strategy and Policy Stakeholder Stakeholder Stakeholder Strategy and Policy Strategy and Poli	SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY	Conservation and Education Environmental Conservation and Education Environmental Conservation and Education and Education Environmental Conservation and Education Strategy and Police	Environmental education / sustainability Energy management Energy management	Educational project file for workshops, events, competitions Tender file Energy monitoring file by location Council Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plans (BIPs - Internal) -	reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management Contact details for schools and commun Tender and procurement data for energy management scheme Routine monitoring of energy usage figures and consumption LBAP launched in 2018 in hard copy format and BIP document produced	year following submission of final claim Completion of itactivity End of calendar year	1 year See Procurement 5 years	Business requirement Energy Performance Certificate Regulations Local Biodiversity Action Plan	Destroy Destroy Permanent retention by
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SUSTAINABILITY Strategy and Policy Stakeholder engagement Working group file Agencies meetings Date of meeting 3 years Business requirement Destroy Documentation relating to the administration of forum with action sheets submitted and approved by AHC	SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY	Conservation and Education Environmental Conservation and Education Environmental Conservation and Education and Education Environmental Conservation and Education Strategy and Police	Environmental education / sustainability Energy management Energy management	Educational project file for workshops, events, competitions Tender file Energy monitoring file by location Council Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plans (BIPs - Internal) -	reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management Contact details for schools and commun Tender and procurement data for energy management scheme Routine monitoring of energy usage figures and consumption LBAP launched in 2018 in hard copy format and BIP document produced electronically in 2014 - Annual reviews and updates Information relating to input and actions from Inter-Council Working	year following submission of final claim Completion of itactivity End of calendar year	1 year See Procurement 5 years	Business requirement Energy Performance Certificate Regulations Local Biodiversity Action Plan	Destroy Destroy Permanent retention by
Documentation relating to the administration of forum with action sheets submitted and approved by AHC SUSTAINABILITY Strategy and Policy Engagement Council standing forum file Committee Strategic planning and Strategic planning and Council standing forum file Committee See Democracy, Decision Making See Management,	SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY	Conservation and Education Environmental Conservation and Education Environmental Conservation and Education and Education Environmental Conservation and Education Strategy and Police	Environmental education / sustainability Energy management Energy management	Educational project file for workshops, events, competitions Tender file Energy monitoring file by location Council Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plans (BIPs - Internal) -	reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management Contact details for schools and commun Tender and procurement data for energy management scheme Routine monitoring of energy usage figures and consumption LBAP launched in 2018 in hard copy format and BIP document produced electronically in 2014 - Annual reviews and updates Information relating to input and actions from Inter-Council Working Group, NI Biodiversity / Energy /	year following submission of final claim Completion of itactivity End of calendar year	1 year See Procurement 5 years	Business requirement Energy Performance Certificate Regulations Local Biodiversity Action Plan	Destroy Destroy Permanent retention by
SUSTAINABILITY Strategy and Policy Engagement Council standing forum file Committee Administration of forum with action sheets submitted and approved by AHC Committee Committee Making See Management, See Management,	SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY	Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Strategy and Policy Strategy and Policy	Environmental education / sustainability Energy management Energy management Energy management Stakeholder engagement	Educational project file for workshops, events, competitions Tender file Energy monitoring file by location Council Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plans (BIPs - Internal) - final versions	reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management Contact details for schools and commun Tender and procurement data for energy management scheme Routine monitoring of energy usage figures and consumption LBAP launched in 2018 in hard copy format and BIP document produced electronically in 2014 - Annual reviews and updates Information relating to input and actions from Inter-Council Working Group, NI Biodiversity / Energy / Sustainability Officers Forum, External	year following submission of final claim Completion of it activity End of calendar year Until superseded	1 year See Procurement 5 years 20 years	Business requirement Energy Performance Certificate Regulations Local Biodiversity Action Plan 2018-2022	Destroy Destroy Permanent retention by Council
