



Fermanagh & Omagh  
District Council

Comhairle Ceantair  
Fhear Manach agus na hÓmaí

# **Records Retention and Disposal Schedule**

November 2015

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## **Section 1: Introduction**

### **A. Function of Fermanagh and Omagh District Council**

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

- Direct service provision in response to community needs and legislative requirements – setting priorities for the area and for the Council and being accountable for the choices made.
- A development role as enabler/facilitator on economic and community development initiatives – enabling and empowering local people; setting out the vision for local strategies in partnership with other agencies.
- A representative role on boards such as health and education – championing the District.
- A consultative role on issues such as education, water, roads and housing, by providing a challenge to the performance of all of the delivery agencies in the District

The Council's Vision for Fermanagh and Omagh is "Fermanagh and Omagh, the place of choice – where people, communities and businesses prosper".

### **B. Fermanagh and Omagh District Council Records Management Policy**

Fermanagh and Omagh District Council:

- recognises that its records are part of the cultural and archival heritage and resources of the community it serves;
- accepts that it has an obligation to ensure that its records are managed effectively and at least cost commensurate with legal, operational and information requirements; and
- is committed to fulfilling its responsibilities under the Public Records Act (NI) 1923; the Disposal of Documents Order (No.167) 1925; the Data Protection Act 1998; and the Freedom of Information Act 2000.

The Council's Records Management Policy Statement sets out a commitment to the development of an efficient and effective records management system. Crucial to the success of the policy is the development and implementation of a retention and disposal schedule.

## **Section 2: Purpose of the Retention and Disposal Schedule**

This document sets out the minimum time periods for which the various records created by Fermanagh and Omagh District Council should be retained, either due to their ongoing administrative value or as a result of statutory requirements. It will enable Fermanagh and Omagh District 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).

### **Section 3. What is covered by this retention and disposal schedule?**

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

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

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

- Rough or early drafts where these do not contain evidence of policy development;
- Circulated copies of drafts; unaltered drafts;
- Convenience copies or information retained for reference purposes only (it is not retained to provide evidence of transactions, but only for its informational value);
- Reference or published materials from external sources which are not needed for record purposes, e.g. papers from conferences and seminars, policy briefings, sales catalogues, brochures, “junk-mail”;
- CCd emails;
- Emails that are not the primary record of decisions or transactions (e.g. the information is recorded in some other way following the email exchange);
- Personal records and emails, e.g. social arrangements, personal copies of performance reviews;
- Stocks of publications that have been superseded;
- Bookings for internal services (e.g. rooms, equipment) where no charges are made;
- Notes taken during meetings where formal notes/minutes have been prepared;
- Meeting requests, acceptances and apologies;
- Corporate notices and circulars (circulated copies, i.e. not the original);
- Superseded circulation/contact lists;
- Covering/transmission documents such as covering letters, fax cover sheets, compliments slips or emails accompanying attachments that do not provide additional information to the main document and where evidence of date and time of receipt or despatch are not required;
- Reservations and confirmations of arrangements with third parties, such as joining instructions for conferences, training, etc. when invoices have been received.
- Personal data and information sent to the Council which is not relevant or connected to the Council's functions or that particular file.

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

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

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

### **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 potentially 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. As with other electronic documents and material, where an email message forms part of the corporate record, it should be printed off and placed on the relevant 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.

## Section 4: Categories of Retention / Disposal

There are six broad categories of retention / disposal:

### **Determined on Review**

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

### **Permanent Retention by the Council**

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

### **Transfer to Lead Government/Funding Agency**

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

### **PRONI Appraisal**

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

A file may be reviewed a number of times:

On Closure	A file should be reviewed immediately on being closed by the business area. The long term value may be clear at this stage and staff should indicate their decision on the file's retention / disposal when it is being closed, if not already specified in the retention and disposal schedule.
First Appraisal/Review	Unless a specific retention period has been specified a file will be reviewed by PRONI five years after closure. Procedures shall be put in place to ensure that these records are reviewed at the appropriate stage.
Second Appraisal/Review	There may be occasions when it proves difficult to reach a decision on a file at first review. Such files may be put away for re-examination at a later stage by PRONI, no more than 20 years after the file was opened. If this is the case, systems shall be put in place to ensure that the second review by PRONI takes place.

### **Transfer to PRONI**

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

Records identified for Permanent Preservation in PRONI will normally transfer under warrant once they have reached 20 years old (as calculated from the date of the last paper). They are therefore

considered to have become Historical Records (as defined within the Freedom of Information Act 2000, Part 6), and must be accompanied by clear FOIA access recommendations. However, in line with the *Public Records Act (NI) 1923 (s.3(c))*, certain record classes may be designated by the Public Authority for 'early transfer', usually because the record class is open and the information is already available in the public domain. In rare circumstances (for example, if the creating organisation is facing imminent dissolution, or a Public Inquiry wishes to transfer the complete record urgently), PRONI can accept early transfer.

## **Destroy**

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

## **Section 5: 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.

## **Section 6: Operation of this Retention and Disposal Schedule**

### **Closing a file**

In order for this retention and disposal schedule to operate effectively, it is important to maintain a streamlined filing system through regular and systematic closure of files. Closing a file does not mean that it has to be immediately removed from the filing system. What it does mean is that no additional papers should be added to the file and that it should be used only for reference. When a file is due to be closed the appropriate member of staff should consult the retention and disposal schedule and indicate on the file the date on which it can be destroyed, transferred to the Public Record Office of Northern Ireland, or whether it should be subject to the normal review procedures. The form 'FILE DISPOSAL/RETENTION FORM' which can be found in Appendix B should be completed and attached to the front of the file upon closure.

### **Retention Period**

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

### **Destruction**

Destruction of files will take place on a planned basis in line with agreed procedures. All destruction decisions must be agreed by the relevant Director or Chief Executive. A record of all file destruction will be kept for audit purposes and all files will be destroyed in line with the arrangements for the destruction of confidential waste. When completing a 'batch disposal' the form in Appendix C should be completed and retained.

## **Section 7: 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.

### **Directors and 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.

## **Section 8: Legacy Records**

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



## Section 9: Records Retention and Disposal Schedule

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<b>SECTION: CHIEF EXECUTIVE'S DEPARTMENT</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Administration	CE1.0	Correspondence, Report, Action Lists		6 years	Destroy
Health	CE2.0	Correspondence - SWAH, Omagh Hospital, WHSCT & HSCB		6 years	Destroy
Legal	CE3.0	Correspondence & Opinions		Until superseded	Destroy
Local Government Chief Executive Group	CE4.0	Correspondence, reports, minutes		6 years	Destroy
Senior Management Team	CE5.0	Agenda, Minutes & correspondence		6 years	Destroy
Group Leaders Meetings	CE6.0	Agenda, Minutes & correspondence		6 years	Destroy
Transferring Functions	CE7.0	DSD, Planning, DETI, DRD & Water Recreation Sites		Permanent	Permanent retention by the Council

<b>SECTION: COMMUNITY PLANNING AND PERFORMANCE</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Performance and Improvement CPP1.0	CPP1.1	Corporate Performance Improvement Plan (forward looking)		Life of Corporate Plan cycle + 5 years	Destroy
	CPP1.2	Corporate Performance Report (retrospective) and Performance Indicator Data		Life of Corporate Plan cycle + 5 years	Destroy
	CPP1.3	Service reviews and improvement plans for service areas or business transformation projects		Permanent	Permanent retention by the Council
	CPP1.4	Annual service delivery and improvement plans (annual business plans) and associated progress reports		Current + 5 years	Destroy
Strategic Planning CPP2.0	CPP2.1	Corporate Strategy/Plan		Permanent	Permanent retention by the Council
	CPP2.2	Community Plan		Permanent	PRONI Appraisal
	CPP2.3	Thematic or locality action plan		Plan lifespan + 5 years	Destroy
	CPP2.4	Minutes of Community Planning Partnership Board		Permanent	PRONI Appraisal
	CPP2.5	Minutes of sub-groups or locality forums		Plan lifespan + 5 years	Destroy
	CPP2.6	Community Plan Progress Reports and 4 year reviews		Plan lifespan + 5 years	Destroy

