Retention and Disposal Schedule



Retention and Disposal Schedule Control

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Contents

Introduction	4
Objectives	4
Scope	5
_egal Requirements	5
Operation of the Retention and Disposal Schedule	6
Roles and Responsibilities	9
Records Management Declaration	10
Signatories	11
Appendix A – Index of Functions and Activities	12
Appendix B – Glossary of Terms	17
Appendix C – Legislation	18
Retention & Disposal Rules	20

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

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 ACTIVITY				
	Strategic Programmes, Financial Assistance and Social Inclusion				
	Volunteers				
	Community Planning				
FUNCTION	ACTIVITY				
Council Property	Property Asset Management				
	Property Acquisition and Disposal				
	Capital Projects				
	Property Maintenance				
	Property Management				
	Fleet Management				
	Transferred Car Parks				
	Directorate Managed Car Parks				
	All Council Managed Car Parks				
	Bus Shelters				
	Cemeteries				
	Council Markets				
	Public Conveniences				
	Town Centre CCTV				
FUNCTION	ACTIVITY				
Democracy	Decision Making				
	Executive				
	Governance				

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

	Learning and Development
	Safeguarding
FUNCTION	ACTIVITY
Information and Communication Technology	Asset Management
	Configuration Management Database (CMDB)
	Resource Deployment
	Cloud Platforms
	Managing Infrastructure
	Managing Communication
	Release Management
	IT Management
FUNCTION	ACTIVITY
Information Management	Access to Information
	Data Protection
	Records Management
	Operations
FUNCTION	Support Services ACTIVITY
TONCTION	ACIIVIII
Trish Language Unit	Trish Language Bursary Scheme
Irish Language Unit	Irish Language Bursary Scheme
Irish Language Unit	Project and Event Management
Irish Language Unit	Project and Event Management Strategy and Policy
	Project and Event Management
Irish Language Unit FUNCTION Legal Services	Project and Event Management Strategy and Policy Translation Services
FUNCTION	Project and Event Management Strategy and Policy Translation Services ACTIVITY Litigation
FUNCTION	Project and Event Management Strategy and Policy Translation Services ACTIVITY
FUNCTION	Project and Event Management Strategy and Policy Translation Services ACTIVITY Litigation Land and Property
FUNCTION	Project and Event Management Strategy and Policy Translation Services ACTIVITY Litigation Land and Property Contract Law
FUNCTION	Project and Event Management Strategy and Policy Translation Services ACTIVITY Litigation Land and Property Contract Law Enforcement/Prosecution of Offences
FUNCTION	Project and Event Management Strategy and Policy Translation Services ACTIVITY Litigation Land and Property Contract Law Enforcement/Prosecution of Offences Statutory
FUNCTION Legal Services	Project and Event Management Strategy and Policy Translation Services ACTIVITY Litigation Land and Property Contract Law Enforcement/Prosecution of Offences Statutory Advisory
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
FUNCTION Legal Services	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
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
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				
Management	Audit and Risk				
	Consultations and Engagement				
	Corporate Administration				
	Corporate Communications and Marketing				
	Corporate Policy				
	Customer Feedback				
	Emergency Planning				
	Equality				
	Events				
	Evidence and Research				
	Insurance				
	Internal Communication				
	Partnership and Agency Working				
	Performance Management				
	Project Management				
	Review of Public Administration				
	Statutory Returns				
	Strategic Decision Making				
	Strategic Planning				
FUNCTION	ACTIVITY				
Planning	Development Management				
	Enforcement				
	Development Plan				
FUNCTION	ACTIVITY				
Procurement	Policy and Procedure				
	Contracts and Tendering				
FUNCTION	Contract Management ACTIVITY				
Registration Services	Registration of Births, Deaths and Marriages				
region anon services					
FUNCTION	Marriage Services ACTIVITY				
Sustainability	Biodiversity				
•	•				

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

Appendix B – Glossary of Terms

Appraisal

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

Business Requirement

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

Closed Records

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

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

Department for Communities (DfC) - Public Records Office Northern Ireland (PRONI)PRONI is a division within the DfC and is the official archive for Northern Ireland, holding documents covering a period from 1600 to the present day. PRONI provides records management and guidance to public bodies in Northern Ireland.

Destroy

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

Digital Preservation

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

Information Asset Owner

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

Records

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

Retention Trigger

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

Transfer

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

Appendix C - Legislation

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

The Access to the Countryside (NI) Order 1983

The Betting and Gaming (NI) Order 2004

The Betting, Gaming, Lotteries and Amusements (NI) Order 1985

The Building Control Regulations (NI) 2012

The Burial Ground Regulations (NI) 1992

The Caravans Act (NI) 2011

The Certificates of Alternative Development Value Regulations (NI) 2015

The Cinemas (NI) Order 1991

The Civil Contingencies Act 2004

The Civil Partnership Regulations (NI) 2005

The Clean Neighbourhood and Environment Act (NI) 2011

The Control of Asbestos Regulations (NI) 2012

The Cooling Towers and Evaporative Condensers Regulations (NI) 1994

The Dangerous Substances and Explosives Explosive Atmospheres Regulations 2002

The Data Protection Act 2018

The Disability Discrimination Act 1995 (as amended by The Disability Discrimination (NI) Order 2006

The Dogs (NI) Order 1983

The Electoral Law Act (NI) 1962

The Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016

The Environmental Information Regulations 2004

The Fair Employment & Treatment (NI) Order 1998

The Finance Act 2004

The Fire Precautions (Workplace) Regulations (NI) 2001

The Fire Safety Regulations (NI) 2010

The Freedom of Information Act 2000

The Freedom of Information Act 2000, Section 46 - Code of Practice on Records Management

The Goods Vehicles (Licensing of Operators) Act (NI) 2010

The Hairdressers Act (NI) 1939

The Health and Safety at Work (NI) Order 1978

The Income Tax (PAYE) (Amendment) Regulations 2020

The Justice Act (NI) 2011

The Land Compensation (NI) Order 1982

The Lifting Operations & Lifting Equipment Regulations (NI) 1999

The Limitations (NI) Order 1989

The Litter (NI) Order 1994

The Local Elections (NI) Order 2010)

The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 11, Street Names and Numbering of Buildings

The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 2, Licensing of Places of Entertainment

The Local Government Act (NI) 1972

The Local Government Act (NI) 2014

The Local Government Pension Scheme Regulations (NI) 2014

The Management of Health and Safety at Work Regulations (NI) 2000

The Manufacture and Storage of Explosive Regulations (NI) 2006

The Marriage Regulations (NI) 2003

The Museums (NI) Order 1981

The Northern Ireland Act 1998

The Occupiers Liability (NI) Order 1987

The Off-Street Parking (Functions of District Councils) Act (NI) 2015

The Pavement Cafés Act (NI) 2014

The Petroleum (Consolidation) Act (NI) 1929

The Planning Act (NI) 2011

The Planning (Environmental Impact Assessment) Regulations (NI) 2017

The Planning (General Development Procedure) (NI) Order 2015

The Planning (General Permitted Development) (NI) Order 2015

The Planning (Local Development Plan) Regulations (NI) 2015

The Police and Criminal Evidence (NI) Order 1989

The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013

The Private Tenancies (NI) Order 2006

The Provision and Use of Work Equipment Regulations (NI) 1999

The Public Health (Ireland) Act 1878

The Public Health Acts Amendment 1907

The Public Service Pensions Act (NI) 2014

The Regulation of Investigatory Powers Act 2000

The Rent (NI) Order 1978

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997

The Reservoirs Act (NI) 2015

The Roads (Miscellaneous Provisions) Act (NI) 2010

The Rural Needs Act (NI) 2016

The Safety of Sports Grounds (NI) Order 2006

The Smoking (NI) Order 2006

The Statutory Maternity Pay (General) Regulations 1986

The Street Trading Act (NI) 2001

The Taxes Management Act 1970 - Schedule 4

The Towns Improvement (Ireland) Act 1854 incorporating The Towns Improvement Act 1847

The Tourism (NI) Order 1992

The UK General Data Protect Regulations 2021

The VAT Act 1994

The Waste and Contaminated Land (NI) Order 1987

The Waste Management Licensing Regulations (NI) 2003

What is a retention schedule?

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

How do I use this schedule?

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 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 record folder and deleting them from the mailbox when its use is concluded.

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

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	Storage Media	Protective Marking	Personal Data Y/N	Information Asset Owner
			Evidence of a Transaction						Lists the media in which the record is			Council's Information Asset Owners are responsible for
			created, received and	Provides examples of the different types of records						The data classification	data is held within the record and therefore	ensuring that all information and records
The Functions are the broad categories used to	Activities are linked to each Council Function			covered by the retention rule		Specifies the length of	Identifies whether the				subject to the Data Protection Act 2018 and	management systems within their control comply
capture the more specific activities and			Council, in pursuance of legal obligations or in the		Defines the event that triggers the start of the		retention rule is based on legal, regulatory or	recommended at the end of the Retention			the UK General Data Protection Regulation	with the Records Management Policy and
transactions	provided	the Activities	transaction of business.	definitive lists	Retention Period	event	business reasons	Period	DVD, etc.	and Procedure	2018	Procedure

Function	Activity	Transaction	Record	Record Description / Examples	Retention Trigger	Retention Period	Retention Authority / Rationale	Final Action		
BUILDING CONTROL										
BUILDING CONTROL	Building Control App	lications								
BUILDING CONTROL	Building Control Applications	Building control file	Pre-submission file	Documentation relating to confidential advice given pre- building regulation application	End of calendar year following completion	Hard copy - 6 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council		
BUILDING CONTROL	Building Control Applications	Building control file	Full Plans	Documentation relating to application files - application, validation sheet, correspondence, drawings, location plans, structural calculations, decision notices, inspection reports and contravention notices	End of calendar year following completion	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council		
BUILDING CONTROL	Building Control Applications	Building control file	Full Plans - housing developments	Documentation relating to application files - application, validation sheet, correspondence, drawings, location plans, structural calculations, decision notices, inspection reports and contravention notices	End of calendar year following completion	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council		
BUILDING CONTROL	Building Control Applications	Building control file	Building Notices Regularisation	Documentation relating to application files - application, validation sheet, correspondence, drawings, location plans, structural calculations, decision notices, inspection reports and contravention notices	End of calendar year following completion	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council		
BUILDING CONTROL	Building Control Applications	Building control file		Documentation relating to application files - application, validation sheet, correspondence, drawings, location plans, structural calculations, decision notices, inspection reports and contravention notices	End of calendar year following completion	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council		
BUILDING CONTROL	Building Regulations	5	T		T	1	T	T		
BUILDING CONTROL	Building Regulations	Enforcement	Unauthorised works file	Documentation relating to the notification and management of unauthorised works including copies of notices, details of decisions, correspondence	Date of last action	Hard copy - 25 years Database held electronic files - permanent	The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017 - Department for Communities and Local Government	Hard copy records - Destroy Electronic database records - Permanent retention by Council		
BUILDING CONTROL	Building Regulations	Enforcement	Dangerous structures file	Documentation relating to dangerous structure - copies of notices, details of decisions, correspondence	End of calendar year following resolution	Hard copy - 3 years Database held electronic files - permanent	(1) The Towns Improvement (Ireland) Act 1854 – Section 39 Incorporating The Towns Improvement Act 1847 Section 75 (2) The Public Health Acts Amendment 1907	Hard copy records - Destroy Electronic database records - Permanent retention by Council		
BUTI DING CONTROL	5 D	- C D. Halin - D l-Ai								
BUILDING CONTROL BUILDING CONTROL	Energy Performance Energy Performance of Building Regulations	c of Building Regulation	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 Hard copy records -		
BUILDING CONTROL	Energy Performance of Building Regulations	Stakeholder Management	Stakeholder database	Contact details for Estate Agents and Statutory Agencies	Date removed from database	None	The Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016	Destroy Electronic database records - Permanent retention by Council		

BUT DING CONTROL	O							
BUILDING CONTROL	Operations						The Energy Performance of	
							Buildings (Certificates and	
				Documentation relating to performance indicators to			Inspections) (Amendment)	
BUILDING CONTROL	Operations	Reporting	Statistical reports	statutory body and council	End of financial year	6 years	Regulations (NI) 2016	Destroy
DULL DANG CONTROL	0	Commission	Constal at a Cla	Documentation relating to non-service related	Data of last a silver	6		Desta
BUILDING CONTROL	Operations	Complaints	Complaints file	correspondence	Date of last action	6 years	Business requirement (1) The Fire Precautions	Destroy
							(Workplace) Regulations (NI)	
							2001	
							(2) The Fire Safety	
BUILDING CONTROL	Operations	Health and Safety	Fire risk assessments	Original held by Building Control and copies by department	Until superseded	4 years	Regulations (NI) 2010	Destroy
COMMUNITY ENGA	GEMENT							
COMMUNITY ENGAGEMENT	Community Convices	Encilities and Events	_					
COMMONITY ENGAGEMENT	Community Services,	Strategy and	l .			See Management, Strategic		
COMMUNITY ENGAGEMENT	Facilities and Events	engagement	Community Service Strategy			Planning		
	Community Services,	Strategy and	, , , , , , , , , , , , , , , , , , , ,	All documentation relating to reporting including to		See Democracy, Decision		
COMMUNITY ENGAGEMENT	Facilities and Events	engagement	Reports	Committee and Directorate		Making		
			Service Level Agreements					
	Community Comings	Community Contra	(SLA),					
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	Facilities Management Agreements (FMM)	FMMs, SLAs and licences relating to suppliers and equipment		See Legal Services		
COLINIONITY ENGAGEMENT	Community Services,	Community Centre	ngreements (FPP)	Maintenance and servicing reports, cleaning reports, health		See Council Property,		-
COMMUNITY ENGAGEMENT	Facilities and Events	management	Car park management file	and safety reports		Directorate Managed Car Parks		
				Daily / weekly / monthly centre check sheets, accident and		See Council Property, Property		
	Community Services,	Community Centre	Health and safety	incident reports, risk assessments, SSoW, PUWER, LOLER,		Maintenance		
COMMUNITY ENGAGEMENT	Facilities and Events	management	maintenance file	emergency action plans, COSSH, business continuity		See Health and Safety		
	Camana ik i Camilaaa	Camana it Cambus		Mechanical, electrical and equipment maintenance and		Can Carrail Dramant - Dramant -		
COMMUNITY ENGAGEMENT	Community Services, Facilities and Events	Community Centre management	General maintenance file	servicing reports, daily inspection records, installation records		See Council Property, Property Maintenance		
COMMONTY ENGAGEMENT	Community Services,	Community Centre	General maintenance me	Documentation relating to cleaning schedules, rotas, quality		Maintenance		
COMMUNITY ENGAGEMENT	Facilities and Events	management	Cleansing file by location	and safety standards	End of calendar year	21 years	Business requirement	Destroy
	Community Services,	Community Centre	,	Documentation relating to staff operational management	,	,	·	
COMMUNITY ENGAGEMENT	Facilities and Events	management	Staffing file	including casual staff, rotas, procedures, uniforms, training	End of calendar year	3 years	Business requirement	Destroy
	Community Services,			Documentation relating to room bookings, pitch hire, car				
COMMUNITY ENGAGEMENT	Facilities and Events	Event management	Booking / hire file	park area Documentation relating to CS organised events including		See Management, Events		
	Community Services,			marketing materials, logistical support applications,				
COMMUNITY ENGAGEMENT	Facilities and Events	Event management	Events file	equipment installation, van use		See Management, Events		
	Community Services,	_						
COMMUNITY ENGAGEMENT	Facilities and Events	Areas at risk	Areas at Risk course file	Course participants, registration forms, booking tables	Date of course	3 years	Business requirement	Destroy
	Community Services,	_		Documentation relating to sales and income, invoices, daily				
COMMUNITY ENGAGEMENT	Facilities and Events	Finance	Financial file	cash reports, debtors reports, legend reports, petty cash		See Finance		
	Community Services,			All documentation relating to procurement - VFM, RQQ, ITT forms, submissions from suppliers, quotations, evaluations				
COMMUNITY ENGAGEMENT	Facilities and Events	Procurement	Procurement file	and related records		See Procurement		
	Community Services,					See Council Property, Fleet		
COMMUNITY ENGAGEMENT	Facilities and Events	Transport	Van usage file	Servicing and mileage records, driver usage		Management		
COMMUNITY ENGAGEMENT	Community Support	Programme						
	Community Support			Funder's letters of offer, committee approvals, funding				
COMMUNITY ENGAGEMENT	Programme	Grants and funding	Funding file	claims, funding payments received from funder	Date of final claim and payment	7 years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Community Support	Eunding roports	Six monthly roport	Six monthly reports to funder	Date of report following final payment	7 years	Funding body Latter of Offer	Destroy
COMMONITY ENGAGEMENT	Programme	Funding reports	Six monthly report	Six monthly reports to funder	Ipayment	/ years	Funding body Letter of Offer	Incorror
	_							
COMMUNITY ENGAGEMENT		velopment - District E		I	1			
COMMUNITY ENGAGEMENT	Engagement and Development - DEAs	Meetings	DEA, Committee meeting minutes	Agenda, reports, minutes, action sheets	Date ratified	6 years	Business requirement	Destroy
COMMONTH LINGAGEMENT	Engagement and	riccurigs	minutes	Ingenua, reports, minutes, action sneets	Date faulieu	o years	Dualificas requirement	Destroy
COMMUNITY ENGAGEMENT	Development - DEAs	Engagement	DEA newsletters	Newsletter produced and published by each DEA	Date of creation	3 years	Business requirement	Destroy
	Engagement and			Risk assessments, community consultations, project			·	
COMMUNITY ENGAGEMENT	Development - DEAs	Event management	Events file	proposals	Date of final claim and payment	As per Funder's Letter of Offer	Funding body Letter of Offer	Destroy
	Engagement and	L.				1		
COMMUNITY ENGAGEMENT	Development - DEAs	Finance	Funded procurement	Documentation relating to funded procurement	Date of final claim and payment	As per Funder's Letter of Offer	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Neighbourhood Ren	ewal	T			1		1
			Neighbourhood Renewal					
COMMUNITY ENGAGEMENT	Neighbourhood Renewal	Meetings	Partnerships, Committee meeting minutes	Agenda, reports, minutes, action sheets	Date ratified	7 years	Funding body Letter of Offer	Destroy
COLI IONTE ENGAGEMENT	magniournoud Nenewal	i iccungs	meeting minutes	progenica, reports, minutes, acubit streets	Date radiied	i, years	I anding body Letter or Offer	I Dead by

	_	ı	I	1	I		1	T
COMMUNITY ENGAGEMENT	Noighbourhood Donougl	Engagoment	Neighbourhood Renewal	Newry and Downpatrick Neighbourhood Renewal newsletters	Data of greation	7 1/02/20	Funding hady Latter of Offer	Doctroy
COMMUNITY ENGAGEMENT	Neighbourhood Renewal	Engagement	newsletter	All risk assessments, collated data from events (paper or	Date of creation	7 years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Neighbourhood Renewal	Engagement	Event / project file	electronic)	Date of event	7 Years	Funding body Letter of Offer	Destroy
COMMUNITY ENGAGEMENT	Neighbourhood Renewal		Grants file		Date of final claim and payment	7 years	Funding body Letter of Offer	Destroy
CONTROLL FOR THE PROPERTY OF T	renginournour renerran	oranis and randing	oranio me	Social character relating to grant claims	pace or inter-claim and payment	I' Years	ranang boay better or one.	150000)
COMMUNITY ENCACEMENT	Delising and Commu	nitus Cafatus Dautmassalı	in (DCSD) and Cood Dolor	tions Comiles				
COMMUNITY ENGAGEMENT	Policing and Commu	nity Sarety Partnersh	ip (PCSP) and Good Relat	Documentation relating to meetings - agendas, minutes,	1		The Justice Act (NI) 2011	
	PCSP and Good	Strategy and	PCSP and sub-group meeting	action sheets, PSNI reports, monitoring and evaluation			Code of Practice for the	
COMMUNITY ENGAGEMENT	Relations Service	engagement	file	reports	Meeting date	20 years	Exercise of Functions	PRONI Appraisal
COT II TONETT ENGAGETIENT	reducións service	engagement	THE	Герога	riceang date	20 years	The Justice Act (NI) 2011	TROTT Appruisus
	PCSP and Good	Strategy and		All documents relating to the strategy to reduce crime and			Code of Practice for the	Permanent retention by
COMMUNITY ENGAGEMENT	Relations Service	engagement	Strategic Plan	enhance community safety including the operational plan	Date created	20 years	Exercise of Functions	Council
				i i i i		,	The Justice Act (NI) 2011	
	PCSP and Good	Strategy and					Code of Practice for the	
COMMUNITY ENGAGEMENT	Relations Service	engagement	PCSP Annual Report	All background documents, working versions, final version	Date of report	20 years	Exercise of Functions	Transfer to PRONI
	PCSP and Good	Strategy and						
COMMUNITY ENGAGEMENT	Relations Service	engagement	Preparatory file	Strategic Plan and Annual Report working papers	Date approved	1 year	Business requirement	Destroy
				All funding claims - letters of offer, documents relating to				
				purchases, VFMs, RFQs, STAs, members expenses claims,			The Justice Act (NI) 2011	
	PCSP and Good		Dept of Justice / Policing	grant payments made or received, correspondence,			Code of Practice for the	
COMMUNITY ENGAGEMENT	Relations Service	External funding	Board funding file	monitoring and evaluation	Date of final claim and payment	7 years	Exercise of Functions	Destroy
1	DCCD and Const		Themstic Coude / Division				The Justice Act (NI) 2011	ĺ
COMMUNITY ENCACEMENT	PCSP and Good	Crants and funding	Thematic Cards / Project	Deturns for quarterly thematic cards, quarterly assists and	Data of programma completies	7 1/02/20	Code of Practice for the	Doctroy
COMMUNITY ENGAGEMENT	Relations Service	Grants and funding	Cards	Returns for quarterly thematic cards, quarterly project cards	Date or programme completion	7 years	Exercise of Functions The Justice Act (NI) 2011	Destroy
	PCSP and Good			Documentation relating to event including risk assessments, community consultations, marketing materials, press			The Justice Act (NI) 2011 Code of Practice for the	
COMMUNITY ENGAGEMENT	Relations Service	Event management	Events file	releases	Date of Event	6 years	Exercise of Functions	Destroy
COLUMNITI ENGAGEMENT	PCSP and Good	L+CITE HIGHGYCHICHE	ETGIG HIC	Telegoto	Dute of Event	o years	Excluse of Fullcuous	Deducy
COMMUNITY ENGAGEMENT	Relations Service	Engagement	Contact database	Contact details of members of the public	Date removed from database	None	Business requirement	Destroy
COTHIONETT ENGAGETIENT	reducións service	Engagement	Contact database	Contact actains of members of the public	Bute removed from database	Hone	business requirement	Descroy
	a							
COMMUNITY ENGAGEMENT		es, Financial Assistan	ce and Social Inclusion	In a second seco	ı	ı	1	T
	Strategic Programmes,	F		Procurement and project documentation including claims to		As an CELIDAL attain of Office		
COMMUNITY ENGAGEMENT	Financial Assistance and Social Inclusion	projects	Danca IV Project file	Special European Union Project Board, monitoring records, Partnership Board meeting minutes	SEUPB Project end date	As per SEUPB Letter of Offer and update	SEUPB Letter of Offer	Doctroy
COMMUNITY ENGAGEMENT	Strategic Programmes,	projects	Peace IV Project file	Procurement and project documentation including claims to	SEOPB Project end date	and update	SEOPB Letter of Offer	Destroy
		European funded		Special European Union Project Board, monitoring records,				
COMMUNITY ENGAGEMENT	Social Inclusion	projects	Peace III Project file	Partnership Board meeting minutes	SEUPB Project end date	31 December 2022	SEUPB Letter of Offer	Destroy
COT II TONETT ENGAGETIENT	Strategic Programmes,	projecto	redec iii i roject iiic	Turnership board meeting minutes	SEOI B 110ject chu date	31 December 2022	SEGI D Letter of offer	Desarby
	Financial Assistance and					See Management, Corporate		
COMMUNITY ENGAGEMENT	Social Inclusion	Financial assistance	Policy and Procedure			Policy		
	Strategic Programmes,		, , , , , , , , , , , , , , , , , , , ,					
	Financial Assistance and		Funding Call file by date and	All documentation relating to applications, assessments,				
COMMUNITY ENGAGEMENT	Social Inclusion	Financial assistance	theme	letters, claims, monitoring	Date of final claim and payment	7 years	Business requirement	Destroy
	Strategic Programmes,							
	Financial Assistance and							
COMMUNITY ENGAGEMENT	Social Inclusion	Financial assistance	Financial assistance claim file	All documentation issued to finance for payment	Date of final claim and payment	7 years	Business requirement	Destroy
1	Strategic Programmes,				L		1	ĺ
	Financial Assistance and		5 " 6 " 6"		End of financial year after call has	L	l	L .
COMMUNITY ENGAGEMENT	Social Inclusion	Financial assistance	Funding Call file by date	Documentation relating to unsuccessful applications	closed	1 year	Business requirement	Destroy
1	Strategic Programmes,	Contal Investment E					1	ĺ
COMMUNITY ENCACEMENT	Financial Assistance and	Social Investment Fund (SIF)	Poord mostings file	Minutes of meetings	Data ratified	6 voors	STE Latter of Offer	Doctroy
COMMUNITY ENGAGEMENT	Social Inclusion	(214)	Board meetings file	Minutes of meetings	Date ratified	6 years	SIF Letter of Offer	Destroy
1	Strategic Programmes, Financial Assistance and	Social Investment Fund		All documentation relating to procurement - project			1	ĺ
COMMUNITY ENGAGEMENT	Social Inclusion	(SIF)	Project file- Castlewellan	documentation including claims to The Executive Office	Date of final claim and payment	30 April 2028	SIF Letter of Offer	Destroy
SS. II IONITT ENGAGEMENT	Strategic Programmes,	(02.)	Ojoče nie Gustiewellan	accumentation including claims to the Executive office	sace or milar claim and payment	55 . Iprii 2020	SI ECUCI OI OIICI	
1		Social Investment Fund		All documentation relating to procurement - project			1	ĺ
COMMUNITY ENGAGEMENT	Social Inclusion	(SIF)	Project file - Ballyhornan		Date of final claim and payment	30 April 2029	SIF Letter of Offer	Destroy
The state of the s	Strategic Programmes,	/		The Endeddre Office	and payment			
1	Financial Assistance and						1	
COMMUNITY ENGAGEMENT	Social Inclusion	Social Inclusion	Client file	Client database, name, contact details, financial details	Date of last action	6 years	Business requirement	Destroy
	Strategic Programmes,			, , , , , , , , , , , , , , , , , , , ,				,
1	Financial Assistance and						1	ĺ
COMMUNITY ENGAGEMENT	Social Inclusion	Social Inclusion	Project file	Database of service providers, advice clinic, language classes	Until superseded	6 years	Business requirement	Destroy
	Strategic Programmes,			Documents relating to funding received from external				
1	Financial Assistance and			organisations to assist social inclusion projects, applications,			1	ĺ
COMMUNITY ENGAGEMENT	Social Inclusion	Social Inclusion	External funding file	receipt of 3rd party providers vouchers	Date created	6 years	Business requirement	Destroy
	Strategic Programmes,							
	Financial Assistance and			Documentation relating to the issue of vouchers including	S	L	l	L .
COMMUNITY ENGAGEMENT	Social Inclusion	Social Inclusion	External funding file	client database	Date of issue	6 years	Business requirement	Destroy
1	Strategic Programmes,						1	ĺ
i	Financial Assistance and Social Inclusion	Engagement	Promotions / campaigns file	Marketing materials, leaflets, public advertising, social media	Data arrested	3 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT								

