



Retention & Disposal

Schedule

2016

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Introduction

Antrim and Newtownabbey Borough Council has a population of 138,000 people, covering an area of 274 sq. miles from the shores of Lough Neagh in the west to the shores of Belfast Lough in the East and from its northern boundary with Ballymena, the Glens of Antrim and the Port of Larne to its southern borders with Belfast and Lisburn.

The Borough is a prime business location with large international manufacturing companies sitting comfortably alongside small and medium sized businesses. There are two popular and modern retail outlets, Junction One and Abbey Centre, offering a friendly local shopping experience for residents and visitors.

The borough also offers three higher education facilities, six top class recreation facilities, three theatres and two hospitals within the area.

Purpose of the Retention and Disposal Schedule

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

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

What is covered by this retention and disposal schedule?

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

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

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

- Rough or early drafts where these do not contain evidence of policy development;
- Circulated copies of drafts; unaltered drafts;
- Convenience copies or information retained for reference purposes only (it is not retained to provide evidence of transactions, but only for its informational value);
- Reference or published materials from external sources which are not needed for record purposes, e.g. papers from conferences and seminars, policy briefings, sales catalogues, brochures, “junk-mail”;
- cc'd emails;
- Emails that are not the primary record of decisions or transactions (e.g. the information is recorded in some other way following the email exchange);
- Personal records and emails, e.g. social arrangements, personal copies of performance reviews;
- Stocks of publications that have been superseded;
- Bookings for internal services (e.g. rooms, equipment) where no charges are made;
- Notes taken during meetings where formal notes/minutes have been prepared;
- Meeting requests, acceptances and apologies;

- Corporate notices and circulars (circulated copies, i.e. not the original);
- Superseded circulation/contact lists;
- Covering/transmission documents such as covering letters, fax cover sheets, compliments slips or emails accompanying attachments that do not provide additional information to the main document and where evidence of date and time of receipt or despatch are not required;
- Reservations and confirmations of arrangements with third parties, such as joining instructions for conferences, training, etc. when invoices have been received.
- Personal data and information sent to the Council which is not relevant or connected to the Council's functions or that particular file.

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

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

Where the documents could be pertinent to a future claim eg cleaning schedules, rotas, consent forms, a copy should be attached to the incident report form and sent to the appropriate business area. The original can then be destroyed in accordance with the Retention and Disposal Schedule, and the copy retained in with the investigation file for the required period.

Electronic Documents/Material

The principles governing the retention of electronic documents are the same as those for paper records. In support of these principles, it is important that electronic folders should be organised in a similar way as paper records. In addition, ephemeral electronic documents of no enduring value, such as those of purely personal relevance, should be deleted from the system at the earliest opportunity.

In business areas where the Council operates a print to paper policy the electronic documents which form part of the official record should be printed out and placed on the appropriate file.

Email

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

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

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

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

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

Categories of Retention / Disposal

There are five broad categories of retention / disposal:

1. Determined on Review

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

2. Permanent Retention by the Council

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

3. Transfer to Lead Government/Funding Agency

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

4. PRONI Appraisal

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

A file may be reviewed a number of times:

On Closure

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

First Appraisal/Review

Unless a specific retention period has been specified a file will be reviewed by PRONI five years after closure. Procedures shall be put in place to ensure that these records are reviewed at the appropriate stage.

Second Appraisal/Review

There may be occasions when it proves difficult to reach a decision on a file at first review. Such files may be put away for re-examination at a later stage by PRONI, no more than 20 years after the file was opened. If this is the case, systems shall be put in place to ensure that the second review by PRONI takes place.

Transfer to PRONI

The records are transferred to the Public Record Office of Northern Ireland (PRONI) under warrant, where they will be preserved and securely held.

Records identified for Permanent Preservation in PRONI will normally transfer under warrant once they have reached 20 years old (as calculated from the date of the last paper). They are therefore considered to have become Historical Records (as defined within the Freedom of Information Act 2000, Part 6), and must be accompanied by clear FOIA access recommendations.

However, in line with the *Public Records Act (NI) 1923 (s.3(c))*, certain record classes may be designated by the Public Authority for 'early transfer', usually because the record class is open and the information is already available in the public domain. In rare circumstances (for example, if the creating organisation is facing imminent dissolution, or a Public Inquiry wishes to transfer the complete record urgently), PRONI can accept early transfer.

5. Destroy

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

New/changed Functions

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

Operation of this Retention and Disposal Schedule

Closing a file

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

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

Retention Period

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

Destruction

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

Roles and responsibilities

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

Heads of Service are responsible for:

- Ensuring that the Retention and Disposal Schedule, and associated procedures are fully observed and implemented within their area of responsibility;
- Ensuring that all staff within their area of responsibility receive the appropriate training.

All members of staff are responsible for:

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

Legacy records

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

RETENTION & DISPOSAL SCHEDULE – SECTION INDEX

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SECTION: AUDIT				
Sub-work Area	Example of records	Statutory provisions Authority	Retention Period	Action at end of administrative life of record
	Ordinary Audit reports (including the examination of long term contracts)		6 years plus current	Destroy
	Report papers used in the course of a fraud investigation		6 years plus current OR 6 years after legal proceedings have been completed	Destroy
	Terms of reference		6 years plus current	Destroy
	Programmes / Plans / Strategies		6 years plus current	Destroy
	Minutes of Audit Committee		<u>Officially held by Council</u> See Council & Committee Meetings	<u>Officially held by Council</u> Permanent Retention by Council
	Minutes of other meetings and other related papers		6 years plus current	Destroy
	Internal Audit Manual		1 year after the last operational date	Destroy
	Departmental procedure manuals		6 years plus current	Destroy
	Annual audit letters		6 years plus current	Destroy
	Local Government Audit Reports		6 years plus current	Destroy

SECTION: ARTS & CULTURE				
Sub-work Area	Example of records	Statutory provisions /Authority	Retention Period	Action at end of administrative life of record
Arts/Cultural Services	Projects		7 years after close of project	PRONI Appraisal
	Events & activities		7 years	PRONI Appraisal
	Partnerships – correspondence & minutes		5 years	PRONI Appraisal
	Working groups meetings files		3 years	Destroy
	Financial Information		See Finance	
	Grant applications		See Finance	
	Policies & procedures		See Corporate Documents	
	General information		5 years	Destroy
	Arts database		Review annually to remove out dated information	Destroy

SECTION: BIODIVERSITY				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Project management & events	Wildlife and Natural Environment(NI) Act 2011	3 years	Destroy
	Legislation		Permanent	Permanent Retention by Council
	Grant Claims/Funding Applications		See Finance	
	Site designation	Nature Conservation and Amenity Lands(NI) Order 1985	Permanent	Permanent Retention by Council

SECTION: BUILDING CONTROL				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Building Regulation applications	Completed & cancelled building regulation applications		Permanent	Permanent Retention by Council
Dangerous structures legislation	Dangerous Structure's record files		20 years after structure made safe	Destroy
Legal proceedings	Prosecutions – Non-compliance of legal responsibilities, not associated with a completed building control application		20 years after completion of legal proceedings	Destroy
Posta numbering and Street Naming	Street Naming & Postal numbering & Land & Property gazetteer		Permanent	Permanent Retention by Council
Energy Performance of Buildings Regulations	Records & associated correspondence		20 years after compliance	Destroy
Property searches/certificates (electronic)	Records & associated correspondence		12 years after compliance	Destroy

SECTION: CEMETERIES				
Sub-work Area	Example of records	Statutory provisions /Authority	Retention Period	Action at end of administrative life of record
	Grave Leases (including Duplicate, Transfer & Assignment Leases)		Permanent	Permanent Retention by Council
	Burial Records – Owners & Interment details		Permanent	Permanent Retention by Council
	Maps and Plans		Permanent	Permanent Retention by Council
	Details of Burial including: Form 21 Coroners Order Stillbirth Certificates Letter from Midwife/Doctor Cremation Certificate Organ Retention		2 years for all	Destroy
	Burial Forms (Antrim legacy information is kept with the above records)		2 years	Destroy
	Interment Orders		2 years	Destroy
	Duplicate/ Transfer/		10 years	Destroy