<b>SECTION: POLICY AND STRATEGIC SERVICES</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Access to Information PSS1.0	PSS1.1	Requests received and responses provided under the Freedom of Information Act/Environmental Information Regulations/Data Protection Act	FOIA 2000/EIR 2004/DPA 1998	Current + 3 years unless subject to an appeal	Destroy
	PSS1.2	Complaints/Appeals/ Investigations received under the Freedom of Information Act	National archive guidance	Complaint resolution + 3 years	Destroy
	PSS1.3	Freedom of Information Publication Scheme	FOI Act 2000	Until superseded	Destroy
	PSS1.4	Data Protection Notification Register		Until superseded	Destroy
	PSS1.5	CCTV Footage		3 weeks	Destroy
	PSS1.6	CCTV Requested Footage		3 years (if subject to a complaint/case – Resolution + 3 years)	Destroy
Consultations PSS2.0	PSS2.1	FODC Consultations – responses and reports		Permanent	Permanent retention by the Council
	PSS2.2	External organisations' consultation – FODC responses		Current + 6 years	Destroy
	PSS2.3	Consultation database		Until superseded	Destroy
Corporate Health & Safety PSS3.0	PSS3.1	Risk Assessments - General, Manual Handling, Work at Heights, Confined Space, Fire	Health and Safety at Work Order 1978	Until superseded + 3 years	Destroy
	PSS3.2	COSHH Assessments	Health and Safety at Work Order 1978	Until superseded + 3 years	Destroy
	PSS3.3	Noise Assessments and Vibration Assessments	Health and Safety at Work Order 1978	40 years	Destroy
	PSS3.4	Display Screen Equipment Assessments	Health and Safety at Work Order 1978	Until superseded + 3 years	Destroy
	PSS3.5	Legionella Survey		Until superseded + 3 years	Destroy
	PSS3.6	Asbestos Survey		40 years	Destroy
	PSS3.7	Written Safe System of Work (SSoW)		Until superseded + 3 years	Destroy
	PSS3.8	Workplace Inspection Reports		Until superseded + 3 years	Destroy

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	PSS3.9	Health & Safety Inspection Records		Until superseded + 3 years	Destroy
	PSS3.10	Health & Safety Audit Reports		Until superseded + 3 years	Destroy
	PSS3.11	Health & Safety Inspections – insurers related		Permanent or lifetime of vehicle/plant +3 years	Destroy
	PSS3.12	Material Safety Data Sheets supplied with each hazardous material		Until superseded + 3 years	Destroy
	PSS3.13	Vehicle Servicing/ Maintenance Records		Permanent or lifetime of vehicle/plant +3 years	Destroy
	PSS3.14	Equipment Servicing/ Maintenance Records		Permanent or lifetime of vehicle/plant +3 years	Destroy
	PSS3.15	Manufacturer's User/Operator Manuals supplied with the equipment		Permanent or lifetime of vehicle/plant +3 years	Destroy
	PSS3.16	Health & Safety Policy & Action Plan		Until superseded + 3 years	Destroy
	PSS3.17	Details of incidents, accident/Incident data, witness statements, previous complaints		3 years from file closure, except in cases involving a minor where file is retained until he/she becomes 21 years	Destroy
	PSS3.18	Physical Evidence relating to Incidents, Claims, Prosecutions etc - Samples of Material/Substances, Photographs, Diagrams, Building Plans, Equipment, Sketches, Drawings, etc		Case Closure Post Claim Settlement and/or Appeal	Destroy
	PSS3.19	Accident Books & Reports		3 years from file closure, except in cases involving a minor where file is retained until he/she becomes 21 years	Destroy
	PSS3.20	Health & Safety meetings – minutes, etc		3 years	Destroy
	PSS3.21	Personal Protective Equipment information – risk assessments, etc		Until superseded + 3 years	Destroy
	PSS3.22	Copy of RIDDOR reports sent to Health & Safety Executive		3 years	Destroy

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	PSS3.23	Health & Safety Monthly Reports		3 years	Destroy
Emergency Planning PSS4.0	PSS4.1	Integrated Emergency Management Plan	The Local Government (Northern Ireland) Order 2005	Until superseded	Destroy
	PSS4.2	Activities that report on all major and minor incidents in the local community and post emergency debriefing		3 years	Destroy
	PSS4.3	Minutes/ Reports of internal Emergency Management Team		3 years	Destroy
	PSS4.4	Forms & Guidance on an Emergency		Until superseded	Destroy
	PSS4.5	Submissions to DOE Local Government Policy Branch under the Scheme of Emergency Financial Assistance for the payment of severe inconvenience payments to residents and the reimbursement of costs associated with responding to an emergency		Current + 6 years	Destroy
	PSS4.6	Multi Agency Contacts Directory		Until superseded	Destroy
	PSS4.7	Multi-agency Emergency Planning – protocol for opening and managing emergency support centres and contacts directory	PSNI/ WGEHS/ FODC/NIAS/ WHST	Until superseded	Destroy
Enquiries and Complaints PSS5.0	PSS5.1	Complaints Guide & Form		Until superseded	Destroy
	PSS5.2	Customer Complaints		Action + 3 years	Determined on Review (in the case of contentious disputes)
	PSS5.3	Complaints – (Commissioner for Complaints) Ombudsman		Complaint resolution + 3 years	Determined on Review (in the case of contentious disputes)
	PSS5.4	Routine Enquiries		1 year	Destroy
	PSS5.5	Non-routine Enquiries eg Proof of Life		5 years	Destroy
Equality PSS6.0	PSS6.1	Annual reports to Equality Commission		Permanent	Permanent retention by the Council

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	PSS6.2	Audit of Inequalities		Permanent	Permanent retention by the Council
	PSS6.3	EQIA reports, Monitoring reports and associated research materials		Permanent	Permanent retention by the Council
	PSS6.4	Subject specific files on equality issues		Current + 6 years	Destroy
	PSS6.5	Equality Scheme		Permanent	Permanent retention by the Council
	PSS6.6	Disability Action Plan		Permanent	Permanent retention by the Council
	PSS6.7	Screening matrices		Life of policy (i.e. until policy revoked or reviewed)	Destroy
Policies and Procedures PSS7.0	PSS7.1	PSS Policy documents		Until superseded	Destroy
	PSS7.2	Supporting information		3 years from last amendment	Destroy
Records Management PSS8.0	PSS8.1	Retention & Disposal Policy & Schedule		Until superseded	Destroy
	PSS8.2	Information Audits		Current + 2 years	Destroy
	PSS8.3	Central Filing Plan		Until superseded	Destroy
Risk Management PSS9.0	PSS9.1	Business Continuity Plans		Until superseded	Destroy
	PSS9.2	Corporate Risk Register		Permanent	Permanent retention by the Council
	PSS9.3	Departmental Risk Registers		Until superseded	Destroy
	PSS9.4	Risk Assurance Reports		5 years	Destroy
	PSS9.5	Risk Management Strategy		Permanent	Permanent retention by the Council
Safeguarding PSS10.0	PSS10.1	Section 12 Audit		Until superseded	Destroy
	PSS10.2	Procedural documents		Until superseded	Destroy
	PSS10.3	Incidents relating to Child/Vulnerable Adult Protection		Date of last contact with authority + 6 years except where legal case is ongoing	Destroy
Service Delivery and Improvement PSS11.0	PSS11.1	Team meetings		2 years	Destroy

<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Sustainable Development PSS12.0	PSS12.1	Sustainable Development Action Plan		2 years from end date of Plan	Destroy
	PSS12.2	Sustainable Development steering Group Meetings & associated papers		5 years	Destroy



<b>SECTION: COMMUNITY, HEALTH AND LEISURE DIRECTOR'S OFFICE</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Enniskillen Master Plan	CHL1.0	Enniskillen Integrated Development Plan, Queen Elizabeth Rd Boulevard		Permanent	Permanent retention by the Council
Erne Hospital Site Partnership	CHL2.0	Agenda, minutes, correspondence		Permanent	Permanent retention by the Council
Fracking	CHL3.0	Complaints, petitions, correspondence, press clippings, meetings		Permanent	Permanent retention by the Council
Gas to West	CHL4.0	Agenda, minutes, correspondence		6 years	Destroy
Investing for Health	CHL5.0	Agenda, minutes, correspondence		6 years	Destroy
Youth Action NI	CHL6.0	Agenda, minutes, correspondence		6 years	Destroy
Sligo/ Enniskillen Route (N16/A4)	CHL7.0	General, Donegal Railway correspondence		Permanent	Permanent retention by the Council
Smart Region	CHL8.0	Agenda, minutes, correspondence		6 years	Destroy
Strategic Projects	CHL9.0	MUGAs in villages		Permanent	Permanent retention by the Council
Heads of Service Meetings	CHL10.0	Agenda, Minutes		6 years	Destroy
Western Integrated Care Partnerships	CHL11.0	Agenda, Minutes		6 years	Destroy

<b>SECTION: ARTS &amp; HERITAGE</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Departmental AH1.0	AH1.1	Corporate inc Strategies and Plans		Permanent	Permanent retention by the Council
	AH1.2	St Patrick's Day, Mid Summer Carnival, Benedict Kiely, Halloween, Christmas - Council run events (including Working Group Meetings, Event Plans, Health and Safety, Risk Assessment, Financial Information, Contracts, Participants Information etc.)		Current + 6 years	Destroy (unless case pending)
	AH1.3	Projects: Place Names and Irish Language Bursary Awards		Current + 6 years	Destroy
	AH1.4	Arts Database		Review annually	Destroy
Ardhowen Theatre AH2.0	AH2.1	Client database Ticketsolve		Monthly	Destroy
	AH2.2	Databases and Distribution lists		Annually	Destroy
	AH2.3	Front-of-House volunteers - database		Until superseded	Destroy
	AH2.4	User guides, manuals		Lifetime of equipment	Destroy
	AH2.5	Ticket Sales records		Current + 6 years	Destroy
	AH2.6	Room Hire records		Current + 6 years	Destroy
	AH2.7	Income sheets		Current + 6 years	Destroy
	AH2.8	Visa Card Slips		Current + 6 years	Destroy
	AH2.9	Franking machine records		Current + 6 years	Destroy
	AH2.10	Event files		Current + 6 years	Destroy
	AH2.11	Minutes of Meetings, Agendas		3 years	Destroy
Tourist Information AH3.0	AH3.1	General information		Current + 5 years	Destroy
	AH3.2	Statistical information		Current + 6 years	Destroy
	AH3.3	Activities information		Review annually	Destroy
	AH3.4	Accommodation information		Review annually	Destroy