COMMUNITY ENGAGEMENT	Volunteers							
COMMUNITY ENGAGEMENT	Volunteers	Volunteer registration	Registration file	Completed registration forms	Until registration is uploaded onto the electronic system	1 month	Business requirement	Destroy
		l common region and						- 332 37
COMMUNITY ENGAGEMENT	Volunteers	Volunteer management	Volunteer database	Names, addresses, contact details, emergency contact details	Date removed from database	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Volunteers	Volunteer management	Volunteer financial claim file	Names, addresses, bank details, claims submitted	End of financial year	6 years	Business requirement	Destroy
COMMUNITY ENGAGEMENT	Volunteers	Policy and Procedure	Volunteer Policy and Procedure			See Management, Corporate Policy		
COMMUNITY ENGAGEMENT	Volunteers	Staff training	eLearning / PowerPoint training file	Documentation relating to training materials developed for Council staff		See Human Resources, Learning and Development		
		,	,	,				•
COMMUNITY ENGAGEMENT	Community Planning		T	Documentation relating to the production of the plan and the	I		The Local Government Act	1
COMMUNITY ENGAGEMENT	Community Planning	Strategy and engagement	The Community Plan	plan itself including legislative documents and research	Until superseded	20 years	(NI) 2014	Transfer to PRONI
COMMONITY ENGAGEMENT	Community Flaming	engagement	The Community Flam	plan itself including legislative documents and research	Ondi superseded	20 years	(NI) 2014	Transfer to FROM
COMMUNITY ENGAGEMENT	Community Planning	Strategy and engagement	Strategic Community Planning Partnership (SCPP) Meetings	Signed agreements, Terms of Reference, attendance, minutes, reports	Date of meeting	20 years	The Local Government Act (NI) 2014	PRONI Appraisal
001111011211121101102112111	communicy riaming	Strategy and	SCPP - operational and	minaces, reporte	Date of meeting	20 700.0	The Local Government Act	Trong rippraisa.
COMMUNITY ENGAGEMENT	Community Planning	engagement	working group meetings	Agenda, reports, minutes, action sheets	Lifespan of the Community Plan	5 years	(NI) 2014	Destroy
		Strategy and					The Local Government Act	
COMMUNITY ENGAGEMENT	Community Planning	engagement	Stakeholder forum	Agenda, reports, minutes, action sheets	Lifespan of the Community Plan	5 years	(NI) 2014	Destroy
		Strategy and	Community planning				The Local Government Act	
COMMUNITY ENGAGEMENT	Community Planning	engagement	databases	Contact details for Community Planning Partners	Date removed from database	None	(NI) 2014	Destroy
COMMUNITY ENGAGEMENT	Community Planning	Monitoring and reporting	Panorts	Documentation relating to the monitoring and reporting including survey results, quantitative data and statistics	Lifespan of the Community Plan	5 years	The Local Government Act (NI) 2014	Destroy
CO IOITT I ENGAGEMENT	community Flamming	c.ncoring and reporting		Documentation relating to projects implemented under	E. Copul of the Community Fidit	5 ,5015	, 2011	2 C3G Oy
COMMUNITY ENGAGEMENT	Community Planning	Project management	Project file	community planning including events, workshops, budgets, applications, costings, publications	Lifespan of the Community Plan	See Management, Project Management	The Local Government Act (NI) 2014	Destroy
COUNCIL PROPERT		i rojece managemene	ir roject me	Tappineacions, costings, pasineacions	Enespair of the community Flan	ranagement	(141) 2011	Descrip
	-							
COUNCIL PROPERTY	Property Asset Mana		T	T	1		I	
		Compilation and management of the						
	Property Asset	Council Property Asset		Register held on an Excel spreadsheet of all Council				Permanent retention by
COUNCIL PROPERTY	management	Register	Property Asset Register	properties		Permanent	Business requirement	Council
COONCIETROLERTI	management	Collection and	Troperty Asset Register	properties		remanent	Dusiness requirement	Council
	Property Asset	Organisation of Asset		Operations and Maintenance Manual, as-built drawings and				Permanent retention by
COUNCIL PROPERTY	management	Documentation	Asset documentation	documents	Date of completion	Permanent	Business requirement	Council
								Hard copies - PRONI Appraisal
i		Collection and				Hard copy - end of calendar		Digitised copies -
	Property Asset	Organisation of Asset				year		Permanent retention by
COUNCIL PROPERTY	management	Documentation	Asset documentation	Historic site plans, building plans and elevations	When digitised	Digitised versions - permanent	Business requirement	Council
COUNCIL PROPERTY	Property Acquisition	and Disposal						
				Land Registry maps and folios, evidence of prior title, bundle				
COLUMNIA DE CESTATA	Property acquisition and			of unregistered title deeds, wayleaves, easements, vesting				
COUNCIL PROPERTY	disposal	Property Deeds	Title Deeds	order and vesting receipts		See Legal Services		
				Documentation relating to the negotiation and acquisition of a property through purchase, transfer, donation or lease				
	Property acquisition and	Acquisition of land /		including D1 form, plans, survey, valuation, lease agreement,	Disposal of property			Permanent retention by
COUNCIL PROPERTY	disposal	property	Property file	correspondence	Expiry / termination of lease	12 years	Business requirement	Council
COUNCILTROFERTI	шэрозаг	property	Troperty me	Documentation relating to the negotiation for the acquisition	Expiry / termination or lease	12 years	business requirement	Council
	Property acquisition and	Acquisition of land /		of a property by Council where the property was not acquired				Permanent retention by
COUNCIL PROPERTY	disposal	property	Acquisitions file	or leased	Closure of negotiations	6 years	Business requirement	Council
	Property acquisition and	Acquisition of land /			Until superseded following disposal	1 / 2		
COUNCIL PROPERTY	disposal	property	Valuation Reports	Valuation documentation and statistics	of a property	12 years	Business requirement	Destroy
				Documentation relating to the disposal of property / land by	. ,	,		,
				sale, transfer or donation including legal documents,				
								Permanent retention by
	Property acquisition and			particulars of sale, survey, tender documents, conditions of	Date all obligations and			
	disposal	property	Property file	particulars of sale, survey, tender documents, conditions of contracts	entitlements are concluded	15 years	Business requirement	Council
COUNCIL PROPERTY		property	Property file Property file		entitlements are concluded	15 years 15 years	Business requirement The Limitation (NI) Order 1989	Permanent retention by
COUNCIL PROPERTY COUNCIL PROPERTY	disposal Property acquisition and disposal	property Disposal of land /		contracts	entitlements are concluded	·	·	Permanent retention by
COUNCIL PROPERTY COUNCIL PROPERTY	disposal Property acquisition and	property Disposal of land /		contracts Documentation relating to the termination of a property lease	entitlements are concluded Termination of lease	·	·	Permanent retention by
COUNCIL PROPERTY	disposal Property acquisition and disposal	property Disposal of land / property		Contracts Documentation relating to the termination of a property lease Feasibility studies, brief, correspondence, site meeting	entitlements are concluded Termination of lease Date of completion - end of defects	·	·	Permanent retention by
COUNCIL PROPERTY COUNCIL PROPERTY	disposal Property acquisition and disposal Capital Projects	property Disposal of land /		Contracts Documentation relating to the termination of a property lease Feasibility studies, brief, correspondence, site meeting minutes, variation orders, drawings, photographs, records of	entitlements are concluded Termination of lease Date of completion - end of defects liability period and completion of all	15 years	·	Permanent retention by Council
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	disposal Property acquisition and disposal	property Disposal of land / property Council property design	Property file	Contracts Documentation relating to the termination of a property lease Feasibility studies, brief, correspondence, site meeting	entitlements are concluded Termination of lease Date of completion - end of defects	·	The Limitation (NI) Order 1989	Permanent retention by Council
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	disposal Property acquisition and disposal Capital Projects	property Disposal of land / property Council property design and construction	Property file	contracts Documentation relating to the termination of a property lease Feasibility studies, brief, correspondence, site meeting minutes, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation	entitlements are concluded Termination of lease Date of completion - end of defects liability period and completion of all	15 years	The Limitation (NI) Order 1989	Permanent retention by Council
COUNCIL PROPERTY COUNCIL PROPERTY COUNCIL PROPERTY	disposal Property acquisition and disposal Capital Projects Capital projects	property Disposal of land / property Council property design and construction External consultant	Property file Capital works file by location Capital works file by location	Contracts Documentation relating to the termination of a property lease Feasibility studies, brief, correspondence, site meeting minutes, variation orders, drawings, photographs, records of payment, tendering of works, contract documentation Documentation relating to the appointment of external	entitlements are concluded Termination of lease Date of completion - end of defects liability period and completion of all outstanding payments	15 years	The Limitation (NI) Order 1989 The Limitation (NI) Order 1989	Permanent retention by Council Destroy

COUNCIL PROPERTY	Capital Projects	Statutory approvals	Certificates	Planning and Building Control approvals, documentation relating to historic, environmental, transport approvals	Date on document	Permanent	Business requirement	Permanent retention by Council
COUNCIL PROPERTY	Property Maintena	nce						
COUNCIL PROPERTY	Property Maintenance	Routine inspections	Property file	Documentation relating to property condition, inventories, stocktaking reports,	Date of inspection	6 years	Business requirement	Destroy
	,		,	,		See Management, Project		
						Management See Council Property, Capital		
COUNCIL PROPERTY	Property Maintenance	Major works	Project file by location			Projects		Permanent retention by
COUNCIL PROPERTY	Property Maintenance	Minor works	3i electronic file	Notification, work details, work completed	Date work completed	Permanent	Business requirement	Council
COUNCIL PROPERTY	Property Maintenance	Minor works	Works file	Documentation relating to procurement of equipment, services		See Procurement		
COUNCIL PROPERTY	Property Maintenance	Inspection and testing of equipment - mechanical	Testing and inspection file - mechanical	Certificates provided by approved contractors including fire extinguisher, emergency lighting, NICEIC (installation) ladder inspections, man safe inspections, lightning protection inspections, chillers / refrigeration unit inspections, fire alarms testing, carbon monoxide alarm testing	Date of inspection	6 years	The Provision and Use of Work Equipment Regulations (NI) 1999	Destroy
COUNCIL PROPERTY	Property Maintenance	Inspection and testing of equipment - electrical	Testing and inspection file - electrical	Fixed wire tests, portable appliance testing, emergency lighting, fire alarms testing	Date of inspection	6 years	The Provision and Use of Work Equipment Regulations (NI) 1999	Destroy
	, ,	Inspection and testing of		<u> </u>			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
COUNCIL PROPERTY	Property Maintenance	Equipment maintenance - major items	Plant repair file	Requests, general correspondence, certificates	Date work completed / date of certificate	6 years	The Provision and Use of Work Equipment Regulations (NI) 1999	Destroy
			Energy management file by		corameace		1333	J cod by
COUNCIL PROPERTY	Property Maintenance	Energy management	location	All documentation relating to energy management		See Sustainability	The Control of Asbestos	Permanent retention by
COUNCIL PROPERTY	Property Maintenance	Asbestos management	Asbestos registration	Asbestos register, site clearance documentation Documentation relating to the management plan, annual	Life of asset / certificate of asbestos	Permanent	Regulations (NI) 2012 The Control of Asbestos	Council
COUNCIL PROPERTY	Property Maintenance	Asbestos management	Monitoring file	inspections and refurbishment surveys	clearance	40 years	Regulations (NI) 2012	Destroy
COUNCIL PROPERTY	Property Maintenance	Asbestos management	Asbestos removal - contracted out	Documentation relating to the maintenance of equipment provided to control exposure to asbestos	Life of asset	40 years	The Control of Asbestos Regulations (NI) 2012	Destroy
COUNCIL PROPERTY	Property Maintenance		Audit and inspection files	Legionella audits and risk assessments, inspections, test results, systems operation and maintenance records	Date superseded	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	Fire risk assessments	Assessment file - carried out by Building Control Officers	Building Control record Building Manager holds copy only	Date superseded	4 years	(1) The Fire Precautions (Workplace) Regulations (NI) 2001 (2) The Fire Safety Regulations (NI) 2010	Destroy
COUNCIL PROPERTY	Property Maintenance	Grounds maintenance - cemeteries	Cemetery file by location	Documentation relating to planned maintenance	End of calendar year	10 years	(1) The Public Health (Ireland) Act 1878 Part III (2) The Burial Grounds Regulations (NI) 1992 (3) The Local Authorities Cemeteries Order 1977 (4) The Health and Safety at Work (NI) Order 1978 (5) The Management of Health and Safety at Work Regulations (NI) 2000	Destroy
COLINCIL PROPERTY	Droporty Maintonance	Grounds maintenance -		Decumentation relating to recognize maintenance	End of calendar year	10 years	Pusiness requirement	Doctroy
COUNCIL PROPERTY	Property Maintenance	cemeteries Grounds maintenance -	Cemetery file by location Weekly inspection file by	Documentation relating to responsive maintenance	End of calendar year	10 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	playgrounds Council grounds -	location	Equipment and conditions	Date of inspection	6 years - 21 years	The Limitation (NI) Order 1989	Destroy
COUNCIL PROPERTY	Property Maintenance	general	Planting schemes	Documentation relating to planting schemes	End of calendar year	3 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	Signage		Request from Licensing to erect a street name plate		3 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Maintenance	Signage	Erection of boundary signs	Documentation relating to the erection of boundary signs	End of calendar year	3 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Managem							
COUNCIL PROPERTY	Property management	Management of land / property	Property file	Documentation relating to ongoing management of Council properties	Date administrative use is concluded	6 years	The Limitation (NI) Order 1989	Destroy
		Management of land /		Documentation relating to land and property schemes	Date administrative use is			
COUNCIL PROPERTY	Property management	property	Property file Health & Safety Booklet (copy - post refurbishment or	including maps, plans, drawings, photographs Construction details - Capital Projects record	concluded	6 years	The Limitation (NI) Order 1989	Destroy
COUNCIL PROPERTY	Property Management	Health and safety	construction)	Building Manager holds copy only	Lifespan of Building	12 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Health and safety	Fire safety certificates	Fire safety certificates	Date superseded	5 years	Business requirement	Destroy

				Documentation relating to the fire alarm testing and fire				I
COUNCIL PROPERTY	Property Management	Health and safety	Fire alarm testing file	alarm safety marshals	Date superseded	5 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Health and safety	Accessibility file by location	Documentation relating to the provision of disabled access	Date superseded	5 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security	Inspection and enforcement file by location	Documentation relating to the conduct and outcomes of a security inspection of a property, and action taken to deal with matters raised	Completion of subsequent inspection	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security - access	Access data by location	Documentation relating to access controls to secure areas, e.g. access registers, key registers, data security logs	Date superseded	2 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security - access	Access file by location - staff	Issuing security passes to staff, information also held by IT and HR	Date pass expires	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security - access	Access file by location - visitor	Issuing security passes to visitors and 3rd party contractors	Date pass expires	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Security - monitoring	CCTV file	CCTV footage - property security monitoring	Date of recording	30 days	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Property services	Cleaning contracts by location		End of contract	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Property Management	Property services	Layout design	Plans relating to office and furniture layouts	Date superseded	1 year	Business requirement	Destroy
COUNCIL PROPERTY	Fleet Management							
COUNCIL PROPERTY	Fleet Management	1						
COUNCIL PROPERTY	Fleet Management	Driver Usage	Drivers' hours file	Monthly driving report, infringement reports, tachograph data downloads	Date asset sold / disposed	3 years	The Goods Vehicles (Licensing of Operators) Act (NI) 2010	Destroy
CO CHOIL FROM ENT F	Treet Hanagement	Direct Codge	Directo fiedio file	data dominodas	pace asset sola / alsposea	5 years	or operators) rice (III) 2010	2000.07
				Documentation including copies of current driving qualifications, driving license, CPC Card and tachograph card		Records stored with Fleet Management until employment ends and transferred to Human Resources if required for	The Goods Vehicles (Licensing	
COUNCIL PROPERTY	Fleet Management	Driver Usage	Drivers' Licence database Vehicle Maintenance Master	Internal and third party driver compliance audit findings	Termination of employment	relevant retention period	of Operators) Act (NI) 2010	Destroy
COUNCIL PROPERTY	Fleet Management	Vehicle Usage	Planner	Excel Planner for scheduling maintenance	End of calendar year	3 years	Business requirement	Destroy
			Vehicle inspection / maintenance record file by	Documentation relating to safety inspection, brake test, service history, wheel re-torque, driver defect form, workshop job card / worksheet, external repair record and				
COUNCIL PROPERTY	Fleet Management	Vehicle usage	vehicle	invoices	Date asset sold / disposed	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Fleet Management	Vehicle usage	GPS Tracking by vehicles	GPS tracking data relating to the vehicles	Date of journey	3 years	Business requirement	Destroy
COUNCIL PROPERTY	Elast Management	Walista Hanna	Tachograph Calibration	G. MS. A. A. G. C. W. A. W. A.	Data of Co. US and	2	The Goods Vehicles (Licensing	D. d.
COUNCIL PROPERTY	Fleet Management	Vehicle Usage	Certificates	Certificate of Calibration Supplier database, invoices, fuel card data and	Date of Certificate	3 years	of Operators) Act (NI) 2010	Destroy
COUNCIL PROPERTY	Fuel Management	Vehicle Usage	Fuel Management file	correspondence	Date superseded	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Fleet Management	Procurement	Procurement File	Specifications, supplier submissions, evaluation reports		See Procurement	·	
COUNCIL PROPERTY	Fleet Management	Heath and Safety	Health and Safety file	Risk Assessments, H&S procedures, accident\incident investigations, training records, housekeeping audits	Termination of employment	Records stored with Fleet Management until employment ends and transferred to Human Resources if required for relevant retention period	Business requirement	Destroy
		1	1		1		1	1-300.07
COUNCIL PROPERTY	Transferred Car Par	ks						
				Documentation with DFI relating to the provision of				
				enforcement, cash collection and reconciliation, machine maintenance and penalty charge notice (PCN) processing,			The Off-Street Parking (Functions of District Councils)	
COUNCIL PROPERTY	Transferred Car Parks	Legal administration	Agency agreements file	with the current agreement expiring on 31 / 10 / 2022	Date of expiry	6 years	Act (NI) 2015	Destroy
			rigone, agreements in		,	7,5311		
COUNCIL PROPERTY	Transferred Car Parks	Legal administration	Technical specifications file	Documentation relating to DFI delivery of civil enforcement and associated functions, including PCN processing and management of Off-street parking for Councils for the term described within the agency agreement, including tariffs	Date of expiry	6 years	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Destroy
		1		Documentation outlining agreements between Council and a		1		1
COUNCIL PROPERTY	Transferred Car Parks	Legal administration	Licence agreements file	licensee for the long term use of areas of Council controlled off-street car parks		See Legal Services		
COUNCIL PROPERTY	Transferred Car Parks	Enforcement	Change control notices file	Documentation which details to DFI any alterations required by Council to the scheduled enforcement resource within a particular car park, either to reduce the enforcement footprint or enhance to target an identified issue	Date of completion of work	6 years	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Destroy
COUNCIL PROPERTY	Transferred Car Parks	Strategy and policy	Policies and Procedures	Policies and Procedures produced in relation to the off-street car parking function, e.g. gritting and snow clearance policy		See Management, Corporate Policy		
COUNCIL PROPERTY	Transferred Car Parks	Strategy and policy	Parking strategy file	Documentation relating to the development of Council's transferred car parks strategy		See Management, Strategic Planning		
COUNCIL I NOI LKI I	Transferred Car Faiks	Sa ategy and policy	i arking suddegy file	a ansierred car parks strategy		riaming	The Off-Street Parking	
COUNCIL PROPERTY	Transferred Car Parks	Strategy and policy	Parking strategy file	Draft district wide parking strategy	31 December 2018	6 years	(Functions of District Councils) Act (NI) 2015	Destroy
		accg, and policy	g saucegy inc			1- / 3010	() 2020	150 01

						_		
		Monitoring, inspection	Periodic maintenance and	Documentation relating to survey condition reports, periodic			The Occupiers Liability (NI)	
COUNCIL PROPERTY	Transferred Car Parks	and maintenance	inspection reports file	inspection reports, maintenance records	End of calendar year	21 years	Order 1987	Destroy
				Historical correspondence and maintenance documentation				
		Monitoring, inspection		transferred to Council from DFI in conjunction with the			The Occupiers Liability (NI)	
COUNCIL PROPERTY	Transferred Car Parks	and maintenance	Historical car park file	transfer of functions for off-street car parking in 2015	Date of transfer	20 years	Order 1987	Destroy
COLUMNIA DE CESTATA				DFI issued invoices relating to enforcement, cash collection	S			
COUNCIL PROPERTY	Transferred Car Parks	Administration	Monthly invoking file	and reconciliation, machine maintenance and PCN processing	Date of invoice	See Finance, Accounts Payable	TI 05 01 1 1 1 1	
				Non specific correspondence between Council and DFI			The Off-Street Parking	
COUNCIL PROPERTY	Transferred Car Parks	Administration	General correspondence file	related to the management of the off-street car parking function	Date of last action	6	(Functions of District Councils)	Destrov
COUNCIL PROPERTY	Transferred Car Parks	Administration	General correspondence me	Tunction	Date of last action	6 years	Act (NI) 2015 The Off-Street Parking	Destroy
				Meeting minutes and correspondence relating to the function			(Functions of District Councils)	
COUNCIL PROPERTY	Transferred Car Parks	Administration	Meetings file	of the regional off-street parking group	Date of meeting	6 years	Act (NI) 2015	Destroy
COONCILTROLERTI	Transierrea car raiks	Administration	riccurigs file	Consultancy reports commissioned and produced for the off-	Date of meeting	o years	The Off-Street Parking	Destroy
				street parking function in regards to alternative service			(Functions of District Councils)	
COUNCIL PROPERTY	Transferred Car Parks	Administration	Reporting file	provision and tariff increase in 2018	31 December 2018	6 years	Act (NI) 2015	Destroy
COCHCIE I NOI ENTI	Transferred car rains	rianimoc ación	reporting me	provision and tarm marcase in 2010	DI December 2010	See Democracy, Decision	7100 (111) 2015	D coursy
COUNCIL PROPERTY	Transferred Car Parks	Administration	Reporting file	CMT, SMT, Committee and Council reports		Making		
		1	1		•			•
COUNCIL PROPERTY	Directorate Manage	d Car Parks						
COUNCIL PROPERTY	Directorate Managed Car		Car park file - held by	Documentation relating to management, maintenance,		-		
COUNCIL PROPERTY	Parks	Management	responsible service area	payments, bye-laws	End of calendar year	6 years	Business requirement	Destroy
COUNCIL I NOI ENTI	Directorate Managed Car	- ranagement	Car park file - held by	payments, by claims	2.13 of calcinati year	5 ,5415	Sasiness requirement	
COUNCIL PROPERTY	Parks	Management	responsible service area	Enforcement files - 7 day notice issued, correspondence	Date of last action	6 years	Business requirement	Destroy
TO STORE I THOU ENTIRE	Directorate Managed Car	agaman	Car park file - held by			See Council Property, Capital		
COUNCIL PROPERTY	Parks	Management	responsible service area	Capital projects		Projects		
			, , , , , , , , , , , , , , , , , , ,	1		.,		•
COUNCIL PROPERTY	All Council Car Parks							
COONCIL PROPERTY	An council car ranks			Documentation outlining approval from Council to a third				
				party for the short term use of areas of Council controlled off				
			Use of Council land requests -	street car parks, inclusive of liability insurance and risk		See Management, Events		
COUNCIL PROPERTY	All Council Car Parks	Administration	off-street car parks file	assessments, scheme of delegation, invoices		See Management, Insurance		
COUNCIL I NOI ENTI	7 III COUNCII CUI I UNIO	rianimoc ación	on screec car parts me	Documentation relating to claims for compensation issued		bee Hanagement Inbarance		
			Public liability (civil) claims	against the Council for alleged injury, loss or damage within				
COUNCIL PROPERTY	All Council Car Parks	Administration	file	the locus of a Council controlled off-street car park		See Management, Insurance		
		•						
COUNCIL PROPERTY	Bus Shelters							
						See Management, Corporate		
COUNCIL PROPERTY	Bus Shelters	Strategy and policy	Bus Shelter Policy			Policy		
				Documentation relating to bus shelters including request,				
		Provision of district bus		consultation with residents and local government, reports,				
COUNCIL PROPERTY	Bus Shelters	shelters	Bus shelter request file	committee minute of approval / rejection	Date of final action	6 years	Business requirement	Destroy
		Provision of district bus	1	, , , , , , , , , , , , , , , , , , , ,		<u> </u>		,
COUNCIL PROPERTY	Bus Shelters	shelters	Procurement		<u> </u>	See Procurement	<u> </u>	<u> </u>
		Provision of district bus		Documentation relating to the supply and erection of bus				
COUNCIL PROPERTY	Bus Shelters	shelters	Works file	shelters	Date of completion	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Cemeteries							
·							(1) The Public Health (Ireland)	
							Act 1878 Part III	
						1	(2) The Burial Grounds	ĺ
						1	Regulations (NI) 1992	ĺ
							(3) The Local Authorities	Permanent retention by
COUNCIL PROPERTY	Cemeteries	Burial	Register of burials			Permanent	Cemeteries Order 1977	Council
				Grant of right of burial, registered owner, plot number,				
				transfers and assignments including consent, memorials,		1	(1) The Public Health (Ireland)	ĺ
				headstones, application for interment - Form 21 (Authority			Act 1878 Part III	
				for Burial), Coroner's Order, stillbirth certificate, letter from			(2) The Burial Grounds	
				Midwife / Doctor, cremation certificate, organ retention,			Regulations (NI) 1992	
				records associated with payments for burials, purchase of			(3) The Local Authorities	Permanent retention by
COUNCIL PROPERTY	Cemeteries	Burial	Burial record file	graves, erection of headstones, transfer of burial rights		Permanent	Cemeteries Order 1977	Council
COOMCIE I NOI ENTI	Conticuence	Da. Idi	Interment service - public	grands, arection of neutrationes, transfer of buildinghts	<u> </u>	. c.munche	Confedence Order 1977	Council
COUNCIL PROPERTY	Cemeteries	Burial	health funeral			See Environmental Health		
COUNCIL PROPERTY	Cemeteries	Burial	Exhumations			See Environmental Health		

							(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	
				Documentation relating to the deceased and documentation			(5) The Management of Health	
				provided by funeral directors - risk assessments, method			and Safety at Work	Permanent retention by
COUNCIL PROPERTY	Cemeteries	Burial	Exhumations	statements	Date of exhumation	Permanent	Regulations (NI) 2000	Council
COUNCIE I NOI ENTI	Cometanes	- Darrar		Documentation relating to the development and maintenance	Date of extramation	T CHINGHE	regulations (111) 2000	Council
			Administration file, by	of graves and graveyards e.g. stone chipping letters, cave in				
COUNCIL PROPERTY	Cemeteries	Administration	cemetery location	letters, confirmation of coffin size	End of calendar year	2 years	Business requirement	Destroy
COUNCILTROILERT	cemeteries	Administration	cernetery location	Documentation relating to the layout and plot co-ordinates of	End of calcindar year	2 years	Dusiness requirement	Permanent retention by
COUNCIL PROPERTY	Cemeteries	Administration	Mapping	Council cemeteries		Permanent	Business requirement	Council
COUNCIL PROPERTY	Cemeteries	Administration	Database of stonemasons,	Council cerneteries		remanent	Dusiness requirement	Council
COUNCIL PROPERTY	Cemeteries	Administration	funeral directors	Stonemason and funeral directors contact details listed	Date removed from database	None	Business requirement	Doctroy
COUNCIL PROPERTY	Cerneteries	Auministration	Turieral directors	Storiernason and runeral directors contact details listed	Date removed from database	Inone	Business requirement	Destroy
COUNCY PROPERTY								
COUNCIL PROPERTY	Council Markets	Ind. I. a. a.	I= 1 101 0	I=	la	To.	In	In .
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	E. J. C. J. J. J.	See Legal Services	B .:	D
COUNCIL PROPERTY	Council Markets	Cleansing	Cleansing file	Newry market and public convenience - rotas, schedules	End of calendar year	2 years	Business requirement	Destroy
1				Correspondence to PSNI, Department for Infrastructure,	1	1	1	
COLINCIL PROPERTY	Council Markets	Castlawellan Fair	Stakoholder engagement	Roads Division, health and safety providers, contractors,	End of colondar year	3 200000	The Limitation (NI) Order 1000	Doctroy
COUNCIL PROPERTY	Council Markets	Castlewellan Fair	Stakeholder engagement	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		L
COUNCIL PROPERTY	Public Convenience	es	T			1		
						See Management, Corporate		
COUNCIL PROPERTY	Public Conveniences	Strategy and policy	Public Conveniences Policy			Policy		
		Management of public	Public convenience file by	Documentation relating to the management of Public	L	_		
COUNCIL PROPERTY	Public Conveniences	conveniences	location	Conveniences	Date of creation	6 years	Business requirement	Destroy
			Cleansing file by location -			See Waste Management, Refuse		
COUNCIL PROPERTY	Public Conveniences	Cleansing	held by Refuse and Cleansing			and Cleansing		
COUNCIL PROPERTY	D. H.V. C	Cleansing - external	Contractors file	Documentation relating to the procurement and management		6	B	Destaura
COUNCIL PROPERTY	Public Conveniences	contractors	Contractors file	of external cleansing operatives	Date of final action	6 years	Business requirement	Destroy
COUNCIL PROPERTY	Town Centre CCTV		T	T				
COUNCIL PROPERTY	Town Coulo CCT/	Maintenance and	CCT / CI -	Record of ongoing maintenance to CCTV cameras installed	Ford of Constitution	6	B	Destaura
COUNCIL PROPERTY	Town Centre CCTV	Monitoring	CCTV file	across the District	End of financial year	6 years	Business requirement	Destroy
			Lisburn Commerce Against	Control Community in the CCTV				
COLINCIL PROPERTY	Taura Cantus CCTV	C	Crime (LCAC) contract for	Contract for monitoring services for the CCTV cameras in		Can Description		
COUNCIL PROPERTY	Town Centre CCTV	Contract management	services	Downpatrick, Newcastle and Ballynahinch		See Procurement		
COUNCIL PROPERTY	Tarres Combra CCTV	CCT/ dayslandard	Taura Cantra CCTV avaicat file	Consultation document, Data Protection Impact Assessment,		See Management, Project Management		
COUNCIL PROPERTY	Town Centre CCTV	CCTV development	Town Centre CCTV project file	riteports		Management		
DEMOCRACY								
DEMOCRACY	Decision Making							
21.100.0101	2 00:0:0:: : : : : : : : : : : : : : : :	Council, Committee and						
		Task Group meetings -			1	1	The Local Government Act	
DEMOCRACY	Decision Making	Major Records	Minutes	Signed official minutes	Date minutes ratified	20 years	(NI) 2014	Transfer to PRONI
		.,		Agenda, major business papers and reports, "in-committee"		1		
				reports, records of decisions taken outside of meetings,	1	1	1	
				proceedings	1	1	1	
				ļ .	1	1	1	
1		Council, Committee and		PRONI captures the NMDDC website data automatically 2 to	1	1	1	
		Task Group meetings -		3 times per year, so older versions are available through the	1	20 years - remove from website	The Local Government Act	
DEMOCRACY	Decision Making	Major Records	Agendas and decision notices	PRONI website	Date minutes ratified	after 6 years	(NI) 2014	PRONI Appraisal
			Schedules, action sheets,			·	1	
			correspondence, submitted	Schedules, action sheets, correspondence, submitted	1	1	1	
DEMOCRACY	Decision Making	Minor Records	evidence	evidence	End of financial year	6 years	Business requirement	Destroy
		Council, Committee and		Audio recordings taken during Council and Committee		6 years - remove from website	The Local Government Act	
DEMOCRACY	Decision Making	Task Group meetings	Audio recording file	Meetings	Date of meeting	after 2 years	(NI) 2014	Destroy
	1			Meetings arrangements, support, preparation and drafting,	1		1	1
		Council, Committee and	Meeting support file by	Committee Clerk notes, notebooks, draft / rough minutes,	1	1	1	
DEMOCRACY	Decision Making	Task Group meetings	meeting	audio tapes, emails and other correspondence	Ratification of minutes	None	Business requirement	Destroy
		Council, Committee and	Members' meeting attendance				The Local Government Act	<u> </u>
DEMOCRACY	Decision Making	Task Group meetings	file by meeting	Attendance records for Members with name, dates and times	Date of meeting	3 years	(NI) 2014	Destroy
			<u> </u>	Disclosure of facts which, in the opinion of Chief Executive,				
				the report or an important part of the report is based upon	1	1	1	
	1			and have been relied upon to a material extent in preparing	1		The Local Government Act	1
DEMOCRACY	Decision Making	Task Group meetings	subject matter of a report	the report	Date of completion	6 years	(NI) 2014	Destroy

		Council, Committee and		Register containing all Notices of Motion brought before			The Local Government Act	
DEMOCRACY	Decision Making	Task Group meetings	Register of Notices of Motion	Council	Date of completion	6 years	(NI) 2014	Destroy
		Council, Committee and		Submitted petitions and responses both to formal committee meetings and direct to service areas including actual petition				
DEMOCRACY	Decision Making	Directorate meetings	Petitions file	documents and number of signatures	Date of petition	3 years	Business requirement	Destroy
DEMOCRACY	Executive							
DEMOCRACY	Executive	Statutory appointments	Statutory Appointments Register	Records relating to the statutory appointments process in accordance with d'Hondt	Cessation of appointment	6 years	The Local Government Act (NI) 2014	Permanent retention by Council
DEMOCRACY	Governance							
		Canatibution	Newry, Mourne and Down	Constitution including Standing Orders and financial		Danmanant	The Local Government Act	Permanent retention by
DEMOCRACY DEMOCRACY	Governance Governance	Constitution Constitution	District Council Constitution Scheme of Administration and Delegation	regulations Documents relating to the Council's scheme of administration and delegation to committees		Permanent Permanent	(NI) 2014 The Local Government Act (NI) 2014	Council Permanent retention by Council
				and delegation to committees			The Local Government Act	
DEMOCRACY	Governance	Code of Conduct	Councillors' Code of Conduct	Documents relating to Council response in respect of LGCS and PSNI investigations into complaints about Member's conduct	Date superseded	6 years	(NI) 2014	Destroy
				Complaints against Members are referred to the NI Local Government Commissioner for Standards and Council holds	Date report issued OR Completion of court proceedings /			
DEMOCRACY	Governance	Code of Conduct	Breach response	no records in relation to investigations	disciplinary process	1 year	Code of Conduct	Destroy
DEMOCRACY	Honours and Award	ls			T		I=	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	The Local Government Act (NI) 2014	Destroy
DEMOCRACY	Member Services			ромен и образа	,	12 / 55.12	((12) === 1	12 22 27
							The Local Government Act	
DEMOCRACY	Member Services	Member support	Acceptance of Office file Register of Members'	Signed and dated Acceptance of Office forms	End of term of office	3 years	(NI) 1972 The Local Government Act	Destroy
DEMOCRACY	Member Services	Member support	addresses	Personal contact details of members	End of term of office	2 years	(NI) 1972	Destroy
DEMOCRACY	Member Services	Member support	Register of Members' allowances	Documents relating to the annual allowances awarded to Members	End of term of office	2 years	The Local Government Act (NI) 1972	Destroy
DEMOCRACY	Member Services		Register of Members' interests, register of gifts and hospitality and register of related party transactions		End of term of office		The Local Government Act (NI) 2014, section 62	
DEMOCRACI	Member Services	Member support	related party transactions	nospitality given and received by Councilions	Life of term of office	6 years	(N1) 2014, Section 02	Destroy
DEMOCRACY	Member Services	Member support	Travel and expenses file	Completed forms for travel and expenses relating to attendance at meetings, conferences, events, training, etc.		See Finance		
				Protocol, schedule of events, invitations issued and received,		Sec i manec		
DEMOCRACY	Member Services	Chair / Vice-Chair	Member service file	responses, general correspondence	End of term of 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
DEMOCRACY	Member Services	Member training	Members' training file by name	Documentation relating to the creation and management of Member induction and training, attendance records at training sessions, certificates of proficiency etc.		See Human Resources, Learning and Development		
DEMOCRACY	Elections							
DEPIOCRACI	FIECTIONS							
DEMOCRACY	Elections	Electoral candidates	Nomination Papers and Consent to Nomination Forms	Signed Forms	Date of Election	12 months	Rule 12(5) and (6) The Electoral Law Act (NI) 1962	Destroy
DEFIOCIONCI	LICCUOIIS	Liectoral calluluates		Signed Forms	Date of Licetion	The day after the results of the		Безибу
DEMOCRACY	Elections	Electoral candidates	Statement of Persons Nominated and Notice of Poll	List outlining those nominated as candidates for election	Date of Election	next local Council Elections have been declared	Rule 12(5) and (6) The Electoral Law Act (NI) 1962	Destroy
			Declaration of Appointment of				Rule 60 The Electoral Law Act	
DEMOCRACY	Elections	Electoral candidates	Election Agent List of those attending	Signed Forms	Date of Election	12 months	(NI) 1962	Destroy
DEMOCRACY	Elections	Electoral candidates	election on behalf of candidate	Lists of Polling Agents, Observers, postal vote issue / opening agents / counting agents	Date of Election	Date determined by EONI	The Electoral Office Northern Ireland (EONI)	Destroy
DEMOCRACY	Elections	Electoral Registers	List of Marked Registers	Electoral Registers	Date of Election	12 months	(1) Section 58 The Local Election Rules Electoral Law Act 1962 (2) Rule 60 Local Election Rules (as amended by Article 77 The Local Elections (NI) Order 2010)	Destroy