	Assignment applications			
	Memorial applications		5years	Destroy
	Papers including Correspondence		See retention periods above. Papers should be kept for same period as the matter they relate to.	Destroy
	Gravediggers Order Books (clarification required)		Permanent	Permanent Retention by Council
	Grave Opening Reports		5 years	Destroy
	General Correspondence e.g. Stone Chipping Letters Cave-in Letters		5 years	Destroy
	Grave Searches		2 years	Destroy
	Confirmation of Coffin Sizes		2 years	Destroy
	Form A/BGG/52 – Application for Purchase of Grant of Right of Burial/Burial Right Sale Letter		2 years	Destroy

SECTION: COMMUNITY PLANNING				
Sub work area	Example of records	Statutory provision /Authority	Retention Period	Action at end of administrative life of record
Community Centres	Council reports		Lifetime of the building	PRONI Appraisal
	Meetings – minutes & agendas		Lifetime of the building	PRONI Appraisal
	Booking documentation		3 years	Destroy
	Grant applications to Council & associated information		See Finance	Destroy
	General correspondence		Lifetime of the building	PRONI Appraisal
	Information on upkeep of the building		Lifetime of the building	PRONI Appraisal
	Legal documentation relating to the buildings& land surrounding the buildings		Permanent	Permanent Retention by Council
	Voluntary bodies/ associations	Council reports		Review 7 years after date of last report
Meetings – minutes & agendas			Review 7 years after date of meeting	PRONI Appraisal
Grant applications to Council & associated information			See Finance	
Project initiatives	Funding applications & associated information		See Finance	

	Application forms	May depend on body issuing funding if they stipulate timeframes for disposal	6 years after completion of the project	Destroy
	Letters of offer		Current year + 6 years	Destroy
	Claims – for Programme Expenditure		7 years from last payment	Destroy
	Reports		7 years	PRONI Appraisal
	Correspondence		5 years	Destroy
	Meetings – Minutes and Agenda		Review 7 years after date of meeting	PRONI Appraisal
	Financial Information	National Archives recommendation	6 years after completion of the project	Destroy
	Procurement Information (for buildings)	National Archives recommendation	Review 16 years after project completion	Destroy
	Feasibility study - reports	National Archives recommendation	10 years after issue Records relating to major projects may be kept for second review (25 years)	PRONI Appraisal
Applications to the Council from voluntary bodies	Grant/Funding applications to the Council		7 years from last payment	Destroy

SECTION: CORPORATE DOCUMENTS				
Sub-work Area	Example of records	Statutory provisions /Authority	Retention Period	Action at end of administrative life of record
Strategies /Plans	All Corporate Strategies and Plans (unless stated otherwise below)		Permanent	Permanent Retention by Council
	Annual Report		Permanent	Permanent Retention by Council
	Corporate Performance Improvement Plan		Destroy 2 years from closure	Destroy
	Departmental/Service Business Plans		Permanent	Permanent Retention by Council
	Freedom of Information Publication Scheme		See Information Management	
Registers	Corporate Risk Register		Permanent	Permanent Retention by Council
	Departmental Risk Registers		Permanent	Permanent Retention by Council
	Asset Register		Permanent	Permanent Retention by Council
	Property Asset Register		Permanent	Permanent Retention by Council
	Acceptance of gifts	Councillors' Code of Conduct	Permanent	Permanent Retention by Council
Policies	All Internal & External Policies (& supporting info such as research data & questionnaires)		Until superseded (retain 1 copy)	Permanent Retention by Council
Standing Orders	Standing Orders		Permanent	Permanent Retention by Council
Consultations	Consultation Responses To External Bodies		5 years	PRONI Appraisal

SECTION: CUSTOMER SERVICES				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Customer Complaints – Paper	The Limitation (Northern Ireland) Order 1989	4 years following last action	Destroy
	Complaints – Ombudsman – Paper		4 years following date of resolution of complaint	Destroy
	Routine Enquiries – Paper		2 years	Destroy
	Resident/Customer Satisfaction Surveys/Questionnaires – individual responses	Data Protection Act 1998	1 years	Destroy
	Resident/Customer Satisfaction Surveys – analysis		4 years	Destroy
	Consultation exercises issued by the Council, and responses received		4 years	Destroy
	Complaints Policy & Procedures		Permanent	Permanent Retention by Council

*Te-Care CRM system – electronic information to be reviewed

SECTION : ECONOMIC DEVELOPMENT AND REGENERATION

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Economic Development Projects	Application Forms		As Financial information	Destroy
	Contracts		See Legal section	
	Financial Information		See Legal section	
	Project Reports		As Financial information	Destroy
	General Information including correspondence		As Financial information	Destroy
	Legal Documentation		See Legal section	Destroy
Internal/External Funding (including receipt of European Funding)	Internal Funding - Application Forms/Letters of Offer/Project Reports		15 years	Destroy
	External Funding - Application Forms/Letters of Offer/Project Reports	NITB; DARD; DETI; DSD; INVEST NI	15 years	Transfer to Lead Government/Funding Agency
	Financial Information	European Funding – EU Commission Regulations	Competitiveness Retain until 31 December 2022	Destroy
		Internal - None	As Financial Information	
	General Information including correspondence	European Funding – EU Commission Regulations	Competitiveness Retain until 31 December 2022	Destroy

		Internal - None	As Financial Information	
Feasibility studies	Reports		If related to EU Competiveness Projects, retain until 31 December 2022 As Financial Information	Destroy
	Working Papers		Same as above	Destroy
	Correspondence		Same as above	Destroy
	General Information		Same as above	Destroy
Internal/External Funding (including receipt of European Funding)	Application Forms	European Funding – EU Commission Regulations 1828/06	Competitiveness Programme Retain until 31 December 2022	Destroy
		Internal - None	As Financial Information	Destroy
	Letters of Offer	European Funding – EU Commission Regulations 1828/06	Competitiveness Programme Retain until 31 December 2022	External Funding – Destroy
		Internal - None	As Financial Information	Destroy
	Project Reports	European Funding – EU Commission Regulations	Competitiveness Retain until 31 December 2022	Destroy
		Internal - None	As Financial Information	
	Legal Documentation	European Funding – EU Commission Regulations	Competitiveness Retain until 31 December 2022	Destroy
		Internal - None	As Financial Information	

Meetings	Internal Project Agendas		As Financial Information	Destroy
	Internal Project Minutes		As Financial Information	Destroy
	Internal Project Correspondence		As Financial Information	Destroy
	EU Competitiveness Project Agendas	European Funding – EU Commission Regulations	Retain until 31 December 2022	Destroy
	EU Competitiveness Project Minutes	European Funding – EU Commission Regulations	Retain until 31 December 2022	Destroy
	EU Competitiveness Project Correspondence	European Funding – EU Commission Regulations	Retain until 31 December 2022	Destroy
	EU BSP Project Agendas	European Funding – EU Commission Regulations	Retain until 31 December 2013	Destroy
Town/City Centre Management	Agenda		5 Years	Destroy
	Minutes		5 Years	Destroy
	Correspondence		5 Years	Destroy
	Reports		5 Years	Destroy

SECTION: ENVIRONMENTAL HEALTH, PROTECTION & LICENSING				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Food Control files	Inspection records	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food standard records	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food complaints	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food samples	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Chemical samples	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food poisoning	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Food premises register		Permanent	Permanent Retention by Council
	Food control procedures		Retain until new version is approved	Destroy
	EC approved premises	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
	Annual Return	S16 of the Food Standards Agency Framework Agreement	6 years	Destroy
Pollution Control files	Noise complaints		6 years	Destroy
	Environmental Protection Complaints		6 years	Destroy

	Consultation responses & associated documents		2 years for minor exercises 10 years for major exercises	Destroy
	Sample results		6 years	Destroy
	Annual Return		6 years	Destroy
	LAPPC Public Register		Permanent	Permanent Retention by Council
	LAPPC Inspection Records		6 years	Destroy
	Contaminated land information		Permanent	Permanent Retention by Council
Consumer Safety	Premises files		6 years	Destroy
	Complaints		6 years	Destroy
Health & Safety (Within Environmental Health Remit)	Premises files/complaints		6 years	Destroy
	Sports Safety Certificates		Permanent	Permanent Retention by Council
	Cooling Tower Registers		Permanent	Permanent Retention by Council
	Accident investigations		6 years from conclusion of investigation	Destroy
	Fireworks and MSER inspections		6 years	Destroy