<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Museum Services AH4.0	AH4.1	Archaeological records and features	Museums, Libraries and Archives Accreditation Scheme	Permanent	Permanent retention by the Council
	AH4.2	Local history reference collections	Museums, Libraries and Archives Accreditation Scheme	Permanent	Permanent retention by the Council
	AH4.3	Collections	Museums, Libraries and Archives Accreditation Scheme	Permanent	Permanent retention by the Council
	AH4.4	Management documentation, e.g. Museum accession registers, Donations, Loans, Returns and Disposal documentation, Object history files, Digital database – catalogue of collections, Museum and Heritage Strategy	Museums, Libraries and Archives Accreditation Scheme	Permanent	Permanent retention by the Council
	AH4.5	Visitor books		Permanent	Permanent retention by the Council
	AH4.6	Minutes of meetings/Reports of Castle F, other related historical committees and Museum Friends		Permanent	Permanent retention by the Council
MACGG AH5.0	AH5.1	Radon Monitoring		Permanent	Permanent retention by the Council
	AH5.2	Financial Records		Current + 6 years	Destroy
	AH5.3	Development Plans		Permanent	Permanent retention by the Council
	AH5.4	Security inc alarm Information		Lifetime of equipment	Destroy
	AH5.5	Visitor Books & Statistics		Permanent	Permanent retention by the Council
	AH5.6	Environmental Records		Permanent	Permanent retention by the Council
	AH5.7	Marble Arch Caves Conservation Plan		Permanent	Permanent retention by the Council
	AH5.8	Geopark Records		Permanent	Permanent retention by the Council

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	AH5.9	Photos, Slides		Permanent	Permanent retention by the Council
	AH5.10	HNR Funding claims and tenders		31 Dec 2020	Destroy
	AH5.11	Border Uplands funded projects		31 Dec 2020	Destroy
	AH5.12	Breffni funded projects		31 Dec 2020	Destroy
Strule Arts Centre AH6.0	AH6.1	Budgetary Control		Current year + 6 years	Destroy
	AH6.2	Strule Arts Centre Board of Management / Advisory Board Minutes		3 years	Destroy
	AH6.3	Strule Arts Centre Arts and Disability Advisory Group		3 years	Destroy
	AH6.4	Performance Payments		Current + 6 years	Destroy
	AH6.5	Policies and Procedures		Until superseded	Destroy
	AH6.6	Specialist Equipment Training		Lifespan of Equipment	Destroy
	AH6.7	Parental Consent Forms		Until child is 18	Destroy (unless case pending)
	AH6.8	Patron Database		Review monthly	Destroy
	AH6.9	Ticket Sales		Current + 6 years	Destroy
	AH6.10	Press Releases/Adverts/ Media reports		3 years	Destroy
	AH6.11	Incidents/Accidents Reports		3 years from file closure, except in cases involving a minor where file is retained until he/she becomes 21 years	Destroy (unless case pending)
	AH6.12	Risk Assessments - General, Manual Handling, Work at Height, PPE, Fire		3 years	Destroy
	AH6.13	COSHH Assessments		3 years	Destroy
	AH6.14	Noise Assessments		40 years	Destroy
	AH6.15	Legionella Survey/RA		3 years	Destroy
	AH6.16	Visa Card Slips		Current + 6 years	Destroy

<b>SECTION: COMMUNITY SERVICES</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Community Support/ Development CS1.0	CS1.1	Letters, General Correspondence		7 years	Destroy
DSD Funding-community support CS2.0	CS2.1	Community Support letter of offer and Claims to DSD for Programme Expenditure		7 years from last payment	Destroy
DCAL funding-Community Festivals CS3.0	CS3.1	DCAL Letter of Offer, claims and reports		7 years from last payment	PRONI Appraisal
Good Relations CS4.0	CS4.1	LOO, Claims, correspondence, reports	OFMDFM	7 years from last payment or as dictated by funder	Destroy
Social Investment Fund CS5.0	CS5.1	LOO, Claims, correspondence, reports	OFMDFM	7 years from programme close	Destroy
Community Centres CS6.0	CS6.1	Correspondence		7 years	Destroy
PCSP CS7.0	CS7.1	Policies & Procedures		Permanent	Permanent retention by the Council
	CS7.2	Standing Orders/ /Code of Practice		Permanent	PRONI Appraisal
	CS7.3	Local Policing Plans - Performance Indicators and Monitoring Accounts/Budgets		7 years (held permanently by PSNI)	Destroy
	CS7.4	Finance relating to funding for other groups		7 years	Destroy
	CS7.5	LOOs, Grants/Funding payments	DoJ/Policing Board/Joint Committee	10 years	Destroy
	CS7.6	Equality Schemes and associated information		Permanent	Permanent retention by the Council
	CS7.7	PCSP Members – personal information, i.e. attendance records, training etc		Current + 6 years	Destroy
	CS7.8	General Correspondence		Current + 6 years	Destroy
	CS7.9	Community Safety Warden Action Plan and Log Sheets		Current + 6 years	Destroy
	CS7.10	Omagh Safer Streets Service Level Agreement		7 years from final transaction	Destroy
	CS7.11	Neighbourhood Watch applications and Coordinators details		Current + 6 years	Destroy
	CS7.12	Minutes - PCSP & Policing Committee Meetings		Current + 6 years	PRONI Appraisal

<b>SECTION: ENVIRONMENTAL HEALTH</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Departmental EH1.0	EH1.1	Administration		Retain until superseded	Destroy
	EH1.2	Various Funded Projects/Surveys - Agreements, Records, etc.	FSA/PHA	Current + 6 years	Destroy
Food Control EH2.0	EH2.1	Investigations, Inspections, Monitoring, Infectious Disease, Returns & Statistics		Current + 6 years unless legal proceedings ongoing	Destroy
	EH2.2	Food Premises Register		Permanent	Permanent retention by the Council
	EH2.3	Policy, List of Tutors		Retain until superseded	Destroy
Environmental Protection EH3.0	EH3.1	Investigations, Inspections, Monitoring, Returns & Statistics		Current + 6 years unless legal proceedings ongoing	Destroy
	EH3.2	Planning Consultation responses, nuisance investigations, etc.		Current + 6 years (longer re major issues)	Destroy
	EH3.3	Contaminated land information		Permanent	Permanent retention by the Council
	EH3.4	Policy		Retain until superseded	Destroy
Consumer Safety/Health Improvement EH4.0	EH4.1	Investigations, Inspections, Monitoring, Returns & Statistics		Current + 6 years unless legal proceedings ongoing	Destroy
	EH4.2	Policy		Retain until superseded	Destroy
Health and Safety EH5.0	EH5.1	Investigations, Inspections, Monitoring, Returns & Statistics		Current + 6 years unless legal proceedings ongoing	Destroy
	EH5.2	Sports Ground Safety Certificates, Cooling Tower Registers		Permanent	Permanent retention by the Council
	EH5.3	Accident Investigations		21 years	Destroy
	EH5.4	Policy		Retain until superseded	Destroy
Public Health EH6.0	EH6.1	Investigations, Inspections, Monitoring, Public Health Grants, Abatement Notices, Flooding Incidents DOE Scheme, Returns & Statistics		Current + 6 years unless legal proceedings ongoing	Destroy
	EH6.2	Policy		Retain until superseded	Destroy

<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
	EH6.3	Exhumations, Private Tenancy Order and Rent Order documents including Inspection Records		Permanent	Permanent retention by the Council
Regulation of Investigatory Powers Act EH7.0	EH7.1	Investigations, Inspections, Monitoring		6 years from the cancellation of RIPA authorisation	Destroy
Tobacco Control EH8.0	EH8.1	Investigations, Inspections, Monitoring	The Smoking (NI) Order 2006	Current + 6 years unless legal proceedings ongoing	Destroy

