Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Records Retention and Disposal Schedule

July 2026

Records Retention and Disposal Schedule Control

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1: Introduction

The Fermanagh and Omagh district spans approximately 3,000 km^2 and is home to 116,812 people[1]. The district is the largest in Northern Ireland in terms of land mass and the smallest in terms of population, with a population density of 39 people per square kilometre.

Fermanagh and Omagh is primarily rural with only 30% of the population living in the two main towns of Enniskillen and Omagh. A further 7% live in the local towns of Carrickmore, Dromore, Fintona, Irvinestown and Lisnaskea. The 48 villages and small settlements account for a further 16% of the population, with 47% of people living in open countryside.

40 Councillors serve seven District Electoral Areas: Enniskillen, Erne East, Erne North, Erne West, Mid Tyrone, Omagh and West Tyrone.

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

The Council's Vision for Fermanagh and Omagh is of a welcoming, shared and inclusive district, where people and places are healthy, safe, connected and prosperous; and where our outstanding natural, built and cultural heritage is cherished and sustainably managed.

2: Council Records Management Statement

Fermanagh and Omagh District Council (FODC) recognises that its records are part of the cultural and archival heritage and resources of the community it serves and accepts that it has an obligation to ensure that its records are managed effectively, and at least cost, in accordance with legal, operational and information requirements. FODC is committed to fulfilling its responsibilities under the various legal and regulatory frameworks including:

- The Public Records Act (NI) 1923/The Disposal of Documents Order 1925: The Public Records Act (NI) 1923 established PRONI as the place of deposit for public records, created the roles of Keeper and Deputy Keeper of the records as well as defining what public records are. The Disposal of Documents Order 1925 sets out the provisions for the disposal and retention by public authorities of Northern Ireland public records. It provides the legal basis for disposal schedules and sets out the need for public bodies to have an officer who is responsible for their records and information.
- The Data Protection Act 2018/The UK General Data Protection Regulation 2018: Principle 5 requires that personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which it was collected.
- The Freedom of Information Act 2000: The Act requires us to make information available to the public unless specific exemptions apply. The Code of Practice issued under S46 of the Act sets out rules on how we should manage records and information, including responsibilities on all staff to implement the Records Retention and Disposal Schedule.
- The Local Government Act (NI) 2014: Section 44 of the Act requires that following a Council meeting, a copy of the minutes and the agenda be made available to the public.

[1] Census 2021 Statistics

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

This document sets out a commitment to the development of an efficient and effective records management system. Crucial to the success of records management is the development and implementation of a Records Retention and Disposal Schedule.

3: Purpose of the Records Retention and Disposal Schedule

This schedule sets out the retention periods for which the various records created by FODC should be retained, either due to their ongoing administrative value or as a result of statutory requirements. The schedule also sets out the final action to be taken once the retention period has expired and the record ceases to be of administrative use.

This means FODC can 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.

In the event there is a class of records held by FODC which is not identified on the schedule, it is important that these are included in the next iteration of the schedule, or in an addendum to the current schedule. FODC will contact PRONI for advice.

4: What is covered by the Records Retention and Disposal Schedule?

The Records Retention and Disposal Schedule relates to records created, received and maintained for business purposes. It includes all records, regardless of format, including but not limited to, paper files, emails, CCTV recordings, electronic files, databases and photographs.

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

Divergence from the retention schedule may be appropriate in certain exceptional circumstances, e.g., a pending or actual legal action, change of legislation or regulation or legitimate business requirement. Any divergence requires approval from the applicable Director/s and Head of Service/s, and consultation with PRONI.

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

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 FODC, there is no requirement to keep other copies. In all cases, copies of records should not be retained any longer than the period stated in the Records Retention and Disposal Schedule.

5: Categories of Retention / Disposal

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

There are four broad categories of final action:

PRONI Permanent Preservation

Records are transferred to the Public Record Office of Northern Ireland (PRONI) under warrant, where they will be preserved and securely held as Historical Records. Records identified for Permanent Preservation in PRONI will normally transfer under warrant once they have reached 20 years old.