Public Health & Housing	Public health complaints		6 years	Destroy
	Private Tenancy Order & Rent Order documents including inspection records.		Permanent	Permanent Retention by Council
Regulation of Investigatory Powers (RIPA)	Surveillance Authorisation Form Application Form Supplementary documentation & notification of approval Inspection reports Monitoring information	Regulation of Investigatory Powers Act 2000	3 years from the cancellation of RIPA authorisation	Destroy
	Refused Surveillance Authorisation Forms	Regulation of Investigatory Powers Act 2000	3 years recorded from the date recorded in box 11 of the RIP 1 form	Destroy
	Annual Return	Regulation of Investigatory Powers Act 2000	3 years	Destroy
Tobacco Control Files	Complaints	The Smoking (NI) Order 2006	6 years from the conclusion of matter	Destroy
	Inspection records	The Smoking (NI) Order 2006	6 years from conclusion of matter	Destroy
Entertainment Licences	Applications received & all administration relating to the grant / refusal / renewal of Entertainment Licences		6 years after registration or entitlement lapses	Destroy

Amusement Permits	Applications received & all administration relating to the grant/ refusal/renewal of Amusement Permits		6 years after registration or entitlement lapses	Destroy
Cinema Licences	Applications received & all administration relating to the grant/Refusal/Renewal of Cinema Licences		6 years after registration or entitlement lapses	Destroy
Petroleum Licences	Applications received & all administration relating to the grant/Refusal/Renewal of Petroleum Licences		Permanent	Permanent Retention by Council
Street Trading Licences	Applications received & all administration relating to the grant/refusal/renewal of Street Trading Licences		6 years after registration or entitlement lapses	Destroy
Dog Licences	Applications received & all administration relating to the grant/refusal/renewal of Dog Licences		6 years after registration or entitlement lapses	Destroy
Stray & Unwanted Dogs	All administration relating to the handling & disposal of stray & unwanted dogs.		6 years after completion of investigation.	Destroy
Licensing of Breeding Establishments	Applications received & all administration relating to the grant/refusal/renewal of Licences		6 years after registration or entitlement lapses	Destroy
Complaint Records	All administration relating to the investigation of complaints in respect of		6 years after completion of investigation.	Destroy

	dog control & pollution control issues.			
Fixed Penalties	All administration relating to the issuing of fixed penalty notices in respect of dog control & pollution control offences.		6 years after payment of notice.	Destroy
Formal Cautions	All administration relating to the issuing of Formal Cautions in respect of dog control & pollution control offences		6 years after acceptance of Formal Caution.	Destroy
Prosecution Files	All administration relating to the initiation & completion of criminal proceedings.		6 years after completion of legal proceedings.	Destroy
Registration of Hairdressers, Tattooist, Acupuncture, Piercing & Electrolysis	Applications received & all administration relating to the grant / refusal of registration.		6 years after close of business	Destroy

SECTION: ELECTIONS				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Nominations	Nomination papers, Candidates Consent Form		12 months from the date of the election.	Destroy
	Statement of Persons Nominated	Rule 12 (5) and (6) Electoral law Act (NI) 1962	Retain until after the results are declared at the next LG Election	Destroy
Election Agents	Declaration of Appointment of Election Agent		12 months from the date of the election	Destroy
Ballot Papers	Counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered), spoilt ballot papers and used tendered ballot papers. Ballot paper accounts, statements of rejected ballot papers and verification statements, completed corresponding number lists, statement as to postal ballot papers per DEA	Rule 60 Electoral Law Act (NI) 1962	12 months	Destroy
Employment of staff	Certificate of Employment	Rule 60 Electoral Law Act (NI) 1962	12 months	Destroy
	Staff Payments including Income Tax form	HMRC Rules and Regulations	Current year +7 years	Destroy

Candidates Expenses	List of Candidates Expenses & Receipts Election Returns receipts & Declarations	Section 52 (1) and (2) Electoral Law Act (NI) 1962	12 months	After the expiry of the 12 months confidentially destroy unless a candidate or his election Agent requests the documentation to be returned
Electoral Registers	List of Marked Registers	Section 58 (1)(e) Local Election Rules Electoral Law Act 1962 Rule 60 Local Election Rules (as amended by Article 77(3) Local Elections Order (NI) 2010)	12 months from the date of the election. In the event of multiple elections if a combined register is produced, the register is retained by the Area Electoral Office	Destroy
	Register of Electors supplied to Council DRO for the purpose of election	Regulation 97 of the Representation of the People Regulations 2008	Local Authority is not permitted under law to retain copies other than for the purposes of the Election.	Destroy
Count	Results per DEA		Permanent	Permanent Retention by Council
Casual Vacancy by Co option	Correspondence between political party & Council re filling of casual vacancy		Retain until after the results are declared at the next Local Government Election	PRONI Appraisal

SECTION: EMERGENCY AND BUSINESS CONTINUITY PLANNING

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Emergency Planning and Business Continuity	Business Continuity Plans		Permanent- A record of all versions must be kept. All other copies can be destroyed	Permanent Retention by Council
	Emergency Plan including contact number & communication cards	The Local Government (Northern Ireland) Order 2005.	Permanent- A record of all versions must be kept. All other copies can be destroyed	Permanent Retention by Council
	Flood Plan	The Local Government (Northern Ireland) Order 2005.	Permanent- A record of all versions must be kept. All other copies can be destroyed	Permanent Retention by Council
	Pandemic Plan	The Local Government (Northern Ireland) Order 2005.	Permanent- A record of all versions must be kept. All other copies can be destroyed	Permanent Retention by Council
	Multi Agency Emergency Support Plan	The Local Government (Northern Ireland) Order 2005.	Permanent- A current copy of each plan must be held by the emergency planning coordinator at all times.	Permanent Retention by Council
	Emergency Contacts Directory		Permanent	Permanent Retention by Council

	Activities that report on all major incidents in the local community and post emergency debriefing		Permanent	Permanent Retention by Council
	Activities that report on all minor incidents in the local community and debriefing		7 years	Destroy
	Minutes/Reports of internal Emergency Management Team		7 years	Destroy
	Forms & Guidance on an Emergency		Retain until superseded by new approved version	Destroy

SECTION: EQUALITY				
Sub-work Area	Example of records	Statutory provisions /Authority	Retention Period	Action at end of administrative life of record
	Disability Action Plan		See corporate documents	
	Annual reports to Equality Commission		7 years	Destroy
	Policy screening forms and reports		Life of policy (i.e. until policy is revoked or new policy approved)	Destroy
	EQIA reports and associated research materials		7 years	Determined on Review
	Complaints		7 years	Destroy
	Subject specific files on equality issues		7 years	Determined on Review
	Equality Commission Returns		See Human Resources	
	Equality Scheme		Permanent	Permanent Retention by Council
	Monitoring forms – recruitment (unsuccessful candidates)		See Human Resources Section	
	Monitoring forms – other (e.g. Rural Development LAG)		See Econ/Dev European Funding Section	Destroy
	Fair Employment <ul style="list-style-type: none"> • Article 55 review reports • Annual workforce monitoring reports 		See Human Resources Section	Permanent Retention by Council

SECTION: FINANCE				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	Annual Abstract Working Papers		Current year+6 years	Destroy
	Annual Report & Accounts		Permanent	Permanent Retention by Council
	Annual Reports Working Papers		Current year+6 years	Destroy
	Annual Revenue Budget Working Papers		Current year+6 years	Destroy
	Asset Register		Permanent	Permanent Retention by Council
	BACS Reports		Current year+6 years	Destroy
	Bank Reconciliation		Current year+6 years	Destroy
	Bank Statements		Current year+6 years	Destroy
	Batch Reports		Current year+6 years	Destroy
	Budgetary Control		Current year+6 years	Destroy
	Cancelled Cheques		Current year+6 years	Destroy
	Capital Payments		Current year+6 years	Destroy
	Construction Industry Scheme Records		Current year+6 years	Destroy
	Corporate Data Provided to Other Services & Government Agencies		Current year+6 years	Destroy
	Corporate Data Used to Inform the Councils Annual Report & Accounts		Current year+6 years	Destroy