<b>SECTION: LEISURE, RECREATION AND SPORT</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Leisure Centres/ Facilities LRS1.0	LRS1.1	Bookings – Omagh Leisure Centre – Legend Bookings – other Centres – paper copies		Current + 1 year  Current + 6 years	Destroy
	LRS1.2	Brochures, Programmes etc		Until superseded	Destroy
	LRS1.3	Chemical Stock Control/Consumption	Health & Safety at Work Order 1978	3 years	Destroy
	LRS1.4	Contractor Details		Life on contract	Destroy
	LRS1.5	Customer details		Termination of membership + 1 year or Until superseded	Destroy
	LRS1.6	Customer Focus Group Minutes		1 year	Destroy
	LRS1.7	Daily Booking Sheets (Café/Reception)		Current + 1 year	Destroy
	LRS1.8	Diary of Events		Current + 3 years	Destroy
	LRS1.9	Emergency Lighting Tests, electrical inspections, Pat tests		3 years	Destroy
	LRS1.10	Equipment Asset Register		Permanent	Permanent retention by the Council
	LRS1.11	F Gas Regulation Record		Until obsolete + 2 years	Destroy
	LRS1.12	Licensing: Entertainment, Performance Rights & TV		Current + 2 years	Destroy
	LRS1.13	NOP - Normal Operating Procedures/Policies/Codes of Practice, etc (All areas A-Z)	ISRM, ROSPA, Internal, etc	Until superseded + 2 years	Destroy
	LRS1.14	Internal meetings - staff, customers		6 years	Destroy
	LRS1.15	Photographic Permissions		Permanent	Permanent retention by the Council
	LRS1.16	Photographs		Permanent	Permanent retention by the Council
	LRS1.17	Pool Plant daily Records and water testing and Lab reports		3 years	Destroy
	LRS1.18	Programme documentation		Until superseded + 2 years	Destroy
	LRS1.19	Temperature Monitoring		3 years	Destroy
	LRS1.20	Fire Log Book		3 years	Destroy



<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Sports Development LRS2.0	LRS2.1	Active Communities	Sport NI	Permanent	Permanent retention by the Council
	LRS2.2	PARP Programme	Public Health Agency	Permanent	Permanent retention by the Council
	LRS2.3	Healthy Towns	Public Health Agency	10 years	Destroy
	LRS2.4	External projects sports groups, community groups, Local Authority/ National Organisations - Correspondence and Promotional Material		Current + 6 years	Destroy
	LRS2.5	Service Level Agreements – Grant Awards, Contracts		Contract expiry date + 6 years	Destroy
	LRS2.6	Programmes - Financial Information, Project Reports, Letters of Offer		Current + 6 years unless funding body requests other	Destroy (unless funding body requests otherwise)
	LRS2.7	Meetings – Agenda, minutes, correspondence		Current + 6 years	Destroy
	LRS2.8	Fermanagh Omagh Sports Forum: Grant, Bursary, Gold Card - Minutes of meetings, applications, letters of offer, score matrix, Nominations, Correspondence		Current + 6 years	Destroy
	LRS2.9	Grants paid out by Council		7 years from last payment	Destroy
	LRS2.10	Leisure & Recreation and other Strategies		Until superseded + 2 years	Destroy
Countryside Recreation LRS3.0	LRS3.1	Access to the Countryside - Maps, Upgrading relating to PROW, Way-marked Ways, etc, Permissive Path Agreements, GIS mapping of PROWs		Permanent	Permanent retention by the Council
	LRS3.2	Access to the Countryside - Maintenance		3 years	Destroy
	LRS3.3	Access to the Countryside - Outdoor Recreation Action Plan Consultation		Until superseded	Destroy
	LRS3.4	Grass letting - maps		Permanent	Permanent retention by the Council
	LRS3.4	Grass letting - advertisements		Expiry of lease	Destroy
	LRS3.5	Grass letting - Lease and nitrate agreements		Lease expiry + 7 years	Destroy
	LRS3.6	Programmes/Events/ Activities		Event closure + 7 years	Destroy

<b>SECTION: CORPORATE SERVICES &amp; GOVERNANCE DIRECTOR'S OFFICE</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Governance	CSG1.0	Constitution (Standing Orders, Scheme of Delegation etc)		Permanent	Permanent retention by the Council
Corporate	CSG2.0	CSG Directorate Meetings		Current + 3 years	Destroy

<b>SECTION: DEMOCRATIC AND CUSTOMER SERVICES</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Member Services DCS1.0	DCS1.1	Members details – contact, bank account, CV, motor docs, insurances		Term + 1 year	Destroy
	DCS1.2	Councillor Guide		Until superseded	Destroy
	DCS1.3	Invites to functions/request for information forms/speeches		Current + 6 years	Destroy
	DCS1.4	Chairman's diary		Current + 6 years	Destroy
	DCS1.5	Chairman's receptions database		Permanent	Permanent retention by the Council
	DCS1.6	Members weekly schedule of meetings		3 years	Destroy
	DCS1.7	Documentation regarding the use of interpreters/ translation by members		Term + 1 year	Destroy
	DCS1.8	General correspondence regarding Chair/Members support i.e. ordering stationery, Christmas cards, garden party nominees etc.		Current + 6 years	Destroy
	DCS1.9	Resignations		Termination + 1 year	Destroy
	DCS1.10	Co-option Records		6 years	Destroy
	DCS1.11	Councillors expenses		Current + 6 years	Destroy
	DCS1.12	Attendance at Conferences, Training and Courses/Members		Term + 1 year	Destroy
	DCS1.13	Civic Stock record		Until superseded	Destroy
	DCS1.14	Civic gifts received Register		Permanent	Permanent retention by the Council
	DCS1.15	Declaration of Interest Register		Permanent	Permanent retention by the Council
Governance DCS2.0	DCS2.1	Sealing of Documents Register		Permanent	Permanent retention by the Council
	DCS2.2	Declaration of hospitality/gifts Register		Permanent	Permanent retention by the Council
Council and Committee Meetings DCS3.0	DCS3.1	Council and Committee Minutes	Local Government Act NI 1972/ Local Government Act (NI) 2014	Permanent	Transfer to PRONI (at 20 years)
	DCS3.2	Council and Committee Agenda		Permanent	Transfer to PRONI (at 20 years)

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	DCS3.3	Committee Reports		Permanent	Transfer to PRONI (at 20 years)
	DCS3.4	Record of Attendance		4 years	Destroy
	DCS3.5	D'Hondt Allocations		4 years	Destroy
	DCS3.6	Election of Chairman, Acceptance of office forms		4 years	Destroy
	DCS3.7	Correspondence, Action Sheets and associated papers, indexes		Current + 6 years	Destroy
	DCS3.8	Draft minutes and administrator's notes		6 months from ratified	Destroy
Civic & Ceremonial DCS4.0	DCS4.1	Information relating to ceremonial events such as visiting dignitaries, will include photos, visitor books		Permanent	Permanent retention by the Council
	DCS4.2	Visitor Books		Permanent	Permanent retention by the Council
	DCS4.3	All information relating to the organisation of Civic/Ceremonial events		Current + 6 years	Destroy
	DCS4.4	Chain of Office, Historical correspondence		Permanent	Permanent retention by the Council
Elections DCS5.0	DCS5.1	Nomination papers, Candidates Consent Form		Election Date + 1 year	Destroy
	DCS5.2	Statement of Persons Nominated	Rule 12 (5) and (6) Electoral law Act (NI) 1962	Until the next election	Destroy
	DCS5.3	Declaration of Appointment of Election Agent		Election Date + 1 year	Destroy
	DCS5.4	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	Election Date + 1 year	Destroy
	DCS5.5	Certificate of Employment	Rule 60 Electoral Law Act (NI) 1962	Election Date + 1 year	Destroy

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	DCS5.6	Staff Payments including Income Tax form	HMRC Rules and Regulations	Current + 6 years	Destroy
	DCS5.7	List of Candidates Expenses and receipts. Election returns – receipts and declarations.	Section 52 (1) and (2) Electoral Law Act (NI) 1962	Election Date + 1 year	Destroy
	DCS5.8	List of Marked Electoral 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)	Election Date + 1 year. In the event of Multiple elections if a combined register is produced, the register is retained by the Area Electoral Office	Destroy
	DCS5.9	Results per DEA		10 years	Destroy
Registration of Births, Deaths and Marriages DCS6.0	DCS6.1	Registration White Copies	General Register Office Directive	1 month	Destroy
	DCS6.2	Form of Particulars	General Register Office Directive	Current + 1 year	Destroy
	DCS6.3	B/D/M/CP Certificate application forms	General Register Office Directive	Current + 1 year	Destroy
	DCS6.4	Marriage/Civil Partnership Notice Forms	General Register Office Directive	Current + 3 years	Destroy
	DCS6.5	Birth, Death, Stillbirth, Marriage and Civil Partnership Records	General Register Office Directive	Permanent	Transfer to GRO
	DCS6.6	Coroner's List of Deaths for Fermanagh and Omagh District		List retained while any entry remains unregistered	Destroy
	DCS6.7	Hospital Mortuary/ Funeral Directors/ Nursing Homes/Burial Grounds		List retained while any entry remains unregistered	Destroy
	DCS6.8	General Correspondence		5 years	Destroy