	1	1	1		Т	T	It and with a think and	
			Pogistor of Flosters supplied				Local Authority is not	
			Register of Electors supplied on Paper / CD to Council DRO				permitted under law to retain copies other than for the	
DEMOCRACY	Elections	Electoral Registers	for the purpose of election	Electoral Registers listed by Wards	Date of Election	Immediately after the Election	purpose of the Election	Doctroy
DEMOCRACY	Elections	Media relations	Media information pack	Information packs for media	Date of Election	12 months	Business requirement	Destroy Destroy
DEFIOCRACT	Liccuons	ricula relations	ricula information pack	Counted ballot papers, rejected ballot papers, unused papers	Date of Election	12 monuis	business requirement	Destroy
				(both ordinary and tendered), spoilt ballot papers and used				
				tendered ballot papers, Ballot paper accounts, statement of				
				rejected ballot papers and verification statements as to postal			Rule 60 The Electoral Law Act	
DEMOCRACY	Elections	Conduct of elections	Ballot papers	ballot papers per DEA	Date of Election	12 months	(NI) 1962	Destroy
				All correspondence relating to postal votes delivered to	Date of delivery to Council by EONI		Electoral Office Northern	
DEMOCRACY	Elections	Conduct of elections	Postal Vote documentation	Council following election and held for 12 months by DRO	following election	12 months	Ireland	Destroy
				, , , , , , , , , , , , , , , , , , , ,				Permanent retention by
DEMOCRACY	Elections	Conduct of elections	Count results per DEA	Results by DEA	Date of Election	Permanent	Business requirement	Council
			Candidates' expenses and	List of candidates expenses and receipt, Election return			Section 51 The Electoral Law	
DEMOCRACY	Elections	Conduct of elections	receipts	receipts and declarations	Date of Election	12 months	Act (NI) 1962	Destroy
							Rule 60 The Electoral Law Act	
DEMOCRACY	Elections	Employment of Staff	Certificate of Employment	Letters / emails	Date of Election	12 months	(NI) 1962	Destroy
			Staff Payments including		End of financial year following			
DEMOCRACY	Elections	Employment of Staff	Income Tax form	Timesheets, PAYE details, staff details, tax codes	election	6 years	HMRC Rules and Regulations	Destroy
						The day after the results of the		
		Casual vacancy by co-	Casual vacancy by co-option	Correspondence by political party and Council and Chief		next local Council Elections have	1	
DEMOCRACY	Elections	option	file	Electoral Officer regarding filing of casual vacancy	Date of creation	been declared	Business requirement	Destroy
ECONOMIC DEVELO	DMENT AND D	ECENEDATION						
	PHENI AND P	EGENERATION						
ECONOMIC DEVELOPMENT								
AND REGENERATION	Economic Developm	ent	T					
				Letter of offer, procurement, partnership agreements,				
		Business Support		business applications for support, financial information and				
ECONOMIC DEVELOPMENT AND		Programmes - externally	Application and award of	supporting evidence, claims for funding, project reports,			Letter of Offer and terms and	
REGENERATION	Economic Development	funded	funding	monitoring reports, evaluation reports	Date of programme completion	10 years	conditions of funding body	Destroy
			Programme proposal,	Partnership agreements, business applications for support,				
		Business Support	committee approval,	financial information and supporting information, invoices for				
ECONOMIC DEVELOPMENT AND		Programmes - no	agreement with external	payment and supporting evidence, monitoring reports,		See Management, Project		
REGENERATION	Economic Development	external funding	delivery agent	evaluation reports, project reports		Management		
				Meeting minutes and papers, correspondence,				
			External partnerships /	documentation relating to lobbying to represent the council				
ECONOMIC DEVELOPMENT AND			lobbying / international	geographic area in economic development at regional,				
REGENERATION	Economic Development	Business support activity	engagement	national, European and international levels	End of calendar year	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND			Rejected applications -					
REGENERATION	Economic Development	Business support activity	personal data only	Application / eligibility form, rejection letter	Date of last action	1 year	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND			Business development advice -	Documentation relating to advice and assistance on business				
REGENERATION	Economic Development	Business support activity	by business name	development provided to specific businesses	Date of last action	3 years	Business requirement	Destroy
				Council / committee report, copies of service level agreement				
				/ operation agreement / data sharing agreement - originals				
ECONOMIC DEVELOPMENT AND		Business Improvement	BID Debt Collection	held by NMD Legal and BID Manger - debt collection - See				
REGENERATION	Economic Development	Districts	Agreement	Legal Services	Termination date	6 years	Business requirement	Destroy
			Investment material / Make It					
ECONOMIC DEVELOPMENT AND			Local material / NMD	Business directory, adverts, videos, booklets, website				
REGENERATION	Economic Development	Marketing / promotions	Business material	material, e-zine, social media material	Date created	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT								
AND REGENERATION	Regeneration and I	nvestment						
			Strategic research and	Studies, action plans, meetings relating to rural strategy,				
ECONOMIC DEVELOPMENT AND	Regeneration and		planning - area and priority	urban strategy, community planning strategy, town planning -		See Management, Strategic		
REGENERATION	Investment	Strategy and policy	regeneration strategies	final approved plans		Planning	<u> </u>	
ECONOMIC DEVELOPMENT AND	Regeneration and		Co-ordination / Non project					
REGENERATION	Investment	Belfast Region City Deal	related file	Finance, meetings, PR, legal agreements	Date of programme completion	10 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT AND	Regeneration and		Skills and employability /	<u>.</u>				
REGENERATION	Investment	Belfast Region City Deal		Finance, meetings, PR, legal agreements	Date of programme completion	10 years	Business requirement	Destroy
				Drawings, planning approvals, funding award, procurement,				
				partnership agreements, letters of offer, financial information			1	
				and supporting evidence, claims for funding, project meeting			1	
ECONOMIC DEVELOPMENT AND	Regeneration and		Application and award of	minutes, project reports, monitoring reports, evaluation		Maximum 15 years, as per	1	
REGENERATION	Investment	Capital Schemes	funding	reports	Date of programme completion	funder letter of offer	Business requirement	Destroy
		Areas of Outstanding		Letter of offer, procurement, partnership agreements, action				
		Natural Beauty including		plans, financial information and supporting evidence, claims			1	
ECONOMIC DEVELOPMENT AND	Regeneration and	Ring of Gullion,	Application and award of	for funding, project reports, monitoring reports, evaluation			Letter of offer and terms and	
REGENERATION	Investment	Strangford and Geo Park		reports	Date of programme completion	10 years	conditions of funding body	Destroy
			ĺ	Drawings, planning approvals, funding award, procurement,		, ,		-
				partnership agreements, letters of offer, financial information			1	
				and supporting evidence, claims for funding, project meeting			1	
ECONOMIC DEVELOPMENT AND	Regeneration and	National Lottery Heritage		minutes, project reports, monitoring reports, evaluation	Date of Round 2 completion for		1	
REGENERATION	Investment		Warrenpoint Municipal Park	reports	both Round 1 and Round 2	2 years	NLHF Terms and Conditions	Destroy
		projects		(- op	Jacob Modified Land Routing E	1-,-310	remo ana conditions	

	1	1			1	T		1
				Drawings, planning approvals, funding award, procurement,				
				partnership agreements, letters of offer, financial information				
ECONOMIC DEL/EL ORMENT AND	B	Notes and Louis and Louis and		and supporting evidence, claims for funding, project meeting	Data of Board 2 considering for			
ECONOMIC DEVELOPMENT AND	Regeneration and	National Lottery Heritage			Date of Round 2 completion for both Round 1 and Round 2	2 1/02/20	NI HE Torms and Conditions	Doctroy
REGENERATION	Investment	Fund (NLHF) projects	Castlewellan Forest Park	reports	Doth Round 1 and Round 2	2 years	NLHF Terms and Conditions	Destroy
ECONOMIC DEVELOPMENT				2020)				
AND REGENERATION	Mourne, Guillon and	Lecale Rural Develop	ment Partnership (2014-	2020) 	I	1		1
	M			English of Table and Carlotte Company of the Carlotte Company				
	Mourne, Gullion and			Expression of Interest, application form, contracts (letter of	ND. same data fan all DDD wasside		As you suidense from DAFDA	
ECONOMIC DEVELOPMENT AND	Lecale Rural Development Partnership	Drococcing of funding	Application file by financial	offer), legal documents, financial information, procurement details, general information including correspondence,	NB: same date for all RDP records and destruction date may be subject		As per guidance from DAERA Article 63 of Council	
REGENERATION	(2014-2020)	applications	call	agendas, minutes, correspondence and reports	to change by DAERA.	31 December 2032	Regulation (EC) 508 / 2014	Destroy
REGENERATION	Mourne, Gullion and	аррисаціонз	can	agendas, minutes, correspondence and reports	to change by DALIVA.	31 December 2032	Regulation (EC) 500 / 2014	Destroy
	Lecale Rural							
ECONOMIC DEVELOPMENT AND	Development Partnership			Adverts, videos, booklets, website material, social media				
REGENERATION	(2014-2020)	Marketing / promotions	Marketing Materials	material	Date created	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT								
AND REGENERATION	SEAFLAG							
				Expression of interest, application form, contracts (letter of				
			1	offer), legal documents, financial information, procurement			As per guidance from DAERA	
ECONOMIC DEVELOPMENT AND	L	Processing of funding	l	details, general information including correspondence,	L	L	Article 63 of Council	L.
REGENERATION	SEAFLAG	applications	Application file	agendas, minutes, correspondence and reports	Date of final claim and payment	31 December 2028	Regulation (EC) 508 / 2014	Destroy
ECONOMIC DEVELOPMENT AND	CEAELAC	Manhatina /	SEAFLAG website content	Adverts, videos, booklets, website material, social media	Data avantad		Puringer and discount	Danton
REGENERATION	SEAFLAG	Marketing / promotions	Marketing file	material	Date created	6 years	Business requirement	Destroy
ECONOMIC DEVELOPMENT	F. II Films	4b Tl d /F5515\						
AND REGENERATION	ruli Fibre across Not	thern Ireland (FFNI)	1	Operational and project documents relating to global site	1	1		I
ECONOMIC DEVELOPMENT AND		Programme		data, financial data, project / stakeholder meetings,		See Management, Project		
REGENERATION	FFNI	management	Programme file	procurement, supplier and stakeholder contact details		Management		
ECONOMIC DEVELOPMENT AND	11111	management	rrogramme me	Documents relating to contract operation, expenditure and		Hanagement	The Department for Digital,	
REGENERATION	FFNI	Funding	DCMS grant agreement	accounting	Date completed	6 years	Culture, Media and Sport	Destroy
	IFALTII	, · · · <u>·</u>		,	, <u>,</u>	1-7		
ENVIRONMENTAL H	ICALIN							
ENVIRONMENTAL HEALTH	Environmental Prote	ection						1
ENVIRONMENTAL HEALTH	Environmental Protection	Consultations	Planning application	Inspection, forms, report, notes - issued to Planning	Date of report	6 years	Business requirement The Waste and Contaminated	Destroy Permanent retention by
ENVIRONMENTAL HEALTH	Environmental Protection	Landfill citos	Closed landfill sites	Documentation relating to closed landfill sites	Date of site closure	Permanent	Land (NI) Order 1987	Council
ENVIRONMENTAL HEALTH	LIMIOIIIIEILAI FIOLECTIOII	Registration,	Closed Idildilli sites	Documentation relating to closed fandrill sites	Date of site closure	Fermanent	Land (NI) Order 1987	Council
		certification, permits and					The Waste and Contaminated	Permanent retention by
ENVIRONMENTAL HEALTH	Environmental Protection		Contaminated land register	All documentation relating to the contaminated land register		Permanent	Land (NI) Order 1987	Council
		Registration,					The Pollution Prevention and	
		certification, permits and					Control (Industrial Emissions)	Permanent retention by
ENVIRONMENTAL HEALTH	Environmental Protection	licensing	Air quality register	All documentation relating to the air quality register		Permanent	Regulations (NI) 2013	Council
	<u> </u>	Investigations,	1			1	The Pollution Prevention and	
		inspections and	1 .			1	Control (Industrial Emissions)	Permanent retention by
ENVIRONMENTAL HEALTH	Environmental Protection		Air quality monitoring	LAQM reports	Date of report	20 years	Regulations (NI) 2013	Council
		Investigations,		LAPPO CONTRACTOR OF THE CONTRA	1	1	The Pollution Prevention and	
ENIVERONMENTAL HEALTH	Environmental Drotastica	inspections and	Air quality permit inspections	LAPPC inspections, permit, organisations details, application	Date of last action	6 vears	Control (Industrial Emissions)	Doctroy
ENVIRONMENTAL HEALTH	Environmental Protection	monitoring	(by organisation)	form, follow-up monitoring	Date of last action	6 years	Regulations (NI) 2013 (1) The Pollution Prevention	Destroy
							and Control (Industrial	
			1		1	1	Emissions) Regulations (NI)	
			1		1	1	2013	
		Investigations,					(2) The Clean Neighbourhoods	
		inspections and	1	Sample results, internal and third party - air, radiation,	1	1	and Environment Act (NI)	
ENVIRONMENTAL HEALTH	Environmental Protection		Samples	contaminated items	Date of result	6 years	2011	Destroy
ENVIRONMENTAL HEALTH	Public Health and Ho	ousing						
							The Private Tenancies (NI)	
	Public Health and		1			1	Order 2006	Permanent retention by
ENVIRONMENTAL HEALTH	Housing	Private tenancies	Private Tenancy Order file	Private Tenancy Order and rent order documents	Date of Order	10 years	The Rent (NI) Order 1978	Council
END/IDONIMENTA/ LIEALTI	Public Health and	Dubunta tanan ini	Filmon income in a second	Held with Tenency Order file	Data of increasing		The Private Tenancies (NI)	Destruction
ENVIRONMENTAL HEALTH	Housing	Private tenancies	Fitness inspection records	Held with Tenancy Order file	Date of inspection	6 years	Order 2006	Destroy
			1		1	1	(1) The Public Health (Ireland) Act 1878 Part III	
			1		1	1	(2) The Burial Grounds	
			1		1	1	Regulations (NI) 1992	
	Public Health and						(3) The Local Authorities	Permanent retention by
ENVIRONMENTAL HEALTH	Housing	Public health funeral	Public Health Funeral file	Documentation relating to a public health funeral	Date of funeral	Permanent	Cemeteries Order 1977	Council

							(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	
	Public Health and		L				and Safety at Work	Permanent retention by
ENVIRONMENTAL HEALTH	Housing	Exhumations	Exhumations	Documentation relating to an exhumation	Date of exhumation	Permanent	Regulations (NI) 2000	Council
ENVIRONMENTAL HEALTH	Health Improvemen		ı	I=	T		ı	1
ENVIRONMENTAL HEALTH	Haalth Tarana and	Affordable Warmth	AVAIC FILE	Triage forms, visits, phone calls, emails, Service Level	Data aubusittad	C	Division and the second	Dantun
ENVIRONMENTAL HEALTH	Health Improvement	Scheme	AWS file	Agreements, maps and spreadsheets Documentation relating to age friendly, home safety, health	Date submitted	6 years	Business requirement	Destroy
		Public Health Agency		inequalities schemes including procurement, targets, finance,				
ENVIRONMENTAL HEALTH	Health Improvement	funded schemes	PHA scheme file	progress reports	Date of final claim and payment	6 years	Business requirement	Destroy
ENVIRONMENTAL MEACHT	ricaidi Improvement	runded scrienies	THA SCHEILE IIIC	Home Safety Checklist records, visits, telephone calls, emails,	Date of final claim and payment	o years	business requirement	Destroy
ENVIRONMENTAL HEALTH	Health Improvement	Home safety	Home safety file	referral forms, spreadsheets	Date of last action	6 years	Business requirement	Destroy
ENVIRONI IENVIA I IEAETT	ricular improvement	Corporate health and	Tionic surecy file	Competitions, surveys, training courses, seminars, green	Date of last action	o years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Health Improvement	wellbeing	Health & Wellbeing file	schemes	Date of last action	2 years	Business requirement	Destroy
		Corporate health and				See Management, Internal		,
ENVIRONMENTAL HEALTH	Health Improvement	wellbeing	Staff newsletters			Communications	<u> </u>	<u> </u>
ENVIRONMENTAL HEALTH	Food Safety							
		Registration,						
		certification, permits and	1				S16 of The Food Standards	
ENVIRONMENTAL HEALTH	Food Safety	licensing	Food business register	Self assessment, Registration form, letter of registration	Closure of premises	6 years	Agency Framework Agreement	Destroy
	,	Registration,		, , , , , , , , , , , , , , , , , , , ,	•		<u> </u>	,
		certification, permits and		Application form, Annex 8 documents, approval related			S16 of The Food Standards	
ENVIRONMENTAL HEALTH	Food Safety	licensing	EC approvals	inspection forms and correspondence	Closure of premises	6 years	Agency Framework Agreement	Destroy
		Registration,						
		certification, permits and		Application, export health certificate, company's supporting			S16 of The Food Standards	
ENVIRONMENTAL HEALTH	Food Safety	licensing	Export certification	documents, email	Date of last action	6 years	Agency Framework Agreement	Destroy
		Registration,						
	- 10.61	certification, permits and				_	S16 of The Food Standards	
ENVIRONMENTAL HEALTH	Food Safety	licensing	Imported food checks	Pre-notifications, emails, checklists, EHCs, CHEDs, CoIs	Date of last action	6 years	Agency Framework Agreement	Destroy
		Registration,		Picket and a second Country and a second country			C1C of The Feed Clearles	
ENVIRONMENTAL HEALTH	Food Safety	certification, permits and licensing		Right to reply, request for revisit, appeals, inspection records, emails, letters	Date of last action	6 years	S16 of The Food Standards Agency Framework Agreement	Doctroy
ENVIRONMENTAL HEALTH	roou Salety	Investigations,	Food hygiene rating scheme Food hygiene / food	Food hygiene, food standards, food safety - self-assessment	Date of last action	6 years	Agency Framework Agreement	Destroy
		inspections and	standards case file (by	form, intelligence reports, investigation notes, premises visit			S16 of The Food Standards	
ENVIRONMENTAL HEALTH	Food Safety	monitoring	organisation name)	records, emails	Date of last action	6 years	Agency Framework Agreement	Destroy
ENVIRONI IENTAE HEAETH	1 ood Surcey	Investigations,	organisación name)	records, emails	Date of last action	o years	Agency Trumework Agreement	Destroy
		inspections and		Chemical and microbiological sampling - submission form,			S16 of The Food Standards	
ENVIRONMENTAL HEALTH	Food Safety	monitoring	Food sample and analysis	result, letter, visit records	Date of sample	6 years	Agency Framework Agreement	Destroy
		Investigations,		,,	,	, , , , , , , , , , , , , , , , , , , ,	<i>3, 3</i>	1
		inspections and	Food hygiene / standards	Inspection records, letters, emails, photographs, company			S16 of The Food Standards	
ENVIRONMENTAL HEALTH	Food Safety	monitoring	interventions	documents	Date of last action	6 years	Agency Framework Agreement	Destroy
		Investigations,			Hard copy - date encrypted and			
		inspections and	<u> </u>		issued to PHA	Hard copy - None	The Public Health Agency	[
ENVIRONMENTAL HEALTH	Food Safety	monitoring	Food poisoning file	Food poisoning investigation forms and records, emails	Tascomi entry - date of final action	6 years	Retention Policy	Destroy
ENVIRONMENTAL HEALTH	Consumer Health ar	nd Safety						
								[
		Business premises -	1	Documentation relating to the registration of Hairdressers,			The Hairdressers Act (NI)	
	Consumer Health and	registration, certification,		Tattooists, Acupuncture practitioners, Piercing and	Date registration or entitlement		1939	
ENVIRONMENTAL HEALTH	Safety	permits and licensing	Premises file	Electrolysis practitioners	lapses	2 years	Relevant Bye-laws	Destroy
							(1) The Safety of Sports	[
			1				Grounds (NI) Order 2006	
	Camarian Haalth and	Business premises -	1	Description valeties to the linearing of one to			(2) The Manufacture and	
ENVIRONMENTAL HEALTH	Consumer Health and Safety	registration, certification, permits and licensing	Premises file	Documentation relating to the licensing of sports venues,	Data licanca avnir	3 years	Storage of Explosive	Doctroy
LIVERONMENTAL REALTR	Saiety	Registration,	FICHIISES HIE	fireworks displays, fireworks sales	Date licence expires	2 years	Regulations (NI) 2006	Destroy
	Consumer Health and	certification, permits and	Caravan / Camp Site by	Application, visit records, company's supporting documents,				[
ENVIRONMENTAL HEALTH	Safety	licensing	location	email, copies of licenses	Date license lapses or is revoked	3 years	The Caravans Act (NI) 2011	Destroy
2INOMI EMINE HEALIH		Registration,	- Country	emany copies of incerises	Date receipe rappes or is revoked	5,5015	The Cooling Towers and	200009
	Consumer Health and	certification, permits and	Register of cooling towers	Documentation relating to the registration of Cooling Towers			Evaporative Condensers	[
ENVIRONMENTAL HEALTH	Safety	licensing	and evaporative condensers	or Evaporative Condensers	Life of equipment	6 years	Regulations (NI) 1994	Destroy
	/	Business premises -		,	- 1- F	, , , ,		,
		Investigation,						[
	Consumer Health and	inspections and	Premises file - inspections /	Inspection records, samples, photographs, company				[
ENVIRONMENTAL HEALTH	Safety	monitoring	planned interventions	documents, correspondence	Date of inspection	6 years	Business requirement	Destroy

	1	D	1		1	ı	1	T
		Business premises - Investigation,						
	Consumer Health and	inspections and					The Health and Safety at Work	
ENVIRONMENTAL HEALTH	Safety	monitoring	Accident investigations	Initial notification, investigation, outcome	Date of last action	6 years	(NI) Order 1978	Destroy
ENVIRONMENTAL HEALTH	Tobacco Control							
		Registration,						
END GRONIMENTAL LIENT TH	Tuberra Control	certification, permits and	D	And in the form that a form in the	Date registration or entitlement	Lifetime of the business plus 6	The Country (NT) On the 2006	Death
ENVIRONMENTAL HEALTH	Tobacco Control	licensing Investigations,	Premises file	Application form, letter of registration	lapses	years	The Smoking (NI) Order 2006	Destroy
		inspections and	Premises file - inspections	Inspection records, photographs, company documents,				
ENVIRONMENTAL HEALTH	Tobacco Control	monitoring	and complaints	complaint, investigation, response, outcome	Date of last action	6 years	The Smoking (NI) Order 2006	Destroy
ENVIRONMENTAL HEALTH		ecution of Offences	1		1			
ENVERONMENTAL LIENTIL	Enforcement / Prosecution of Offences	Enforcement Daling	Policy and Procedure			See Management, Corporate		
ENVIRONMENTAL HEALTH	Enforcement /	Issuing Fixed Penalty	Policy and Procedure			Policy		
ENVIRONMENTAL HEALTH	Prosecution of Offences		FPN case file by name	Documentation dealing with issue of FPNs	Date of last action	2 years	Business requirement	Destroy
	Enforcement /		·	Emails, correspondence, departmental evidence, file notes,			·	
ENVIRONMENTAL HEALTH	Prosecution of Offences	Prosecution of offences	Case file	officers' statements		See Legal Services		
				Notices and warrants: Hygiene Improvement, Emergency Prohibition, Remedial Action, Food Containment, Abatement,				
	Enforcement /			Cleansing of Filthy and Verminous Premises, Sewerage and				
ENVIRONMENTAL HEALTH	Prosecution of Offences	Issuing legal notices	Notices and warrants	Enforcement, Pest Control	Date of compliance / notice lifted	6 years	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Monitoring and Inve	estigation			_			
				Master copy of Surveillance Authorisation Form, application			The Decidetion of	
	Monitoring and			form, supplementary documentation and notification of approval, inspection reports, monitoring information, CCTV			The Regulation of Investigatory Powers Act 2000,	
ENVIRONMENTAL HEALTH	Investigation	RIPA covert surveillance	Prosecution recordings file	records, audio recordings	Date of last action	6 years	Section 30	Destroy
			J .	3.			The Regulation of	,
	Monitoring and						Investigatory Powers Act 2000,	
ENVIRONMENTAL HEALTH	Investigation	RIPA covert surveillance	Routine recordings file	CCTV records, master copy of RIPA NI authorisation form	Date of recording	6 years	Section 30 The Regulation of	Destroy
	Monitoring and		Refused surveillance				Investigatory Powers Act 2000,	
ENVIRONMENTAL HEALTH	Investigation	RIPA covert surveillance		Completed form and refusal documentation	Date of refusal	6 years	Section 30	Destroy
ENVIRONMENTAL HEALTH	Stakeholder Engage	ment						
ENIVED ON MENTAL HEALTH	Challahaldan Francasan	Stakeholder engagement	Engagement file (by organisation)	Aganda vanosta minutas action chasts	Data of mosting / report	6 Moore	Pusiness requirement	Destroy
ENVIRONMENTAL HEALTH	Stakenoider Engagemen	Stakenoider engagement	organisacion)	Agenda, reports, minutes, action sheets Annual returns to NIEA, Public Health and Housing (DfC),	Date of meeting / report	6 years See Management, Statutory	Business requirement	Destroy
ENVIRONMENTAL HEALTH	Stakeholder Engagemen	Statutory returns	Annual return file	Food Standards Agency, DAERA		Returns		
FINANCE								
IIIAIICE								
FINANCE	Accounts and State	ments						
TIVATOL	Accounts and States					I	(1) The Taxes Management	
							Act 1970 Schedule 4	
							(2) The Limitation (NI) Order	
							1989 (3) The VAT Act 1994	
	Accounts and						(4) The Local Government Act	Permanent retention by
FINANCE	Statements	Accounting	General Ledger			Permanent	(NI) 2014	Council
	Accounts and						The Taxes Management Act	
FINANCE	Statements Accounts and	Management accounting	ın year workings file	In year working papers	End of financial year	6 years	1970 - Schedule 4	Destroy
FINANCE	Statements	Management accounting	Year end workings file	Year end working papers	End of financial year	6 years	Business requirement	Destroy
	Accounts and			V V V V V V V V V V V V V V V V V V V	,			
FINANCE	Statements	Accounting	Consolidated annual accounts	Published and signed final annual accounts	Date of publication	20 years	Business requirement	Transfer to PRONI
FINANCE	Asset Management		1				(1) The Terres Manager	
							(1) The Taxes Management Act 1970 Schedule 4	
							(2) The Limitation (NI) Order	
							1989	
		1	1		End of financial year (on completion		(3) The VAT Act 1994 (4) The Local Government Act	
								reconanent retention by
FINANCE	Asset Management	Asset Register	Asset register file	Register containing the value of the Council's tangible assets		Permanent		
FINANCE	Asset Management	Asset Register	Asset register file	Register containing the value of the Council's tangible assets		Permanent	(NI) 2014	Council
FINANCE	Asset Management	Asset Register	Asset register file			Permanent	(NI) 2014 (1) The Taxes Management Act 1970 Schedule 4	Council
		-		Register of disposals - documenting decisions (and	of audit)		(NI) 2014 (1) The Taxes Management Act 1970 Schedule 4 (2) The Local Government Act	Council Permanent retention by
FINANCE	Asset Management Asset Management	Asset Register	Disposal register file			Permanent Permanent	(NI) 2014 (1) The Taxes Management Act 1970 Schedule 4	Council
		-		Register of disposals - documenting decisions (and	of audit)		(NI) 2014 (1) The Taxes Management Act 1970 Schedule 4 (2) The Local Government Act	Council Permanent retention by