	Creditors – Completed Amend & Create Forms		Current year+6 years	Destroy
	Creditors – Completed BACS Mandates		Current year+6 years	Destroy
	Creditors Control Reconciliations		Current year+6 years	Destroy
	Creditors – Payment Run Stationery/Reports		Current year+6 years	Destroy
	Financial Information for Best Value Reviews		Current year+6 years	Destroy
	Fund Information – accounts, returns, valuation & other reports		Permanent	Permanent Retention by Council
Funding/ Grants	Grant Claims Information – Council as Funder		Current year+6 years	Destroy
	Grant Claims Information - EU		In accordance with the letter of offer	
	Investments		Current year+6 years	Destroy
	Invoices		Current year+6 years	Destroy
	Journals		Current year+6 years	Destroy
	Recharges - Central Support Services		Current year+6 years	Destroy
	Record of treasury management transactions		Current year+6 years	Destroy
	Staff Car Loan Contracts		Current year+6 years	Destroy
	VAT Returns & Working Papers		Current year+6 years	Destroy
	Election Expenditure Claims		Current year+6 years	Destroy
	Error Suspense Reports		Current year+6 years	Destroy
	External Funding Reconciliations		Current year+6 years	Destroy

	Cash Security		Current year	Destroy
	Treasury Adviser Contract (including fees)		Current year	Destroy
	Internal Audit Reports		See Audit	Destroy
	Budget (working paper)		Current year+6 years	Destroy
	Final Accounts (working papers)		Current year+6 years	Destroy
	Annual Budgetary Control Working papers	Council	Current year+6 years	Destroy
	Capital Monitoring		Permanent	Permanent Retention by Council
	Contract Records		Permanent	Permanent Retention by Council
	Lease Register		Permanent	Permanent Retention by Council
	Loan Fund Advances Register		Permanent	Permanent Retention by Council
	Staff Car Loan Contracts		Current year+6 years	Destroy
Payroll	Councillors' expenses/Record of Attendance		Current year + 6 years	Destroy
	Inland Revenue/HMRC approvals		Permanent	Permanent Retention by Council
	Income tax and NI returns, income tax records and correspondence with HMRC	The Income Tax (Employment) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments)	Current year + 6 years	Destroy

		(amendment No. 6) Regulations 1996 (SI 1996/2631)		
	Mileage Rates		Current year	Destroy
	Mileage Claims		Current year+6 years	Destroy
	Payroll details (Staff name, number, tax code, deductions details, rate of pay, bank details, together with monthly or weekly pay and deductions).		Termination + 6 years	Destroy
	Time sheets		2 years after audit	Destroy
	Wages & salary records (also overtime, bonuses, expenses)	Taxes Management Act 1970	Current year+ 6 years	Destroy
	Statutory Sick Pay records, calculations, certificates, self-certs	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended	Current year+ 3 years	Destroy
	Pension Scheme Investment Policies	Non Statutory	12 years from the ending of any benefit payable under the policy	Destroy
	Pensioners Records	Non Statutory	12 years after benefit ceases	Destroy
	Pension Fund Custodian/Fund Manager/ Adviser Contracts (including fees)	Non Statutory	Termination + 6 years	Destroy
	Pension Fund Actuarial Valuation	Non Statutory	Permanent	Permanent Retention by Council

SECTION: FLEET MANAGEMENT				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Vehicle Maintenance Records	MOT details, servicing history, servicing records, driver's pre-use vehicle inspection reports etc.	Goods Vehicles (Licensing of Operators) Act (Northern Ireland) 2010	Current + 3 years	Destroy
Tachograph Records	Records distance and speed at which Council drivers have travelled	EU Regulation 561/2006 EC NI Domestic Rules – Vehicles (Driver's Hours of Duty) Regulations (Northern Ireland) 1991.	Current + 3 years (Older vehicles will have paper versions; newer vehicle will have electronic tachographs.)	Destroy
Log Books for Council vehicles	Records vehicles ownership, servicing history, manual	Requirement of the Driver and Vehicle Licensing Agency	Whilst vehicle owned by Council. If vehicle is sold logbook must go to new owner.	Transfer to Owner
Vehicle lifting mechanisms	Insurance Inspection Reports IE LOLER		Current + 3 years	Destroy
Grey Fleet Drivers	Copy of Drivers Licenses Annual Grey Fleet. Declaration Forms & Checks		Annual	Destroy
Heavy Goods and Plant Drivers	Copy of Drivers Licenses 6 monthly verification checks. Declaration Forms & checks Or voluntary electronic checks		Current + 3 years	Destroy

SECTION: GOOD RELATIONS				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Applications for funds	Applications made under the Bonfire Programme, Grant Aid & the Ethnic Minorities Prog. Includes personal details & financial information.	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 years (financial information) 3 years (non-financial information)	Destroy Destroy
Good Relations Programmes	Council requests for funds, minutes & agendas of meetings, information on projects organised by the Council, all information on flags, murals, emblems & memorials.		7 Years (financial information) 3 years (non-financial information) From OFMDFM's letter of offer for 2014 and 2015 "(ix) retention of documentation – supporting documents, regarding expenditure & audit, should be kept available for a period of seven years following the last payment of Financial Assistance in relation to projects & make these document available for inspection as the Department requires. The Council should therefore ensure that all original vouchers, claims invoices, receipts & supporting documents, in respect of this Programme, are retained until expressly instructed by OFMDFM that disposal is acceptable. Photocopies or	Destroy Seek permission from OFMDFM to destroy PRONI Appraisal

			reproductions of any of the above mentioned documents are not acceptable. Copies & micro-fiche are not acceptable data carriers." (page 8, 2014; Page 9, 2015)	
Good Relations Field Trips/ Residential Courses	Hotel bookings, agendas, course content, personal information of attendees, financial information		7 Years (financial information)	Destroy
			3 years (non-financial information)	Destroy
Consultations (Conducted by GRO)	Community Surveys, Good Relations Audit, letters of conclusion, public responses etc.	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 years	Destroy
Ethnic Minorities Programme	Council requests for funds, minutes & agendas of meetings, info on projects organised by the Council	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 Years (financial information)	Destroy
			3 years (non-financial information)	
Bonfire Programme	Minutes & agendas of meetings, correspondence from NIHE, PSNI & NIFRS etc.	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 Years (financial information)	Destroy
			3 years (non-financial information)	
Good Relations Plan	Yearly plan of expenditure for Community Relations Council	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 years	Destroy
Re-Imaging Programme	All information on flags, murals, emblems & memorials	Community Relations Council (OFMDFM) Good Relations Plan Letter of Offer	7 Years (financial information) 3 years (non-financial information)	PRONI Appraisal

SECTION: HEALTH AND SAFETY				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Policies	Health & Safety Policy		See Corporate Documents	
Health and Safety Committee	Agenda Minutes		See Council and Committee Meetings	
Risk Assessments (RA) and Safe Systems of Work (SSoW)	COSHH RA and SSoW , including Material Safety Data Sheets supplied with each hazardous material		40 years from completion	Destroy
Monitoring, e.g. noise	Spray Records where exposure may lead to disease.		40 years from completion	Destroy
Surveys	List of Employees Exposed			
Safety checks/records	Legionella Survey/ RA and SSoW /flush records		6 years from completion	Destroy
Registers	Asbestos Survey/ RA and SSoW		40 years from completion	Destroy
Processes	Noise (assessments), Vibration assessments), Manual Handling		40 years from completion	Destroy
	DSE		6 years from completion (as per HR Records)	Destroy