<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Communications /PR/Branding DCS7.0	DCS7.1	Communications Strategy		Until superseded	Destroy
	DCS7.2	Internal newsletters		3 years	Destroy
	DCS7.3	Press Releases		3 years	Destroy
	DCS7.4	Residents Newsletter		Permanent	Permanent retention by the Council
	DCS7.5	Information used in design of publications		3 years	Destroy
	DCS7.6	Media Reports/press clippings		3 years	Destroy
	DCS7.7	Photographs		Permanent	Permanent retention by the Council
	DCS7.8	Permission slips - photos		Permanent	Permanent retention by the Council
	DCS7.9	Promotional Events and Initiatives, campaigns, marketing plans		3 years	Destroy
	DCS7.10	Published work of the Council		Permanent	Permanent retention by the Council
Customer Services DCS8.0	DCS8.1	Customer Services Strategy and Action Plan		Until superseded	Destroy
	DCS8.2	Customer Satisfaction Surveys – responses		Completion of analysis of responses	Destroy
	DCS8.3	Customer Satisfaction Surveys – analysis		Current + 6 years	Destroy
	DCS8.4	Customer Charter		Until superseded	Destroy

<b>SECTION: FINANCE</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Finance F1.0	F1.1	Financial Statements & Accounts, Annual reports		Permanent	Permanent retention by the Council
	F1.2	DOE/ Rates - formal letters		Permanent	Permanent retention by the Council
	F1.3	Capital Payments/ Records/Contracts/Working Papers		Permanent	Permanent retention by the Council
	F1.4	Finance and HP Lease Register		Permanent	Permanent retention by the Council
	F1.5	Fixed Assets – lease, loan and capital project documentation		Permanent	Permanent retention by the Council
	F1.6	Investments & Treasury Management		Permanent	Permanent retention by the Council
	F1.7	Corporate Data provided to Other Services & Government Agencies		Permanent	Permanent retention by the Council
	F1.8	Bank Statements		Permanent	Permanent retention by the Council
	F1.9	BACS Reports for payments		Permanent	Permanent retention by the Council
	F1.10	WGA return		Permanent	Permanent retention by the Council
	F1.11	Back up information to bank transactions		Current + 6 years	Destroy
	F1.12	Bank direct debit back up/Bank reconciliations/Cancelled cheques		Current + 6 years	Destroy
	F1.13	Finance lease agreements		End of term of lease + 6years	Destroy
	F1.14	Working Papers - Other		Current + 6 years	Destroy
	F1.15	WGA reports & working papers		Current + 6 years	Destroy
	F1.16	Election Expenditure Claims		Current + 6 years	Destroy
	F1.17	Journals, backup reports etc.		Current + 6 years	Destroy
	F1.18	Financial Information Recharges of Central Support Services		Current + 6 years	Destroy
	F1.19	Mileage Claims and Rates		Current + 6 years	Destroy
	F1.20	Construction Industry Scheme Rewards	HMRC	Current + 6 years	Destroy
	F1.21	FEU returns and information	HMRC	Current + 6 years	Destroy

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	F1.22	Creditors – Completed BACS Mandates, Control Reconciliations, Payment Run Stationery/Reports/Batch reports, Supplier invoices		Current + 6 years	Destroy
	F1.23	Creditors/supplier invoices - Payments for European funded projects (including quotation if applicable), reports, Credit card statements and backup		Current + 15 years	Destroy
	F1.24	Creditors - Completed Supplier Amend & Create forms, supplier audit reports and statements		Current + 2 years	Destroy
	F1.25	Debtors – reconciliations, invoices and back-ups, statements, small claims documentation, batch reports		Current + 6 years	Destroy
	F1.26	VAT Returns & Working Papers		Current + 6 years	Destroy
	F1.27	Stock records & Reconciliations		Current + 6 years	Destroy
	F1.28	Estimates Working Papers		Current + 6 years	Destroy
	F1.29	Monthly Financial Report		Current + 6 years	Destroy
	F1.30	Government returns and back up	HMRC	Current + 6 years	Destroy
	F1.31	Fixed Assets – working papers, register		Current + 6 years	Destroy
	F1.32	Loans		Current + 6 years	Destroy
	F1.33	DOE/Rates - supporting papers		Current + 6 years	Destroy
	F1.34	Project working papers		Current + 6 years	Destroy
	F1.35	Income records		Current + 6 years	Destroy
	F1.36	National Fraud Initiative documentation and testing	HMRC	Current + 6 years	Destroy
	F1.37	Delivery dockets/notes		Current + 6 years	Destroy
Payroll F2.0	F2.1	Payslips	HMRC	Current + 6 years	Destroy
	F2.2	Pension Fund Actuarial Valuation		Permanent	Permanent retention by the Council
	F2.3	Pension Documentation		Termination + 6 years	Destroy
	F2.4	Wages and salary records - monthly, weekly & councillors	Taxes Management Act 1970	Current + 6 years	Destroy



Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	F2.5	Timesheets		Current + 6 years	Destroy
	F2.6	BACS reports	HMRC	Current + 6 years	Destroy
	F2.7	Arrears calculations		Current + 6 years	Destroy
	F2.8	Travel claims and expenses		Current + 6 years	Destroy
	F2.9	Inland Revenue/HMRC approvals		Current + 6 years	Destroy
	F2.10	Income tax and NI records, 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) (amendment No. 6) Regulations 1996 (SI 1996/2631)	Current + 6 years	Destroy
	F2.11	Statutory Sick Pay records and calculations	The Statutory Sick Pay (General) Regulations 1982 (SI1982/894) as amended	Current + 6 years	Destroy
	F2.12	Payroll information and circulars		Until superseded	Destroy
	F2.13	Absence records - weekly and monthly	HMRC	Current + 6 years	Destroy
	F2.14	P11Ds	HMRC	Current + 6 years	Destroy
Internal audit F3.0	F3.1	Audit reports		Permanent	Permanent retention by the Council
	F3.2	Audit plans, Working papers, Terms of Reference		Current + 6 years	Destroy
	F3.3	Report papers used in the course of a fraud investigation		6 years after legal proceedings have been completed	Destroy
	F3.4	Local Government Audit Reports		Current + 6 years	Destroy
	F3.5	Programmes/ plans/ strategies		Until superseded + 1 year	Destroy
	F3.6	General – minutes/related papers of other meetings, guidance, departmental procedure manuals, annual audit letters		Current + 6 years	Destroy

<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Procurement F4.0	F4.1	List of contractors registered to do business with Council		Permanent	Permanent retention by the Council
	F4.2	Tenders and Quotations/RFQs - Correspondence and related papers, including Specifications, Expressions of interest, Tenders/quotations issued/received, Evaluation records, RFQ Record sheets, Negotiations after supplier is selected, Contract management/records		Contract expiry date + 7 years (EU 10 years)	Destroy
	F4.3	List of contracts/RFQs		Contract expiry date + 7 years	Destroy

<b>SECTION: HUMAN RESOURCES AND ORGANISATION DEVELOPMENT</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Human Resources HR1.0	HR1.1	Personnel Files		Termination + 6 years unless H&S legislation applies	Destroy
	HR1.2	Records relating to working time including time and attendance details held through the swipe card system (name, record of swipe ins and swipe outs).		Current + 1 year	Destroy
	HR1.3	Redundancy records		Termination + 6 years unless H&S legislation applies	Destroy
	HR1.4	Single status information		Permanent	Permanent retention by the Council
	HR1.5	Application forms and interview notes (for unsuccessful candidates)		Current + 1 year	Destroy
	HR1.6	Equality Commission monitoring return		Current + 3 years	Destroy
	HR1.7	Article 55 Report and associated records		Current + 6 years	Destroy
	HR1.8	Employment Tribunal applications and case files (Contain all evidence and statements necessary for the purpose of the tribunal)		Tribunal decision/ closure of case + 3 years	Destroy
	HR1.9	Sickness absence files, health records, medical referrals, etc		Termination + 6 years unless H&S legislation applies	Destroy
	HR1.10	Annual statistics on absenteeism within the Council		Current + 3 years	Destroy
	HR1.11	Collective Trade Union Agreements		6 years after ceasing to be effective	Destroy
	HR1.12	Records of liaison processes on industrial relations and minutes of Local Consultation and Negotiation Forum meetings		Administrative use + 3 years	Destroy
	HR1.13	Gifts & Hospitality Register and Employee Conflicts of Interest Register		Termination + 6 years	Destroy
	HR1.14	Records relating to students who undertake work experience with the Council		Current + 1 year	Destroy
	HR1.15	Performance Appraisal Records		Current + 2 years	Destroy