FINANCE	Financial Provisions	s Management						
	Financial Provisions			Preparation of the Council's annual capital and revenue				
FINANCE	Management	Budget and Capital	Consolidated budget file	budgets	End of financial year	6 years	Business requirement	Destroy
	Financial Provisions		Draft budgets, departmental					
FINANCE	Management	Budget and Capital	budgets file	Budget planning processes	Current financial year	3 years	Business requirement	Destroy
ETNIANICE	Financial Provisions	D. de de estad Constitut	Dodast	Documentation relating to variances, committee reports and	C		B	D
FINANCE	Management Financial Provisions	Budget and Capital	Budget monitoring file	associated working papers	Current financial year	6 years	Business requirement	Destroy
FINANCE	Management	Budget and Capital	Budget monitoring file	Departmental budget reports, budget virement transfers	Current financial year	6 years	Business requirement	Destroy
TIVANCE	Financial Provisions	buuget anu Capitai	Budget Monitoring file	Documentation relating to the management of Council cash	Current financial year	o years	business requirement	Destroy
FINANCE	Management	Investments	Investment file	investments	Maturity of the investment	6 years	Business requirement	Destroy
	Financial Provisions			Documentation relating to the purchase / sale of	, , , , , , , , , , , , , , , , , , , ,	7-2		
FINANCE	Management	Investments	Investment file	investments	Current financial year	6 years	Business requirement	Destroy
	Financial Provisions			Documentation relating to the borrowing of money by	·			·
FINANCE	Management	Borrowing	Bonds / other loan records	Council	Termination of loan agreement	6 years	Business requirement	Destroy
	Financial Provisions			Documentation relating to the borrowing of money by				Permanent retention by
FINANCE	Management	Borrowing	Loan register file	Council		Permanent	Business requirement	Council
	Financial Provisions	Delta	Dalutara Cla	Documentation relating to the management of debts owed to			B	
FINANCE	Management	Debtors	Debtors file	Council	Date debt recovered	6 years	Business requirement	Destroy
FINANCE	Financial Provisions Management	Funding	Central government funding file	Documentation relating to the management of central government funding	End of financial year	6 years	Business requirement	Destroy
FINANCE	Management	runding	nie	Financial documentation relating to projects funded by	End of finalicial year	6 years	Business requirement	Destroy
				external funding bodies, including European funding -				
	Financial Provisions			funding bid, funding agreement, payment claims and reports				
FINANCE	Management	Funding	Externally funded projects file	to external funding organisation	Termination of funding agreement	As per funder's Letter of Offer	Funding body Letter of Offer	Destroy
	Financial Provisions		Long term strategy and			See Management, Strategic	,	,
FINANCE	Management	Strategy and planning	planning - major records	3 year financial plan, financial strategic forecast		Planning		
			Long term strategy and					
	Financial Provisions		planning - preparatory					
FINANCE	Management	Strategy and planning	records	Working papers, drafts, meeting papers, correspondence	Date approved	2 years	Business requirement	Destroy
FINANCE	Financial Transaction	ons Management					1	
	Financial Transactions			Records relating to opening, closure and administration of		_		
FINANCE	Management	Authorisation	Bank accounts	bank accounts	Date account closed	6 years	Business requirement	Destroy
FINANCE	Financial Transactions Management	Authorisation	Bank accounts	Deposits / withdrawals / transfer of funds	Current financial year	6 years	Pusings requirement	Doctroy
FINANCE	Financial Transactions	Authorisation	Balik accounts	Records relating to the initial authorisation of credit card	Current financial year	6 years	Business requirement	Destroy
FINANCE	Management	Authorisation	Bank accounts	users	Date of last action	6 years	Business requirement	Destroy
TIVITOL	Financial Transactions			Internal claims / payments between business units for goods		7-2		
FINANCE	Management	Internal recharging	Recharge records	and services provided / received	Current financial year	1 year	Business requirement	Destroy
	Financial Transactions			VAT documents for preparation and submission of Council's			The Taxes Management Act	
FINANCE	Management	VAT	Council's VAT returns	VAT returns	End of current tax year	6 years	1970 - Schedule 4	Destroy
	Financial Transactions	Construction Industry	Construction industry tax	Tax documents for preparation and submission of Council's			The Taxes Management Act	
FINANCE	Management	Tax	return	VAT returns	End of current tax year	6 years	1970 - Schedule 4	Destroy
EINANCE	Financial Transactions	V	Manday database	Documentation relating to the set-up, amendment,	Data was and from database	C	Dunin and unanimous and	Dantun
FINANCE	Management	Vendor management	Vendor database	suspension and closure of vendor accounts	Date removed from database	6 years	Business requirement The Taxes Management Act	Destroy
	Financial Transactions			Documentation relating to the processing and payment of			1970 - Schedule 4	
FINANCE	Management	Payment processing	Invoice file	purchase invoices	Current financial year	6 years	HMRC 700 / 21	Destroy
	Financial Transactions			Documentation relating to the processes that balance and	,	7-2		
FINANCE	Management	Reconciliations	In year reconciliations	reconcile payments	End of financial year	6 years	Business requirement	Destroy
	Financial Transactions			Documentation relating to the processes that balance and				
FINANCE	Management	Reconciliations	Year end reconciliations	reconcile payments	End of financial year	6 years	Business requirement	Destroy
	Financial Transactions				End of financial year in which the			
FINANCE	Management	Administering refunds	Refunds file	Documentation relating to the processing of refunds	records were created	6 years	Business requirement	Destroy
EINANCE	Financial Transactions	Doporting	Donorto	Monthly year ad has reports	End of financial ver-	6 vears	Business requirement	Doctroy
FINANCE	Management	Reporting	Reports	Monthly, year, ad-hoc reports	End of financial year	6 years	Business requirement The Taxes Management Act	Destroy
	Financial Transactions			Documentation relating to the processing and payment of			The Taxes Management Act 1970 - Schedule 4	
FINANCE	Management	Payment processing	Invoice file	sales invoices	Current financial year	6 years	HMRC 700 / 21	Destroy
	Financial Transactions	- June 2 - Coccounty		Documentation relating to the processes that balance and	, , , , , , , , , , , , , , , , , , , ,	,	1	
FINANCE	Management	Reconciliations - In Year	Reconciliations file	reconcile payments	End of financial year	6 years	Business requirement	Destroy
					·		The Taxes Management Act	•
	Financial Transactions			Documentation relating to the petty cash book			1970 - Schedule 4	
FINANCE	Management	Petty Cash records	Petty cash file	Petty cash allocation control held by department	Current financial year	6 years	HMRC 700 / 21	Destroy
FINANCE	Payroll and Pension	ns						
				Starter / Leaver forms, Payroll details -staff name, number,				
				tax code, deductions details, rate of pay, bank details,			L	
				together with monthly, fortnightly or weekly pay details,			The Taxes Management Act	
ETNIANCE	Downll and Daneis	Daywell marssassas	Employee file	External funding body pay, notices of change to salary /	Termination of arrelance	6 years	1970 - Schedule 4	Doctroy
FINANCE	Payroll and Pensions	Payroll management	Employee file	wages scale Documentation relating to deductions, maintenance and	Termination of employment	6 years	Funding Body Regulations	Destroy
FINANCE	Payroll and Pensions	Payroll management	Payroll file	reporting third party deductions	Termination of employment	6 years	The Finance Act 2004	Destroy
LINUINCE	rayioli aliu reiisiolis	i ayı oli manayement	i ayroil liic	preporting time party deductions	remination of employment	o years	THE FINANCE ACT 2007	Destroy

							(1) Regulation 26, The	
							Statutory Maternity Pay	
							(General) Regulations 1986	
				Documentation relating to SMP / SPP payments and			(2) The Finance Act 2004	
				information, travel and subsistence claims, strike action			(3) The Taxes Management	
				deductions, retirements, termination and redundancy,			Act 1970 Schedule 4	
				parental leave, honorariums / acting Up allowance, sick pay,			(4) The Limitation (NI) Order	
FINANCE	Payroll and Pensions	Payroll management	Employee / payroll file	loan agreements, death in service grants	End of Current tax year	6 years	1989	Destroy
				Documentation relating to wages and salary records				
				including overtime, bonuses, expenses, timesheets, monthly			The Taxes Management Act	
FINANCE	Payroll and Pensions	Payroll management	Payroll file	payroll prints, copy payslips	End of Current tax year	6 years	1970 - Schedule 4	Destroy
							The Taxes Management Act	
FINANCE	Payroll and Pensions	Payroll management	Payroll file	Statutory: tax code notifications, P45, P60, P9, P11d	End of Current tax year	6 years	1970 - Schedule 4	Destroy
							The Income Tax (PAYE)	
				Documentation relating to income tax and NI returns, income			(Amendment) Regulations	
FINANCE	Payroll and Pensions	Payroll management	Payroll file	tax records and correspondence with HMRC	End of Current tax year	6 years	2020	Destroy
							(1) Section 1 The Local	
							Government Pension Scheme	
							Regulations (NI) 2014	
		Pension Scheme		Decumentation relating to the processing and managing			(2) The Public Service	
FINANCE	Payroll and Pensions	management	Pension file	Documentation relating to the processing and managing deductions and making returns to pension scheme	End of Current tax year	6 years	Pensions Act (NI) 2014	Destroy
FINANCE	Payroli and Pensions	management	Pension file	deductions and making returns to pension scheme	End of Current tax year	6 years	Pensions Act (N1) 2014	Destroy
		1					1	
		1					(1) Section 1 The Local	
		1					Government Pension Scheme	
							Regulations (NI) 2014	
		Pension Scheme					(2) The Public Service	
FINANCE	Payroll and Pensions	management	Pension file	Documentation relating to accounts, returns, valuation	End of Current tax year	6 years	Pensions Act (NI) 2014	Destroy
LICALTIL AND CAFE	FV	· · · ·						
HEALTH AND SAFE	<u>I Y </u>							
HEALTH AND SAFETY	Compliance							
						See Management, Strategic		
HEALTH AND SAFETY	Compliance	Strategy and planning	Strategy Document			Planning	<u> </u>	
						See Management, Corporate		
HEALTH AND SAFETY	Compliance	Health and Safety Policy	Policy and Procedure			Policy		
					Termination of employment	(1) General H&S training - 6		
					Records stored with H&S until	years		
					employment ends and then	(2) Occupational health related		
					transferred to Human Resources for	training - 50 years		
			Training file - held by Health	Health & Safety managed accredited and staff training,	remainder of relevant retention	(3) Statutory Health		
HEALTH AND SAFETY								
	Compliance	Training	& Safety	includes presentations, attendance, certificates	period	Surveillance training - 75 years	Business requirement	Destroy
	Compliance	Training	& Safety	includes presentations, attendance, certificates eLearning / PowerPoint training modules developed by		Surveillance training - 75 years	Business requirement	Destroy
	Compliance	Training	& Safety			Surveillance training - 75 years	Business requirement	Destroy
The second secon	Compliance	Training	& Safety	eLearning / PowerPoint training modules developed by		Surveillance training - 75 years See Human Resources, Learning	Business requirement	Destroy
HEALTH AND SAFETY	Compliance	Training Training	& Safety Training file - General	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council			Business requirement	Destroy
				eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and		See Human Resources, Learning	Business requirement	Destroy
HEALTH AND SAFETY	Compliance			eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and		See Human Resources, Learning	Business requirement	Destroy
				eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and		See Human Resources, Learning		Destroy
HEALTH AND SAFETY	Compliance			eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and		See Human Resources, Learning	(1) The Reporting of Injuries,	Destroy
HEALTH AND SAFETY	Compliance			eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and		See Human Resources, Learning	(1) The Reporting of Injuries, Diseases and Dangerous	Destroy
HEALTH AND SAFETY	Compliance			eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and		See Human Resources, Learning	(1) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI)	Destroy
HEALTH AND SAFETY	Compliance			eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and		See Human Resources, Learning	(1) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997	Destroy
HEALTH AND SAFETY	Compliance			eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and		See Human Resources, Learning	(1) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 (2) The Health and Safety at	Destroy
HEALTH AND SAFETY	Compliance		Training file - General	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures		See Human Resources, Learning	(1) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 (2) The Health and Safety at Work (NI) Order 1978	Destroy
HEALTH AND SAFETY	Compliance	Training	Training file - General Accident and incident case file	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures		See Human Resources, Learning	(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	Destroy
HEALTH AND SAFETY HEALTH AND SAFETY	Compliance Monitoring	Training Accidents and incident	Training file - General Accident and incident case file - held by responsible	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation -	period	See Human Resources, Learning and Development	(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	
HEALTH AND SAFETY	Compliance	Training	Training file - General Accident and incident case file	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures		See Human Resources, Learning	(1) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 (2) The Health and Safety at Work (NI) Order 1978 (3) The Management of Health and Safety at Work Regulations (NI) 2000	Destroy
HEALTH AND SAFETY HEALTH AND SAFETY	Compliance Monitoring	Training Accidents and incident	Training file - General Accident and incident case file - held by responsible department	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation -	period	See Human Resources, Learning and Development	(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 The Reporting of Injuries,	
HEALTH AND SAFETY HEALTH AND SAFETY	Compliance Monitoring	Training Accidents and incident reporting - adults	Training file - General Accident and incident case file - held by responsible department Accident and incident case file	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents	period	See Human Resources, Learning and Development	(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 The Reporting of Injuries, Diseases and Dangerous	
HEALTH AND SAFETY HEALTH AND SAFETY HEALTH AND SAFETY	Compliance Monitoring Monitoring	Training Accidents and incident reporting - adults Accidents and incident	Accident and incident case file held by responsible department Accident and incident case file held by responsible	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation -	period Date of last entry	See Human Resources, Learning and Development 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI)	Destroy
HEALTH AND SAFETY HEALTH AND SAFETY	Compliance Monitoring	Training Accidents and incident reporting - adults	Training file - General Accident and incident case file - held by responsible department Accident and incident case file	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents	period	See Human Resources, Learning and Development	(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 The Reporting of Injuries, Diseases and Dangerous	
HEALTH AND SAFETY HEALTH AND SAFETY HEALTH AND SAFETY	Compliance Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children	Accident and incident case file held by responsible department Accident and incident case file held by responsible	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under	period Date of last entry	See Human Resources, Learning and Development 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997	Destroy
HEALTH AND SAFETY HEALTH AND SAFETY HEALTH AND SAFETY HEALTH AND SAFETY	Compliance Monitoring Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children Monitoring Asbestos	Accident and incident case file - held by responsible department Accident and incident case file - held by responsible department	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant	Date of last entry Date of last entry	See Human Resources, Learning and Development 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 The Control of Asbestos	Destroy
HEALTH AND SAFETY HEALTH AND SAFETY HEALTH AND SAFETY	Compliance Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children	Accident and incident case file held by responsible department Accident and incident case file department Accident and incident case file department Incident case file	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant employees	Date of last entry Date of last entry Date of last action	See Human Resources, Learning and Development 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997	Destroy
HEALTH AND SAFETY	Compliance Monitoring Monitoring Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children Monitoring Asbestos Incidents	Accident and incident case file - held by responsible department Accident and incident case file - held by responsible department Incident case file Accident report form - held by	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant employees Accidents reports that are signed by the operative involved in	Date of last entry Date of last entry Date of last action End of financial year in which claim	See Human Resources, Learning and Development 7 years 21 years 40 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 The Control of Asbestos Regulations (NI) 2012	Destroy Destroy Destroy
HEALTH AND SAFETY HEALTH AND SAFETY HEALTH AND SAFETY HEALTH AND SAFETY	Compliance Monitoring Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children Monitoring Asbestos	Accident and incident case file held by responsible department Accident and incident case file department Accident and incident case file department Incident case file	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant employees Accidents reports that are signed by the operative involved in the accident - MF1 form	Date of last entry Date of last entry Date of last action	See Human Resources, Learning and Development 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 The Control of Asbestos	Destroy
HEALTH AND SAFETY	Compliance Monitoring Monitoring Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children Monitoring Asbestos Incidents	Accident and incident case file - held by responsible department Accident and incident case file - held by responsible department Incident case file Accident report form - held by	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant employees Accidents reports that are signed by the operative involved in the accident - MF1 form Documentation relating to routine inspections - inspection	Date of last entry Date of last entry Date of last action End of financial year in which claim	See Human Resources, Learning and Development 7 years 21 years 40 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 The Control of Asbestos Regulations (NI) 2012	Destroy Destroy Destroy
HEALTH AND SAFETY	Compliance Monitoring Monitoring Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children Monitoring Asbestos Incidents Motor accidents	Accident and incident case file - held by responsible department Accident and incident case file - held by responsible department Incident case file Accident report form - held by responsible department	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant employees Accidents reports that are signed by the operative involved in the accident - MFI form Documentation relating to routine inspections - inspection report, correspondence e.g. noise in the workplace,	Date of last entry Date of last entry Date of last action End of financial year in which claim took place	See Human Resources, Learning and Development 7 years 21 years 40 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 The Control of Asbestos Regulations (NI) 2012	Destroy Destroy Destroy
HEALTH AND SAFETY	Compliance Monitoring Monitoring Monitoring Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children Monitoring Asbestos Incidents Motor accidents Health and Safety	Accident and incident case file - held by responsible department Accident and incident case file - held by responsible department Incident case file Accident report form - held by responsible department Routine inspection file - held	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant employees Accidents reports that are signed by the operative involved in the accident - MF1 form Documentation relating to routine inspections - inspection report, correspondence e.g. noise in the workplace, monitoring of display screens, safe systems of work (SSoW),	Date of last entry Date of last entry Date of last action End of financial year in which claim took place Date superseded /	See Human Resources, Learning and Development 7 years 21 years 40 years 3 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 The Control of Asbestos Regulations (NI) 2012 Business requirement	Destroy Destroy Destroy Destroy
HEALTH AND SAFETY	Compliance Monitoring Monitoring Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children Monitoring Asbestos Incidents Motor accidents Health and Safety inspections	Accident and incident case file - held by responsible department Accident and incident case file - held by responsible department Incident case file - held by responsible department Incident case file Accident report form - held by responsible department Routine inspection file - held by responsible department	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant employees Accidents reports that are signed by the operative involved in the accident - MF1 form 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 of last entry Date of last entry Date of last action End of financial year in which claim took place	See Human Resources, Learning and Development 7 years 21 years 40 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 The Control of Asbestos Regulations (NI) 2012	Destroy Destroy Destroy
HEALTH AND SAFETY	Compliance Monitoring Monitoring Monitoring Monitoring Monitoring	Accidents and incident reporting - adults Accidents and incident reporting - children Monitoring Asbestos Incidents Motor accidents Health and Safety	Accident and incident case file - held by responsible department Accident and incident case file - held by responsible department Incident case file Accident report form - held by responsible department Routine inspection file - held	eLearning / PowerPoint training modules developed by Health & Safety and departmental line managers for Council Staff and Elected Members on Health & Safety policy and procedures All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents All accident / incident and investigation documentation - Forms HSO-HS10, RIDDOR reportable accidents Documentation relating to asbestos incidents including under COSHH Schedule 9 - reports, correspondence, list of relevant employees Accidents reports that are signed by the operative involved in the accident - MF1 form Documentation relating to routine inspections - inspection report, correspondence e.g. noise in the workplace, monitoring of display screens, safe systems of work (SSoW),	Date of last entry Date of last entry Date of last action End of financial year in which claim took place Date superseded /	See Human Resources, Learning and Development 7 years 21 years 40 years 3 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 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 The Control of Asbestos Regulations (NI) 2012 Business requirement	Destroy Destroy Destroy Destroy

				Documentation relating to monitoring of display screens and			The Management of Health	
		Monitoring of display	Assessment file - held by	related workstations in the workplace - eyesight tests,			and Safety at Work	
HEALTH AND SAFETY	Monitoring	screens	department / Line Manager	workstation assessments	End of calendar year	7 years	Regulations (NI) 2000	Destroy
	i	İ	Monitoring file - held by		,	1	1	,
HEALTH AND SAFETY	Monitoring	Monitoring vibration	responsible department	Health surveillance records	End of calendar year	40 years	Business requirement	Destroy
112.12117.112 07.11211	r tornicorning	riointoinig vibration	responsible department	Treater our remarker records	End of carefular year	10 / 2010	Buomess requirement	20000
HEALTH AND SAFETY	Risk Management							
							The Management of Health	
			Assessment file - held by	Manual handling risk assessment, operational / activity based	1		and Safety at Work	
HEALTH AND SAFETY	Risk Management	Risk assessments	responsible department	Risk assessment, building / asset risk assessment	Date of last assessment / last action	7 years	Regulations (NI) 2000	Destroy
					,		1,	1
HUMAN RESOURC	CES							
IIIIMANI BEGGUBGEG								
HUMAN RESOURCES	HR Administration		1					
HUMAN RESOURCES	HR Administration	Job descriptions	Job descriptions		Date superseded	None	Business requirement	Destroy
HUMAN RESOURCES	HR Administration	Person specifications	Person specifications		Date superseded	None	Business requirement	Destroy
						See Management, Project		
HUMAN RESOURCES	HR Administration	Project management	HR projects			Management	Business requirement	Destroy
			Annual Fair Employment				The Fair Employment &	
HUMAN RESOURCES	HR Administration	Reporting	Monitoring Return	Report to Equality Commission and Stakeholders	Date of report	3 years	Treatment (NI) Order 1998	Destroy
HOMAN RESOURCES	TIK Administration	Reporting	Monitoring Return		Date of report	3 years		Destroy
				Triennial analysis of workforce report including composition			The Fair Employment &	
HUMAN RESOURCES	HR Administration	Reporting	Article 55 Report	and practices	Date superseded	None	Treatment (NI) Order 1998	Destroy
			Quarterly Business Survey to					
HUMAN RESOURCES	HR Administration	Reporting	Department of Finance	Employment statistics	End of calendar year	3 years	Business requirement	Destroy
HUMAN RESOURCES	HR Administration	Reporting	Sickness absence reports	Reports to APSE, NIAO, Council	Date of report	3 years	Business requirement	Destroy
3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3		7				See Management, Strategic		
HUMAN RESOURCES	HR Administration	Stratogy and policy	HP Stratogy Dogument			Planning		1
HUMAN KESUUKCES	rik Auministration	Strategy and policy	HR Strategy Document		 		+	+
						See Management, Corporate		
HUMAN RESOURCES	HR Administration	Strategy and policy	HR Policies and Procedures			Policy		
HUMAN RESOURCES	Recruitment							
HUMAN RESOURCES	Recruitment	1			1			
				Documentation relating to:				
				Authorisation				
				Advertising				
				Applications				
				Job description				
				Person specification				
				(including agreement form)				
				Interview and selection				
				Summary Ts&Cs				
				Offer of employment				
				Pre-employment checklist				
				Recruitment file checklist				Transfer to Personal file /
HUMAN RESOURCES	Recruitment	Recruitment process	Recruitment file	Candidate correspondence	Date of first appointment	1 year	Business requirement	Destroy
HUMAN RESOURCES	Recruitment	Recruitment process	Recruitment file	In the event of no applicant / no appointment	Date file closed	1 year	Business requirement	Destroy
				· · · · · · · · · · · · · · · · · · ·				,
HUMAN RESOURCES	Employee Administ	ration						
1							1	1
				Documentation including:			1	1
				sickness notification			1	1
				• fit note			1	1
				RTW interview form				1
								1
LILIMANI DECOLUZIONE	Facilities A. C. C. C.		C'almana alam	industrial injury documentation	T	6	B	D
HUMAN RESOURCES	Employee Administration	n Sickness monitoring	Sickness absence record	occupational health records	Termination of employment	6 years	Business requirement	Destroy
				Documentation relating to:			1	1
				Documentation relating to:				
				• statutory			1	1
				• flexi			1	1
				special			1	1
1				time off in lieu			1	1
HUMAN RESOURCES	Employee Administration	Attendance recording	Time and attendance records		Termination of employment	6 years	Business requirement	Destroy
IF IT INESCONCES	Linployee Aurilliad duoi		c and accordance records	union.		5 , 5015	Sasiness requirement	25500
							1	1
				Documentation relating to:			1	1
				Personal information			1	1
	1		1	Terms & Conditions			1	1
				Attendance			1	1
							1	1
				Learning & Development			1	1
				Privileged Information				1
				Complaints			1	1
				Discipline			1	1
HUMAN RESOURCES	Employee Administration	n Employee life cycle	Personal file	• Tribunal	Termination of employment	6 years	Business requirement	Destroy
	pio/ce/tallinibuduoi		1. 5.55100 100	1		1- /		
HUMAN RESOURCES	Employee Relations							

							1	1
				December of the second				
				Documentation relating to: preliminary investigation				
				report				
				correspondence				
				hearing				
				appeal				
HUMAN RESOURCES	Employee Relations	Disciplinary Matters	Disciplinary file	suspension / transfer	End of sanction	6 months	Business requirement	Destroy
				Documentation including:				
				grievance form				
				Investigation				
				correspondence				
				report / letter appeal				
HUMAN RESOURCES	Employee Relations	Grievance procedures	Grievance file	outcome	Termination of employment	6 years	Business requirement	Destroy
					, , , , , , , , , , , , , , , , , , , ,	See Management, Customer		
HUMAN RESOURCES	Employee Relations	Grievance procedures	Complaints file	Non employment related staff complaints		Feedback		
						These are dynamic documents		
						which are constantly being		
						reviewed. Each version will replace the former and where		
		1		Identification and development of significant directions	1	appropriate, information will be		
HUMAN RESOURCES	Employee Relations	Trade Union structures	Trade Union Agreements	concerning industrial matters		retained in the relevant report.	Business requirement	Destroy
HUMAN RESOURCES	Occupational Health	ı						
							Business requirement -	
					1		separate from employee file	1
					1		where statutory health	1
				Documentation including:			surveillance has been	
				date of test / check subsection / decision			undertaken records to be	
				outcome / decision remedial actions			retained for 40 years or 75 years after DOB, whichever is	
HUMAN RESOURCES	Occupational Health	Health surveillance	Health surveillance file	substance monitoring records if applicable	Date of last consultation	40 years	longest	Destroy
				, <u>,</u> ,		1 - 7	1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	
HUMAN RESOURCES	Learning and Develo	opment						
				Training and development records relating to attendance and				
	Learning and		Staff training records by	achievement of individual employees excluding those H&S				
HUMAN RESOURCES	Development	Staff training	financial year	training records that require a longer retention rule	Date of termination	6 years	Business requirement	Destroy
	Learning and			Documentation relating to the administration of learning and development including management of externally subsidised				
HUMAN RESOURCES	Development	Training provision	Training admin file	training	End of financial year	1 year	Business requirement	Destroy
TO BUT RESIDENCES	Learning and			eLearning and face-to-face training course content and	Until superseded or course no	- /		
HUMAN RESOURCES	Development	Training provision	Course content	supporting materials	longer provided	None	Business requirement	Destroy
l							Bubillebb requirement	/
HUMAN RESOURCES	Learning and					See Management, Internal	Business requirement	,
	Learning and Development	Training Plan	Corporate L&D Newsletter	Quarterly issued staff newsletter		Communications	Business requirement	
		Training Plan	Corporate L&D Newsletter	Quarterly issued staff newsletter		Communications Documentation held by	- Common requirement	
		Training Plan	Corporate L&D Newsletter	Quarterly issued staff newsletter		Communications Documentation held by Corporate Health & Safety	- Control Control	
		Training Plan	Corporate L&D Newsletter	Quarterly issued staff newsletter Training records including certification confirming attendance		Communications Documentation held by	- Control (control	
	Development Learning and		Occupational Health & Safety	Training records including certification confirming attendance and achievement of individual employees at statutory		Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human		
HUMAN RESOURCES	Development	Training Plan Staff training		Training records including certification confirming attendance	Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then	Business requirement	Destroy
HUMAN RESOURCES	Development Learning and Development		Occupational Health & Safety training register	Training records including certification confirming attendance and achievement of individual employees at statutory		Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human		
	Development Learning and Development Learning and	Staff training	Occupational Health & Safety training register Employee Qualification	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention	Business requirement	Destroy
HUMAN RESOURCES HUMAN RESOURCES	Development Learning and Development		Occupational Health & Safety training register	Training records including certification confirming attendance and achievement of individual employees at statutory	Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human		
HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development	Staff training	Occupational Health & Safety training register Employee Qualification	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention	Business requirement	Destroy
	Development Learning and Development Learning and	Staff training	Occupational Health & Safety training register Employee Qualification	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention	Business requirement	Destroy
HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development	Staff training	Occupational Health & Safety training register Employee Qualification Assistance Scheme	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention	Business requirement	Destroy
HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding	Staff training Staff training	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years	Business requirement Business requirement	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding	Staff training Staff training	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years	Business requirement Business requirement Business requirement (1) Department of Health - Disposal Good management,	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding	Staff training Staff training	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years None	Business requirement Business requirement Business requirement (1) Department of Health - Disposal Good management, Good Records: Schedule -	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding	Staff training Staff training	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years None a) 18 years for an external	Business requirement Business requirement Business requirement (1) Department of Health - Disposal Good management, Good Records: Schedule - Section P	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding	Staff training Staff training	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years None a) 18 years for an external referral	Business requirement Business requirement (1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education,	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding	Staff training Staff training Governance	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses Documentation relating to the administration of the Scheme	Termination of employment Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years None a) 18 years for an external	Business requirement Business requirement (1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding	Staff training Staff training	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses	Termination of employment Termination of employment	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years None None	Business requirement Business requirement (1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education,	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding Safeguarding	Staff training Staff training Governance	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding Officer list	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses Documentation relating to the administration of the Scheme	Termination of employment Termination of employment Until superseded	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years None None 18 years for an external referral b) 10 years where there is no further action and no external referral is made a) 18 years for an external	Business requirement Business requirement (1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2019	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding Safeguarding	Staff training Staff training Governance	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding Officer list	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses Documentation relating to the administration of the Scheme	Termination of employment Termination of employment Until superseded	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years None None 18 years for an external referral b) 10 years where there is no further action and no external referral is made a) 18 years for an external referral referral	Business requirement Business requirement (1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2019 Department of Health -	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding Safeguarding	Staff training Staff training Governance Standard Referral - Children General	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding Officer list	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses Documentation relating to the administration of the Scheme Safeguarding Record Form, Incident Report Form, Correspondence including emails & letters	Termination of employment Termination of employment Until superseded	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years None a) 18 years for an external referral b) 10 years where there is no further action and no external referral is made a) 18 years for an external referral b) 10 years where there is no	Business requirement Business requirement (1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2019 Department of Health - Disposal Good management,	Destroy Destroy
HUMAN RESOURCES HUMAN RESOURCES HUMAN RESOURCES	Learning and Development Learning and Development Learning and Development Safeguarding Safeguarding	Staff training Staff training Governance	Occupational Health & Safety training register Employee Qualification Assistance Scheme Designated Safeguarding Officer list	Training records including certification confirming attendance and achievement of individual employees at statutory occupational health and safety training courses Documentation relating to the administration of the Scheme	Termination of employment Termination of employment Until superseded	Communications Documentation held by Corporate Health & Safety until termination of employment and then transferred to Human Resources for retention 6 years None None 18 years for an external referral b) 10 years where there is no further action and no external referral is made a) 18 years for an external referral referral	Business requirement Business requirement (1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2019 Department of Health -	Destroy Destroy

	T	1	1				T	_
							(1) Department of Health -	
							Disposal Good management,	
						a) until the subject reaches 100	Good Records: Schedule -	
						years of age b) 10 years in situations where	Section P (2) Department of Education,	
		Standard Referral -		Safeguarding Record Form, Incident Report Form, Relevant		the notification is believe to be	2016	
		Allegation against a		HR Personnel file documents, Correspondence including		based on erroneous or false	(3) NSPCC Records Retention	
HUMAN RESOURCES	Safeguarding	member of staff	Case file	emails & letters	Date of notification	information	& Storage Guidance 2019	Destroy
						a) 30 days, if no further		
						investigation warranted		
HUMAN RESOURCES	Safeguarding	All referrals	CCTV footage		Date of referral	b) see relevant Case file	Business requirement	Destroy
				Email, Safeguarding Record Form, Incident Report Form,				
HUMAN RESOURCES	Safeguarding	Unsolicited Referrals	Case file	Correspondence	Date of referral	4 years	Business requirement	Destroy
HUMAN RESOURCES	Safeguarding	Guidance/Advice	Advice file	Request and response correspondence, guidance materials	Date of last action	4 years	Business requirement	Destroy
						See Management, Corporate		
HUMAN RESOURCES	Safeguarding	Policy and Procedure	Policies and procedures file	Safeguarding related policies and procedures		Policy		
INFORMATION AND	COMMUNICA COMMUNICA	TION TECHNOL	LOGY					
COMMUNICATION								
TECHNOLOGY	Asset Management							
INFORMATION AND	ASSCE Planagement							
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				Database with details of assets including, procurement,		1	(1.2)	Permanent retention by
COMMUNICATION TECHNOLOGY	Asset Management	Asset inventory	Asset information file	warranty, location, user, etc.	date created	Permanent	Business requirement	Council
INFORMATION AND			Internet domain name					Permanent retention by
COMMUNICATION TECHNOLOGY	Asset Management	Asset inventory	registration file	Database of registration and configuration details	Date of disposal	Permanent	Business requirement	Council
COMMUNICATION								
TECHNOLOGY	Configuration Manag	gement Database (CM	IDB)					
	Configuration							
INFORMATION AND	Management Database		Knowledge base / intranet	Documentation relating to training and guidance for use by		See Human Resources, Learning		
COMMUNICATION TECHNOLOGY	(CMDB)	Guidance and training	"How To" files	staff	Date of disposal	and Development		
	Configuration							
INFORMATION AND COMMUNICATION TECHNOLOGY	Management Database (CMDB)	Configuration	Fixed telephony call flow configuration file	Documentation relating to fixed telephony calls routed in and	Data aveated	Date administrative use is	Durain and annuive and	Dastrair
COMMUNICATION TECHNOLOGY	Configuration	management	configuration file	through Council	Date created	concluded	Business requirement	Destroy
INFORMATION AND	Management Database	Configuration	System configuration					
COMMUNICATION TECHNOLOGY	(CMDB)	management	information file	Documentation relating to the key data system configuration	End of life of system	1 year	Business requirement	Destroy
	Configuration					- /		
INFORMATION AND	Management Database	Change control		Documentation relating to staff service requests, incident,		Date administrative use is		
COMMUNICATION TECHNOLOGY	(CMDB)	management	Hornbill file	change requests and procedures	Date of request	concluded	Business requirement	Destroy
COMMUNICATION								
TECHNOLOGY	Resource Deploymen	nt						
INFORMATION AND						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						Date administrative use is		
COMMUNICATION TECHNOLOGY	Resource Deployment	Testing	Step-by-step test plan	Spreadsheet listing steps to test	Date created	concluded	Business requirement	Destroy
COMMUNICATION								
TECHNOLOGY	Cloud Platforms							
					1	30 days		
INCORMATION AND		C-6			1	Director approved extension		
INFORMATION AND	Cloud Diatforms	Software service	Hear accounts file	Decumentation relating to user	Data remayad from database	may apply for a limited period	Pusinosa raqui	Doctroy
COMMUNICATION TECHNOLOGY INFORMATION AND	Cioud Piatrorms	management Software service	User accounts file Service configuration and	Documentation relating to user accounts Documentation relating to the configuration of services /	Date removed from database	where required	Business requirement	Destroy
COMMUNICATION TECHNOLOGY	Cloud Platforms	management	usage reporting file	Excel / CSV	End of contract	6 years	Business requirement	Destroy
INFORMATION AND	ologa i ladol IIIo	Software service	assage reporting file	Lineary GOT	2.13 Si contract	o yours	Dasmess requirement	
COMMUNICATION TECHNOLOGY	Cloud Platforms	management	Logs	Upgrades to software	End of contract	6 years	Business requirement	Destroy
			<u>.</u>			30 days		,
					1	Director approved extension		
INFORMATION AND				Documentation relating to the configuration of type of email	1	may apply for a limited period		
COMMUNICATION TECHNOLOGY	Cloud Platforms	Email accounts	MS Office 365	account / personal / shared etc	Date created	where required	Business requirement	Destroy
COMMUNICATION								
TECHNOLOGY	Managing Infrastruc	ture						
INFORMATION AND				Documentation relating to contractual software licenses,				
COMMUNICATION TECHNOLOGY	Managing Infrastructure	Licensing	Software licensing file	mobile applications and enterprise agreements	End of use of system	1 year	Business requirement	Destroy
INFORMATION AND		L			Date administrative use is			
COMMUNICATION TECHNOLOGY	Managing Infrastructure	Network Data Security	Hornbill file	Hornbill change record / BT managed service change request	concluded	3 years	Business requirement	Destroy
INFORMATION AND	Managina Information	Not work majotomore	A d-t-b	Database detailing connections of all configurations of	Date administrative use is	3	Business assistants	Destruction
COMMUNICATION TECHNOLOGY	Managing Infrastructure	ivetwork maintenance	Access database	network and assets	concluded	3 years	Business requirement	Destroy
					1	30 days Director approved extension		
INFORMATION AND				Documentation containing the key data about the user in		may apply for a limited period		
COMMUNICATION TECHNOLOGY	Managing Infrastructure	Identity maintenance	User accounts file	support of their use of and access to council IT systems	Date removed from database	where required	Business requirement	Destroy
INFORMATION AND		Disaster recovery and						,
	Managing Infrastructure		Commvault and Azure	All replicated data	Date of back up	1 year	Business requirement	Destroy