	Specific individual Risk Assessments; Pregnancy Young Person Disability	Management of Health and Safety at Work Regs (NI) Reg 16/ 19/13	Termination + 40 years (as per HR Records) (if member of staff leaves employment, give copy to individual)	Destroy
	All other Risk Assessments and Safe System of Work and records not covered above (i.e. Working at Heights, Fire Safety, Confined Space, General (Management)).		6 years from completion.	Destroy
	PPE Register		Termination + 6 years (as per HR Records)	Destroy
Lists of persons exposed to a hazard and who requires occupational health surveillance identified through: Risk Assessments (RA) and Safe Systems of Work (SSoW) Monitoring, e.g. noise, Surveys Safetychecks/ Records, Registers Processes	Health Records for anyone under Occupational Health Surveillance such as Asbestos, COSHH, noise, vibration.(e.g. eye, blood, lung function tests)	Management of Health and Safety at Work Regs (NI) Reg 6 Control of Substances hazardous to health (NI) Reg 11 (COSHH) Code of Practice for using Plant protection products. Control of Asbestos at Work Regulations (NI) Reg 21	Termination + 40 years (as per HR Records) (if member of staff leaves employment, give copy to individual)	Destroy

		The Control of Noise at Work (NI) Regs 9 The Control of Vibration at Work Regs (NI) Reg 7		
	All other health surveillance records which may not be included above – Monitoring/sampling		Termination + 40 years	Destroy
Inspection and Audit Reports	Workplace Inspection Reports		Report date + 6 years	Destroy
	Health & Safety Inspection Reports & Records.		Report date + 6 years	Destroy
	Health & Safety Audit Reports & Records		Report date + 6 years	Destroy
	Corrective Action Plans		Plan date + 6 years	Destroy
Details of Supervision	Records of Supervisory visits undertaken (spot checks)		Record date + 6 years	Destroy
Plant & Equipment Records	Servicing schedules & records, Maintenance & Repair Records. Technical/ Manufacture's Manuals, Inspection Records Fault Reports, Operators Daily Check Sheets Plant Cards Insurance Inspection Reports		6 years from end of use of the equipment	Destroy

SECTION: HOUSING*				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record

*This function was not transferred to the Council at the time the schedule was finalised.

SECTION: HUMAN RESOURCES

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Personnel Files	<ul style="list-style-type: none"> • Personal Information • Application Form • References • Job Description • Employment Contract including salary details • Disciplinary Records • Grievance Records • Dignity & Respect at Work Records • Maternity/Paternity/ Parental Leave Records 		Termination+ 6 years	Destroy
Training & Performance Appraisal	<ul style="list-style-type: none"> • Induction Records • Individual Training Records (including health and safety training) • Individual performance/conduct records and correspondence 		Termination + 6 years	Destroy

Time Recording	<ul style="list-style-type: none"> Records relating to working time Timesheets (manual or electronic) National Minimum Wage Records Maternity/Paternity Pay 		Termination+ 6 years	Destroy
Redundancy/Retirements	<ul style="list-style-type: none"> Redundancy records calculations/payments Retirement Benefit Schemes – records of notifiable events, e.g. relating to incapacity 		Termination +6years	Destroy
Job Evaluation Records	Job Descriptions, Person Specifications, grades		Current year + 15 years	Destroy
Tribunal Records	Employment Tribunal Applications (also see legal section)		Termination + 6 years	Destroy
	Tribunal case files (Contain all evidence and statements necessary for the purpose of the tribunal)		Termination + 6 years	Destroy
Equality/Monitoring	Equality commission returns (including statistical reports and triennial returns)		Current year + 6 years	Destroy
	Application forms and interview notes (for unsuccessful)		Current year + 1 year	Destroy

Occupational Health Records	Medical referrals & reports		Termination + 6 years	Destroy
	Pre-Employment Health Checks		Termination + 6 years	Destroy
	Sickness absence files		Termination + 6 years	Destroy
	Records of Workplace Occupational Hygiene Monitoring		Current year + 6 years	Destroy
Other	Annual statistics on absenteeism within the Council (Published annually).		Current year + 6 years	Destroy
	Reports presented to Council (recruitment, absenteeism etc.).		See Council and Committee Meetings	
	Collective Agreements with trade unions		10 years after ceasing to be effective	Destroy
	Access NI Disclosures	AccessNI Protection of Children and Vulnerable Adults (NI) Order 2003	Destroy once used (maximum 6 months) 1 year	Destroy
	Database of Checks		Permanent	Permanent Retention by Council

SECTION: INFORMATION MANAGEMENT				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Periods	Action at end of administrative life of record
Freedom of Information	Requests received & responses provided under the Freedom of Information Act		3 years unless subject to a complaint/appeal	Destroy
	Complaints / Appeals/ investigations received under the Freedom of Information Act		7 years	Destroy
	Freedom of Information Publication Scheme		1 year	Destroy
	Freedom of Information Disclosure Log		3 years	Destroy
Data Protection	Requests received under the Data Protection Act		3 years unless subject to a complaint	Destroy
	Data Protection Act – Complaints/ Breaches/ ICO Investigations		7 years	Destroy
Environmental Information Regulations	Requests received & responses provided under the Environmental Information Regulations & associated information		3 years unless subject to a complaint (in which case records should be retained for 7 years)	Destroy

Records Management	Retention & Disposal Policy & Schedule		Permanent	Permanent Retention by Council
	Destruction Certificates		Permanent	Permanent Retention by Council
	Information Audits		5 years	Destroy
	Record of Central Filing System		Permanent	Permanent Retention by Council
CCTV Records	CCTV Footage	Data Protection Act 1998 Information Commissioner's Office (ICO) CCTV Code of Practice	31 days unless required for evidential purposes	Destroy
	Administration in relation to CCTV (including audits & inspections)		5 years	Destroy

SECTION: INSURANCE

Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
<u>Claims</u>	<p>Employers & Public Liability- Correspondence and related papers between Council, Solicitors, Insurer, Specialist Advisors, Medical profession etc. regarding the settlement of a claim.</p> <p>Claims are sometimes made & not always followed through by claimant. Insurers may decide to close files without payment or in many instances the case is repudiated. In such circumstances claims could be re-opened in line with age rules outlined under Incident /Accident reports outlined below.</p>		7 years after all obligations/entitlements are concluded(allowing for the claimant to reach 25 years of age)	<p>Destroy</p> <p>Destroy</p>
	Motor Insurance - Correspondence & related papers re: claims, including medical and court records.		<p>Adults- Destroy 6 years after claim settled</p> <p>Minors – 21st birthday + 6 years</p>	<p>Destroy</p> <p>Destroy</p>

	Property - Correspondence & related papers re: property damage claims (Council property only)		Destroy 6 years after claim settled	Destroy
	Employment Related Claims - Correspondence & related papers re: claims, including, personnel, medical & tribunal records		6 years after claim settled	Destroy
Insurance Policies	All other insurance policies including Property, Motor, Personal Accident, Professional Indemnity, Engineering, Legal Expenses etc including any endorsements		Two years after the expiry of the policy	Destroy
	Employers Liability (May also be referred to as Combined Liability if Public and Employers cover has been placed jointly)	The Employer's Liability (Compulsory Insurance) (Amendment) Regulations (NI) 2009	40 years.	Destroy
	Sub-Contractors proof of insurance policy documentation associated with Purchase Order for the works and held across the organization by various officers - not works which have been awarded following public tender as there will be a separate contract file.		2 years after the terms of the policy have expired	Destroy

Register of Insurance provided by Broker	Register provides a brief synopsis of the type & level of covers		Permanent	Permanent Retention by Council
Additions/Amendments to policies	Routine correspondence held in central insurance file – endorsements, where applicable, should be placed with original insurance policy documentation which is retained in a secure location.		5 years after file has been closed.	Destroy
Incident/Accident Reports, Risk Assessments & other associated documentation that may be required to support or defend a claim	Incident/Accident reports together with any investigation reports.	N.B. Minor has 3 years to claim from reaching the age of 18. Employee has 3 years to claim from date of accident	6 years after file has been closed, or 6 years after associated claim settled (always allowing for a claimant who was a Minor at time of incident to reach 25 years of age)	Destroy Destroy
Driving Credentials	Driver Licence Declaration Forms and Checks (Evidence of all Council drivers' legal ability to drive and carry out their functions.)		2 years	Destroy
Prosecutions	Corporate court cases, legal action legal proceedings		See Legal	