Stakeholder sheets submitted and approved by AHC Sustrained Strategy and Policy Strategy and Policy Strategic planning and Strategic plan	SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY	Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Strategy and Policy Strategy and Policy	Environmental education / sustainability Energy management Energy management Energy management Stakeholder engagement	Educational project file for workshops, events, competitions Tender file Energy monitoring file by location Council Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plans (BIPs - Internal) - final versions	reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management Contact details for schools and commun Tender and procurement data for energy management scheme Routine monitoring of energy usage figures and consumption LBAP launched in 2018 in hard copy format and BIP document produced electronically in 2014 - Annual reviews and updates Information relating to input and actions from Inter-Council Working Group, NI Biodiversity / Energy / Sustainability Officers Forum, External Agencies meetings	year following submission of final claim Completion of it activity End of calendar year Until superseded	1 year See Procurement 5 years 20 years	Business requirement Energy Performance Certificate Regulations Local Biodiversity Action Plan 2018-2022	Destroy Destroy Permanent retention by Council
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Strategic planning and See Management,	SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY	Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Strategy and Policy Strategy and Policy	Environmental education / sustainability Energy management Energy management Energy management Stakeholder engagement Stakeholder engagement	Educational project file for workshops, events, competitions Tender file Energy monitoring file by location Council Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plans (BIPs - Internal) - final versions	reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management Contact details for schools and commun Tender and procurement data for energy management scheme Routine monitoring of energy usage figures and consumption LBAP launched in 2018 in hard copy format and BIP document produced electronically in 2014 - Annual reviews and updates Information relating to input and actions from Inter-Council Working Group, NI Biodiversity / Energy / Sustainability Officers Forum, External Agencies meetings Documentation relating to the administration of forum with action	year following submission of final claim Completion of it activity End of calendar year Until superseded Date of meeting	1 year See Procurement 5 years 20 years 3 years	Business requirement Energy Performance Certificate Regulations Local Biodiversity Action Plan 2018-2022	Destroy Destroy Permanent retention by Council
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	SUSTAINABILITY SUSTAINABILITY SUSTAINABILITY	Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Environmental Conservation and Education Strategy and Policy Strategy and Policy	Environmental education / sustainability Energy management Energy management Stakeholder engagement Stakeholder engagement Stakeholder Engagement	Educational project file for workshops, events, competitions Tender file Energy monitoring file by location Council Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plans (BIPs - Internal) - final versions Working group file	reports, correspondence, consultations, feasibility studies, originals of financial, procurement and HR required records, event management Contact details for schools and commun Tender and procurement data for energy management scheme Routine monitoring of energy usage figures and consumption LBAP launched in 2018 in hard copy format and BIP document produced electronically in 2014 - Annual reviews and updates Information relating to input and actions from Inter-Council Working Group, NI Biodiversity / Energy / Sustainability Officers Forum, External Agencies meetings Documentation relating to the administration of forum with action sheets submitted and approved by AHC	year following submission of final claim Completion of it activity End of calendar year Until superseded Date of meeting	1 year See Procurement 5 years 20 years 3 years See Democracy, Decision Making	Business requirement Energy Performance Certificate Regulations Local Biodiversity Action Plan 2018-2022	Destroy Destroy Permanent retention by Council

TOURISM AND CUI	LTURE							
TOURISM AND CULTURE	Tourism Developm	ent						
TOURISM AND CULTURE	Tourism Development	Tourism Strategy	Tourism Strategy file	Tourism strategy, forest charging report, facility masterplans		See Management, Strategic Planning		
TOURISM AND CULTURE	Todasii bevelopiieit	Tourism strategy	Development file by	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,	Date of final claim	As per funder's Letter of		
TOURISM AND CULTURE	Tourism Development	Funded tourism schemes		evidence of payment of wages	and payment	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	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		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		
				All documentation relating to an event, including event management plan, room / catering hire, risk assessment, budget information, procurement, promotional material, correspondence,				
TOURISM AND CULTURE		Event management	Events file	attendance data, evaluation		See Management, Events		
TOURISM AND CULTURE	Tourism Facilities		Ī	Signed documentation with external	T	1		T .