				I		T		
INFORMATION AND		Maintanananan		Documentation relating to server and hardware maintenance,	,			
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Infractructure	Maintenance and	File by system	patch, storage and WAN management, upgrades to infrastructure	Date created	6 vears	The Limitation (NII) Order 1000	Doctroy
	Managing Infrastructure	management	rile by system	Initastructure	Date created	6 years	The Limitation (NI) Order 1989	Destroy
COMMUNICATION								
TECHNOLOGY	Managing Communic			T	T	ı		•
INFORMATION AND	Managina		Atlas - tender / contract	Description relation to details of second additions and				
INFORMATION AND COMMUNICATION TECHNOLOGY	Managing Communication	Telephony	documentation Atlas - MACs	Documentation relating to details of moves, additions and changes for staff, services and call delivery	End of life of system	6 years	The Limitation (NI) Order 1989	Doctroy
COMMONICATION TECHNOLOGY	Communication	Mobile devices -	Auds - MACS	Changes for Staff, Services and Call delivery	End of file of system	b years	The Limitation (N1) Order 1989	Destroy
INFORMATION AND	Managing	Contracts: EE, O2,		List of all mobile communications devices including physical				
COMMUNICATION TECHNOLOGY	Communication	Vodafone	User details database	information and current ownership	End of life of system	6 years	The Limitation (NI) Order 1989	Destroy
INFORMATION AND	Managing	Voddione	oser details database	information and carrent ownership	End of the of System	o years	The Elithadon (NI) order 1909	Desarry
COMMUNICATION TECHNOLOGY	Communication	Landline and broadband	Access database	Details of telephone lines and services provided	End of life of system	6 years	The Limitation (NI) Order 1989	Destrov
INFORMATION AND					, , , , , , , , , , , , , , , , , , , ,	,	, , , , , , , , , , , , , , , , , , , ,	
COMMUNICATION TECHNOLOGY	Application Management	Supplier management	Supplier database	MS Outlook contact database	Date removed from database	6 years	Business requirement	Destroy
INFORMATION AND								
COMMUNICATION TECHNOLOGY	Application Management	List of applications	Service catalogue	Excel Sheet detailing all application software currently in use	End of life of system	6 years	Business requirement	Destroy
COMMUNICATION								
TECHNOLOGY	Release Managemen	t						
INFORMATION AND		Onboarding / End user						Permanent retention by
COMMUNICATION TECHNOLOGY	Release Management	test plans	Hornbill file	Software Release Management		Permanent	Business requirement	Council
INFORMATION AND								Permanent retention by
COMMUNICATION TECHNOLOGY	Incident Management	Incidents	Hornbill file	Incidents, known errors and problems		Permanent	Business requirement	Council
COMMUNICATION								
TECHNOLOGY	IT Management							
INFORMATION AND						See Management, Corporate		
COMMUNICATION TECHNOLOGY	IT Management	Policy and Procedure	IT Policy and Procedure	Policy, Procedure and standards documentation		Policy		
INFORMATION AND						See Management, Strategic		
COMMUNICATION TECHNOLOGY	IT Management	Strategy and policy	ICT Strategy			Planning		
INFORMATION MAI	NAGEMENT							
INFORMATION	1							
MANAGEMENT	Acces to Informatio	_						
MANAGEMENT	Access to Information					I	(1) The Freedom of	
		Processing Freedom of					(1) The Freedom of	
		Information, Environmental					Information Act 2000 (2) The Environmental	
		Information Regulations					Information Regulations 2004	
		and Subject Access					(3) The Data Protection Act	
		requests for information					2018	
		including internal		Initial request, response, related correspondence and other		2 years - unless subject to ICO	(4) The UK General Data	
INFORMATION MANAGEMENT	Access to Information	reviews	FOI, EIR and DP Case files	supporting documentation	Date of last action	complaint	Protect Regulations 2018	Destroy
		Processing complaints to					(1) The Freedom of	
		the Information					Information Act 2000	
		Commissioner's Office					(2) The Environmental	
		(ICO) under Freedom of					Information Regulations 2004	
		Information,					(3) The Data Protection Act	
		Environmental					2018	
		Information Regulations		Initial request, response, appeal records, related			(4) The UK General Data	
INFORMATION MANAGEMENT	Access to Information	and Data Protection	FOI, EIR and DP Case files	correspondence and other supporting documentation	Outcome of appeal	6 years	Protect Regulations 2018	Destroy
				SARs, PSNI form 81, internal requests, HMRC and / or other		30 days unless investigation		
INFORMATION MANAGEMENT	Access to Information	Requests for information		organisations	Date footage released	ongoing	Business requirement	Destroy
INFORMATION MANAGEMENT	A	D'adama lan	FOI, EIR, DP Requests for	Database relating to the logging, tracking and monitoring of	Ford of Constitution		B	B
INFORMATION MANAGEMENT	Access to Information	Disclosure Log	Information Disclosure Log Access to Information Policy	requests for information	End of financial year	6 years	Business requirement	Destroy
INFORMATION MANAGEMENT	Access to Information	Policy and Procedure	and Procedure			See Management, Corporate Policy		
THE ORDINATION PANAGEMENT	necess to mittination	i oney and i roccuare	ana i roccuure		Until superseded but no later than 4	l		
					years from approval date in			
					accordance with 4.31 of the Equality		The Freedom of Information	
INFORMATION MANAGEMENT	Access to Information	Publication Scheme	Council Publication Scheme		Scheme.	4 years	Act 2000	Destroy
INFORMATION					•			
MANAGEMENT	Data Protection							
PIANAGEPIENT	Data Frotection			Incident report, investigation, lessons learned,		I		
INFORMATION MANAGEMENT	Data Protection	Data breaches	Breach report	correspondence with ICO and other third parties	Date of last action	3 years	Business requirement	Destroy
IN ON WITCH WITHOUT LETT	Data i roccusii	Data bi caciles	Breach report	correspondence management and paraco	Expiration / Conclusion of	3 700.0	Buomess requirement	Ded. by
INFORMATION MANAGEMENT	Data Protection	Data sharing	Data Sharing Agreement	Agreements, protocols	accompanying contract	6 years	The Limitation (NI) Order 1989	Destroy
		Ĭ		<u> </u>			` '	ŕ
			Data Protection Impact					
INFORMATION MANAGEMENT	Data Protection	Data sharing	Assessments / Privacy Notices	Assessments and notices	Until superseded	3 years	Business requirement	Destroy
INFORMATION								
MANAGEMENT	Records Managemen	t						
			Corporate and departmental					
INFORMATION MANAGEMENT	Records Management	Corporate file plan	file plans	Classification scheme and file plan	Until superseded	5 years	Business requirement	Destroy
		•	Records Management Policy	1		See Management, Corporate	·	
INFORMATION MANAGEMENT	Records Management	Policy and Procedure	and Procedure		<u> </u>	Policy	<u> </u>	<u> </u>

INFORMATION MANAGEMENT	Records Management	Managing records	Retention and Disposal Schedule	Documentation relating to the development of the Corporate Retention and Disposal Schedule including approved changes	Until superseded	20 years	The Freedom of Information Act 2000, Section 46 - Code of Practice on Records Management	Permanent retention by
INFORMATION MANAGEMENT	Records Management	Managing records retention	Retention and Disposal Schedule	Rejected changes to retention schedules	Date of last action	5 years	Business requirement	Destroy
		Confidential waste						
INFORMATION MANAGEMENT INFORMATION MANAGEMENT	Records Management Records Management	destruction Disposal management	Contract management Certificates of Destruction	Tender and contract documents Internal and waste paper destruction contractor's certificates of disposal	Date certificate created / received	See Procurement 20 years	The Freedom of Information Act 2000, Section 46 - Code of Practice on Records Management	Destroy
INFORMATION MANAGEMENT	Onorations							
	Operations			Correspondence received from internal and external stakeholders relating to positive feedback on Compliance				
INFORMATION MANAGEMENT	Operations	Celebrating Success	Stakeholder feedback	Team members and/or service	End of financial year	5 years	Business requirement	Destroy
INFORMATION MANAGEMENT	Operations	Staff training	Information Management bespoke training materials	eLearning / PowerPoint training modules developed for Council staff and Elected Members on Access to Information and Records Management policies and procedures		See Human Resources, Learning and Development	1	
INFORMATION MANAGEMENT	Support Services							
INFORMATION MANAGEMENT	Support Services	Stakeholder engagement	Filed by stakeholder name	Correspondence, input, presentations, etc. on Regional Planning, Information Governance Working Group, Information Strategy Group, NI Civil Service		See Management, Communications and Marketing		
IRISH LANGUAGE		Dakenolaer engagement	Thea by Stakeholder Harrie	Information Strategy Group, 112 GVII Service		communications and Harketing		
INION LANGUAGE								
IRISH LANGUAGE UNIT	Irish Language Burs Irish Language Bursary	ary Scheme	1	Application form, letter of offer, acceptance form, eligibility	1	T		
IRISH LANGUAGE UNIT	Scheme	Applications	Successful applicant file	form, payment form including BACS details	Date of last action	6 years	Business requirement	Destroy
IRISH LANGUAGE UNIT	Irish Language Bursary Scheme	Applications	Unsuccessful applicants	Documentation relating to application and letter of refusal	End of financial year following notification to applicant	None	Business requirement	Destroy
RISH LANGUAGE UNIT	Irish Language Bursary Scheme	Applications	Monitoring forms	Anonymised monitoring forms returned with completed application forms		See Management, Corporate Equality		
IRISH LANGUAGE UNIT	Irish Language Bursary Scheme	Marketing / promotions	•	Marketing materials, adverts, copy for website		See Management, Corporate Communications and Marketing		
	Sarame	Transcang / promodono	parsary marketing me	The interest of a very to we see		Communications and Flanceting	•	
IRISH LANGUAGE UNIT	Project and Event M	anagement Seachtain na			1	T	T	1
RISH LANGUAGE UNIT	Project and Event Management	Gaeilge(Irish+D510 Language Week) and General Irish Language projects	Project development and implementation including procurement	Documentation relating to event planning, procurement, correspondence, suppliers		See Management, Events See Management, Project Management		
	Project and Event		Press releases	correspondence, suppliers		See Management, Corporate		
RISH LANGUAGE UNIT	Management Project and Event	Promotions	Social Media schedules			Communications and Marketing		
IRISH LANGUAGE UNIT	Management Project and Event	Customer engagement	Contact database	MS Outlook contact database	Date removed from database	None	Business requirement	Destroy
IRISH LANGUAGE UNIT	Management	Supplier management	Supplier database	MS Outlook contact database	Date removed from database	1 year	Business requirement	Destroy
IRISH LANGUAGE UNIT	Strategy and Policy							
				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		See Management, Strategic		
IRISH LANGUAGE UNIT	Strategy and Policy	Strategy and planning IL Strategy Cross Party	Irish Language Strategy	downloadable from the Council Website.		Planning		
IRISH LANGUAGE UNIT	Strategy and Policy	Working Group	Agenda and action sheets	Agenda, reports, minutes, action sheets	Date of meeting	3 years	Business requirement	Destroy
RISH LANGUAGE UNIT	Translation Services		T					
RISH LANGUAGE UNIT	Translation Services	Internal translations	Translation file - by department	English and Irish versions of related documents	Date completed	10 years	Business requirement	Destroy
IRISH LANGUAGE UNIT	Translation Services	External translations	Procurement file	Procurement documentation	F	See Procurement		
			Translated documents file -			10 years - Irish Language copy Directorates align with master		
IRISH LANGUAGE UNIT	Translation Services	External translations	by Directorate	English and Irish versions of related documents	Date of receipt	document retention period	Business requirement	Destroy
LEGAL SERVICES								
EGAL SERVICES	Litigation							

				T	T	I	1	
				Court pleadings, emails, Court Orders, departmental				
				evidence, correspondence with Belfast Legal, correspondence				
				with other parties including Solicitors, file notes, professional				
LEGAL SERVICES	Litigation	Judicial Review	Judicial review file	reports	closure	6 years	The Limitation (NI) Order 1989	Destroy
				Court plandings arrails Court Orders departmental				
				Court pleadings, emails, Court Orders, departmental evidence, correspondence with Belfast Legal, correspondence				
		Breach of Contract /	Breach of Contract /	with other parties including Solicitors, file notes, professional	End of calendar year following case			
LEGAL SERVICES	Litigation	Negligence Claims	Negligence file	reports	closure	6 years	The Limitation (NI) Order 1989	Destroy
				Court pleadings, emails, Court Orders, departmental				
				evidence, correspondence with Belfast Legal, correspondence with other parties including Solicitors, file notes, professional	End of calandar year following case			
LEGAL SERVICES	Litigation	Debt recovery	Case file	reports	closure	6 years	The Limitation (NI) Order 1989	Destroy
						7,55		
				Court pleadings, emails, Court Orders, departmental				
				evidence, correspondence with Belfast Legal, correspondence				
LECAL CERVICES	l iki aaki aa	Dans at land	Casa fila	with other parties including Solicitors, copies of title deeds,	End of calendar year following case	12	The Limitation (NI) Order 1000	Destruction
LEGAL SERVICES	Litigation	Recovery of land	Case file	maps, file notes, professional reports	closure	12 years	The Limitation (NI) Order 1989	Destroy
LEGAL SERVICES	Land and Property							
				Court pleadings, emails, Court Orders, departmental				
			Land dispute file including	evidence, correspondence with Belfast Legal, correspondence				
			encroachments, adverse		End of calendar year following case			
LEGAL SERVICES	Land and Property	Land disputes	possession claims	maps, file notes, professional reports	closure	12 years	The Limitation (NI) Order 1989	Destroy
			Conveyancing file including					
			sales, purchases, transfers,	Valuations, maps, copy title deeds, emails, correspondence				
LEGAL SERVICES	Land and Property	Conveyancing	land vesting, wayleaves and easements	with external parties including Solicitors, file notes, professional reports	Date of last action	20 years	Pusinoss roquiroment	Permanent retention by Council
LEGAL SERVICES	Land and Property	Conveyancing	Requests for information re	Maps, copy title deeds, emails, file notes, correspondence	Case closure, date of last action	20 years	Business requirement	Council
LEGAL SERVICES	Land and Property	Land ownership	land ownership	with external parties	(following end of calendar year)	1 year	Business requirement	Destroy
				Land Registry maps and folios, evidence of prior title, bundle				
				of unregistered title deeds, wayleaves, easements, vesting				Permanent retention by
LEGAL SERVICES	Land and Property	Land ownership	Title Deeds	order and vesting receipts	Date of last action From expiry of the Lease term,	20 years	Business requirement	Council
					licence period or the end of any			
					period of overholding or surrender			
				Valuations, maps, copy title deeds, professional reports,	of the lease or licence (whichever			
LEGAL SERVICES	Land and Property	Leases and licences	Lease and licence File	emails, correspondence, file notes	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 (whichever			
LEGAL SERVICES	Land and Property	Leases and licences	Lease and licence File	Original lease or licence, rent review memorandum	shall be the later)	21 years	The Limitation (NI) Order 1989	
								Permanent retention by
LEGAL SERVICES	Land and Property	Leases and licences Deed of Charge	Lease schedule Deed of Charge / Retention	Lease Schedule Letters of Offer, project details, emails, correspondence, file	Release of Deed of Charge on	Permanent	Business requirement	Council
LEGAL SERVICES	Land and Property	(financial assistance)	and Disposal Agreements file	notes, copy title deeds and maps	expiry of term of deed	1 year	Business requirement	Destroy
	17			Original Deed of Charge and evidence of registration of	Release of Deed of Charge on			,
LEGAL SERVICES	Land and Property	Deed of Charge	Deed of Charge file	charge	expiry of term of deed	1 year	Business requirement	Destroy
			Data di mand Disament		Expiry of Retention and Disposal			
LEGAL SERVICES	Land and Property	Deed of charge	Retention and Disposal agreements	Original retention and disposal agreements	Agreement on expiry of term of agreement	1 year	Business requirement	Destroy
FEOUR DEIGNICES	Land and Property	reced or charge	ragi ecinicità	Tongina retention and disposal agreements	agreement	IT YOU	Pasiness requirement	Design Oy
LEGAL SERVICES	Contract Law							
								Permanent retention by
LEGAL SERVICES	Contract Law	Council Seal	Record of Council Seal	List of documents upon which Council Seal has been placed		Permanent	Council's Standing Orders	Council
LEGAL SERVICES	Contract Law	Preparation of contract	Contract file - original held by responsible department	Copy tender documents, emails, correspondence, file notes, copy contracts	Date of last action	1 year	Business requirement	Destroy
LLOAL SERVICES	CUITU act LdW	r reparation of Contract	гезропыше иерагипени	Emails, departmental evidence, letters, professional reports,	Date Of IdSt detion!	ı yeai	Dualifess requirement	Deatity
		Provision of contract		correspondence with third parties including Belfast Legal, file				
LEGAL SERVICES	Contract Law	advice	Contract advice file	notes	Date of last action	1 year	Business requirement	Destroy
LEGAL SERVICES	Enforcement / Pros	ecution of Offences	December on file	T	1	T	1	Land same Danton
	Enforcement /		Prosecution case file, Planning, original held by	Emails, correspondence, departmental evidence, file notes,				Legal copy - Destroy Original - Permanent
LEGAL SERVICES	Prosecution of Offences	Prosecutions	Planning	officers' statements	Date of last action	1 year	Business requirement	retention by Council
-		•		•	•			

	_	1		1		1	_	1
			L					
			Prosecution case file relating					
			to Licensing, Dog Order,					
			Waste Management,					
			Environmental Protection,					
			Environmental Health, Breach			Legal Administration - 1 year		
	Enforcement /		of Bye-law - original held by	Emails, correspondence, departmental evidence, file notes,		Responsible department - 6		
LEGAL SERVICES	Prosecution of Offences	Prosecutions	responsible department	officers' statements	Date of last action	years	Business requirement	Destroy
ELGAL SERVICES	Troscedion of Offences	Trosecutions	responsible department	officers statements	Date of last action	Legal Administration - 1 year	business requirement	Destroy
	Enforcement /		Dracacution case file relating	Emails correspondence departmental evidence file notes				
. = 0.1. 0=0. 0=0	Enforcement /	l	Prosecution case file relating	Emails, correspondence, departmental evidence, file notes,		Responsible department - 10		
LEGAL SERVICES	Prosecution of Offences	Prosecutions	to food safety	officers' statements	Date of last action	years	Business requirement	Destroy
			Prosecution case file, Building			Legal Administration - 1 year		Legal copy - Destroy
	Enforcement /		Control - original held by	Emails, correspondence, departmental evidence, file notes,		Responsible department -		Original - Permanent
LEGAL SERVICES	Prosecution of Offences	Prosecutions	Building Control	officers' statements	Date of last action	Permanent	Business requirement	retention by Council
LEGAL SERVICES	Statutory							
LEGAL SERVICES		Bug laws	Bye-law file	Emails, correspondence, file notes, camy by a laws	Data of Buo Jaw	1 1/02	Pusiness requirement	Doctroy
LEGAL SERVICES	Statutory	Bye-laws	bye-law file	Emails, correspondence, file notes, copy bye-laws	Date of Bye-law	1 year	Business requirement	Destroy
		L .			L			Permanent retention by
LEGAL SERVICES	Statutory	Bye-laws	Bye-law file	Enactment of Bye-laws	Date of Bye-law	20 years	Business requirement	Council
LEGAL SERVICES	Statutory	Statutory appeals	Statutory appeal file	Emails, correspondence, file notes, legal opinion	Date of last action	1 year	Business requirement	Destroy
			Register of employee					
LEGAL SERVICES	Statutory	Conflict of interest	interests	Conflict of interest declarations, emails, letters and notes	Termination date	6 years	Business requirement	Destroy
			Conflict of Interest Policy and			See Management, Corporate		
LEGAL SERVICES	Statutory	Policy and Procedure	Procedure			Policy	1	
LEG. IL GLIVICES	Julius j	p. oney and i roccuure	1 securic	<u> </u>		i. oey	1	
LEGAL SERVICES	Advisory							
				Documentation relating to advice provided to internal and			1	
				external matters, emails, correspondence, file notes, legal				
LEGAL SERVICES	Advisory	Provision of legal advice	Advice file	opinion	Date of last action	1 year	Business requirement	Destroy
			1	1-6		1-7		1
		_						
LEGAL SERVICES	Professional Develo	pment	,					
	Professional			Precedent deeds, agreements, contracts and terms and				Permanent retention by
LEGAL SERVICES	Development	Precedents	Precedent file	conditions	Date of last action	20 years	Business requirement	Council
	Professional			Records documenting the conduct of litigation involving		•	·	Permanent retention by
LEGAL SERVICES	Development	Precedents	Precedent cases file	council where a legal precedent was established	Date of last action	20 years	Business requirement	Council
	Professional	Learning and						
LEGAL SERVICES		development	Cuidance notes and records	Empile correspondence case reports circulars	End of calandar year	10 years	Pucinosa roquiroment	Doctroy
LEGAL SERVICES	Development	development	Guidance notes and records	Emails, correspondence, case reports, circulars	End of calendar year	10 years	Business requirement	Destroy
LEGAL SERVICES	Access to the Count	ryside						
	Access to the			Register of all asserted Public Rights of Way by location with			The Access to the Countryside	Permanent retention by
LEGAL SERVICES	Countryside	Rights of Way	Rights of Way Register	assertion statement, map and Council minute	Date of creation	20 years	(NI) Order 1983	Council
	75.55		g	Documentation relating to the assertion, management of			()	
				asserted Public Rights of Way, including temporary closure /				
				diversion and permanent path divisions and closures				
	Access to the		Asserted Public Rights of Way	Legal decisions to protect, maintain, divert or extinguish a			The Access to the Countryside	
LEGAL SERVICES	Countryside	Rights of Way	file	Rights of Way	Date of creation	20 years	(NI) Order 1983	Council
	Access to the		Alleged Public Rights of Way				The Access to the Countryside	Permanent retention by
LEGAL SERVICES	Countryside	Rights of Way	file	Documentation relating to possible Public Rights of Way	Date of creation	20 years	(NI) Order 1983	Council
	Access to the	,	Access to the Countryside			See Management, Corporate		
LEGAL SERVICES	Countryside	Policy and Procedure	Policy and Procedure			Policy	1	
	200110 70100	and i roccuure	and . roccurre		†	6 years	Business requirement	
	Access to the			Documentation relating to sign poeting of routes lead		OR	business requirement	
LECAL CEDVICES	Access to the	Considered management	Duningt file	Documentation relating to sign posting of routes, long	Data anniant and		Funding Badu Latter of Off	Deetwee
LEGAL SERVICES	Countryside	Funded projects	Project file	distance routes, works to open up path etc	Date project ends	As per Funder Letter of Offer	Funding Body Letter of Offer	Destroy
	Access to the		General administration and	Documentation relating to general enquiries, corporate		1	1	
LEGAL SERVICES	Countryside	Administration	information file	information, legal advice, etc	Date operational use is concluded	2 years	Business requirement	Destroy
	Access to the		Inspection and maintenance	Inspection sheets, maintenance requests relating to asserted	Date of inspection / works	1	1	
LEGAL SERVICES	Countryside	Administration	reports	Public Rights of Way	completed	2 years	Business requirement	Destroy
LEISURE AND SPO	KI							
LEISURE AND SPORT								
	Indoor Loigues		T					
LEISURE AND SPURI	Indoor Leisure	Managhamah ta	1	1	L	1.	L .	L .
		Membership			Date membership lapses / ends	1 year	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure Indoor Leisure	management	Member file	Registration and renewal	Date membership lapses / chas	- /		
LEISURE AND SPORT			Member file	Documentation relating to all booking types including block,		- /		
		management	Member file Booking file		Date of booking	3 years	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure	management Membership		Documentation relating to all booking types including block,		3 years		Destroy
LEISURE AND SPORT	Indoor Leisure Indoor Leisure	management Membership management	Booking file	Documentation relating to all booking types including block, single session, room hire, equipment use		3 years See Management, Corporate	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure	management Membership		Documentation relating to all booking types including block,		3 years	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure Indoor Leisure	management Membership management	Booking file	Documentation relating to all booking types including block, single session, room hire, equipment use		3 years See Management, Corporate	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure Indoor Leisure	management Membership management	Booking file	Documentation relating to all booking types including block, single session, room hire, equipment use		3 years See Management, Corporate	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure Indoor Leisure	management Membership management	Booking file	Documentation relating to all booking types including block, single session, room hire, equipment use Marketing materials, leaflets, public advertising, social media	Date of booking	3 years See Management, Corporate	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure Indoor Leisure	management Membership management	Booking file	Documentation relating to all booking types including block, single session, room hire, equipment use Marketing materials, leaflets, public advertising, social media Documentation relating to notification of accident or incident,	Date of booking	3 years See Management, Corporate	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure Indoor Leisure	management Membership management	Booking file Promotions file	Documentation relating to all booking types including block, single session, room hire, equipment use Marketing materials, leaflets, public advertising, social media Documentation relating to notification of accident or incident, details of accident or incident, accident form, witness	Date of booking	3 years See Management, Corporate Communications and Marketing	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure Indoor Leisure	management Membership management	Booking file	Documentation relating to all booking types including block, single session, room hire, equipment use Marketing materials, leaflets, public advertising, social media Documentation relating to notification of accident or incident,	Date of booking	3 years See Management, Corporate	Business requirement	Destroy