<b>SECTION: OPERATIONS AND ESTATES</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Estates Management OE1.0	OE1.1	Legal Title documents		Permanent	Permanent retention by the Council
	OE1.2	Particulars of Sale documents inc correspondence relating to the acquisition and disposal of land/property		Permanent	Permanent retention by the Council
	OE1.3	Leases – Long Term (21 years +)		Permanent	Permanent retention by the Council
	OE1.4	Leases – Short Term (up to 21 years)		7 years after lease expiry	Destroy
	OE1.5	Rent Reviews		7 years after lease expiry	Destroy
	OE1.6	Property Asset Register		Until superseded	Destroy
	OE1.7	Register of legal documents and Deeds		Permanent	Permanent retention by the Council
	OE1.8	Legal agreements		Permanent	Permanent retention by the Council
	OE1.9	Requests to use property and supporting documentation		5 years after final use of property	Destroy
	OE1.10	Work Orders		5 years after completion of work	Destroy
	OE1.11	Land and Property Schedule (List of buildings and contents values)		Until superseded	Destroy
	OE1.12	Memorial Register and related documentation		Until superseded	Destroy
Facilities Management OE2.0	OE2.1	Documentation relating to land and property operations		15 years after disposal date	Destroy
	OE2.2	Documents relating to land and property management		Permanent	Permanent retention by the Council
	OE2.3	Evacuation procedures		Until superseded	Destroy
Information and Communication Technology OE3.0	OE3.1	Computer Systems Documentation		1 year beyond life of the system	Destroy
	OE3.2	ICT Knowledge Base - Strategic		Permanent	Permanent retention by the Council
	OE3.3	ICT Knowledge Base - Operational		Review annually	Destroy
	OE3.4	ICT Inventory		Current + 6 years	Destroy

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	OE3.5	Councillors' ICT Information Database		Review annually	Destroy
	OE3.6	ICT Strategy		Permanent	Permanent retention by the Council
Legal Services OE4.0	OE4.1	Statutory Appeals and related correspondence		6 Years following file closure	Destroy
	OE4.2	Judicial Reviews Correspondence and related court papers		Permanent	Permanent retention by the Council
	OE4.3	Prosecutions Correspondence and related court papers		6 years from case closure, except in cases involving a minor where file is retained for 6 years after he/she becomes 18 years	Destroy
	OE4.4	Debt correspondence and related court papers		18 months following file closure date	Destroy
	OE4.5	Building Contracts - Correspondence and related papers regarding claims, including medical and court records		6 years from file closure, except in cases involving a minor where file is retained for 6 years after he/she becomes 18 years	Destroy
	OE4.6	Supplies/Services contracts - File containing correspondence and related papers re contractual process	Statutory: Statute of Limitations (NI) 1958	7 years from the date of file closure, except in cases involving a minor where the file is retained for 6 years after he/she becomes 18 years	Destroy
	OE4.7	Sealed contract documents	Statutory: Statute of Limitations (NI) 1958	12 Years following contract completion	Destroy
	OE4.8	Criminal Damage/Access to Countryside - Correspondence and related court papers		File closure + 6 years	Destroy
	OE4.9	Ejectments - Correspondence and related court papers		File closure + 18 months	Destroy
	OE4.10	General Advice - Attendance notes and correspondence		File closure + 6 years	Destroy

<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
	OE4.11	Bye-laws and supporting documentation		Permanent	Permanent retention by the Council
Insurance and Risk Management OE5.0	OE5.1	Employers Liability	The Employer's Liability (Compulsory Insurance) (Amendment) Regulations (Northern Ireland) 2009	40 Years after renewal	Destroy
	OE5.2	Public Liability		6 years from renewal, except in cases involving a minor where file is retained for 6 years after he/she becomes 18 years	Destroy
	OE5.3	All other Insurance Policies		10 Years after expiry	Destroy
	OE5.4	Records of claims and all back up and support documentation		6 Years from date of closure	Destroy
	OE5.5	Motor and Property Insurance claims - Correspondence and related court papers		10 Years following settlement	Destroy
	OE5.6	Additions/Amendments to policies		10 Years following file closure	Destroy
	OE5.7	Register of Insurance provided by Broker		Permanent	Permanent retention by the Council
Regional Property Certificate Unit OE6.0	OE6.1	Property Certificate applications and responses		5 Years after completion	Destroy
	OE6.2	Communications related to Property Certificate applications		5 Years after completion	Destroy

<b>SECTION: ENVIRONMENT AND PLACE DIRECTOR'S OFFICE</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Director of Environment and Place	EP1.0	EP Meeting Files		Current + 3 years	Destroy

<b>SECTION: BUILDING CONTROL AND LICENSING</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Building Control Regulations BCL1.0	BCL1.1	Building Regulations - Application form, Plan Approval/Rejection Certificates, Inspection records, Completion certificates	Building Regulations (NI) Order 1979	Permanent	Permanent retention by the Council
	BCL1.2	Validation forms, Plan assessment checks and letters		12 Years after completion	Destroy
	BCL1.3	Dangerous structures - Investigation reports, notice of enforcement	Public Health Act (Amendment Act) 1907	20 years after structure made safe	Destroy
	BCL1.4	Energy Performance of Building Regulations - Audits of Estate Agents EPC compliance, Audits of Public Buildings for Display Energy Certificates, Audits of buildings for air conditioning compliance	The Energy Performance of Buildings (Certificates and Inspections) Regulations (NI) 2008	Current + 6 years	Destroy
	BCL1.5	Property Certificates		Permanent	Permanent retention by the Council
	BCL1.6	Property Search/Enquiry		12 Years	Destroy
	BCL1.7	Street Naming and Numbering	The Local Government (Misc Provisions) (Northern Ireland) Order 1985	Permanent	Permanent retention by the Council
Licensing BCL2.0	BCL2.1	Entertainment Licences - Applications received and all administration relating to the grant / refusal / renewal	Local Government (Misc Provisions) (NI) Order 1985	Until superseded/ withdrawn/ surrendered + 1 year	Destroy unless case pending
	BCL2.2	Amusement Permits - Applications received and all administration relating to the grant / refusal / renewal	The Betting, Gaming, Lotteries and Amusement (NI) Order 1985	Until superseded/ withdrawn/ surrendered + 1 year	Destroy (unless case pending)
	BCL2.3	Cinema Licences - Applications received and all administration relating to the grant / refusal / renewal	Cinemas (NI) Order 1991	Until superseded/ withdrawn/ surrendered + 1 year	Destroy (unless case pending)
	BCL2.4	Societies Lotteries - Applications received and all administration relating to the grant / refusal / renewal	Betting, gaming, Lotteries and Amusement (NI) Order 1985	Until superseded/ withdrawn/ surrendered + 1 year	Destroy (unless case pending)



Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	BCL2.5	Petroleum Licences - Applications received and all administration relating to the grant / refusal / renewal	Petroleum (Consolidation) Act (NI) 1929 & Health & Safety at Work (NI) Order 1978	Permanent	Permanent retention by the Council
	BCL2.6	Dog Licences - Applications received and all administration relating to the grant / refusal / renewal of Dog Licences, Including Licensing of Breeding Establishments	Dogs (NI) Order 1983	Until superseded/ withdrawn/ surrendered + 1 year	Destroy (unless case pending)
	BCL2.7	Dangerous Dogs		Permanent	Permanent retention by the Council
	BCL2.8	Street Trading Licences - Applications received and all administration relating to the grant / refusal / renewal	Street Trading Act 2001	Until superseded/ withdrawn/ surrendered + 1 year	Destroy (unless case pending)
	BCL2.9	Caravan Site Licences - Applications received and all administration relating to the grant / refusal / renewal	Caravans Act (NI) 1963	Until superseded/ withdrawn/ surrendered + 1 year	Destroy (unless case pending)
	BCL2.10	Applications received and all administration relating to the grant / refusal / renewal of Approved Places for Marriage	Marriage (NI) Order 2003	Permanent	Permanent retention by the Council
	BCL2.11	Applications received and all administration relating to the grant / refusal / renewal of Approved Places for Civil Partnership Registration	Civil Partnership Act 2004	Permanent	Permanent retention by the Council
	BCL2.12	Instruction to remove vehicle forms & Abandoned Vehicle Notice Book	The Pollution Control & Local Government (NI) Order 1978	5 years	Destroy
	BCL2.13	Applications received and all correspondence relating to the grant/refusal/renewal of a Sex Establishment Licence	Local Government (Misc Provisions) (NI) Order 1985	Until superseded/ withdrawn/ surrendered + 1 year	Destroy (unless case pending)
	BCL2.14	Street Drinking Prosecutions - PSNI Statements and prosecution records	Street Drinking Bye-Law	6 years from case closure except involving a minor when they are retained for 6 years after they become 18 years	Destroy

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	BCL2.15	Clean Neighbourhood Prosecutions		6 years from case closure except involving a minor when they are retained for 6 years after they become 18 years	Destroy
	BCL2.16	Registers of Licences/Permits/Lotteries/Breeding Establishments		Permanent	Permanent retention by the Council
Off Street Car Parking BCL3.0	BCL3.1	Management records		Current + 6 years	Destroy
	BCL3.2	Contracts		Ordinary contracts - contract expiry + 6 years Contracts under seal - contract expiry + 12 years	Destroy
	BCL3.3	Policies and Procedures		Until superseded	Destroy
	BCL3.4	Correspondence		3 years	Destroy
	BCL3.5	Financial		Current + 6 years	Destroy
	BCL3.6	Fixed Penalty Notices		6 years from case closure, except in cases involving a minor where file is retained for 6 years after he/she becomes 18 years	Destroy
Animal Welfare BCL4.0	BCL4.1	Monitoring, Inspection and Financial	Animal Welfare Act (NI) 2011	Current + 6 years	Destroy
	BCL4.2	Statistics	DARD	5 years	Destroy
	BCL4.3	Correspondence		3 years	Destroy
	BCL4.4	Prosecution Cases, Improvement Notices, Disposal Orders and Formal Cautions		Permanent	Permanent retention by the Council