TOURISM AND CULTURE	Tourism Facilities	Stakeholder engagement	Leases, licences, service level agreements	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	1	See Council Property, Property Maintenance and Property Management		
TOOKISH AND COLTOKE	Tourism rucinices	Dullarings management	Accreditation application	Applications for green and blue flag		Property Hanagement	The Tourism (NI) Order	
TOURISM AND CULTURE	Tourism Facilities	Accreditations	and awards file	awards, quality grading Documentation including application forms and consents for permits,	Date of issue	3 years	1992, Article 30(3)	Destroy
TOURISM AND CULTURE	Tourism Facilities	User management	Application and consent file	licences, season tickets, moorings, beach equipment	End of calendar year	1 year	The Tourism (NI) Order 1992, Article 30(3)	Destroy
			77:1	All documentation relating to a third party event, including room / outdoor space / equipment booking / hire form, risk assessment, insurance details,				
TOURISM AND CULTURE	Tourism Facilities	Event management	Third party events file	All documentation relating to income and expenditure - Box Office, art, event		See Management, Events		
TOURISM AND CULTURE	Tourism Facilities	Finance	by location	ticket, room hire and catering sales, tenders, VFM documents, POs, invoices		See Finance	The Termina (NT) O	
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			Marketing / promotion / campaign file	Marketing material, adverts, videos, booklets, website material, e-zine, social media material	ı	See Management, Corporate Communications and Marketing		

TOURISM AND CULTURE	Arts and Cultural	Services						
	Arts and Cultural					See Management,		
TOURISM AND CULTURE	Services	Policy and Procedure	Policy and Procedure			Corporate Policy		
TOURISM AND CULTURE	Arts and Cultural Services	Arts Centre production management	Artist / performer database		Date removed from database	None	Business requirement	Destroy
				All documentation relating to a				
				production, including management				
				plan, room / catering hire, risk				
				assessment, budget information,				
	Arts and Cultural	Arts Centre production		procurement, promotional material, correspondence, attendance data,				
TOURISM AND CULTURE	Services	management	Production file by date	evaluation	Date of last action	6 years	Business requirement	Destroy
				All documentation relating to		7 7 4 1 2		
	Arts and Cultural	Creative and cultural		workshops, classes, exhibitions,		See Management, Project		
TOURISM AND CULTURE	Services	Programmes	Programme / event file	summer school		Management		
	Arts and Cultural			Inventories, acquisitions, disposals,				Permanent retention by
TOURISM AND CULTURE	Services	Art management	Art database	loans and transfer of titles		Permanent	Business requirement	Council
TOURISM AND CULTURE	Arts and Cultural	Art caloc	Sale transaction file	Arts sales forms, navment record	Date of sale	6 voors	Pusiness requirement	Doctroy
TOURISM AND COLTURE	Services	Art sales	Sale transaction file	Arts sales forms, payment record	Date of Sale	6 years	Business requirement	Destroy
				Marketing material, adverts, videos,		See Management,		
	Arts and Cultural			booklets, website material, e-zine, social	ı	Corporate Communications		
TOURISM AND CULTURE	Services	Marketing / promotions	Marketing / promotion file			and Marketing		
	Arts and Cultural	57.1	<u> </u>	Signed contracts, e.g. with artists for		J		
TOURISM AND CULTURE	Services	Contract management	Contracts / agreements file	performances		See Legal Services		
				All documentation relating to income				
				and expenditure - Box Office, art, event				
TOURISM AND CHI TURE	Arts and Cultural	Finance	· ·	ticket, room hire and catering sales,		Con Finance		
TOURISM AND CULTURE	Services	Finance	by location	tenders, VFM documents, POs, invoices		See Finance	+	
				All documentation relating to the				
				management and maintenance of each		See Council Property,		
	Arts and Cultural		Building management file	facility - Health & Safety booklet, Health		Property Maintenance and		
TOURISM AND CULTURE	Services	Buildings management	by location	& Safety certificates, supplier contracts		Property Management		