SECTION: LAND AND PROPERTY MATTERS				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Land & Property Acquisition & Disposal	Legal Title documents relating to the purchase/sale of land/property (signed/sealed Title Deed)		Permanent	Permanent Retention by Council
	Particulars of Sale documents (File containing correspondence & related papers re. acquisition/disposal of property.)		Permanent	Permanent Retention by Council
	Leases		Permanent	Permanent Retention by Council
	Rent Reviews		Duration of lease period + 7 years	Destroy
	Property Asset Register		See Corporate Documents	
	Correspondence relating to the acquisition of land/property		Permanent	Permanent Retention by Council
	Correspondence relating to the management of land/property		Permanent	Permanent Retention by Council
	Correspondence relating to the disposal of Land & Property		Permanent	Permanent Retention by Council
	Maps, Plans, Drawings, Photographs relating to land & property schemes		Permanent	Permanent Retention by Council
	Project files for capital works		Permanent	Permanent Retention by Council

SECTION: LEGAL				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Access to the Countryside	Research papers, correspondence, related legal papers & Orders made under the Access to the Countryside (NI) Order 1983 (Assertion, Extinguishment, Diversion etc.)		See Leisure	
Bye-Law	Correspondence & related papers.		6 years from date of file closure	Destroy
	Copy of Bye-Law		Permanent	Permanent Retention by Council
Claims	Correspondence and related papers re: claims, including medical & court records		See Insurance	
Contracts – buildings	File containing correspondence & related papers re. contractual process		See Land & Property Matters	
	Sealed contract document		See Land & Property Matters	
Contracts - supplies/services	File containing correspondence & related papers re contractual process		See Procurement	
Conveyancing	File containing correspondence & related papers re acquisition/disposal of property		See Land & Property Matters	

	Signed/Sealed title deed		See Land & Property Matters	
	Register of legal documents & Deeds		Permanent	Permanent Retention by Council
Criminal Damage	Correspondence & related legal papers.	Guidelines issued by the Law Society of Northern Ireland	18 months from the date of file closure	Destroy
Debt	Correspondence and related court papers		Current year + 6 years	Destroy
Judicial Reviews	Correspondence and related court papers.		Permanent	Permanent Retention by Council
Prosecutions - Building Control only	Prosecutions – Non- compliance of legal responsibilities, not associated with a completed building control application		See Building Control	
Prosecutions (not Building Control)	All administration relating to the initiation and completion of criminal proceedings		See Licensing & Registration	
Statutory Appeals	Correspondence & related court papers.		6 years	Destroy

SECTION: LEISURE				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Beaches	Access, income, expenditure, RNLI / lifeguards, plans & strategy, usage		6 years	Destroy
Bowling Greens	General correspondence		Minimum 3 years	Destroy
	Plant, Maintenance & inspection Records		6 years	Destroy
Project Files	Capital works for recreation development projects e.g. pitches, outdoor recreation etc. Tender documentation, Contracts & leases		Permanent	Permanent Retention by Council
Caravan Sites	Enquiries		1 year	Destroy
	Complaints	The Limitation (NI) Order 1989	6 years following last action	Destroy
	Customer details		6 years following termination of contract	Destroy
Local authority/national organisations	Agenda, minutes, correspondence & promotional		6 years	Destroy
Golf Course			6 years	Destroy
Leisure Facilities	General correspondence		Minimum 3 years	Destroy
	Maintenance and inspection		Lifespan of equipment or 6 years	Destroy
	Customer details		6 years following termination of contract	Destroy
	Staff		Termination + 6 years	Destroy

	Coaches		Current year + 6 years	Destroy
	Access NI	Protection of Children & Vulnerable Adults(NI) Order 2003	1 year	Destroy.
Local sports council communications	Agenda, minutes, correspondence		6 years	Destroy
Outdoor recreation areas	General correspondence		3 years	Destroy
	Plant & Equipment Records, Maintenance & inspection records		See Health & Safety	
Play parks & MUGA	General correspondence		Minimum 3 years	Destroy
	Plant & Equipment Records, Maintenance & inspection records		See Health & Safety	
Reports to Council	Committee reports		Permanent	Permanent Retention by Council
External projects – sports clubs, community groups etc.	Agenda, minutes, correspondence		6 years	PRONI Appraisal
	Financial Information/Grants		7 years from last payment	Destroy
Sport NI	Agenda, minutes, correspondence		6 years	PRONI Appraisal
Tennis grounds	General correspondence		Minimum 3 years	Destroy

	Maintenance & inspection		Lifespan of equipment or 6 years	Destroy
Access to the Countryside	Research papers, correspondence, related legal papers & Orders made under the Access to the Countryside (NI) Order 1983 (Assertion, Extinguishment, Diversion etc.)		Permanent	Permanent Retention by Council
Active Communities	Monitoring information regarding participants	Sports N.I.	Duration of programme +3 years	Destroy
Allen Park	Financial information		See Finance	
	Daily booking sheets; golf society bookings		Current + 5 years	Destroy
	Membership Application forms		1 year after membership has lapsed	Destroy
Antrim Forum	General correspondence		Minimum 3 years	Destroy
	Plant & Equipment Records		See Health & Safety	
	Customer details		Termination of contract + 6 years	Destroy
	Coaches		Termination of contract + 6 years	Destroy
Antrim Sports Advisory Association	Agenda, minutes, correspondence		6 years	Destroy
Business Development	Marketing, PR & Promotional Plans		See Public Relations / Marketing / Events	
	Market Research		7 years (or as long as information is valid)	Destroy

	Market Research Summary/Reports		Permanent	Permanent Retention by Council
	Press Releases		See Public Relations / Marketing / Events	
	Information used in the design of publications.		See Public Relations / Marketing / Events	
	Printed / published materials		See Public Relations / Marketing / Events	
	Events (Council run & Council supported events) - Working files, correspondence & plans		See Public Relations / Marketing / Events	
	Photography consent forms & photographs		Permanent	Permanent Retention by Council
	Corporate rates/discounts		1 year from closure date	Destroy
	Review of business units / programmes		Minimum 3 years	Destroy
External facilities e.g. bowling greens, tennis courts etc.	General correspondence		Minimum 3 years	Destroy
	Plant & Equipment Records		See Health and Safety	
External projects – sports clubs, com groups etc.	General correspondence		5 years	Destroy
	Financial information		See Finance	
Funding applications	Application Forms/Grant claims	Statutory	Current year +6	Destroy
Health Initiatives	GP Exercise Referral, Adult Health Programmes, Cardiac Rehab, Condition Management etc.		Termination of programme + 6 years	Destroy

Meetings internal/external	Agendas, minutes, correspondence		7 years	Destroy
Funded Programme Files	Financial Information		Current year +6	Destroy
	Project Reports, Letters of Offer E.g. Escapades, Wildcats, HI 5, Sporting Chance		5 years	Destroy
Service Level Agreements	Contracts e.g. security etc.	Statutory	Current year +6	Destroy
External projects Sports clubs, com groups, etc.	Agenda, minutes, correspondence, promotional material		6 years	PRONI Appraisal
	Grants		See Finance	
Staff (internal)	Annual leave, overtime/travel claims, sickness records, coaching certificates etc.		See Human Resources	
Staff (external) i.e. casual coaches	Coachmark – coaching certs/ access NI, monitoring & personal information		See Human Resources	
	Invoice , Lodgements, transfers, Purchase orders, invoices, grant Aid/SLAs & external funding, Active Communities Claims		Current year + 6	Destroy
Strategic Plans	Plans/Annual Plans/Strategies		Permanent	Permanent Retention by Council

SECTION: MAYOR AND MEMBER SERVICES				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	Members contact details / bank account details.		Until member retires/not re-elected	Destroy
	Guide to decision making Members Handbook and Councillors' Induction Training/ Manual		Until superseded (retain 1 copy)	Permanent Retention by Council
	Community Invites to functions/request for information forms/speeches		End of term + 1 year	Destroy
	Mayor's diary		End of term + 1 year	Destroy
	Guidelines in dealing with the Mayor		Until superseded (retain 1 copy)	Permanent Retention by Council
	Councillors' expenses		See Finance	
	Record of Attendance		See Finance	
	Civic/Ceremonial Events		See Public Relations / Marketing / Events	
	Ceremonial regalia and artefacts		Permanent	Permanent Retention by Council
	Documentation regarding the use of interpreters/ translation by members		3 years	Destroy
	Attendance at conferences and courses/Members and staff		5 years	Destroy