			COSHH, Risk assessment,					
LEISURE AND SPORT	Indoor Leisure	Health and Safety	SSOW, Fire documentation	Assessments, certificates, maintenance records		See Health and Safety		
				Documentation regarding H&S policy and procedures and				
LEISURE AND SPORT	Indoor Leisure	Health and Safety	H&S exposure monitoring	periodic monitoring		See Health and Safety		
		Maintenance, monitoring	HSENI inspections,	Documentation regarding inspections and any enforcement		See Council Property, Property		
LEISURE AND SPORT	Indoor Leisure	& inspection	enforcement documentation	notices		Maintenance		
		Maintenance, monitoring				See Council Property, Property		
LEISURE AND SPORT	Indoor Leisure	& inspection	Inspection reports	Report of inspection of any facilities - machinery or services		Maintenance		
		Maintenance, monitoring		Daily/Weekly/Monthly check sheets i.e.		Lifespan of equipment or 6		1
LEISURE AND SPORT	Indoor Leisure	& inspection	Check sheets	cleaning/building/pool plant/gym and sports equipment	Date of inspection	years	Business requirement	Destroy
EELOOKE / W.D. O. OKT	Indoor Edisare	а поросион	Membership fees and	creating pariating, poor planty gym and oporto equipment	Bate of mopection	years	Buomess requirement	Descroy
LEISURE AND SPORT	Indoor Leisure	Finance	payments	Credit card, cash, online and cheque payments		See Finance		
LEISURE AND SPORT	Indoor Leisure	Safeguarding	Leisure watch report forms	Recording details relevant to Leisure Watch	Date of online submission	None	Business requirement	Destroy
LEISURE AND SPORT	Indoor Leisure	Staff training	Training file	Lifeguard training log	Termination of employment	None	Business requirement	Destroy
ELISORE AND SI ORT	Illuoor Eelsure	Starr training	Training nic	Ellegadia trailing log	Termination of employment	None	Business requirement	Destroy
LEISURE AND SPORT	Outdoor Leisure							
				GP referral form for customer fitness programme, Health and				
				wellbeing verification, personal needs analysis, exercise /				
LEISURE AND SPORT	Outdoor Leisure	GP Referral Scheme	GP referral scheme file	fitness questionnaires	Date individual programme ends	1 year	Business requirement	Destroy
				Sports programmes, health programmes - attendees,				
	1			coaches, activities, promotional and marketing materials,				
LEISURE AND SPORT	Outdoor Leisure	Event management	Events and programmes	payment details		See Management, Events		
LEISURE AND SPORT	Outdoor Leisure	Event management	Sports awards file	Sports awards		See Management, Events		
				Records relating to events booked on Council land by		The state of the s		
	1			individuals and groups for leisure purposes including				
	1							
LEICURE AND COORT	Outdoor Lois-	Event management	Third party overte file	correspondence, payment, risk assessments, insurance		Coo Managament Frants		
LEISURE AND SPORT	Outdoor Leisure	Event management	Third party events file	details		See Management, Events	-	
				Documentation relating to general management of sports				
		Land and property		facilities, pitches, playgrounds, cricket grounds, bowling				
LEISURE AND SPORT	Outdoor Leisure	management	Facility by location	greens, amenity areas, parks, walking trails	End of financial year	6 years	Business requirement	Destroy
		Land and property						Permanent retention by
LEISURE AND SPORT	Outdoor Leisure	management	Reservoir Register			Permanent	The Reservoirs Act (NI) 2015	Council
		Land and property					` '	İ
LEISURE AND SPORT	Outdoor Leisure	management	Reservoirs by location	Annual inspections, monitoring data	Until superseded	7 years	The Reservoirs Act (NI) 2015	Destroy
EELOOKE / WID OF OKT	Cutador Ecidare	managament	reservoirs by rocation	Documentation relating to health & safety - water testing,	oner superseded	See Council Property, Property	The Reservoirs rice (111) 2015	Descroy
		Land and property	Hoalth & Cafoty Inspections /	equipment inspections e.g. children's playground equipment,		Maintenance		
LEISURE AND SPORT	Outdoor Loiguro		Health & Safety Inspections /					
LEISURE AND SPURT	Outdoor Leisure	management	Reports	accident reports etc.		See Health and Safety		
			Lease to external					
LEISURE AND SPORT	Outdoor Leisure	Leasing	organisations	Lease agreements, service level agreement, payment details		See Legal Services		
	Cutacor Ecibare	Leading						
		Leading	Lease from external					
LEISURE AND SPORT	Outdoor Leisure	Leasing		Lease agreements, service level agreement, payment details		See Legal Services		
LEISURE AND SPORT		_	Lease from external	Lease agreements, service level agreement, payment details		See Legal Services		
LEISURE AND SPORT		Leasing	Lease from external	Lease agreements, service level agreement, payment details		See Legal Services		
LEISURE AND SPORT		Leasing Maintenance of infrastructure and	Lease from external organisations					
LEISURE AND SPORT		Leasing Maintenance of infrastructure and facilities on public land	Lease from external organisations Inspection, monitoring and	Inspection Schedule for play area including list of all play		See Council Property, Property		
	Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational	Lease from external organisations Inspection, monitoring and incident / accident file by	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual		See Council Property, Property Maintenance		
LEISURE AND SPORT		Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility	Lease from external organisations Inspection, monitoring and	Inspection Schedule for play area including list of all play		See Council Property, Property		
	Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open	Lease from external organisations Inspection, monitoring and incident / accident file by	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year		See Council Property, Property Maintenance		
LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational	Lease from external organisations Inspection, monitoring and incident / accident file by location	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation,		See Council Property, Property Maintenance See Health and Safety		
	Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility	Lease from external organisations Inspection, monitoring and incident / accident file by	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year		See Council Property, Property Maintenance	Desirtor of Dlay Versitor	
LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements		See Council Property, Property Maintenance See Health and Safety See Legal Services	Register of Play Inspectors	
LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility	Lease from external organisations Inspection, monitoring and incident / accident file by location	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation,	End of calendar year	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years	Register of Play Inspectors International	Destroy
LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location Annual audit	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection	End of calendar year	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital		Destroy
LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location Annual audit Capital project scheme file	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements	End of calendar year	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years		Destroy
LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location Annual audit Capital project scheme file Play facilities strategy, sports	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection Contracts, correspondence, staffing	End of calendar year	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital		Destroy
LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location Annual audit Capital project scheme file	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection Contracts, correspondence, staffing	End of calendar year	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital		Destroy
LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location Annual audit Capital project scheme file Play facilities strategy, sports	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection Contracts, correspondence, staffing	End of calendar year Until superseded	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital		Destroy
LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas Capital projects	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location Annual audit Capital project scheme file Play facilities strategy, multi sports facilities strategy, multi sports	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection Contracts, correspondence, staffing		See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital Projects	International	
LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas Capital projects Strategy and planning	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location Annual audit Capital project scheme file Play facilities strategy, sports facilities strategy, multi sports hub facilities	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection Contracts, correspondence, staffing	Until superseded	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital Projects 5 years	International Business requirement	Destroy
LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas Capital projects Strategy and planning Strategy and planning	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location Annual audit Capital project scheme file Play facilities strategy, sports facilities strategy, multi sports hub facilities	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection Contracts, correspondence, staffing	Until superseded	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital Projects 5 years	International Business requirement	Destroy
LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas Capital projects Strategy and planning Strategy and planning	Lease from external organisations Inspection, monitoring and incident / accident file by location File by location Annual audit Capital project scheme file Play facilities strategy, sports facilities strategy, multi sports hub facilities	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection Contracts, correspondence, staffing	Until superseded	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital Projects 5 years 5 years	International Business requirement	Destroy
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LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Sports Development	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas Capital projects Strategy and planning Strategy and planning t Sports Development Strategy Sports Development	Lease from external organisations Inspection, monitoring and incident / accident file by location Annual audit Capital project scheme file Play facilities strategy, sports facilities strategy, multi sports hub facilities. Open spaces strategy Sports Development Strategy Programme file External funding - trusts, PHA, Sport NI, multiple funders	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection Contracts, correspondence, staffing Documentation relating to health programmes, health initiatives, sports development programmes	Until superseded Until superseded	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital Projects 5 years See Management, Strategic Planning 3 years OR	Business requirement Business requirement Business requirement Business requirement	Destroy
LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT LEISURE AND SPORT	Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Outdoor Leisure Sports Development Sports Development	Leasing Maintenance of infrastructure and facilities on public land or in a recreational facility Closure of a public open space or a recreational facility Playgrounds and play areas Capital projects Strategy and planning Strategy and planning t Sports Development Strategy Sports Development Programme	Lease from external organisations Inspection, monitoring and incident / accident file by location Annual audit Capital project scheme file Play facilities strategy, sports facilities strategy, multi sports hub facilities Open spaces strategy Sports Development Strategy Programme file External funding - trusts, PHA, Sport NI, multiple funders Financial assistance to sports	Inspection Schedule for play area including list of all play assets and documentation relating to maintenance, visual inspections, play accidents / incidents by year Documentation relating to closure including consultation, correspondence, legal agreements Annual Play inspection Contracts, correspondence, staffing Documentation relating to health programmes, health initiatives, sports development programmes Documentation relating to external funding - applications, correspondence, claims, reporting	Until superseded Until superseded End of financial year	See Council Property, Property Maintenance See Health and Safety See Legal Services 21 years See Council Property, Capital Projects 5 years See Management, Strategic Planning 3 years OR As per Funder Letter of Offer	Business requirement Business requirement Business requirement Business requirement Funding Body Letter of Offer	Destroy Destroy Destroy
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		1	_		1			T
				Documentation relating to advice and assistance provided to				
				individual projects including safeguarding, funding				
LETCURE AND CROPT	Casada Davida amant	F	Community Consider Duning the file	assistance, financial assistance, training, accreditations,	Data of last action	6	Division and the second	Dantun
LEISURE AND SPORT LEISURE AND SPORT	Sports Development Sports Development	Engagement	Community Sports Project file Sports club, coach database	SANSA activities, Disability NI, Autism NI	Date of last action Date removed from database	6 years	Business requirement	Destroy
LEISURE AND SPORT	Sports Development	Engagement	Individual contracts with	Database of clubs, coaches and members	Date removed from database	1 year	Business requirement	Destroy
LEISURE AND SPORT	Sports development	Contracto	coaches	Documentation relating to the contract with coaches	Date contract ends	6 years	Business requirement	Doctroy
	joports development	Contracts	coacries	Documentation relating to the contract with coaches	Date Coritiact erius	6 years	Dusiness requirement	Destroy
LICENSING								
LICENSING	Registration, Permi	ts and Licencing			1			
							The Local Government	
							(Miscellaneous Provisions) (NI))
							Order 1985 - Schedule 2, Licensing of Places of	Hard copy records -
							Entertainment	Destroy
						Hard copy - 2 years	Required for property	Electronic database records
	Registration, Permits and	1		Documentation including application and administration		Database held electronic files -	certificates and conveyancing	- Permanent retention by
LICENSING	Licencing	Entertainment	Licence application	relating to requests for entertainment licence	Date licence expires	permanent	purposes	Council
	Ĭ		1.				(1) The Betting and Gaming	
							(NI) Order 2004	
							(2) The Betting, Gaming,	
							Lotteries and Amusements	Hard copy records -
							(NI) Order 1985	Destroy
				Documentation including application and administration		Hard copy - 3 years	Required for property	Electronic database records
LICENSING	Registration, Permits and	amusements	liaanaa aanliaakian	relating to the grant, refusal and renewal of amusement	Data liaanaa ausinaa	Database held electronic files -	certificates and conveyancing	- Permanent retention by
LICENSING	Licencing	amusements	Licence application	permits	Date licence expires	permanent	purposes	Council Hard copy records -
							The Cinemas (NI) Order 1991	Destroy
				Documentation including application and administration		Hard copy - 2 years	Required for property	Electronic database records
	Registration, Permits and	1		relating to the grant, refusal and renewal of cinema licences		Database held electronic files -	certificates and conveyancing	- Permanent retention by
LICENSING	Licencing	Cinemas	Licence application	including inspection reports, fire risk assessments	Date licence expires	permanent	purposes	Council
					·			Hard copy records -
							(1) The Marriage Regulations	Destroy
						Hard copy - 3 years	(NI) 2003	Electronic database records
	Registration, Permits and					Database held electronic files -	(2) The Civil Partnership	- Permanent retention by
LICENSING	Licencing	Places of marriage	Temporary one-off licence	Case file for temporary place of marriage approval	Date of ceremony	permanent	Regulations (NI) 2005	Council
							(1) The Marriage Descriptions	Hard copy records -
				Documentation including application and administration		Hard copy - 3 years	(1) The Marriage Regulations (NI) 2003	Destroy Electronic database records
	Registration, Permits and	4		relating to the grant, refusal and renewal of places of		Database held electronic files -	(2) The Civil Partnership	- Permanent retention by
LICENSING	Licencing	Places of marriage	Licence application	marriage including inspection reports, Fire Risk assessments	Date licence expires	permanent	Regulations (NI) 2005	Council
				, , , , , , , , , , , , , , , , , , , ,			,	
							(1) The Petroleum	
							(Consolidation) Act (NI) 1929	
							(2) The Dangerous Substances	;
							and Explosives Explosive	
							Atmospheres Regulations 2002	!
				Documentation including application and administration			Required for property	
, remarks	Registration, Permits and			relating to the grant, refusal and renewal of petroleum			certificates and conveyancing	Permanent retention by
LICENSING	Licencing	Petroleum licences	Licence application	licences including inspection reports, fire risk assessments	Date of application	Permanent	purposes	Council
					1			Hard copy records - Destroy
				Documentation including application and administration	1	Hard copy - 2 years		Electronic database records
	Registration, Permits and			relating to the grant, refusal and renewal of street trading	1	Database held electronic files -	The Street Trading Act (NI)	- Permanent retention by
LICENSING	Licencing	Street trading licences	Licence application	licences	Date license lapses	permanent	2001	Council
								Hard copy records -
								Destroy
				Documentation including application and administration		Hard copy - 2 years	The Betting, Gaming, Lotteries	
	Registration, Permits and			relating to the grant, refusal and renewal of societies	L	Database held electronic files -	and Amusements (NI) Order	- Permanent retention by
LICENSING	Licencing	licensing	Licence application	lotteries	Date licence expires	permanent	1985	Council
								Hard copy records -
						Hard copy - 18 months	The Betting, Gaming, Lotteries	Destroy Electronic database records
	Registration, Permits and	Societies Intteries				Database held electronic files -	and Amusements (NI) Order	- Permanent retention by
LICENSING	Licencing	licensing	Licence administration	Financial returns from the societies lotteries	Date of return	permanent	1985	Council
					1		1	
	Ĭ							Hard copy records -
								Hard copy records - Destroy
				Documentation including application and administration		Hard copy - 2 years		Destroy Electronic database records
LICENSING	Registration, Permits and	d 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	Destroy

Comment						•			
Company Comp									Hard copy records -
Page 2006, Print and Control Con							Hard conv. 3 years		
EXERCISE Locing Control on Section Control		Pogistration Pormits and			Documentation including application and administration				
Part Part	LICENSING			Licence application		Date licence expires		The Dogs (NI) Order 1983	
Registration, Personal profit control profit and profit profit principal and registration of the profit p								The Dogs (NI) Order 1983	
Processing Processing of the processing plants and processing	l								
Application of the process of the pr	LICENSING	Licencing		Licence application	breeding establishments	Date licence expires	permanent	purposes	Council
LICENSING Secretary and Secre		Pegistration Permits and							
Regularians, Permits and Square for speech section of Comments (Procedures of Square S	LICENSING			Kennelling facility file	Procurement documentation		See Procurement		
Deplación, Permito en la Board Course for year. Valuation file Deplación mit and proprieta de administration of the Course for year. Valuation file Deplación mit administration of the Course for year. Deplación file participation and administration of the Course for year. Deplaced for the Course for year. Deplaced f									Hard copy records -
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LICENSING Processor of Officers Licensing Age of Agents and Agents of the Comment of Com	LICENCING			Anadian Cla		Date of Frank			
Extraction of Control Contro	LICENSING	Licencing	jevents	Application file	relating to the grant or refusal of road closure order	Date or Event	permanent	Provisions) Act (NI) 2010	Council
Extraction of Control Contro	LICENCING	Enforcement / Bross	cution of Offences						
LICONODIC Proceedings of Officeron or Cythogon September S	LICENSING		Cution of Offences						
Commonwealth Comm	LICENSING		Legal administration	Contact database	Contact details for local magistrates	Until superseded	1 vear	Business requirement	Destrov
Commence Control Con					3		,		,
LICENSING Spreak Haming and Numbering LICENSING Street Naming and Numbering LICENSING Street Naming and Numbering LICENSING Spreak Numbering and Numbering Part Spreak Numbering Spreak Numbering Part Spreak Numbering Spreak N	LICENSING		Notices (FPN)	FPN case file by name		Date of last action	5 years	Business requirement	Destroy
Street Naming and Numbering Conservations including application and administration with the property of the part of the property of the prope				o 61					
Street Naming and UCINSTING Warmberling and Death Mumberling Application file elisates to request for goodal numberling Death flumberling and Street name plates Application file elisates to request for goodal numberling Death flumberling and Street name plates Application file elisates to request for goodal numberling application and administration relative progress for street nameplates for progress for street nameplates for street nam	LICENSING	Prosecution of Offences	Prosecution of offences	Case file	correspondence, witness statements, Court Order		See Legal Services	<u> </u>	
Street Naming and UCINSTING Warmberling and Death Mumberling Application file elisates to request for goodal numberling Death flumberling and Street name plates Application file elisates to request for goodal numberling Death flumberling and Street name plates Application file elisates to request for goodal numberling application and administration relative progress for street nameplates for progress for street nameplates for street nam	LICENSTING	a							
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Street Naming and Street namepitates of Street Naming and Street namepitates of Namibering of Street Naming and Street namepitates of Namibering of Namiberi	LICENSING	Numbering	Postal Numbering	Application file	relating to requests for postal numbering	Date of application	permanent		
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Constitution Street Naming and Street Naming and Numbers Permanent reaction by Council Permanent Permane					Documentation including application and administration		Hard copy - 2 years		
LICENSING Numbering request Application file replaced Procurement documentation (all language nameplates). Street Naming and Numbering Street Naming and Paul Street Naming and Numbering applications applications applications of the Iniqual street Numbering applications applications are not not not not not not not not not not		Street Naming and	Street namenlate						
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application, consultation results, council minute re approval or refusal Street Naming and Dual street name application Numbering application MANAGEMENT MANAG	LICENSING	Numbering	Street nameplates	Erection of street name plates			See Procurement		
Street Naming and Numbering applications and papilications applications									
Street Naming and Dual street arm Requests for bi-lingual street. Consultation returns destroyed when Yes / No response is Date of application permanent. MANAGEMENT MANAGEMENT Audit and Risk Management Audit and Risk Management MANAGEMENT Audit and Risk Management Internal audit Inter							Hard copy - 2 years		
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MANAGEMENT Management Internal audit Internal audit Internal audit the principal copy held by Internal Audit Date audit completed 1 year Business requirement Destroy Audit and Risk Audi	MANAGEMENT		Internal audit	action, etc.		(Resolution of the case)	6 years	Business requirement	Destroy
Audit and Risk MANAGEMENT Management Managem	MANAGEMENT		Internal audit	Internal audit		Date audit completed	1 year	Business requirement	Destroy
MANAGEMENT Management Internal audit Internal audit Programme (including ICT and contract compliance audits) End of financial year 6 years Business requirement Destroy MANAGEMENT Management Internal audit Advisory All documentation relating to ad hoc and advisory audit work End of financial year 6 years Business requirement Destroy MANAGEMENT Management Audit committee Minutes Agenda, reports, minutes, action sheets See Democracy, Decision Making MANAGEMENT Management Reporting monitoring Corporate reporting and Management Reporting monitoring Corporate risk register Quarterly Audit Committee date 6 years Business requirement Destroy MANAGEMENT Management Reporting and monitoring Risk registers, assessments and controls for individual risks End of financial year 6 years Business requirement Destroy MANAGEMENT Management Reporting and monitoring Risk registers, assessments and controls for individual risks End of financial year 6 years Business requirement Destroy	THE TOTAL PROPERTY.		Internal addit	Incoma addic		Date dadic completed	1 year	Babiness requirement	Desir oy
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Audit and Risk Reporting and monitoring Corporate risk register Quarterly Audit Committee date 6 years Business requirement Destroy MANAGEMENT Management Reporting and monitoring Corporate risk register Quarterly Audit Committee date 6 years Business requirement Destroy MANAGEMENT Management Reporting and monitoring Risk registers, assessments and controls for individual risks End of financial year 6 years Business requirement Destroy Audit and Risk Directorate and service reporting and monitoring Risk registers, assessments and controls for individual risks End of financial year 6 years Business requirement Destroy	MANACEMENT		Audit committee	Minutos	Agonda, roports, minutos, action choots				
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Audit and Risk			<u> </u>	Directorate and service		,			,
	MANAGEMENT		Reporting	reporting and monitoring	Risk registers, assessments and controls for individual risks	End of financial year	6 years	Business requirement	Destroy
MANAGEMENT Management Business continuity Business impact assessments Operational, tactical and strategic assessments Date impact assessment superseded 6 years Business requirement Destroy			L			L	.l.		
	MANAGEMENT	Management	Business continuity	Business impact assessments	Operational, tactical and strategic assessments	Date impact assessment superseded	1 6 years	Business requirement	Destroy

		1			1			
	Audit and Risk			Assessments and associated correspondence related to the				
MANAGEMENT	Management	Business continuity	Risk assessment	assessment or emergency incident response	Date plan superseded	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk	D	B. alliana and an	Discount and a second a second and a second	Data also consended		B	Button
MANAGEMENT	Management	Business continuity	Resilience plan	Plan and associated policy and procedure	Date plan superseded	6 years	Business requirement	Destroy
MANAGEMENT	Audit and Risk Management	Stakeholder engagement	Working group file	Agenda, reports, minutes, action sheets		See Democracy, Decision Making		
MANAGEMENT	Management	Jakenoluer engagement	Working group file	Agenda, reports, minutes, action sneets		Making	<u> </u>	
MANAGEMENT	Consultations and E	nazaoment						
MANAGEMENT	Consultations and L	ligagement			1	I		
				Preparatory documentation relating to the administration				
	Consultations and			and design of a consultation or survey, questionnaires, third				
MANAGEMENT	Engagement	Consultations / Surveys	Consultation file	party responses and analysis of responses	Date completed	3 years	Business requirement	Destroy
	Consultations and							
MANAGEMENT	Engagement	Consultations / Surveys	Final outputs	Final outputs - reports, presentations, anonymised statistics	Publication date	6 years	Business requirement	Destroy
	Canadatiana			Durante de la constante de la decima de la constitución /				
MANAGEMENT	Consultations and Engagement	Consultations / Surveys	Internal requester file	Preparatory documents for the design of a consultation / survey	Completion of survey / consultation	3 years	Business requirement	Destroy
PIANAGEPIENT	Engagement	Consultations / Surveys	Internal requester file	Survey	completion of survey / consultation	5 years	business requirement	Desiroy
	Consultations and		1	Documentation relating to the response from another		6 months or as per Privacy		
MANAGEMENT	Engagement	Consultations / Surveys	Third party responses	organisation to a consultation / survey	Completion of survey / consultation	Notice	Business requirement	Destroy
		, , , , , , ,	, , , , ,	, , , , , , , , , , , , , , , , , , , ,	,,			1,
			1					
	Consultations and			Documents re the analysis of responses to a consultation /				
MANAGEMENT	Engagement	Consultations / Surveys	Analysis	survey.	Completion of survey / consultation	3 years	Business requirement	Destroy
	Consultations and			Council's response to a consultation or survey carried out by				
MANAGEMENT	Engagement	External Consultation	Request / Response file	an external organisation, including reports to CMT	Date of last action	3 years	Business requirement	Destroy
		Requests re naming council facilities,						
	Consultations and	artwork, commemorative		Case file for each application which includes request,				
MANAGEMENT	Engagement	trees, benches, etc.	Case file	assessment and decision of panel, appeals and decisions	Date of last action	5 years	Business requirement	Destroy
I MINIOLI ILIVI	Engagement	trees, beneficis, etc.	ease me	assessment and decision of panel, appeals and decisions	Date of last action	jo yeuro	Dasiness requirement	Desiroy
MANAGEMENT	Corporate Administr							
	Corporate Administr	ation						Hard copy records -
	Corporate Administr	auon						Hard copy records - Destroy
	Corporate Administr	ation				Paper records - end of calendar		Hard copy records - Destroy Electronic database records
	Corporate Administr	Council property		Documentation relating to application, completed		Paper records - end of calendar year + 1 year		Destroy
MANAGEMENT	Corporate Administration	Council property	Property certificate file	Documentation relating to application, completed departmental sections, final certificate	Date of certificate		Business requirement	Destroy Electronic database records
MANAGEMENT	Corporate Administration	Council property certificates		departmental sections, final certificate Documentation relating to the procurement and	Date of certificate	year + 1 year Electronic records - permanent	Business requirement	Destroy Electronic database records - Permanent retention by
		Council property certificates	Property certificate file Postal service file	departmental sections, final certificate Documentation relating to the procurement and management of contract	Date of certificate	year + 1 year	Business requirement	Destroy Electronic database records - Permanent retention by
MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration	Council property certificates Business support	Postal service file	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management	Date of certificate	year + 1 year Electronic records - permanent See Procurement	Business requirement	Destroy Electronic database records - Permanent retention by
MANAGEMENT	Corporate Administration	Council property certificates Business support		departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract	Date of certificate	year + 1 year Electronic records - permanent	Business requirement	Destroy Electronic database records - Permanent retention by
MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support	Postal service file Stationery contract file	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request		year + 1 year Electronic records - permanent See Procurement See Procurement		Destroy Electronic database records - Permanent retention by Council
MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration	Council property certificates Business support	Postal service file Stationery contract file Meeting room management	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract	Date of certificate End of financial year	year + 1 year Electronic records - permanent See Procurement	Business requirement Business requirement	Destroy Electronic database records - Permanent retention by
MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support	Postal service file Stationery contract file Meeting room management Non-function specific letters,	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms		year + 1 year Electronic records - permanent See Procurement See Procurement		Destroy Electronic database records - Permanent retention by Council
MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support Business support	Postal service file Stationery contract file Meeting room management	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request		year + 1 year Electronic records - permanent See Procurement See Procurement 2 years	Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support Business support	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and	End of financial year	year + 1 year Electronic records - permanent See Procurement See Procurement		Destroy Electronic database records - Permanent retention by Council
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support Business support	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues,	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and	End of financial year	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years	Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support Business support Business support	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers'	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function	End of financial year	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years	Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support Business support Business support	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function	End of financial year Date received	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years	Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support Business support Business support General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course , seminar / conference	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function	End of financial year Date received Date administrative use is	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years	Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support Business support Business support General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function	End of financial year Date received	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years	Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration	Council property certificates Business support Business support Business support General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course, seminar / conference invitations, message slips	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function	End of financial year Date received Date administrative use is	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years	Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi	Council property certificates Business support Business support Business support General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course, seminar / conference invitations, message slips	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function	End of financial year Date received Date administrative use is	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years	Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi	Council property certificates Business support Business support Business support General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course, seminar / conference invitations, message slips	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function	End of financial year Date received Date administrative use is concluded	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years	Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi Corporate Communi	Council property certificates Business support Business support Business support General information General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course , seminar / conference invitations, message slips	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function	End of financial year Date received Date administrative use is concluded End of financial year following date	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None	Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi	Council property certificates Business support Business support Business support General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course seminar / conference invitations, message slips	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function	End of financial year Date received Date administrative use is concluded	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years	Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Corporate Communi Corporate Communi Corporate Communi Corporate Communi	Council property certificates Business support Business support Business support General information General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course seminar / conference invitations, message slips Public notices Procurement and contract	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function PDFs of statutory public notices - responsible department to retain the master copy for the retention period	End of financial year Date received Date administrative use is concluded End of financial year following date	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None	Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi Corporate Communi	Council property certificates Business support Business support Business support General information General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course seminar / conference invitations, message slips	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function	End of financial year Date received Date administrative use is concluded End of financial year following date	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None	Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi Corporate Communi Corporate Communi Corporate Communi Corporate Communi Corporate Communi Corporate Communi Corporate Communi Corporate Communi Corporate Communi	Council property certificates Business support Business support Business support General information General information	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course , seminar / conference invitations, message slips Public notices Procurement and contract management for advertising,	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function PDFs of statutory public notices - responsible department to retain the master copy for the retention period Tender specifications, submissions, evaluations, reports,	End of financial year Date received Date administrative use is concluded End of financial year following date	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None	Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communications and Marketing Corporate Communications and	Council property certificates Business support Business support Business support General information General information Cations and Marketine Advertising	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course , seminar / conference invitations, message slips Public notices Procurement and contract management for advertising, graphic design, media	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Occumentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function PDFs of statutory public notices - responsible department to retain the master copy for the retention period Tender specifications, submissions, evaluations, reports, successful / unsuccessful letters, contract, monthly management reports Documentation relating to the process of creating the	End of financial year Date received Date administrative use is concluded End of financial year following date	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None 6 years	Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi Corporate Communications and Marketing Corporate Communications and Marketing	Council property certificates Business support Business support Business support General information General information Cations and Marketine Advertising	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course , seminar / conference invitations, message slips Public notices Procurement and contract management for advertising, graphic design, media	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function PDFs of statutory public notices - responsible department to retain the master copy for the retention period Tender specifications, submissions, evaluations, reports, successful / unsuccessful letters, contract, monthly management reports Documentation relating to the process of creating the corporate image - master files of NMDDC logo, corporate	End of financial year Date received Date administrative use is concluded End of financial year following date	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None 6 years See Procurement	Business requirement Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy Destroy Master copy of logo - Permanent retention by
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi Corporate Communications and Marketing Corporate Communications and Marketing Corporate Communications and Corporate Communications and Corporate Communications and Corporate Communications and Corporate Corporate Corporate Corporate	Council property certificates Business support Business support Business support General information General information Cations and Marketing Advertising Contract management	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course , seminar / conference invitations, message slips Public notices Procurement and contract management for advertising, graphic design, media monitoring	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Occumentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function PDFs of statutory public notices - responsible department to retain the master copy for the retention period Tender specifications, submissions, evaluations, reports, successful / unsuccessful letters, contract, monthly management reports Documentation relating to the process of creating the	End of financial year Date received Date administrative use is concluded End of financial year following date	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None 6 years	Business requirement Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy Destroy Master copy of logo -
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi Corporate Communications and Marketing Corporate Communications and Marketing Corporate Communications and Corporate Communications and Corporate Communications and Corporate Communications and	Council property certificates Business support Business support Business support General information General information Cations and Marketine Advertising Contract management Corporate identity and	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course seminar / conference invitations, message slips public notices Procurement and contract management for advertising, graphic design, media monitoring Final artwork and identity	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function PDFs of statutory public notices - responsible department to retain the master copy for the retention period Tender specifications, submissions, evaluations, reports, successful / unsuccessful letters, contract, monthly management reports Documentation relating to the process of creating the corporate image - master files of NMDDC logo, corporate templates, branding manual	End of financial year Date received Date administrative use is concluded End of financial year following date of advertisement	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None 6 years See Procurement Master copy of logo - Permanent	Business requirement Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy Master copy of logo - Permanent retention by Council
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi Corporate Communications and Marketing Corporate Communications and Marketing Corporate Communications and Marketing	Council property certificates Business support Business support Business support General information General information Cations and Marketing Advertising Contract management	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course , seminar / conference invitations, message slips Public notices Procurement and contract management for advertising, graphic design, media monitoring	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function PDFs of statutory public notices - responsible department to retain the master copy for the retention period Tender specifications, submissions, evaluations, reports, successful / unsuccessful letters, contract, monthly management reports Documentation relating to the process of creating the corporate image - master files of NMDDC logo, corporate	End of financial year Date received Date administrative use is concluded End of financial year following date	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None 6 years See Procurement	Business requirement Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy Destroy Master copy of logo - Permanent retention by
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communications and Marketing Corporate Communications and Marketing Corporate Communications and Marketing Corporate Communications and Marketing Corporate	Council property certificates Business support Business support Business support General information General information Cations and Marketine Advertising Contract management Corporate identity and	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course seminar / conference invitations, message slips public notices Procurement and contract management for advertising, graphic design, media monitoring Final artwork and identity	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function PDFs of statutory public notices - responsible department to retain the master copy for the retention period Tender specifications, submissions, evaluations, reports, successful / unsuccessful letters, contract, monthly management reports Documentation relating to the process of creating the corporate image - master files of NMDDC logo, corporate templates, branding manual Guidance on the use of the corporate brand	End of financial year Date received Date administrative use is concluded End of financial year following date of advertisement	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None 6 years See Procurement Master copy of logo - Permanent	Business requirement Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy Master copy of logo - Permanent retention by Council
MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT MANAGEMENT	Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Administration Corporate Communi Corporate Communi Corporate Communications and Marketing Corporate Communications and Marketing Corporate Communications and Marketing	Council property certificates Business support Business support Business support General information General information Cations and Marketine Advertising Contract management Corporate identity and	Postal service file Stationery contract file Meeting room management Non-function specific letters, emails, general correspondence / files Compliment slips, catalogues, trade journals, suppliers' promotional material, course seminar / conference invitations, message slips Public notices Procurement and contract management for advertising, graphic design, media monitoring Final artwork and identity quidelines	departmental sections, final certificate Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to the procurement and management of contract Documentation relating to room bookings, catering request forms Correspondence that is not linked to any specific process and has no identified function Correspondence that is not linked to any specific process and has no identified function PDFs of statutory public notices - responsible department to retain the master copy for the retention period Tender specifications, submissions, evaluations, reports, successful / unsuccessful letters, contract, monthly management reports Documentation relating to the process of creating the corporate image - master files of NMDDC logo, corporate templates, branding manual	End of financial year Date received Date administrative use is concluded End of financial year following date of advertisement	year + 1 year Electronic records - permanent See Procurement See Procurement 2 years 2 years None 6 years See Procurement Master copy of logo - Permanent	Business requirement Business requirement Business requirement Business requirement	Destroy Electronic database records - Permanent retention by Council Destroy Destroy Destroy Master copy of logo - Permanent retention by Council