	Arts and Cultural		Customer database by	Contact details, event preferences,	Date removed from			
TOURISM AND CULTURE	Services	Customer engagement	location	contact preferences, research requests	database	None	Business requirement	Destroy
TOURISM AND CULTURE	Museums							
			Register of collection by	Documents relating to depositor			The Museums (NI) Order	Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	location	agreements, loans to third parties	Date of document	20 years	1981	Council
			Third party loans file by				The Museums (NI) Order	
TOURISM AND CULTURE	Museums	Collection management	location	Record of loan	End of loan period	5 years	1981	PRONI Appraisal
TOURISM AND CHI TURE	Museums	Callaction management	Catalogue by logation			Dormanant	The Museums (NI) Order	Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	Catalogue by location			Permanent	1981 The Museums (NI) Order	Council Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	Accreditation by location	Notification		Permanent	1981	Council
TOOKEST THE COLTON	rascaris	concedent management	recreated by location	Working papers, drafts, meeting		remanent	The Museums (NI) Order	Courien
TOURISM AND CULTURE	Museums	Collection management	Accreditation by location	papers, correspondence	Until superseded	3 years	1981	Destroy
		j	Artefact conservation by		i i	,	The Museums (NI) Order	Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	location			Permanent	1981	Council
				Documentation relating to testing for	L		L	
TOURISM AND COURT		0.11.11	Environmental monitoring	TEMP / RH readings, required for	End of calendar	-	The Museums (NI) Order	Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	by location	accreditation	year	5 years	1981	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
TOORGO!! AIND CULTURE	i-iuocuilio	conection management	Reminiscence Loan Box	required for accreditation	onui superseued	TO Acais	1701	Couricii
TOURISM AND CULTURE	Museums	Collection management	service file by location	Record of loan	End of loan period	3 years	Business requirement	Destroy
302.002				All documentation relating to	panou	. ,		
				development projects including plans,		See Management, Project		
TOURISM AND CULTURE	Museums	Museum development	Project file by location	correspondence, forecasts		Management		
				Legal documents with external funders	Date of final claim	As per funder's Letter of		
TOURISM AND CULTURE	Museums	Museum development	Funding file	and monitoring reports	and payment	Offer	Funding body Letter of Offer	Destroy
			Contained data	Contract details and 1	D-t 16			
TOURISM AND CULTURE	Musoums	Customor coassans-t	Customer database by	Contact details, event preferences,	Date removed from database	None	Pusinoss roquiromant	Doctroy
TOURISM AND CULTURE	Museums	Customer engagement	location	contact preferences, research requests	นสเสมสระ	None	Business requirement	Destroy

	1	1	1		1	1	1	1
				All documentation relating to an event,				
				including event management plan, room / catering hire, risk assessment,				
				budget information, procurement,				
				promotional material, correspondence,				
TOURISM AND CULTURE	Museums	Event management	Events file	attendance data, evaluation		See Management, Events		
				,				
				All documentation relating to the				
				management and maintenance of each		See Council Property,		
			Building management file	facility - Health & Safety booklet, Health		Property Maintenance and		
TOURISM AND CULTURE	Museums	Buildings management	by location	& Safety certificates, supplier contracts		Property Management		
				Documentation relating to procurement				
				copies of e-procurement orders and				
TOURISM AND CULTURE	Museums	Finance	Procurement file	invoices retained for budget management		See Procurement		
	_	rindrice	i rocarement nie	management		See Frocurement		
WASTE MANAGEM	1ENT							
WASTE MANAGEMENT	Waste Strategy							
	Truste strutegy			Partnership plans and Area Waste				
			Partnership plans and Area	Plans, Waste Management Business		See Management,		
WASTE MANAGEMENT	Waste Strategy	Strategy and planning	Waste Plans	Plan		Strategic Planning		
				Enforcement Improvement Plan, Litter		See Management,		