	General correspondence regarding Mayor/Members support i.e. ordering stationery, Christmas cards, garden party nominees etc.		2 years	Destroy
	Declaration of Interest Register Gifts and Hospitality Register assigned to CX office		Permanent	Permanent Retention by Council
	Sealing of Documents Register		Permanent	Permanent Retention by Council
	Press releases		3 years	Destroy
	Civic Stock record		1 year	Destroy
	Agendas, Council & Committee Minutes Supporting Papers/Reports		Permanent	Transfer to PRONI
	Action Sheets & associated papers, indexes.		3 years	Destroy
	Draft/rough minutes		Until minutes have been ratified	Destroy
	Record of attendance		Current year + 6 years	Destroy
	All briefing papers		5 years	Destroy
	Instructional Literature Guide to decision making Members Handbook Councillor Induction/Training		5 years	PRONI Appraisal

SECTION: MUSEUMS				
Sub-work Area	Example of Records	Statutory Provisions/Authority	Retention Period	Action at end of administrative life of record
Archaeological records & features	Information files only	Accredited under the Museums, Libraries & Archives Accreditation Scheme which sets nationally agreed standards for museums in the UK	Permanent	Permanent Retention by Council
Local history reference collections – people & places	Contain information on industry, archaeology, geology. Photograph collections, Catalogue of Book Collections, Maps – inventory & index Record of Book purchases		Permanent	Permanent Retention by Council
Register of Collection movement	Entry & Exit of documentation, Accession Registers, Donations documentation, Loans documentation, Returns documentation, Disposal documentation Object history files, Modes database – catalogue of collections		Permanent	Permanent Retention by Council
Project Files	Local history tours Local history projects		Permanent	Permanent Retention by Council

Promotion of projects & service	Local history leaflets, Newsletter, Photographic library, Press cuttings/publicity		Permanent	Permanent Retention by Council
Financial	E-procurements, Requisitions, Cheques raised, Purchase orders, invoices, grant aid & external funding, insurance		See Finance Section	Permanent Retention by Council
Meeting of the Museum Committee/Board	Minutes & Reports of Museum committee Meetings		5 years	PRONI Appraisal

SECTION: OFF-STREET PARKING*				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	All Correspondence including transfer of car parks		Permanent	Permanent Retention by Council

*As this is a new function which is still being managed by Transport NI all Councils are awaiting advice from PRONI in respect of this section.

SECTION: PARKS AND OPEN SPACES

Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
General	Lease Information		See Land & Property Matters	
	Policy & Strategy		See Corporate Documents	
	Compliments/Complaints		See Customer Services	
	General correspondence		12 years	Destroy
	Tender/Procurement documentation		See Procurement	
	Consultation Information		See Customer Services	
Maintenance & Inspection records	Inspection Reports		See Health and Safety	
	Work schedules		Minimum 7 years	Destroy
	Contracts		See Procurement	
Health & safety records	Health & safety information		See Health & Safety	
	Risk assessments		See Health & Safety	
Maps & diagrams	Maps & Diagrams		Permanent	Permanent Retention by Council
	Maintenance logs		See Property maintenance	

SECTION: PLANNING				
Sub-work Area	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Development Management	Planning Applications – includes outline permission, reserved matters, full permission, Non Material Change, Public Access Notices, Consents and Section 76 Agreements	Planning Act (NI) 2011	10 years after closure	Appraisal and Review by PRONI & council - 2018
	Records associated with Certificates of Alternative Development Value, Certificate of Lawfulness Proposed Use/Development, Certificate of Lawfulness Existing Use/Development	The Planning Regulations (Northern Ireland) (2015)	10 years after closure	Appraisal & Review by PRONI & council - 2018
	Public Register	Planning Act (NI) 2011	Permanent	Appraisal & Review by PRONI & council - 2018
	EIA Assessment Register	The Planning (Environmental Impact) Assessment Regulations (Northern Ireland) 2015	Permanent	Appraisal & Review by PRONI & council - 2018
Enquiries to include Pre Application Notifications (PANs) & Pre Application Discussions (PADs)	Pre Application Discussions	The Planning Regulations (Northern Ireland) 2015	Permanent	Appraisal & Review by PRONI & council - 2018

Enforcement	Records associated with the execution of Enforcement procedures in relation to Environmental Protection & Built Environment functions	The Planning Regulations (Northern Ireland) 2015	<ul style="list-style-type: none"> ▪ Determination on review 1 year from date of closure. ▪ Destroy if no enforcement or legal action taken. 	Appraisal & Review by PRONI & council - 2018
			Major cases of significant public interest Permanent	Appraisal & Review by PRONI & council - 2018
Development Plan	Records associated with all aspects of the process, preparation & publication of development plans from plan initiation to plan adoption stages.	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Background Information - 10 years after closure.	Appraisal & Review by PRONI & council - 2018
			Published Plans - 10 years after publication	Appraisal & Review by PRONI & council - 2018.
Advertisements	Records associated with consent to display an advertisement.	Planning (Control of Advertisements) Regulations (NI) 1992	3 years after closure	Appraisal & Review by PRONI & council - 2018
Tree Preservation Orders	Records associated with consents to fell / lop a tree covered by TPO, demolish within a Conservation Area, Hazardous substances on land, work on listed buildings, work on Scheduled Monuments.	<p>The Planning (Trees) Regulations (Northern Ireland) 2015</p> <p>The Planning (Conservation Area) Regulations (Northern Ireland) 2015</p> <p>The Planning (Hazardous substances) Regulations (Northern Ireland) 2015</p>	10 years after closure	Appraisal & Review by PRONI & council - 2018

SECTION: POLICING & COMMUNITY SAFETY PARTNERSHIP				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Agendas / Background Papers / Officers' Reports		Permanent	Permanent Retention by Council
	Minutes		Permanent	Permanent Retention by Council
Engagement & Projects	Public Meetings/PSNI Reports (Often used to evidence financial allocations.)		3 years	Destroy
	Surveys/Consultations engaging Local Communities (Often used to evidence financial allocations.)		6 years	Destroy
	Projects / Initiatives	Funding agreement with Joint Committee (DoJ & NIPB)	7 years after final grant payment is made	Destroy
	Finance relating to funding for other groups	Funding agreement with DoJ(NIPB no guidelines in place.)	7 years after final grant payment is made	Destroy
Planning, Monitoring & Reporting	Local Policing Plans - Performance Indicators and Monitoring (Often used to evidence financial allocations.)		7 years	Destroy
	Strategies & Plans		Permanent	Permanent Retention by Council

	Annual Reports		Permanent	Permanent Retention by Council
Statutory & external funder requirements	Equality Schemes and associated information		Permanent	Permanent Retention by Council
	Standing Order / Legislation / PCSP Reconstitution		Permanent	Permanent Retention by Council
	Code of Practice on Functions & Responsibilities		Permanent	Permanent Retention by Council
Finance & General Administration	PCSP Members' attendance records, training etc.		Permanent	Permanent Retention by Council
	Grants / Funding payments	Funding agreement with relevant funding organisation.	7 years after final grant payment is made	Destroy
	Accounts/Budgets		7 years	Destroy
	Policies & Procedures		Permanent	Permanent Retention by Council
	Press Releases & Publicity (including press cuttings)		5 years	Destroy
	Disclosure Log of Requests for Information under the Freedom of Information Act		3 years	Destroy
	Data Protection Act – requests for data held on file		3 years	Destroy