			T	I				
				Content provided by service areas for corporate website and processed via the Content Management System (CMS)				
	Corporate			processed via the Content Management System (CMS)				
	Communications and			Service areas are responsible for retaining content in line				
MANAGEMENT	Marketing	External communications	Corporate website content	with specific retention schedule	Until superseded	None	Business requirement	Destroy
	Corporate							
	Communications and							Permanent retention by
MANAGEMENT	Marketing	External communications	Social Media messaging	Permanent digital imprint of message posted	Date posted	Permanent	Business requirement	Council
	Corporate			Content details for Councillors Marshaus of Barlingsont				
MANAGEMENT	Communications and Marketing	External communications	Contact database	Contact details for Councillors, Members of Parliament, Members of the Legislative Assembly	Date removed from database	None	Business requirement	Destroy
MANAGEMENT	indi keung	External communications	Contact database	Plettibers of the Legislative Assembly	Date removed from database	None	business requirement	Desiroy
	Corporate Communications and			Annual Report, NMD Connect, Corporate Plan, Community Plan, other corporate documents including brochures - responsible department to retain the master copy for				Corporate Plan, Community Plan and Annual Report - Transfer to PRONI Other published works - Permanent retention by
MANAGEMENT	Marketing	Graphic design services	Published work of Council	the retention period	Date published	20 years	Business requirement	Council
	Corporate					3 years - master copy only		
	Communications and				Until superseded OR administrative	Ephemeral material to be		
MANAGEMENT	Marketing	Marketing	Marketing materials	Final outputs - presentations, leaflets, posters	use ends	destroyed	Business requirement	Destroy
	Corporate							
	Communications and							
MANAGEMENT	Marketing	Marketing	Marketing materials	Preparatory records	Date of approval of final output	1 year	Business requirement	Destroy
	Corporate			Decumentation relating to the development implementation				
MANAGEMENT	Communications and Marketing	Marketing campaigns	Marketing campaign file	Documentation relating to the development, implementation and monitoring of each campaign or marketing plan	End of financial year	3 years	Business requirement	Destroy
PIANAGEPIENT	riarkeung	riarketing campaigns	riarketing campaign me	Press releases, briefings, social media messages, published	End of financial year	3 years	business requirement	Desiroy
				version of a media interview - preparatory records,		Master press releases -		Press releases - Permanent
	Corporate			organisational records, drafts, correspondence including		Permanent		retention by Council
	Communications and			responses to media enquiries, statements to the Council				·
MANAGEMENT	Marketing	Media relations	Media releases	website, media liaison records.	Date of last action	Other records - 3 years	Business requirement	Other records - Destroy
	Corporate							
MANAGEMENT	Communications and	Modia rolations	Modia releases	Notes amails, hold by consist area	Data of last action	1 1000	Business requirement	Doctrou
MANAGEMENT	Marketing	Media relations	Media releases	Notes, emails - held by service area	Date of last action	1 year	Business requirement	Destroy
	Corporate Communications and			Email alerts and documentation relating to media coverage of	Term of Council related documentation - end of current Council term			
MANAGEMENT	Marketing	Media relations	Media monitoring	Council	Other records - end of financial year	1 year	Business requirement	Destroy
	Corporate Communications and							
MANAGEMENT	Marketing	Media relations	Media contacts database		Date removed from database	None	Business requirement	Destroy
	Corporate							
	Communications and		Social Media Policy and			See Management, Corporate		
MANAGEMENT	Marketing	Policy and Procedure	Procedure			Policy		
	Corporate							
MANAGEMENT	Communications and Marketing	Dublic relations	Dublic relations plans	Corporate and departmental plans for the promotion of		See Management, Strategic		
MANAGEMENT	Corporate	Public relations	Public relations plans	Council services and facilities		Planning		
	Communications and			Digital photographic library - landscape, buildings,				
MANAGEMENT	Marketing	Public relations	Photographic library	environment	When administrative use ends	None	Business requirement	Destroy
				Digital photographic library - people				
	Corporate			Signed data subject permission forms - responsible				
MANIACEMENT	Communications and	Dublic relations	Dhotographic library Daniel	department to retain the master copy for the	Date permission ends including any	None	Pusinoss ros::	Doctroy
MANAGEMENT	Marketing	Public relations	Photographic library - People	retention period	Privacy Notice retention period	None	Business requirement	Destroy
	Corporate Communications and			Communications and Marketing Strategy, Digital Communications Strategy, Neighbourhood Services		See Management, Strategic	1	
MANAGEMENT	Marketing	Strategic development	Strategy Document	Transformation Project Communications Strategy		Planning	1	
MANAGEMENT	Corporate Policy							
				Responsible department to retain the master copy for the				
MANAGEMENT	Corporate Policy	Policy management	Master policy records	retention period	Until superseded	5 years	Business requirement	PRONI Appraisal
MANACEMENT	Components Dallier	Delianament	Delias Decistos			Dannes	D	Permanent retention by
MANAGEMENT	Corporate Policy	Policy management	Policy Register Departmental / service		-	Permanent	Business requirement	Council
MANAGEMENT	Corporate Policy	Policy development	records	Official drafts, including equality screening	Until superseded	4 years	Business requirement	Destroy
MANAGEMENT	Corporate Policy	Policy development	Preparatory documents	Working papers, drafts, meeting papers, correspondence	Date of policy approval	1 year	Business requirement	Destroy
		, , , , , , , , , , , , , , , , , , , ,		Public, statutory body and staff consultations of policies and	1 / 1/2 2	•		<u> </u>
MANAGEMENT	Corporate Policy	Policy development	Policy consultation	strategies of council	Date completed	4 years	Business requirement	Destroy
				Service specific procedures, standards and guidance				
MANAGEMENT	Corporate Policy	Corporate Procedures	Departmental Procedures	documents - final version	Until superseded	4 years	Business requirement	Destroy

MANAGEMENT	Customer Feedback							
	Customer recubació		Enquiries and comments	Processing of customer comments and enquiries about the				
MANAGEMENT	Customer Feedback	Enquiries and comments	received	Council including responses	Date of last action	1 year	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Enquiries and comments		Statistics and anonymised responses	End of calendar year	2 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Stage 1 Complaint	Complaint file - held by	First level consolisate dealt with an east of southing business.	Fad of Grandial	1	D sia and	Destruction
MANAGEMENT	Customer Feedback	handling	responsible department	First level complaints dealt with as part of routine business Documentation relating to complaints about council services	End of financial year	1 year	Business requirement	Destroy
		Stages 2 and 3	Complaint file - held by	including complaint details, investigation, response and				
MANAGEMENT	Customer Feedback	Complaint handling Complaints referred to	responsible department	monitoring of the progress of responses	Date of last action	2 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	NI Ombudsman	Complaint file	Response to Ombudsman assessment and complaint investigations	Date of last action	5 years	Business requirement	Destroy
		Complaints referred to		Documentation from Ombudsman including findings,				
MANAGEMENT	Customer Feedback	NI Ombudsman	Complaint file	recommendations and actions taken	Date of last action	5 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Reporting	Reports	Annual and monthly complaint handling reports and analysis	End of calendar year	3 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Reporting	Complaints database	Annual and monthly complaint handling reports and analysis	End of calendar year	3 years	Business requirement	Destroy
	customer recuback	Reporting	Complaints database	Annual and monthly complaint handling reports and analysis	End of calcindar year	See Management, Corporate	business requirement	Destroy
MANAGEMENT	Customer Feedback	Policy and Procedure	Complaint handling procedure		Between	Policy	D. dans de la constant	Dealers
MANAGEMENT	Customer Feedback	Compliments	Compliments file	Documentation relating to compliments received	Date received Held until customer contacts NMD	2 years	Business requirement	Destroy
MANAGEMENT	Customer Feedback	Directory sign ups	Customer database		to request their details be removed	None	Business requirement	Destroy
MANAGEMENT	Emorgongy Plannin	_						
PIANAGEPIENI	Emergency Plannin	9			These are dynamic documents			
1					which are constantly being reviewed	I		
				Individual Directorate / Department / Service Area business	- Each version will replace the former unless the plan has had to		(1) The Civil Contingencies Act	
				continuity plans	be activated in which case it may be		2004	
					submitted with the major incident		(2) The NI Civil Contingencies	
MANAGEMENT	Emergency Planning	Business continuity	Business continuity file	See also Audit and Risk Management	report	None	Framework (1) The Civil Contingencies Act	Destroy
							2004	
			Business continuity	Documentation relating to the creation of emergency plans			(2) The NI Civil Contingencies	
MANAGEMENT	Emergency Planning	Business continuity	development file	for Council	Until superseded	10 years	Framework (1) The Civil Contingencies Act	Destroy
1			Emergency Management Plan	Documentation relating to the testing of individual			2004	
			/ Business Continuity Plan	Directorate / Department / Service Area business continuity	Life of the plan being tested unless	Submitted with the major	(2) The NI Civil Contingencies	
MANAGEMENT	Emergency Planning	Business continuity	testing / exercising	plans	activated	incident report	Framework (1) The Civil Contingencies Act	Destroy
							2004	
MANAGEMENT	F Dian-i	Dunings and in the	Duningan Immant Applicate		Data of mariana	4	(2) The NI Civil Contingencies	Destruction
MANAGEMENT	Emergency Planning	Business continuity	Business Impact Analysis Contact details of emergency		Date of review	4 years	Framework	Destroy
MANAGEMENT	Emergency Planning	Business continuity	agencies and staff		Date of review	6 months	Business requirement	Destroy
MANAGEMENT	Emergency Planning	Business continuity	Emergency rotas		Date of review	2 years	Business requirement	Destroy
							(1) The Civil Contingencies Act 2004	
1				External course providers and internal course materials			(2) The NI Civil Contingencies	
MANAGEMENT	Emergency Planning	Business continuity	Training provision	development	Date of review	5 years	Framework (1) The Civil Contingencies Act	Destroy
				All documentation regarding the preparation, review and			2004	
		L	Council Emergency	revision of the Council emergency management plan for a			(2) The NI Civil Contingencies	
MANAGEMENT	Emergency Planning	Incident management	Management Plan Major* and minor incidents	major incidents	Date of review	3 years	Framework	Destroy
I		1	major and minor moderits					
1			*A major incident is beyond					
			the scope of normal					
			operations of business-as- usual and is likely to involve					
		1	serious harm, damage or risk					
			to human life or welfare,	Las hash JECID M / ETHANG lass proceeds as 1500 to 1500				
			essential services, the environment or the security	Log book, JESIP, M / ETHANE logs, records relating to the management of major incidents by the Incident Management		6 years (minor)		
MANAGEMENT	Emergency Planning	Incident management	of the UK	Team / Directors / Assistant Directors / EPIG members	Date incident resolved	21 years (major)	Business requirement	Destroy
MANAGEMENT	Emergency Planning	Taridant me	December:	Astion about an adult fall and the state of the	Data of incident	6 years (minor)	Duela and manufacture to	Destruction
	I-mergency Planning	Incident management	Recovery phase	Action sheets, updates - following the response phase	Date of incident	21 years (major)	Business requirement	Destroy
			Debrief / review	Minutes, actions, outcomes, lessons	Date of debrief	16 years	Business requirement	Destrov
MANAGEMENT	Emergency Planning	Incident management	Debrief / review Emergency Support Centre	Minutes, actions, outcomes, lessons Reference guide to opening emergency support centres	Date of debrief	6 years	Business requirement	Destroy
					Date of debrief Date of issue	6 years 6 months	Business requirement Business requirement	Destroy

MANAGEMENT	Equality							
MANAGEMENT	Equality	Equality Scheme	Equality Scheme	Approved Scheme, five-year review and report, Quarterly policy screening reports and Policy Screenings, Complaints / Investigations, Annual reports to ECNI, Equality Action Plan, Equality Consultee list, Annual reports to ECNI	Date of approval	Permanent	The Northern Ireland Act 1998 Section 75, Schedule 9	Permanent retention by Council
MANAGEMENT	Equality	Complaints / Investigations re breach of Equality Scheme	Case file	Complaint, investigation, findings, report, correspondence, response	Date of last action	6 years - or, in exceptional cases, beyond this period.	Business requirement	Destroy
						, , , , , , , , , , , , , , , , , , , ,	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 Rural Needs Impact	Approved Plan, five year review	Date of approval	Permanent	2006)	Council Permanent retention by
MANAGEMENT	Equality	Rural Needs	Assessments	Completed forms, annual reports to DAERA	End of calendar year	Permanent	The Rural Needs Act (NI) 2016	Council
MANAGEMENT	Events							
				Record of an official visit to the council - visitors' book, photographs, video and audio recordings, programme, text of				
MANAGEMENT	Events	Ceremonial	Events file	speeches delivered, press cuttings, commemorative gifts Documentation relating to the planning of an official event	Date of last action	20 years	Business requirement	PRONI Appraisal
MANAGEMENT	Events	Ceremonial	Events file	and / or official visit to the council - invitations, press releases, marketing materials, copy invoices	Date of last action	6 years	Business requirement	Destroy
TO AN OLD TELET	LYCHO	S. CHOHU	Non-council organised	Formal recording of official council representation at events other than those which the council organises - photographs, video and audio recording, programme, text of speeches	Sec or race account	o years	Sasiness requirement	2000
MANAGEMENT	Events	Ceremonial	ceremonial event file	delivered, press cuttings	Date of last action	3 years	Business requirement	Destroy
MANAGEMENT	F. seets	Chile	C. carbo Gla	Documentation relating to the planning of an event - event plan, risk management, procurement, finance, marketing materials, supplier management, photos, video and audio	Date of last action	C. 112222	Business and discount	Destruction
MANAGEMENT	Events	Civic	Events file Events supplier / contacts	recordings Contact numbers, email and addresses for suppliers who	Date of last action	6 years	Business requirement	Destroy
MANAGEMENT	Events	Civic	database	support the delivery of events. Policies, procedures and guidelines to the planning and	Date removed from database	None	Business requirement	Destroy
MANAGEMENT	Events	Civic	Standard operating procedures	management of events including but not exclusive to location details, marketing materials, etc	Until superseded	1 year	Business requirement	Destroy
				Documentation relating to the planning of a third party event - council approval, event plan, risk management, procurement and finance, marketing materials, supplier				
MANAGEMENT	Events	Civic	Third party events file	management, photos, video and audio recordings	Date of last action	6 years	Business requirement	Destroy
MANAGEMENT	Evidence and Resea	rch						
MANAGEMENT	Evidence and Research	Data analytics	Case file by requester (internal and external)	All documentation relating to request and response	Date received	3 years	Business requirement	Destroy
		Geographic Information System (GIS) - Internal						
MANAGEMENT	Evidence and Research	Requests Geographic Information	File by Council service area	All documentation relating to request and response	Date of last action	3 years	Business requirement	Destroy
MANAGEMENT	Evidence and Research	System (GIS) - External Requests	External requester file	All documentation relating to request and response	Date of last action	3 years	Business requirement	Destroy
MANAGEMENT	Evidence and Research	requests	·		bate of last action	5 years	business requirement	Desiroy
MANAGEMENT	Evidence and Research		LPS NI Sub-Licence Agreement	Sub-licenses for all 3rd parties requiring access to GIS data, copy sent to LPS NI	3rd party ceases trading	6 years	The Limitation (NI) Order 1989	Destroy
MANAGEMENT	Evidence and Research	Procurement	Tender file by client name	Documentation relating to individual tenders		See Procurement		
MANAGEMENT	Evidence and Research	STA's - Single Tender Action	Annual Single Tender Action (STA) for LPS NI	Annual Single Tender Action (STA) for LPS NI		See Procurement		
MANAGEMENT	Insurance							1
				Claims against Council insurance policies - damage to property; letter of claim, internal inspection/investigation				
MANAGEMENT	Insurance	Insurance claims	Claim file	records, correspondence with broker/claims handler/solicitor Claims against Council insurance policies - adult personal injury; damage to property; letter of claim, internal	Case concluded	6 years	The Limitation (NI) Order 1989	Destroy
MANAGEMENT	Insurance	Insurance claims	Claim file	inspection/investigation records, correspondence with broker/claims handler/solicitor	Case concluded	6 years	The Limitation (NI) Order 1989	Destroy

	1	ı		China and at Council income and air a shill annual	T	Ţ		
				Claims against Council insurance policies - child personal injury; damage to property; letter of claim, internal				
				inspection/investigation records, correspondence with				
MANAGEMENT	Insurance	Insurance claims	Claim file	broker/claims handler/solicitor	Date of birth	21 years	The Limitation (NI) Order 1989	Destroy
					Date all obligations and			
			Insurance Policy		entitlements concluded or date of			
MANAGEMENT	Insurance	Insuring against loss	documentation		cancellation	5 years	Business requirement	Destroy
MANAGEMENT	Insurance	Insuring against loss	Certificate of Insurance	Employer's liability insurance		Permanent	Business requirement	Permanent retention by Council
MANAGEMENT	Insurance	insuring against ioss	Certificate of frisularice	Public liability, commercial, legal expenses, excess, Officials'		remanent	business requirement	Council
				indemnity, motor fleet, exhibition and regalia, marine,				
MANAGEMENT	Insurance	Insuring against loss	Certificate of Insurance	environmental, engineering, cyber, crime	Date of expiry	5 years	Business requirement	Destroy
				Confirmation of policy/certificate provided by third parties,				
	_		Insurance Policy	e.g. sub-contractors, event planners, performers, film	Date of last action relating to			
MANAGEMENT MANAGEMENT	Insurance	Insuring against loss Insuring against loss	documentation - third parties	companies, etc.	reason for use	21 years	Business requirement	Destroy
MANAGEMENT	Insurance	ITISUTING AGAINST 1055	Valuations		Date superseded	5 years	Business requirement	Destroy
MANAGEMENT	Internal Communica	tion						
MANAGEMENT	Internal Communica	Director Offices and		Documentation relating to the management of records				
MANAGEMENT	Internal Communication			created by Members and Directors	Date of last action	3 years	Business requirement	Destroy
		Director Offices and		,				,
MANAGEMENT	Internal Communication	Member Offices	File by Member name	Directorate copies of responses to Members' questions	End of current Council year	4 years	Business requirement	Destroy
		Discrete Cofficer and		Files relating to the support given to Members by the				
MANAGEMENT	Internal Communication	Director Offices and	File by Member name	Democratic Services team (held in hard copy, electronic including incoming and sent email)	End of Council term	1 year	Business requirement	Doctroy
MANAGEMENT	Internal Communication	Member Offices	File by Member flame	Including incoming and sent email)	End of Council term	1 year	Business requirement	Destroy
				Files relating to the support given to Directors by their				
		Director Offices and		Assistant Directors and support staff (held in hard copy,				
MANAGEMENT	Internal Communication	Member Offices		electronic including incoming and sent email)	End of financial year	3 years	Business requirement	Destroy
				Minutes and papers where no corporate decisions are made				
MANAGEMENT	Internal Communication	Team meetings	Meeting minutes	and the meeting minutes will not be required as part of an audit trail	Date of meeting	1 year	Business requirement	Destroy
THATAGETENT	Internal Communication	ream meetings	riccarig minutes	dudit truii	Duce of meeting	1 year	business requirement	Destroy
				Minutes and papers where no corporate decisions are made				
				but where the meeting minutes will be required as part of an				
MANAGEMENT	Internal Communication	Team meetings	Meeting minutes	audit trail	Date of meeting	5 years	Business requirement	Destroy
			A d- Minutes Addison	Minutes and papers of meetings held outside Council where				
MANAGEMENT	Internal Communication	External moetings	Agenda, Minutes, Action Sheets, Correspondence	the member of staff attending is not the principal record keeper	Date of meeting	End of operational use	Business requirement	Destroy
MANAGEMENT	Internal Communication	Staff / Member	Sileets, correspondence	Corporate employee / member bulletins / presentations from	Date of frieeding	Life of operational use	business requirement	Destroy
MANAGEMENT	Internal Communication	communications	Bulletins / presentations	CEO, SMT, HR, etc	Date published	5 years	Business requirement	Destroy
		Staff / Member						
MANAGEMENT	Internal Communication	communications	Staff newsletters	Directorate, service area newsletters	Until superseded	1 year	Business requirement	Destroy
MANAGEMENT	Partnership and Age	ncy Working		T				1
	D- 1	Constant and		Towns of Buffer and A County Notice for the Association of				
MANAGEMENT	Partnership and Agency Working	Service Level Agreements	Partnership file	Terms of Reference / Constitution for partnership and agreements with partners	Date partnership ends	6 years	The Limitation (NI) Order 1989	Destroy
I MANAGERIENT	Working	ngreaments	i araicionip nic	agreements with partitions	Date partifership Clus	o years	The Limitation (NI) Order 1905	Desir Oy
	Partnership and Agency	Service Level						
MANAGEMENT	Working	Agreements	Partnership file	Service level agreements with partner organisations	Life of agreement	6 years	The Limitation (NI) Order 1989	PRONI Appraisal
MANAGEMENT	Performance Manag	ement						
l	Performance	Performance	Performance Improvement	Annual Performance Improvement Plans and supporting		See Management, Strategic		
MANAGEMENT	Management	Improvement Planning	Plan	documentation, including consultation results and reports		Planning	Deat 12 of The 1	B
MANACEMENT	Performance	Accocamonts	Accessments of performents	Performance assessments, supporting documentation and	Date of last action	10 years	Part 12 of The Local Government Act (NI) 2014	Permanent retention by
MANAGEMENT	Management Performance	Assessments	Assessments of performance	summary publications Performance indicator data, including Excel system, APSE	Date Of IdSt deficit	10 years	Part 12 of The Local	Council Permanent retention by
MANAGEMENT	Management	Performance data	Performance indicator data	returns and 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 and retrospective		See Management, Strategic		
MANAGEMENT	Management	planning	service plans	assessments		Planning		
MANIACEMENT	Performance	Cl - ff - · · · f - · ·	December 19 Company	Personal Development Plan documentation held by line	Bata assessable d		Positive and the second second	D
MANAGEMENT	Management	Staff performance	People, Perform, Grow	manager of responsible department	Date completed	5 years	Business requirement	Destroy
MANAGEMENT	Performance Management	Customer service	Customer service excellence planning	Documentation relating to customer feedback, consultations, customer service excellence plans	Date completed	5 years	Business requirement	Destroy
OLI ILITI	rianagement	Subtomer Service	lb.e.um.a	Teasterner service executence pians	pata completed	10 10010	pasiness requirement	1500009
MANAGEMENT	Project Management	·						
MANAGEMENT	Project Management	<u> </u>		Business case and proposal, Project plan, feasibility studies				
MANAGEMENT	Project Managemen			Business case and proposal, Project plan, feasibility studies, plans and specifications, lessons learnt report, master set of				
MANAGEMENT MANAGEMENT	Project Management Project management	Major Projects	Project file - principal records		Completion of project	20 years	Business requirement	PRONI Appraisal

				Business case and proposal, Project plan, feasibility studies, plans and specifications, lessons learnt report, master set of				
				maps, plans, drawings and photographs, assessments,				
MANAGEMENT	Project management	Standard Projects	Project file - principal records	reviews - final versions and key drafts	Completion of project	10 years	Business requirement	Destroy
		Major / Standard	Rejected or deferred					
MANAGEMENT	Project Management	Projects - Proposals	proposals		Completion of project	5 years	Business requirement	Destroy
				Project Board Meeting minutes, financial records, interim				
		Major / Standard		reports (stage assessments, reviews, GANTT charts, etc.),				
MANAGEMENT	Project management	Projects	Project file - routine records	operating manuals, product descriptions correspondence	End of financial year	5 years	Business requirement	Destroy
		Major / Standard		Product, equipment or machinery information, training				
MANAGEMENT	Project management	Projects	Project file - minor records	courses, equipment maintenance	Completion of project	3 years	Business requirement	Destroy
MANAGEMENT	Project management	Minor projects	Project file	Business case and proposal, Project plan, lessons learnt report, assessments, reviews - final versions and key drafts	Completion of project	3 years	Business requirement	Destroy
TO TO TOLITICATE	i rojece managemene	r inior projecto	Procurement file, Contracts	reporty assessments, reviews multi-versions and key arans	completion of project	5 years	Basiness requirement	Беситу
MANAGEMENT	Project management	All Projects	and Agreements			See Procurement		
MANIACEMENT	Duniont management	All Duningto	Duningt file out folder	Correspondence which does not merit inclusion in the main	Consulation of musicat	1	Durain and manufacture	Dantun
MANAGEMENT	Project management	All Projects European and other	Project file - sub folder	project file	Completion of project	1 year	Business requirement	Destroy
		externally funded		Project documentation as specified by the funding body and		Dependent on funding		See individual service are
MANAGEMENT	Project Management		Project file	held by responsible department	Completion of project	programme / project type	Individual funding body	/ project
MANAGEMENT	Review of Public A	dministration	IT				IThe Level Co	In.
MANAGEMENT	Review of Public Administration	Transition management	Transition Committee / team meetings	Agenda, reports, minutes, action sheets		Permanent	The Local Government Act (NI) 2014	Permanent retention by Council
PIANAULPILINI	Review of Public	Implementation	meetings	Documentation relating to the modernisation and reform		i cillialicit	The Local Government Act	Permanent retention by
MANAGEMENT	Administration	management	RPA files	programme to Stakeholders 2009-2015		Permanent	(NI) 2014	Council
	Review of Public	Implementation		Documentation relating to organisational reform - policies,			The Local Government Act	Permanent retention by
MANAGEMENT	Administration	management	RPA files	convergence plans, decision making		Permanent	(NI) 2014	Council
MANAGEMENT	Review of Public Administration	Communications management	RPA files	Internal and external communications relating to organisational reform and modernisation programme	Date of last action	5 years	The Local Government Act (NI) 2014	Destroy
PIANAGEPIENT	Review of Public	management	IXI A TIICS	organisational reform and modernisation programme	Date of last action	5 years	The Local Government Act	Destroy
MANAGEMENT	Administration	General management	RPA files	Working papers, general correspondence, research data	Date of last action	5 years	(NI) 2014	Destroy
MANAGEMENT	Statutory Returns		T			T_		T
						7 years OR		
		Meeting statutory		Documentation relating to the preparation of information to		As per stated statutory		
MANAGEMENT	Statutory Returns	requirements	Statutory returns	be passed to government as part of statutory requirements	Date file closed	requirement	Business requirement	Destroy
MANAGEMENT	Strategic Decision	Making						,
MANIACEMENT	Strategic Decision	Duringer augustica	Senior management team	Accorde versite asimutes estimates about	F-4 -5 4	20	Durain and manufacture	DDON'T Assession
MANAGEMENT	Making Strategic Decision	Business preparation	meeting minutes Corporate management team	Agenda, reports, minutes, action sheets	End of calendar year	20 years	Business requirement	PRONI Appraisal
MANAGEMENT	Making	Business preparation	minutes	Agenda, reports, minutes, action sheets	End of calendar year	5 years	Business requirement	Destroy
	Strategic Decision			<u></u>	,			
MANAGEMENT	Making	Business preparation	Working group file	Officer working / networking group meeting papers	End of calendar year	5 years	Business requirement	Destroy
MANAGEMENT	Strategic Planning		T T	Development review and undating of the mission and goals		See individual Functions	The Local Government Act	
MANAGEMENT	Strategic Planning	Corporate mission	Corporate Mission	Development, review and updating of the mission and goals for Council and its Directorates and Departments	Until superseded	20 years	(NI) 2014	PRONI Appraisal
TO TO TOLITE TELL	oc. accegie i iainining	Corporate mission	Corporate Filodion	To Council and to Directorates and Departments	onal superseded	20 years	The Local Government Act	Tront rippraisa.
MANAGEMENT	Strategic Planning	Strategic Plans	Corporate Plan	The corporate planning and reporting activities of the Council	Until superseded	10 years	(NI) 2014	Transfer to PRONI
MANIACEMENT	Stratogic Diameira	Stratogic Diago	Thomatic Dlane and Chint	Plans which provide the strategic context for multiple	Until supercoded	20 voors	The Local Government Act	Permanent retention by
MANAGEMENT MANAGEMENT	Strategic Planning Strategic Planning	Strategic Plans Strategic Plans	Thematic Plans and Strategies Development documents	programmes of work across Council Official drafts, including equality screening	Until superseded Until superseded	20 years 4 years	(NI) 2014 Business requirement	Council Destroy
OLI ILITI	Strategic Flamming	Saucegie i iuris	2013 opinione documents	Documentation relating to the development of corporate and	onar superscued	. yours	Sasiness requirement	200009
MANAGEMENT	Strategic Planning	Strategic Plans	Preparatory documents	business strategies and plans	Date of approval	1 year	Business requirement	Destroy
	a						The Local Government Act	
MANAGEMENT MANAGEMENT	Strategic Planning	Business planning	Directorate Business Plans	Annual business plan	Until superseded	10 years 5 years	(NI) 2014	Destroy
MANAGEMENT	Strategic Planning Strategic Planning	Business planning Business planning	Service Plans Business plan review	Annual service area business plan Documentation relating to business plan monitoring	Until superseded End of financial year	5 years	Business requirement Business requirement	Destroy Destroy
		, , , , , , , , , , , , , , , , , , ,		Diagrams and charts that set out the Council's structure in	, and a second	. /		,,
		L		whole or in part, i.e. Directorate, Department, Service Area,				
MANAGEMENT	Strategic Planning	Business planning	Organisational structure	Team, etc)	Until superseded	1 year	Business requirement	Destroy
MANAGEMENT	Strategic Planning	Business planning	Membership file	Documents relating to Council's membership of NILGA and Solace	Termination of membership	3 years	Business requirement	Destroy
OLI ILITI	Strategic Flamming	Sasiness planning	ciberonip nie	Documentation relating to the management of	. c. minudon of membership	J yours	Sasiness requirement	200009
				transformational change including plans, programmes,		See Management, Project		
MANAGEMENT	Strategic Planning	Transformational change	Project file	reports, minutes, correspondence		Management		
DI ANNITRIC								
PLANINING								
PLANNING								

		-	1	1	T	T	T	
				Desistes for Applications*			(1) Section 242(1) of The	
				Register for Applications* Register for Simplified Planning Zones and Enterprise			Planning Act (NI) 2011	
				Zones			(2) Articles 24,25,26 and 27 of The Planning (General	
				Register of Enforcement Notices			Development Procedure) (NI)	
				Register of Orders and Directions			Order 2015	
							(3) The Planning	
				* This includes Section 26 (Regionally Significant			(Environmental Impact	
	Development			Applications), Section 29 (Call-In Applications) and EIA			Assessment) Regulations (NI)	
PLANNING	Management	Public Register	All Planning Registers	Assessments and Statements		Permanent	2017	Council
				Planning Application files including related Appeal, Public Inquiry and Judicial Review records				
				Case Types included:				
				Advertisement; Conservation Area Consent; Discharge of Condition; Request for EIA Determination;				
				Determination - Listed Buildings Consent; Section 26				
				Determination; Full; Hazardous Substance Consent;				
				Hazardous Substances Deemed Consent; Listed Building				
				Consent;				
				Certificate of Lawfulness (Existing);			The Discourse Ast (AIT) 2011	
				Certificate of Lawfulness (Proposed); Modify or Discharge a Planning Agreement; Non Material Change; Outline; Proposal			The Planning Act (NI) 2011	
				of Application Notice; Reserved Matters; Review of Mineral			Retention period determined	
	Development				Date of last paper / action on the		by Council and Department for	
PLANNING	Management	Planning applications	Planning applications file	Application.	file once case is closed / concluded	6 years	Infrastructure	Destroy
				L				Permanent retention by
	Davidaamank			Tree Preservation Order; Urgent Crown Development; Urgent				Council
PLANNING	Development Management	Planning applications	Planning applications file	Crown Listed Building Consent; and Works on Protected Trees		Permanent	The Planning Act (NI) 2011	Transfer a copy to PRONI after 20 years
1 E WILLIA	rianagement	riaming applications	Preliminary Enquiries and Pre-	Documentation relating to enquiry and PAD, correspondence,		Termunent	The Hamming Act (NI) 2011	arter 20 years
	Development		Application Discussions		Date of last paper / action on the		Determined by Council and	
PLANNING	Management	Planning applications	(PADs)	notices and contravention notices	file once case is closed / concluded	6 years	Department for Infrastructure	Destroy
							(1) The Planning Act (NI) 2011	
							(1) The Planning Act (NI) 2011 (2) Parts 14,16,18 and 32 of	
							the Schedule to the Planning	
							(General Permitted	
							Development) (NI) Order 2015	
							Detection assist determined	
	Development		Permitted Development		Date of last paper / action on the		Retention period determined by Council and Department for	
PLANNING	Management	Planning applications	Notifications		file once case is closed / concluded	6 vears	Infrastructure	Destroy
		Ž 1.					The Planning Act (NI) 2011	
	D				Data of last assess / askins on the		Retention period determined	
PLANNING	Development Management	Planning applications	Invalid Applications		Date of last paper / action on the file once case is closed / concluded	6 years	by Council and Department for Infrastructure	Destroy
FLANNING	Planagement	Fianning applications	Invalid Applications		The office case is closed / concluded	o years	The Planning Act (NI) 2011	Desiroy
								1
1				Documentation relating to third party representations on			Retention period determined	
DI ANINITAI C	Development	Diameter and the state of	This does how to see	Planning Application files, including related Appeal, Public	Date of last paper / action on the		by Council and Department for	D
PLANNING	Management	Planning applications	Third party representations	Enquiry and Judicial Review records	file once case is closed / concluded	3 years	Infrastructure (1) The Certificates of	Destroy
							Alternative Development Value	
							Regulations (NI) 2015	
1							(2) The Land Compensation	
1							(NI) Order 1982	
		Cortificate of Alternative					Detention period determine	1
	Development	Certificate of Alternative Development Value			Date of last paper / action on the		Retention period determined by Council and Department for	1
PLANNING	Management	(CADV)	CADV Applications		file once case is closed / concluded	6 years	Infrastructure	Destroy
PLANNING	Enforcement		I		I	I	1	1
							(1) Section 242(1) of The	
							Planning Act (NI) 2011	1
							(2) Article 26 of The Planning	1
							(General Development	1
							Procedure) (NI) Order 2015 (3) The Planning	
							(Environmental Impact	1
			Register of enforcement				Assessment) Regulations (NI)	Permanent retention by
PLANNING	Enforcement	Register	notices			Permanent	2017	Council