WASTE MANAGEMENT	Waste Strategy	Policy and Procedure	Policy and Procedure	Bin Replacement Policy		Corporate Policy		
				Quarterly returns and reports on				
				recycling activities, waste data flow,				
				classifications, targets, performance to		C M		
WASTE MANAGEMENT	Masta Ctratage	Ctatutan reporting	Chatutan (vatuuma	bodies including NIEA, NI Landfill Allowance Scheme		See Management, Statutory Returns		
WASTE MANAGEMENT	Waste Strategy	Statutory reporting	Statutory returns	Allowance Scrieme		Statutory Returns		Minutes - PRONI Appraisal
								Filliaces TROM Applaisar
WASTE MANAGEMENT	Waste Strategy	Stakeholder engagemen	t Meetings file	Agenda, reports, minutes, action sheets	Date of meeting	20 years	Business requirement	Other records - Destroy
		•	-1	,,,,,	1	1 /	1	122.0
WASTE MANAGEMENT	Environmental Pro	tection	T	All documentation relating to closed	T	1		1
	Environmental			Council landfill sites (Environmental				Permanent retention by
WASTE MANAGEMENT	Protection	Closed landfill sites	Landfill site file by location	Health hold GIS location records)		Permanent	Business requirement	Council
TO THE THIRD COLL TEXT	T TOCCOCION	Ciosca iariariii sices	Zariariii Sice IIIe Sy iscacion	Documentation relating to the		- cimanone	Dadiness requirement	Courton
	Environmental		Site management file by	management, inspection and				Permanent retention by
WASTE MANAGEMENT	Protection	Closed landfill sites	location	maintenance of landfill site		Permanent	Business requirement	Council
WASTE MANAGEMENT	Refuse and Cleans	ina						
WASTE PIARAGEPIER	Refuse una cicans	 	I		1		(1) The Litter (NI) Order	
							1994	
							(2) The Clean	
			Public convenience	Cleansing and monitoring schedules and	End of calendar		Neighbourhood and	
WASTE MANAGEMENT	Refuse and Cleansing	Public conveniences	cleansing file by location	work records	year	6 years	Environment Act (NI) 2011	Destroy
				Applications for nationwide public				
				convenience access keys issued on				
MACTE MANIACEMENT	Define and Classics	Dublic commission	Radar keys for disabled	request to eligible members of the	End of calendar	News	Durain and the second	Darting.
WASTE MANAGEMENT	Refuse and Cleansing	Public conveniences	access	public	year	None	Business requirement (1) The Litter (NI) Order	Destroy
							(1) The Litter (NI) Order	
							(2) The Clean	
				Cleansing and monitoring schedules &	End of calendar		Neighbourhood and	
WASTE MANAGEMENT	Refuse and Cleansing	Street cleansing	Cleansing file by location	work records for district locations	year	6 years	Environment Act (NI) 2011	Destroy
				Requests relating to missed /			, , ,	
				overflowing bin, damaged, replacement				
				bins, removal of graffiti, fly posters, fly				
		L .		tipping, dog fouling, litter - Customer		See Management,		
WASTE MANAGEMENT	Refuse and Cleansing	Customer engagement	Service request file	request and response	ļ	Customer Feedback		
				Documentation relating to a complaint -		Coo Management		
WASTE MANAGEMENT	Refuse and Cleansing	Customer engagement	Complaints file	complaint, investigation, internal / external consultation and response		See Management, Customer Feedback		
		customer engagement	Complaints file	Texternal consultation and response	L	Customer reedback		
WASTE MANAGEMENT	Waste Collection		1		,	_	1	
		1		Records of requests, payments and				
		Duller cellections C. L.	Dullan adlastiana 0 lai	collections of bulky waste	Ford of 6			
1	1	Bulky collections & bin	Bulky collections & bin	Records of requests, payments and	End of financial	I	i .	
WASTE MANAGEMENT	Waste Collection	deliveries	delivery database	confirmed deliveries of bins	year	2 years	Business requirement	Destroy

	1	In ii i	T	I	_	T	1	T
		Domestic waste						
WASTE MANAGEMENT		collections - special		Customer application forms, proof of	Date added to the	c 11		.
WASTE MANAGEMENT	Waste Collection	circumstances	Application file	need, address, etc Contact details of special circumstances	database	6 months	Business requirement	Destroy
		Domestic waste	Consider the constant of the c		D-t f			
WASTE MANAGEMENT		collections - special	Special circumstances	customers - health information not	Date removed from			.