<b>SECTION: CONTRACTS AND OPERATIONS MANAGEMENT</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Fleet Management COM1.0	COM1.1	Registration Documents for all Council Vehicles	Driver & Vehicle Licensing Agency	Life span/ ownership of vehicle	Destroy/Pass on
	COM1.2	Goods Vehicle Details	Goods Vehicles (Licensing of Operators) Act 1995	Life span/ ownership of vehicle + 3 years	Destroy/Pass on
	COM1.3	Vehicle Equipment and Plant Servicing/Maintenance Record	Goods Vehicles (Licensing of Operators) Act 1995	Life span/ ownership of vehicle + 1 year	Destroy/Pass on
	COM1.4	Workshop Technical Manuals		Life span/ ownership of vehicle	Destroy/Pass on
	COM1.5	Copies of Driver Licences and Declaration		3 years	Destroy
	COM1.6	Tachograph Records	EU Regulations 561/2006 EC	Current + 3 years	Destroy
	COM1.7	Driver's Log Book	Drivers of HGV (Keeping records) Regulations 1987	1 year from date created	Destroy
	COM1.8	Vehicle Log Book		Life of vehicle + 1 year	Destroy
	COM1.9	Driver Training Records		Duration of employment + 1 year	Destroy
	COM1.10	Operator's Licence		Until superseded	Destroy
Capital Projects/ Project Management COM2.0	COM2.1	Contract documents drawings, bills of quantity and specifications		Contract expiry + 6 years	Destroy
	COM2.2	Commercial information, complaints and disputes		Ordinary contracts - contract expiry + 6 years Contracts under seal - contract expiry + 12 years	Destroy
Contract Design Services COM3.0	COM3.1	Tender specification and working papers – successful and unsuccessful		Ordinary contracts - contract expiry + 6 years Contracts under seal - contract expiry + 12 years	Destroy

<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Stores COM4.0	COM4.1	Inventories, stock-taking, acquisitions and disposal reports and proposals, routine reports on equipment status		Current + 6 years	Destroy
	COM4.2	Service records and plant files		Sale/Disposal + 7 years	Destroy

<b>SECTION: PARKS AND OPEN SPACES</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Public Conveniences POS1.0	POS1.1	Routine returns on asset status	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
	POS1.2	Stocktaking reports & Inventories		3 years	Destroy
	POS1.3	Requests for works	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
Parks, play areas & open space POS2.0	POS2.1	General correspondence		3 years	Destroy
	POS2.2	Inspection records and Maintenance logs	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
	POS2.3	Work schedules	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
	POS2.4	Health & safety information	The Limitation (Northern Ireland) Order 1990	Until superseded + 3 years	Destroy
	POS2.5	Parks and open spaces strategy		Until superseded	Destroy
	POS2.6	Equipment Hire		Current + 6 years	Destroy
Street Cleansing/ Orderlies POS3.0	POS3.1	Inspection Schedules	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
	POS3.2	Rotas		3 years	Destroy
Cemeteries POS4.0	POS4.1	Plot assignment - Grave Leases and all associated correspondence (including Duplicate, Transfer & Assignment Leases), Burial records– Owners & Interment details and all associated correspondence, Maps and Plans	Burial Ground Regulations (NI) 1992	Permanent	Permanent retention by the Council
	POS4.2	Burial Forms	Burial Ground Regulations (NI) 1992	Permanent	Permanent retention by the Council

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	POS4.3	Burial/Grave opening forms – Form 21, Coroners order, Stillbirth cert, Midwife/Doctor letter, Cremation cert, Organ retention, associated correspondence	Burial Ground Regulations (NI) 1992	Permanent	Permanent retention by the Council
	POS4.4	Duplicate/ Transfer/ Assignment applications and all associated correspondence	Burial Ground Regulations (NI) 1992	Permanent	Permanent retention by the Council
	POS4.5	Memorial applications and all associated correspondence	Burial Ground Regulations (NI) 1992	Permanent	Permanent retention by the Council
	POS4.6	Form A/BGG/52 – Application for Purchase of Grant of Right of Burial	Burial Ground Regulations (NI) 1992	Permanent	Permanent retention by the Council
	POS4.7	Plot Maintenance Schedule	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
Response Maintenance services POS5.0	POS5.1	Permits to Work (PtW) Detailed Management Control Systems for High Risk Activities including Asbestos Removal, Confined Space Entry, Electrical work, Hot work, Excavations, Work at Height, Work with HFLs	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
	POS5.2	Building Health and Safety File	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
	POS5.3	Construction Details	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
	POS5.4	Plant and Equipment Information, Method of Servicing and Cleaning, Material Information	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
	POS5.5	Routine returns on asset status, Inspection Reports, Requests for Works, Maintenance Records, Theft or Vandalism Reports	The Limitation (Northern Ireland) Order 1989	24 years	Destroy
	POS5.6	Stocktaking reports & Inventories		3 years	Destroy

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
Environment, Biodiversity and Environmental Compliance POS6.0	POS6.1	Biodiversity events and projects		Current + 6 years	Destroy
	POS6.2	Conservation – site designation		Permanent	Permanent retention by the Council
	POS6.3	Records of protected habitats/species on Council property and records of wildlife licences applied for to NIEA	The Conservation (Natural Habitats etc) Regulations (NI) 1995 (as amended 2004/2007/2009)	Permanent	Permanent retention by the Council
	POS6.4	Local Biodiversity Plan		Permanent	Permanent retention by the Council
	POS6.5	Grants - Letters of Offers, Pre-assessment, Economic Appraisals		Payment of final grant + 6 years	Destroy
	POS6.6	Energy - Compilation of Display Energy Certificates (DECs), Advisory Reports, Submission of Public Sector Energy Campaign Data, Air conditioning inspections, Climate change, Collaborative Electricity, Project tenders	EU Directive on Energy Performance of Buildings 2010/31/EU	Permanent	Permanent retention by the Council
	POS6.7	Landfill Community Fund - Applications, Invoices, Claims, Receipts, Progress Reports, Accounts information etc.		Current + 6 years	Destroy
	POS6.8	ARENA Survey and Environmental benchmarking		6 years	Destroy
	POS6.9	Lough Erne Management Committee - Minutes, attendance, correspondence		Permanent	Permanent retention by the Council
	POS6.10	Environment Policy		Until superseded + 3 years	Destroy

<b>SECTION: WASTE AND RECYCLING</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Waste Management WR1.0	WR1.1	Contracts and Applicant Information (sealed)		Contract expiry + 12 years	Destroy
	WR1.2	Waste Transfer Notes/ Dockets	Waste & Contaminated Land (NI) Order 1997 (Article 5) (Waste Management- The Duty of Care Code of Practice)	Current + 2 years	Destroy
	WR1.3	Consignment Notes for Hazardous Waste	Hazardous Waste Regulations (NI) 2005	Current + 3 years	Destroy
	WR1.4	Waste Management Licenses		Permanent unless revoked, suspended or surrendered	Permanent retention by the Council
	WR1.5	Records of any waste agreements		Business closure + 1 year	Destroy
	WR1.6	Details of any bulky materials collected by Council		Current + 2 years	Destroy
	WR1.7	Recordings of all Council waste figures		Current + 5 years	Destroy
	WR1.8	Record details of any incidents drivers		Current + 2 years	Destroy
	WR1.9	Waste Management Plan and Waste Policy & Strategy Documents		Permanent	Permanent retention by the Council
	WR1.10	Waste Data Flow Documents & Final Destinations	NILAS	2 years	Destroy
	WR1.11	Grant Claim Information		Date of claim + 6 years	Destroy
	WR1.12	Assisted Lift and 2nd Bin Completed Application Forms		Length of service + 2 years	Destroy
	WR1.13	Waste Disposal / Recycling / Haulage Contracts		Contract expiry + 6 years	Destroy
	WR1.14	Refuse Routes/Collection Details		Until superseded + 2 years	Destroy
	WR1.15	Trade and Commercial Waste Customer Agreement/Details		Termination of agreement + 2 years	Destroy
	WR1.16	Weighbridge Records		Current + 6 years	Destroy
Landfill Management WR2.0	WR2.1	Weighbridge Records		Current + 6 years	Destroy
	WR2.2	Pre-notification		Current + 2 years	Destroy