		<u> </u>	<u> </u>	T	1		The Planning Act (NI) 2011	
							The Flamming Act (NI) 2011	
		Enforcement /			Date of last paper / action on the		Retention period determined by Council and Department for	
PLANNING	Enforcement	prosecution of offences	Enforcement file		file once case is closed / concluded	2 years	Infrastructure	Destroy
PLANNING	Development Plan							
PERMIT	Development i ian						The Planning (Local	
PLANNING	Development Plan	Local Area Development Plan	Published plan		Date superseded	6 years	Development Plan) Regulations (NI) 2015	Permanent retention by Council
LANNING	Development Harr	i idii	i ablistica piari		Date superseded	o years	The Planning (Local	Council
							Development Plan)	
							Regulations (NI) 2015	
				Documentation relating to all aspects of the process,			Retention period determined	
PLANNING	Development Plan	Local Area Development Plan	Preparatory file	preparation and publication of development plans from plan initiation to plan adoption stages	Date plan adopted	6 years	by Council and Department for Infrastructure	Destroy
T D WWING	Development rian	1 1011		maddir to pair daopaon stages	Sace plan adopted	o years	The Planning (Local	
PLANNING	Development Plan	Publications	Published booklets, guides, etc.		Date superseded	6 years	Development Plan) Regulations (NI) 2015	Permanent retention by Council
PLANNING	Development Flan	rublications	etc.		Date superseded	o years	The Planning (Local	Council
							Development Plan)	
							Regulations (NI) 2015	
							Retention period determined	
PLANNING	Development Plan	Publications	Preparatory file	Documentation relating to the preparation of publications - conservation area design booklets, design guides, etc.	Date of publication	6 years	by Council and Department for Infrastructure	Destroy
PROCUREMENT	Development Plan	Publications	ртерагасогу піе	Conservation area design booklets, design guides, etc.	Date of publication	To years	Illitastructure	Destroy
PROCUREMENT	1							
PROCUREMENT	Policy and Procedure		T		1			
PROCUREMENT	Policy and Procedure	Policy and Procedure	Policy and Procedure			See Management, Corporate Policy		
PROCUREMENT	Policy and Procedure	Policy and Procedure	Standard templates and documents	Documentation used in the procurement process	Until superseded	3 years	Business requirement	Destroy
TROCORETIENT	Toney and Procedure	ir oney and Procedure	Judeamento	becamenation used in the procurement process	onai superseucu	15 years	business requirement	Desarry
PROCUREMENT	Contracts and Tende	ring	T		T		T	In
PROCUREMENT	Contracts and Tendering	Procurement planning	Procurement Plan file	Directorate / Service procurement plans	Until superseded	Permanent	Business requirement	Permanent retention by Council
				Documentation relating to approved suppliers including				
PROCUREMENT	Contracts and Tendering	Supplier management	Approved suppliers file	vendor form, vendor change form	Date removed from database	6 years	Business requirement	Destroy
PROCUREMENT	Contracts and Tendering	Supplier management	Expressions of interest file	Completed expressions of interest declarations	Date contract ends	2 years	Business requirement	Destroy
				Documentation relating to the process involved in the development and specification of a contract - tender		(1) Ordinary Contracts - 6 years		
			Specification and contract	specification, copy of Council minute approving spend if		(2) Contracts Under Seal - 12		
PROCUREMENT	Contracts and Tendering	Tender management	development file	applicable	Date contract ends	years	The Limitation (NI) Order 1989	Destroy
				Documentation relating to the process involved in the issuing				
PROCUREMENT	Contracts and Tendering	Tender management	Tender issuing and return file	and return of a tender - opening notice and tender envelope	Start of contract	1 year	Business requirement	Destroy
						(1) Ordinary Contracts - 6 years		
				Documentation relating to the summary tender evaluation		(2) Contracts Under Seal - 12		
PROCUREMENT	Contracts and Tendering	Tender management	Evaluation of tender file	criteria	Date contract ends	years	The Limitation (NI) Order 1989	Destroy
								Destroy
								Responsible department
			Successful tender document	Documentation relating to successful tenders - tender		(1) Ordinary Contracts - 6 years(2) Contracts Under Seal - 12		to advise Procurement is ongoing retention is
PROCUREMENT	Contracts and Tendering	Tender management	file	documents, quotations	Date contract ends	years	The Limitation (NI) Order 1989	
PPOCI IDEMENT	Contracts and Tondoring	Tender management	Unsuccessful tender	Documentation relating to unsuccessful tenders - tender	Start of contract	1 year	Business requirement	Destroy
PROCUREMENT	Contracts and Tendering	тепист тапауеттепт	document file	documents, quotations Documentation relating to non-tendered contracts - Value for		1 year	pusitiess requirement	Destroy
PROCUREMENT	Contracts and Tendering	Tender management	Requisition file	Money statements, purchase orders	End of financial year	6 years	Business requirement	Destroy
				Documentation relating to the process in negotiation of a contract following selection of a preferred tender -				
PROCUREMENT	Contracts and Tendering	Tender management	Post tender negotiation file	clarification of contract, post tender negotiation minutes	Date contract ends	1 year	Business requirement	Destroy
				All documentation relating to the contract - signed contract, internal and external correspondence (e.g. advisory and		(1) Ordinary Contracts - 6 years		
				approval correspondence - minutes of meetings, tenderer		(2) Contracts Under Seal - 12		
PROCUREMENT	Contracts and Tendering	Contract award	Award of contract file	challenge correspondence)	Date contract ends	years	The Limitation (NI) Order 1989	Destroy
PROCUREMENT	Contract Manageme	nt						
				Register of all contracts awarded by Council - Any Value and				Permanent Retention by
PROCUREMENT	Contract Management	Register	Contract register file	Ordinary and Under Seal		Permanent	Business requirement	Council

		1		T	1			
DDGG DTMENT		Contract operation and	Such ad Silv	Documentation relating to contract monitoring and operation service level agreements, compliance reports, performance		2		Destroy Responsible department to advise Procurement if ongoing retention is
PROCUREMENT	Contract Management	monitoring	Contract file	reports Documentation relating to the management and amendment	Date contract ends	2 years	Business requirement	required
		Management and		of contract - minutes and papers of meetings, changes to requirements, variation forms, extension of contract,		(1) Ordinary Contracts - 6 years (2) Contracts Under Seal - 12		
PROCUREMENT	Contract Management	amendment of contract	Contract file	complaints, disputes on payment	Date contract ends	years	The Limitation (NI) Order 1989	Destroy
REGISTRATION SE	RVICES							
REGISTRATION SERVICES	Registration of Birtl	ns, Deaths and Marria	ges					
	Desire de la constitución de la						General Handbook of	
REGISTRATION SERVICES	Registration of Births, Deaths and Marriages	Certification	White copies file	Certificate counterfoils	End of month following creation	1 month	Registration Officers in Northern Ireland (Section 8)	Destroy
							General Handbook of	
REGISTRATION SERVICES	Registration of Births, Deaths and Marriages	Certification	Form of particulars file		End of month following creation	1 month	Registration Officers in Northern Ireland (Section 8)	Destroy
DECICED ATION CEDVICES	Registration of Births,	A	A secondar auto to life accepts	Farms and mark for according to CDO	Ford of accepts following acception	1	General Handbook of Registration Officers in	Destruct
REGISTRATION SERVICES	Deaths and Marriages	Amendments	Amendments to life events	Form confirming amendment for processing by GRO	End of month following creation	1 month	Northern Ireland (Section 8)	Destroy
REGISTRATION SERVICES	Marriage Services							
		Marriage / civil		Documentation relating to the arrangements for, and the			General Handbook of Registration Officers in	
REGISTRATION SERVICES	Marriage Services	partnerships	Notice form	conduct of, civil marriage / partnership ceremonies	Date created	3 years		Destroy
	_						General Handbook of	
REGISTRATION SERVICES	Marriage Services	Marriage / civil partnerships	Notice of cancellation	Notice confirming cancellation	Date of Issue	3 years	Registration Officers in Northern Ireland (Section 8)	Destroy
				-		7	General Handbook of	
REGISTRATION SERVICES	Marriage Services	Marriage / civil partnerships	Application form for conversion	Application to convert marriage to civil partnership or civil partnership to marriage	Date of conversion	3 years	Registration Officers in Northern Ireland (Section 8)	Destroy
REGISTION SERVICES	riarrage services	partnerships			Date of conversion	3 years	General Handbook of	Destroy
DECICEDATION CEDVICES	Marriago Convisos	Logal canacity to marry	Certificate of legal capacity to marry	Marriage notice form confirming applicant is free to marry outside the UK	Date created	2 1/02/0	Registration Officers in Northern Ireland (Section 8)	Doctrov
REGISTRATION SERVICES	Marriage Services	Legal capacity to marry	Illdily	outside trie ok	Date created	3 years	General Handbook of	Destroy
REGISTRATION SERVICES	Marriage Services	Ceremonies	Marriage / civil partnership schedule	Schedule for GRO records	End of month following creation		Registration Officers in Northern Ireland (Section 8)	Send to GRO
REGISTRATION SERVICES	Marriage Services	Ceremonies	Approved premises File	Documentation relating to premises approved to carry out civil ceremonies	Date licence expires	1 year	Business requirement	Destroy
NEOLO III WILLIAM DERVICED	Tidiriage between	Coronness	ripproved premises inc	arri caramonico	Sacc meetice expires	1 yeur	General Handbook of	200.07
REGISTRATION SERVICES	Marriage Services	Immigration control	Immigration form	Form confirming immigration status and right to marry in NI	Date created	3 years	Registration Officers in Northern Ireland (Section 8)	Destroy
SUSTAINABILITY	Triarriage Services	Immigration control	Timing accordant	To the committing miningration states and right to marry in the	Dute Greated	j5 years	Mordiem Telana (Secaon 6)	Desarry
SUSTATINABILITY								
SUSTAINABILITY	Biodiversity							
				All documentation relating to project management - funding	E. J. CC Cll		As per Funding Body letter of	
SUSTAINABILITY	Biodiversity	Project management	Project management file	application forms, letters of offer, record of spend, claims data, copies of invoices	End of financial year following submission of final claim	3 years	offer - standard 3 years but subject to amendment	Destroy
				S		_		Permanent retention by
SUSTAINABILITY	Biodiversity	Project management Local Biodiversity	Project management file	Site photographs Online applications, evidence of work carried out including	Date project ends	6 years	Business requirement	Council
SUSTAINABILITY	Biodiversity	Enhancement Fund	Funding application file	photographs and emails, claim records	Date of final claim and payment	6 years	Business requirement	Destroy
SUSTAINABILITY	Biodiversity	Public events programme	Events file	Marketing materials, booking forms, evaluation sheets, photographs, press cuttings	End of calendar year	3 years	Business requirement	Destroy
	·							Permanent retention by
SUSTAINABILITY	Biodiversity	Project management	Events file Educational project file for	Photographs of habitats and species	End of calendar year	6 years	Business requirement	Council
		Educational workshops	workshops, events,	Marketing materials, booking forms, photographs, register of			Local Biodiversity Action Plan	
SUSTAINABILITY	Biodiversity	in schools	competitions	competition entries, prize register	Date workshop ends	4 years	2018-2022	Destroy
SUSTAINABILITY	Environmental Cons	servation and Education	on					
	Environmental			All documentation relating to the project - business case, application, project plan, specifications, plans, reports, correspondence, consultations, feasibility studies, originals of				
	Conservation and			financial, procurement and HR required records, event	End of financial year following			
SUSTAINABILITY	Education Environmental	The CANN Project	Project management file Educational project file for	management	submission of final claim	6 years	Funding body Letter of Offer	Destroy
	Conservation and	Environmental education	workshops, events,					
SUSTAINABILITY	Education	/ sustainability	competitions	Contact details for schools and community groups	Completion of activity	1 year	Business requirement	Destroy

	Environmental	1	1	T	T	T	T	
	Conservation and			Tender and procurement data for energy management				
SUSTAINABILITY	Education	Energy management	Tender file	scheme		See Procurement		
	Environmental	, , , , , , , , , , , , , , , , , , ,						
	Conservation and		Energy monitoring file by				Energy Performance Certificate	
SUSTAINABILITY	Education	Energy management	location	Routine monitoring of energy usage figures and consumption	End of calendar year	5 years	Regulations	Destroy
SUSTAINABILITY	Strategy and Policy		Council Local Biodiversity	1	T	1	I	
			Action Plan (LBAP) and					
			Biodiversity Implementation	LBAP launched in 2018 in hard copy format and BIP				
			Plans (BIPs - Internal) - final	document produced electronically in 2014 - Annual reviews			Local Biodiversity Action Plan	Permanent retention by
SUSTAINABILITY	Strategy and Policy	Stakeholder engagement	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				
SUSTAINABILITY	Strategy and Policy	Stakeholder engagement	Working group file	Officers Forum, External Agencies meetings	Date of meeting	3 years	Business requirement	Destroy
	,	J . J .		Documentation relating to the administration of forum with		See Democracy, Decision		
SUSTAINABILITY	Strategy and Policy		Council standing forum file	action sheets submitted and approved by AHC Committee		Making		
SUSTAINABILITY	Charten and Delia	Strategic planning and	Delian and December			See Management, Corporate		
	Strategy and Policy	policy development	Policy and Procedure			Policy		
TOURISM AND CUL	<u>.TURE</u>							
TOURISM AND CULTURE	Tourism Developme	nt	ı	1	1	In a second	ı	
TOURISM AND CULTURE	Tourism Development	Tourism Strategy	Tourism Strategy file	Tourism strategy, forest charging report, facility masterplans		See Management, Strategic Planning		
TOURISH AND CULTURE	rounsin Development	rounsin sudlegy	тоилып эпакеду піе	Tourism initiatives including funded schemes for e.g.		rianiling		
				Tourism NI and DAERA funded schemes - documentation				
				includes original financial information including invoices,				
			Development file by scheme /	bank statements, BACs information, evidence of payment of			- "	
TOURISM AND CULTURE	Tourism Development	Funded tourism schemes Surveys and	funder	wages Analysis reports on usage of facilities / consultation on	Date of final claim and payment	As per funder's Letter of Offer See Management, Consultations	Funding body Letter of Offer	Destroy
TOURISM AND CULTURE	Tourism Development	consultations	Reports	initiatives		and Engagement		
				Contact details for businesses including accommodation,			The Tourism (NI) Order 1992,	
TOURISM AND CULTURE	Tourism Development	Stakeholder engagement	Industry database	activities, product providers	Date removed from database	None	Article 30(3)	Destroy
			Dunium tarriint ninu anniination	Documentation relating to business applications for brown			The Territors (NII) Order 1003	
TOURISM AND CULTURE	Tourism Development	Stakeholder engagement	Brown tourist sign application	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
TOOKISTTAND COLTONE	Tourism Bevelopment	Statemolder engagement	THE	All documentation relating to projects delivered on council	Date of approval	3 years	Article 50(5)	Desiroy
				owned or leased land - tender documentation, insurance, risk		See Council Property, Capital		
TOURISM AND CULTURE	Tourism Development	Capital projects	Project file by location	assessment, programme, progress reports		Projects		
				All documentation relating to an event, including event management plan, room / catering hire, risk assessment,				
				budget information, procurement, promotional material,				
TOURISM AND CULTURE	Tourism Development	Event management	Events file	correspondence, attendance data, evaluation		See Management, Events		
TOURISM AND CULTURE	Tourism Facilities							
TOURISM AND CHI TURE	Tarriana Facilities	Chalcab aldan an an an ann amh	Leases, licences, service level			Can Larel Caminas		
TOURISM AND CULTURE	Tourism Facilities	Stakeholder engagement	agreements	for services with council All documentation relating to the management and		See Legal Services See Council Property, Property		
			Building management file by	maintenance of each facility - Health & Safety booklet, Health		Maintenance and Property		
TOURISM AND CULTURE	Tourism Facilities	Buildings management	location	& Safety certificates, supplier contracts		Management		
TOURISM AND COURT	T F	A	Accreditation application and	And the Control of th	Data of the same	2	The Tourism (NI) Order 1992,	D
TOURISM AND CULTURE	Tourism Facilities	Accreditations	awards file	Applications for green and blue flag awards, quality grading	Date of issue	3 years	Article 30(3)	Destroy
	1			Documentation including application forms and consents for			The Tourism (NI) Order 1992,	
TOURISM AND CULTURE	Tourism Facilities	User management	Application and consent file	permits, licences, season tickets, moorings, beach equipment	End of calendar year	1 year	Article 30(3)	Destroy
	1			All documentation relating to a third party event, including				
TOURISM AND CHI TURE	T	F	Third and Ch	room / outdoor space / equipment booking / hire form, risk		Co. Management Front		
TOURISM AND CULTURE	Tourism Facilities	Event management	Third party events file	assessment, insurance details, correspondence All documentation relating to income and expenditure - Box		See Management, Events		
	1		Income and expenditure file	Office, art, event ticket, room hire and catering sales,				
TOURISM AND CULTURE	Tourism Facilities	Finance	by location	tenders, VFM documents, POs, invoices		See Finance		
			Visitor Information Centre -				The Tourism (NI) Order 1992,	L .
TOURISM AND CULTURE	Tourism Facilities	Stock control	stocktake file by location	Assessment and record of stock held	Until superseded	6 years	Article 30(3)	Destroy
TOURISM AND CULTUS	Tourism Mandard	and DD						
TOURISM AND CULTURE	Tourism Marketing	anu PK	1	T	T		1	
	Tourism Marketing and	Marketing / promotions	Marketing / promotion /	Marketing material, adverts, videos, booklets, website		See Management, Corporate		
TOURISM AND CULTURE	PR	/ campaigns	campaign file	material, e-zine, social media material		Communications and Marketing		
TOURISM AND CULTURE	Arts and Cultural Se							

	A to and Cilemat			T	Т	Ic. Marrie Committee	T	
TOURISM AND CULTURE	Arts and Cultural Services	Policy and Procedure	Policy and Procedure			See Management, Corporate Policy		
CONTON TAND COLIONE	Arts and Cultural	Arts Centre production	Tolicy and Troccaure			Tolley		
OURISM AND CULTURE	Services	management	Artist / performer database		Date removed from database	None	Business requirement	Destroy
				All documentation relating to a production, including				
	Arts and Cultural	Arts Centre production		management plan, room / catering hire, risk assessment, budget information, procurement, promotional material,				
TOURISM AND CULTURE	Services	management	Production file by date	correspondence, attendance data, evaluation	Date of last action	6 years	Business requirement	Destroy
	Arts and Cultural	Creative and cultural		All documentation relating to workshops, classes, exhibitions,		See Management, Project		
TOURISM AND CULTURE	Services Arts and Cultural	Programmes	Programme / event file	summer school		Management		Dormanant retention by
TOURISM AND CULTURE	Services	Art management	Art database	Inventories, acquisitions, disposals, loans and transfer of titles		Permanent	Business requirement	Permanent retention by Council
	Arts and Cultural							
TOURISM AND CULTURE	Services	Art sales	Sale transaction file	Arts sales forms, payment record	Date of sale	6 years	Business requirement	Destroy
TOURISM AND CULTURE	Arts and Cultural Services	Marketing / promotions	Marketing / promotion file	Marketing material, adverts, videos, booklets, website material, e-zine, social media material		See Management, Corporate Communications and Marketing		
TOTAL TIME COLITICE	Arts and Cultural	rianteeing / promocons	riding / promoder me	material of Europe Social Media Material		communications and marketing		
TOURISM AND CULTURE	Services	Contract management	Contracts / agreements file	Signed contracts, e.g. with artists for performances		See Legal Services		
	Arts and Cultural		Income and expanditure file	All documentation relating to income and expenditure - Box Office, art, event ticket, room hire and catering sales,				
TOURISM AND CULTURE	Services	Finance	Income and expenditure file by location	tenders, VFM documents, POs, invoices		See Finance		
				All documentation relating to the management and		See Council Property, Property		
	Arts and Cultural		Building management file by	maintenance of each facility - Health & Safety booklet, Health		Maintenance and Property		
TOURISM AND CULTURE	Services Arts and Cultural	Buildings management	location Customer database by	& Safety certificates, supplier contracts Contact details, event preferences, contact preferences,		Management		
TOURISM AND CULTURE	Services	Customer engagement	location	research requests	Date removed from database	None	Business requirement	Destroy
				1		1		
TOURISM AND CULTURE	Museums							
FOLIDION AND CHI TUDE		C. II I'	Register of collection by	Documents relating to depositor agreements, loans to third	Data of taxania	20	TI M (NT) O -I 1001	Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	location Third party loans file by	parties	Date of document	20 years	The Museums (NI) Order 1981	Council
TOURISM AND CULTURE	Museums	Collection management	location	Record of loan	End of loan period	5 years	The Museums (NI) Order 1981	PRONI Appraisal
					•			Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	Catalogue by location			Permanent	The Museums (NI) Order 1981	
TOURISM AND CULTURE	Museums	Collection management	Accreditation by location	Notification		Permanent	The Museums (NI) Order 1981	Permanent retention by Council
TOOKISTTAIND COLTOILE	ridscuris	concedion management	Accreditation by location	Notification		remanene	The Huseums (N1) Order 1901	Council
TOURISM AND CULTURE	Museums	Collection management	Accreditation by location	Working papers, drafts, meeting papers, correspondence	Until superseded	3 years	The Museums (NI) Order 1981	
TOURISM AND CULTURE	M	Callastian management	Artefact conservation by			Dawwarant	The Milesians (NT) Order 1001	Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	location Environmental monitoring by	Documentation relating to testing for TEMP / RH readings,		Permanent	The Museums (NI) Order 1981	Council Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	location	required for accreditation	End of calendar year	5 years	The Museums (NI) Order 1981	
TO URIOU AND OUT THE			Environmental monitoring by	Report on environmental conditions, required for			T (NT) 0 1 1001	Permanent retention by
TOURISM AND CULTURE	Museums	Collection management	location Reminiscence Loan Box	accreditation	Until superseded	10 years	The Museums (NI) Order 1981	Council
TOURISM AND CULTURE	Museums	Collection management	service file by location	Record of loan	End of loan period	3 years	Business requirement	Destroy
				All documentation relating to development projects including		See Management, Project		
TOURISM AND CULTURE	Museums	Museum development	Project file by location	plans, correspondence, forecasts		Management		
TOURISM AND CULTURE	Museums	Museum development	Funding file	Legal documents with external funders and monitoring reports	Date of final claim and payment	As per funder's Letter of Offer	Funding body Letter of Offer	Destroy
TOOKISITAIND COLTOILE	ridscuris	i iuseum uevelopmene	Customer database by	Contact details, event preferences, contact preferences,	bace of final claim and payment	75 per runder 3 Letter or offer	I unumg body Letter or offer	Desarry
TOURISM AND CULTURE	Museums	Customer engagement	location	research requests	Date removed from database	None	Business requirement	Destroy
				All documentation relating to an event, including event				
				management plan, room / catering hire, risk assessment, budget information, procurement, promotional material,				
TOURISM AND CULTURE	Museums	Event management	Events file	correspondence, attendance data, evaluation		See Management, Events		
				All documentation relating to the management and		See Council Property, Property		
TOURISM AND CULTURE	Museums	Buildings management	Building management file by location	maintenance of each facility - Health & Safety booklet, Health & Safety certificates, supplier contracts		Maintenance and Property Management		
TOURISH AND COLTURE	Museums	bullulings management	location	Documentation relating to procurement - copies of e-		Management		
				procurement orders and invoices retained for budget				
TOURISM AND CULTURE	Museums	Finance	Procurement file	management		See Procurement	L	L
WASTE MANAGEM	ENT							
WASTE MANAGEMENT	Waste Strategy							
			Partnership plans and Area	Partnership plans and Area Waste Plans, Waste Management		See Management, Strategic		
WASTE MANAGEMENT	Waste Strategy	Strategy and planning	Waste Plans	Business Plan Enforcement Improvement Plan, Litter Bin Replacement		Planning See Management, Corporate		
WASTE MANAGEMENT	Waste Strategy	Policy and Procedure	Policy and Procedure	Policy		Policy		
- 11-11		,	,	Quarterly returns and reports on recycling activities, waste		,		
WASTE MANAGENERY	W1- 61- :	GL-1-1	State Association	data flow, classifications, targets, performance to bodies		See Management, Statutory		1
WASTE MANAGEMENT	Waste Strategy	Statutory reporting	Statutory returns	including NIEA, NI Landfill Allowance Scheme		Returns		I .

	1	1	1					Minutes - PRONI Appraisal
WASTE MANAGEMENT	Waste Strategy	Stakeholder engagement	Meetings file	Agenda, reports, minutes, action sheets	Date of meeting	20 years	Business requirement	Other records - Destroy
WASTE MANAGEMENT	Environmental Prot	ection						
WASTE MANAGEMENT	Environmental Protection	Closed landfill sites	Landfill site file by location	All documentation relating to closed Council landfill sites (Environmental Health hold GIS location records)		Permanent	Business requirement	Permanent retention by Council
WASTE MANAGEMENT	LIIVIIOIIIIeilai Fiotectioi	Closed Idiluliii sites	Site management file by	Documentation relating to the management, inspection and		remanent	business requirement	Permanent retention by
WASTE MANAGEMENT	Environmental Protection	Closed landfill sites	location	maintenance of landfill site		Permanent	Business requirement	Council
WASTE MANAGEMENT	Refuse and Cleansin	na						
	TOTAL COUNTY	<u>.</u>						
							(1) The Litter (NI) Order 1994	
			Public convenience cleansing				(2) The Clean Neighbourhood and Environment Act (NI)	
WASTE MANAGEMENT	Refuse and Cleansing	Public conveniences	file by location	Cleansing and monitoring schedules and work records	End of calendar year	6 years	2011	Destroy
WASTE MANAGEMENT	Refuse and Cleansing	Public conveniences	Radar keys for disabled access	Applications for nationwide public convenience access keys issued on request to eligible members of the public	End of calendar year	None	Business requirement	Destroy
WASTE MANAGEMENT	Refuse and Cleansing	Fublic conveniences	access	issued of request to eligible members of the public	Life of Caleridal year	None	business requirement	Desiroy
							(1) The Litter (NI) Order 1994	
				Cleansing and monitoring schedules & work records for			(2) The Clean Neighbourhood and Environment Act (NI)	
WASTE MANAGEMENT	Refuse and Cleansing	Street cleansing	Cleansing file by location	district locations	End of calendar year	6 years	2011	Destroy
				Requests relating to missed / overflowing bin, damaged,				
WASTE MANAGEMENT	Refuse and Cleansing	Customer engagement	Service request file	replacement bins, removal of graffiti, fly posters, fly tipping, dog fouling, litter - Customer request and response		See Management, Customer Feedback		
WASTETIMANGENERY	recruse and electrising	Customer engagement	Service request me	and reducing, little Customer request and response		recubuck		
				Documentation relating to a complaint - complaint,		See Management, Customer		
WASTE MANAGEMENT	Refuse and Cleansing	Customer engagement	Complaints file	investigation, internal / external consultation and response		Feedback		
WASTE MANAGEMENT	Waste Collection							
		Bulky collections & bin	Bulky collections & bin	Records of requests, payments and collections of bulky waste Records of requests, payments and confirmed deliveries of				
WASTE MANAGEMENT	Waste Collection	deliveries	delivery database	bins	End of financial year	2 years	Business requirement	Destroy
		Domestic waste collections - special						
WASTE MANAGEMENT	Waste Collection	circumstances	Application file	Customer application forms, proof of need, address, etc	Date added to the database	6 months	Business requirement	Destroy
		Domestic waste collections - special	Special circumstances	Contact details of special circumstances customers - health				
WASTE MANAGEMENT	Waste Collection	circumstances	customer list	information not included	Date removed from database	1 year	Business requirement	Destroy
WASTE MANAGEMENT	Waste Collection	Trade waste collections -	Customor database	Trade waste customer contact details	Date removed from database	1 2021	Rucinoss requirement	Doctroy
WASTE MANAGEMENT	waste collection	customer management Domestic / Trade waste	Customer database Schedule of collection points	Trade waste customer contact details	Date removed from database	1 year	Business requirement	Destroy
WASTE MANAGEMENT	Waste Collection	collections	by area	Schedule / record / report on collection points by area	End of financial year	1 year	Business requirement	Destroy
		Controlled waste	Waste transfer notes Controlled waste removal	Documentation relating to Council's own hazardous waste,				
WASTE MANAGEMENT	Waste Collection	collection	notifications	trade waste and illegally dumped high risk waste	End of financial year	2 years	Business requirement	Destroy
WASTE MANAGEMENT	Waste Reduction							
				Documentation re goods in, goods out, H&S, maintenance &				
WASTE MANAGEMENT	Waste Reduction	Recycling	Waste transfer notes	inspection report etc.	End of financial year	5 years	Business requirement	Destroy
WASTE MANAGEMENT	Licensing and Agree	ements						
							The Waste Management	
WASTE MANAGEMENT	Licensing and Agreements	Waste management licenses	Waste management licence / permit by location	Documentation relating to the licensed disposal of waste for household recycling centres, landfill sites, 'bring banks'	Date of last action	20 years	Licensing Regulations (NI) 2003	Destroy
				Documentation relating to collections made at a customer's		,		
WASTE MANAGEMENT	Licensing and Agreements	Customer agreements	Trade waste agreements, file by Customer	request - record of type and weight of materials, collection frequency, invoices, credit notes, correspondence	End of financial year	1 year	Business requirement	Destroy
	g. cemena	10000mer agreements	[= / == 300ma	in again, in stood draw noted, correspondence	parts or interioral year	1- 1	1545.1.655 requirement	120000
WASTE MANAGEMENT	Enforcement / Pros	ecution of Offences			T		T	1
							(1) The Litter (NI) Order 1994	
							(2) The Clean Neighbourhood	
WASTE MANAGEMENT	Enforcement / Prosecution of Offences	Fly tipping management	Case file	Documentation relating to the complaint - investigation report, internal / external consultation and response issued	Date of last action	6 years	and Environment Act (NI) 2011	Destroy
	i. rescoudent of offerices	i, appgunugeniene	Todae IIIC	1. 25 2. 4,cerriar / exterriar consultation and response issued	01 1400 404011	1- /	1	_ ======

WASTE MANAGEMENT	Enforcement / Prosecution of Offences	Issuing Fixed Penalty Notices (FPN)		All documentation relating to the issue of a FPN - details of offender, record of offence and copy of notice - fly tipping, trade waste, litter, dog fouling fly posting and domestic waste			(1) The Litter (NI) Order 1994 (2) The Clean Neighbourhood and Environment Act (NI) 2011	
	Enforcement /	Waste related		Emails, correspondence, departmental evidence, file notes,				
WASTE MANAGEMENT	Prosecution of Offences	prosecutions	Case file	officers' statements		See Legal Services		
	Enforcement /			Notebooks used in the process of collecting evidence in fly			The Police and Criminal	
WASTE MANAGEMENT	Prosecution of Offences	PACE Evidence	PACE Notebooks	tipping cases	End of financial year	6 years	Evidence (NI) Order 1989	Destroy