WASTE MANAGEMENT	Waste Collection	circumstances	customer list	included	database	1 year	Business requirement	Destroy
		Trade waste collections -			Date removed from			
WASTE MANAGEMENT	Waste Collection	customer management	Customer database	Trade waste customer contact details	database	1 year	Business requirement	Destroy
WASTE MANAGEMENT	waste collection		Schedule of collection	Schedule / record / report on collection	End of financial	1 year	business requirement	Destroy
WASTE MANAGEMENT	Waste Collection	Domestic / Trade waste collections	points by area	points by area	vear	1 year	Business requirement	Destroy
WASTE MANAGEMENT	Waste Collection	collections	Waste transfer notes	Documentation relating to Council's own	yeai	1 year	business requirement	Destroy
		C	Controlled waste removal		End of financial			
WASTE MANAGEMENT		Controlled waste		hazardous waste, trade waste and		2		s .
WASTE MANAGEMENT	Waste Collection	collection	notifications	illegally dumped high risk waste	year	2 years	Business requirement	Destroy
WASTE MANAGEMENT	Waste Reduction							
			Household Recycling	Documentation re goods in, goods out,				
			Centres - Waste transfer	H&S, maintenance & inspection report	End of financial			
WASTE MANAGEMENT	Waste Reduction	Recycling	notes	etc.	year	5 years	Business requirement	Destroy
WASTE MANAGEMENT	Licensing and Agre	ements						
WASTETIANAGETIENT	Licensing and Agre		1	Documentation relating to the licensed				
				disposal of waste for household			The Waste Management	
	Licensing and	Waste management	Waste management licence	recycling centres, landfill sites, 'bring			Licensing Regulations (NI)	
WASTE MANAGEMENT	Agreements	licenses	/ permit by location	banks'	Date of last action	20 years	2003	Destroy
	/ tg/ cernents	ilicanoco	/ perme by location	Documentation relating to collections	Date of last action	20 / 00.0	1000	200.07
				made at a customer's request - record				
				of type and weight of materials,				
	Licensing and		Trade waste agreements,	collection frequency, invoices, credit				
WASTE MANAGEMENT	Agreements	Customer agreements	file by Customer	notes, correspondence	End of financial year	1 vear	Business requirement	Destroy
WASTE MANAGEMENT		•		,		1 7		1
WASTE MANAGEMENT	Enforcement / Pro	secution of Offences	1	T			(1) The Litter (NI) Order	1
				Documentation relating to the			1994	
				complaint - investigation report, internal			(2) The Clean	
	Enforcement /			/ external consultation and response			Neighbourhood and	
WASTE MANAGEMENT		Fly tipping management	Casa file	issued	Date of last action	6 voors	Environment Act (NI) 2011	Destroy
WASTE MANAGEMENT	Prosecution of Offences	riy upping management	Case file	All documentation relating to the issue	Date of last action	o years	(1) The Litter (NI) Order	Destroy
				of a FPN - details of offender, record of			1994	
							(2) The Clean	
	Enforcement /	Iccuing Fixed Density		offence and copy of notice - fly tipping,	End of financial		()	
MACTE MANIACEMENT	Enforcement /	Issuing Fixed Penalty	FDN file by	trade waste, litter, dog fouling fly		C	Neighbourhood and	Daratura
WASTE MANAGEMENT	Prosecution of Offences	Notices (FPN)	FPN case file by name	posting and domestic waste	year	6 years	Environment Act (NI) 2011	Destroy
	Enforcement /	Waste related		Emails, correspondence, departmental				
MACTE MANACEMENT			Casa file			Coo Logal Convisos		
WASTE MANAGEMENT	Prosecution of Offences	prosecutions	Case file	evidence, file notes, officers' statements	 	See Legal Services	+	
	Enforcement /			Notebooks used in the process of	End of financial		The Police and Criminal	
WASTE MANAGEMENT	Enforcement / Prosecution of Offences	DACE Evidones	PACE Notebooks			6 110000		Doctros
WASTE MANAGEMENT	Prosecution of Offences	PACE EVIDENCE	PACE NOTEDOOKS	collecting evidence in fly tipping cases	year	6 years	Evidence (NI) Order 1989	Destroy