<b>SECTION: REGENERATION &amp; PLANNING DIRECTOR'S OFFICE</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
General Administration	RP1.0	Correspondence, Postage, Memos, Expenditure		Current + 6 years (financial) 3 years (non-financial)	Destroy
RP Meetings	RP2.0	Agenda, Minutes, Action Lists		3 years	Destroy
Transferring Functions - DOE, DSD, Invest NI	RP3.0	Service Level Agreements, Contracts, Letters of Offers		6 years	Destroy
Hydro	RP4.0	Plans, Maps, Tender information, Financial information, Reports, Legal Documentation, Agenda, Minutes, Progress Reports, Terms of Reference	SEUPB & DFP	Permanent	Permanent retention by the Council
OASIS	RP5.0	Plans, Maps, Tender information, Financial information, Reports, Legal Documentation, Agenda, Minutes, Progress Reports, Terms of Reference	SEUPB	31 Dec 2022	Destroy
Riverside Walk Phase III	RP6.0	Plans, Maps, Tender information, Financial information, Reports, Legal Documentation, Agenda, Minutes, Progress Reports, Terms of Reference	Ulster Wildlife	6 years	Destroy

<b>SECTION: FUNDING AND INVESTMENT</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Funding Unit including internal grant administration FI1.0	FI1.1	Rural Development Programme	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	31 Dec 2021	Destroy (DARD to give written approval to destroy)
	FI1.2	European Sustainable Competitiveness Programme 2007-2013		31 Dec 2022	Destroy (Invest NI to give written approval to destroy)
	FI1.3	Northern Periphery and Arctic Programme		31 Dec 2025	Destroy
	FI1.4	Grants Calls		Payment of final grant + 6 years	Destroy
	FI1.5	Letters of Offer from FODC to various organisations		Payment of final grant + 6 years	Destroy
	FI1.6	Service Level Agreements from FODC to various organisations		Payment of final grant + 6 years	Destroy
	FI1.7	Business Cases Approved		Contract completion + 6 years	Destroy
	FI1.8	Business Cases Declined		Assessment date + 6 years	Destroy
	FI1.9	Feasibility Studies		Current + 6 years	Destroy

<b>SECTION: PLANNING</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Development Management/ Control P1.0	P1.1	Planning Applications – includes outline permission, Reserved matters and full permission	Planning Act (NI) 2011 The Planning Regulations (Northern Ireland) 2015	5 years after closure	Destroy (file and retain a Public Register)
	P1.2	Records associated with Certificates of Alternative Development Value, lawfulness proposed Use/Development, Lawfulness existing Use/Development	Planning Act (NI) 2011 The Planning Regulations (Northern Ireland) 2015	5 years after closure	Destroy (file and retain a Public Register)
	P1.3	Public Register	Planning Act (NI) 2011	Permanent	Permanent retention by the Council
	P1.4	Enforcement Records associated with the execution of Enforcement procedures in relation to Environmental Protection and Built Environment functions	Planning Act (NI) 2011 The Planning Regulations (Northern Ireland) 2015	1 year after closure if no enforcement or legal action taken. 3 years after closure where enforcement or legal action taken. Major cases of significant public interest – transfer to PRONI 5 years after closure	Destroy or Transfer to PRONI
	P1.5	Enforcement Register	Planning Act (NI) 2011 The Planning Regulations (Northern Ireland) 2015	Permanent	Permanent retention by the Council
	P1.6	Advertisements - Applications for consent to display an advertisement	The Planning (Control of Advertisements) Regulations (Northern Ireland) 2015	5 years after last transaction	Destroy
	P1.7	Statutory Charges - Records associated with requests to release a Statutory Charge	The Land Development Values (Compensation) Act NI (1965)	5 years after case closure	Destroy
	P1.8	Enquiries - Pre Application Discussions	The Planning Regulations (Northern Ireland) 2015	5 years after case closure	Destroy

Sub-work Area	Ref.	Example of records	Statutory provisions/ Authority	Retention Period	Action at end of administrative life of record
	P1.9	Request for advice/opinion on development proposals	The Planning Regulations (Northern Ireland) 2015	5 years after case closure	Destroy
Development Plan P2.0	P2.1	Tree Preservation Orders (TPO) Records associated with consents to fell/lop a tree covered by a TPO	The Planning (Trees) Regulations (Northern Ireland) 2015	5 years after case closure	Destroy
	P2.2	TPO Public Register	Planning Act (NI) 2011	Permanent	Permanent retention by the Council
	P2.3	Conservation. Records associated with demolishing within a Conservation Area	The Planning (Conservation Area) Regulations (Northern Ireland) 2015	5 years after demolition	Destroy
	P2.4	Listed Buildings - Hazardous substances on land, work on listed buildings and work on scheduled Monuments	The Planning (Hazardous Substances) Regulations (Northern Ireland) 2015	Permanent	Permanent retention by the Council
	P2.5	Development Plan	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Permanent	Transfer to PRONI
	P2.6	Development Plan - Records associated with all aspects of the process, preparation and publication of development plans from plan initiation to plan adoption stages	The Planning (Local Development Plan) Regulations (Northern Ireland) 2016	10 years	Destroy
Administration P3.0	P3.1	General (CITOS)		2 years	Destroy

<b>SECTION: TOURISM AND ECONOMIC DEVELOPMENT</b>					
<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Sperrin Centre TED1.0	TED1.1	Health and Safety, Continuity Planning		Disposal of property + 6 years	Destroy
Administration TED2.0	TED2.1	General information, correspondence and responses, memos		3 years	Destroy
Strategies TED3.0	TED3.1	Economic Development Strategy, Tourism Development Strategy, Town Centre Masterplan, Visioning Documents, Town And Village Action Plans, Telecomms Doc, Urban Regeneration Strategy		Permanent	Permanent retention by the Council
Meetings - Directorate, Manager, Team TED4.0	TED4.1	Agenda, Minutes, Reports		3 years	Destroy
Economic Development TED5.0	TED5.1	Diary Dates, Advert, Invitation Letters, Presentations, Flyers, Programme, Letters of Thanks		3 years	Destroy
	TED5.2	Databases		Until superseded	Destroy
	TED5.3	Regional Start Initiative, Social Entrepreneurial Programme		Current + 6 years	Destroy
	TED5.4	ERDF Guidelines, Applications, Letters of Offer, Monitoring, Finance, Evaluation		31 Dec 2030	Destroy
	TED5.5	Young Enterprise - Minutes/Reports, Event Information, General Correspondence		Current + 3 years	Destroy
Rural Development TED6.0	TED6.1	ARC north west, SWARD Documentation		31 Dec 2021	Destroy
	TED6.2	RDP 2014-2020		31 Dec 2030	Destroy
Peace IV TED7.0	TED7.1	New Peace IV docs		31 Dec 2030	Destroy
ASPIRE TED8.0	TED8.1	All records including minutes, agendas, databases, Awarding body records, registers, financial records, policies and procedures		31 Dec 2030	Destroy
INTERREG TED9.0	TED9.1	Innovation and Enterprise Programme		31 Dec 2030	Destroy
	TED9.2	New programme documentation, applications		31 Dec 2030	Destroy

<b>Sub-work Area</b>	<b>Ref.</b>	<b>Example of records</b>	<b>Statutory provisions/ Authority</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
Urban Regeneration TED10.0	TED10.1	BiDs, District towns and villages Programme - Application, Letter of Offers, Monitoring and Evaluation, Events		Life of programme + 6 years	Destroy
	TED10.2	DSD Funding Revitalisation Programme - Application, Letter of Offer		Life of programme + 6 years	Destroy
	TED10.3	Urban Regen Strategy - Forum Reports, Minutes, Event details		Life of strategy + 3 years	Destroy
	TED10.4	Village Action Plans - Workshop Details, Consultation Information, Correspondence, statistical info on villages, photographs, plans		Life of plan + 3 years	Destroy
DSD Neighbourhood Renewal TED11.0	TED11.1	Agenda, Minutes, Reports, Progress Reports, Newsletters		3 years	Destroy
Tourism Development TED12.0	TED12.1	Correspondence, events and promotions, product development, minutes, statistical information, marketing and publicity		Current + 6 years	Destroy
	TED12.2	Marketing Plan		Permanent	Permanent retention by the Council
	TED12.3	Product Development: Documents relation to tourism initiatives for example, NRRTI, International Fund Ireland		Current + 6 years	Destroy
	TED12.4	Partnerships: Documents relating to Sperrins Tourism, Western Regional Tourism Partnership etc		3 years	Destroy
Twinning TED13.0	TED13.1	Formal twinning agreement		Permanent	Permanent retention by the Council
	TED13.2	Reports on twinning visits		Current + 6 years	Destroy
	TED13.3	Correspondence, invitations and twinning projects/exchanges		Current + 6 years	Destroy
Funding Programmes TED14.0	TED14.1	Application Forms, Letter of Offer, project records, legal documentation, financial information, general information including correspondence		31 Dec 2030	Destroy



Department of  
**Culture, Arts  
and Leisure**  
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Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí



## Section 10: Signatories

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 20<sup>th</sup> January 1925.

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Fermanagh and Omagh District Council

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Maggie Smith

Deputy Keeper of the Records

Public Record Office of Northern Ireland

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Denis McMahon

Permanent Secretary

Department of Culture, Arts & Leisure