SECTION: PROCUREMENT				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Tenders/Quotations/ Contracts – Supplies/Services	Correspondence & related papers, including specifications, expressions of interest, tenders/quotations issued/received, evaluation records, documentation pertaining to negotiations after supplier is selected & contract management.		Termination of contract + 6 years (unless stipulated by external funder)	Destroy
Contract Register			Permanent Preservation by the Council	Permanent Retention by Council
Tenders & Quotations	Pre contract advice Expressions of interest		2 years after the contract has been let or not proceeded with	Destroy
	Specification & Contract development(Ordinary contracts)		6 years after the terms of the contract have expired	Destroy
	Specification & Contract development(Under seal)		12 years after the terms of the contract have expired	Destroy
	Tender Issuing & Return		1 year after the start of the contract	Destroy
	Tender Evaluation(Ordinary contract)		6 years after the terms of the contract have expired	Destroy

	Tender Evaluation(Under Seal)		12 years after the terms of the contract have expired	Destroy
	Successful tender document(Ordinary)		6 years after the terms of the contract have expired	Destroy
	Successful tender document (Under seal)		12 years after the terms of the contract have expired	Destroy
	Unsuccessful tender documents		1 year after the start of the contract	Destroy
	Awarding of contract (Ordinary)		6 years after the terms of the contract have expired	Destroy
	Awarding of contract (Under seal)		12 years after the terms of the contract have expired	Destroy
	Contract management		2 years after the terms of the contract have expired	Destroy
	Management & amendment of contract(Ordinary)		6 years after the terms of the contract have expired	Destroy
	Management & amendment of contract(Under seal)		12 years after the terms of the contract have expired	Destroy
Supplier's details	Database of details of suppliers who have registered to do business with the Council.		Permanent	Permanent Retention by Council
Lease Register	Lease Register		Permanent	Permanent Retention by Council

SECTION: PROPERTY SERVICES				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Health & Safety including Control of Contractors <i>Refer to H&S Section Retention Schedule</i>	Asbestos Management, including Risk Assessments, Method Statements and Assurance Certification		40 years	Destroy
	Legionella & Water Safety Management, including Risk Assessments, Method Statements & Assurance Certification		40 years See H & S	Destroy
	Permits to Work		6 years	Destroy
	Risk Assessments and Method statements		6 years	Destroy
	General Health & Safety Procedures & Records		6 years	Destroy
	Site Audits and Inspections		6 years	Destroy
	General Risk Assessments and COSHH Records		6 years See H & S	Destroy
	"Tool Box Talks" including signed Health & Safety Briefings		6 years	Destroy
	Staff and Contractor Training Records & Certification <i>Refer to Human Resources Retention Schedule</i>		20 Years	Destroy
Property Maintenance Records	Statutory Testing & Certification Records Including Emergency Lighting, Electrical Installation, Gas Safety, Fire Alarm etc.		20 years	Destroy

	General Maintenance & Repair Records		6 years	Destroy
	Requests for Works		6 years	Destroy
	Condition Surveys & Recommendations		20 years or until superseded.	Destroy
	Insurance Inspection Reports		20 years See H & S	Destroy
Property Health & Safety Files	Construction details, Operational & Maintenance Manuals etc.		Lifespan of Property +6 years	Destroy
Tools & Equipment	Inventories, General Maintenance and Repair Records		6 years	Destroy
Energy & Water Management	Monitoring and targeting data and reports		10 years	Destroy
	Legislative records, Including Display Energy Certificates & Reports, Energy Performance Certificates, Air Conditioning Inspections and Reports, Central Government Returns.		6 years	Destroy
	Environmental Care Records Including F-GAS Registers, Waste Transfer & Consignment Notes		6 years	Destroy
General Property Services Records not Defined Above	Including but not exclusively Cleaning Services, Security Services, Pest Control Services etc.		6 years	Destroy

SECTION: PUBLIC RELATIONS / MARKETING / EVENTS				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
Public Relations	Information used in the design of publications.		3 years from last action	Destroy
	Published work of Council		Permanent (retain 1 copy)	Permanent Retention by Council
	Press Releases		3 years from closure	Destroy
	Media Reports		3 years from closure	Destroy
	Newspaper Cuttings		12 months	Destroy
Marketing	Promotional events, campaigns, marketing plans		3 years	Destroy
Civic & Ceremonial Events	Information relating to ceremonial and civic events such as Freedom of the Borough		Permanent	PRONI Appraisal

SECTION: REGISTRATION				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Registrations White copies	General Handbook of Registration Officers in Northern Ireland (Section 8)	1 month	Destroy
	Form of particulars	Same as above	1 year plus the current year	Destroy
	B/D/M/CP certificate application forms	Same as above	1 year plus the current year	Destroy
	Marriage Notice forms	Same as above	3 years plus the current year	Destroy
	Civil Partnership Notice forms	Same as above	3 years plus the current year	Destroy

SECTION: TOURISM				
Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Tourist Information	General information	None	2 years	Destroy
	Statistical information	None	7 years	Destroy
	Activities information	None	2 years	Destroy
	Accommodation information	None	Review annually	Destroy
	Financial information		See Finance	
	Events		See Public Relations / Marketing / Events, 3 years	Destroy
Tourism Development	Correspondence		5 years	Destroy
	Policy & strategy		See Corporate Documents Permanent	Permanent Retention by Council
	Events & promotions		See Public Relations / Marketing / Events, 3 years	Destroy
	Financial information		See Finance	
	Product Development		5 years	Destroy
	Facilities		Permanent	Permanent Retention by Council
Tourism Marketing	Partnerships – correspondence & minutes		5 years	PRONI Appraisal Destroy
	Statistical information		7 years	Destroy

	Marketing & publicity		See Public Relations / Marketing / Events, 3 years	Destroy
	Events		See Public Relations / Marketing / Events, 7 years	Destroy
	Promotions		See Public Relations / Marketing / Events, 7 years	Destroy
	Correspondence		5 years	Destroy
	Policy & strategy		See Corporate Documents	
	Financial information		See Finance	

SECTION: TWINNING				
Sub-work Area	Example of records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record
	Formal twinning agreement		Permanent	Permanent Retention by Council
	Reports on twinning visits		6 years	Destroy
	Correspondence		Term of council plus 1 year	Destroy
	Invitations		Term of council plus 1 year	Destroy
	Electronic/audio visual		Permanent	Permanent Retention by Council

SECTION: WASTE MANAGEMENT

Sub-work Area	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Contracts	Waste Disposal Contracts Applicant information		See Legal/ Procurement	
Waste Management Group Reports e.g. arc21, SWAMP etc.	Reports to validate contract details (best practice to keep for external audit)		Minimum 2 years then review	Determined on Review
Waste Transfer Notes/ Dockets	Docket from waste depositor showing amount of waste, category of waste, Environment Agency Licence number etc.	Waste & Contaminated Land (NI) Order 1997 (Article 5) (Waste Management – The Duty of Care Code of Practice)	3 years then review	Determined on Review
Consignment Notes for Hazardous Waste	Docket from waste depositor showing same as above plus hazardous waste rating e.g. if material is flammable, carcinogenic etc.	Hazardous Waste Regulations (NI) 2005	3 years	Destroy
Waste Management Licences	Each licence provides terms & conditions of waste management. Copies of licences should be displayed at each facility with the originals held centrally.		Licence lasts in perpetuity unless revoked, suspended or surrendered.	Permanent Retention by Council

Caravan Park Waste Collection Records	Records of any waste collected from Caravan site at Licensee's request.		Keep for maximum of 2 years as supporting evidence for invoices	Destroy
Trade & Commercial Waste Customer Agreements	Records of any waste Council collects at a business/self-trader's etc. request. Includes type of materials involved & also weight of waste collected.		Keep until business closes	Destroy
Bulky Collection Records	Details of any bulky materials collected by Council, et sofas, old tables etc.		Keep for maximum of 2 years as needed for NIEA audit functions.	Destroy
Waste Data Flow Documents	Recordings of all Council waste figures		Keep for maximum of 2 years as needed for NIEA audit functions	Destroy
Driver Log Sheets	Records details of any incidents drivers come across such as blocked street, cross contamination of bins etc.		2 years then review	Determined on Review
Landfill Sites	Weighbridge records		2 years (minimum)	Destroy
	Pre-notification		2 years	Destroy
	Waste transfer documents		2 years (minimum)	Destroy



Signatories

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

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