PRONI Appraisal

PRONI Appraisal will determine if certain records are of long-term historical and evidential value.

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

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

Permanent Retention by the Council
This final action should only be used by exception. Records are permanently retained by the Council for administrative or legislative purposes and will be physically or digitally managed in an accessible format within record keeping systems. These records must be reviewed on a regular basis to ensure their ongoing preservation. Any decision to dispose of records in this category can only be done following a revision of the Records Retention and Disposal Schedule, and consultation with PRONI.

Destroy

Records of no lasting administrative/legal value to the public authority and of no long-term historical/research value to PRONI. 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 case, health and safety incident, audit, or FOI case.

6: Operation of the Records Retention and Disposal Schedule

Closing a file

For this Records 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 must 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 Records Retention and Disposal Schedule and indicate on the file the Final Action and date on which it should be carried out.

Applying Final Actions

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 2025 should be retained until 10 October 2030.

Destruction

Destruction of files should take place on a planned basis in line with agreed procedures and should be signed off by a Head of Service or Director. 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 disposals the form in Appendix 1 should be completed and retained.

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 with any supporting codes and regulations.

Directors and Heads of Service/Lead Officers are responsible for understanding the information in their Service Areas:

- What information is held, added and removed;
- How information is moved and disposed of; and
- Who has access to the information and why

The Head of Corporate and Strategic Services:

- is the key point of contact on all information management activities, working closely with Directorates and Service areas to ensure that there is consistency in the management of records;
- will monitor compliance with the Public Records Act and Access to Information legislation, ensuring training is provided to assist with compliance;
- will co-ordinate the drafting of the Records Retention and Disposal Schedule, including reviews and updates.

All members of staff are responsible for:

- managing the information they create, use and hold in accordance with the Council's agreed policies and practices;
- retaining and disposing records in line with the Records Retention and Disposal Schedule;
- documenting their actions and decisions;
- having a working knowledge of the files held in their Service Area; and
- having a basic understanding of data protection and freedom of information legislation.

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

8: Signatories

Fermanagh and Omagh District Council Retention and Disposal 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.

[Signature] Wesley Geddis **[date]** 28 August 2026

XXXX Head of Records Management, Cataloguing and Access, Public Record Office of Northern Ireland, Department for Communties

[Signature] David Huddleston **[date]** 28 August 2026

Director and Deputy Keeper of the Records, Public Record Office of Northern Ireland, Department for Communities

[Signature] Grainia Long **[date]** 10 September 2026

Grainia Long, Permanent Secretary, Department for Communities

L C Horner [date] 11/08/26

Louise Horner, Head of Corporate and Strategic Services, Fermanagh and Omagh District Council

[Signature] Jill Cush **[date]** 11/08/26

Jill Cush, Director of Corporate Services and Governance, Fermanagh and Omagh District Council

[Signature] Alison McCullagh **[date]** 11/08/26

Alison McCullagh, Chief Executive, Fermanagh and Omagh District Council

9. Appendices

Appendix 1: Record of Destruction Form

Appendix 2: Records Retention and Disposal Schedule

Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí

Appendix 1

Record of Destruction

Please consult the Records Retention and Disposal Schedule (RRDS) prior to disposal.

All records should be destroyed in accordance with the schedule unless subject to an information request (FOI, EIR or SAR), in which case the records must be quarantined for three years pending possible appeals, or remain exempt due to an investigation, legal proceedings or audit process.

Destruction method: Confidential Shred/Deletion from electronic folder (please delete as appropriate)

Department			
Service Area			
RRDS Document Ref (if applicable)	**Title of Records** (as per the RRDS)	**Date span** (earliest and latest dates)	**Number of files** destroyed/deleted

I hereby certify that the records described above have been prepared for shredding/shredded/deleted (please delete as appropriate).

Bag tag reference (if applicable):	
Print name:	
Signature:	
	(Head of Service)
Date:	

Fermanagh & Omagh
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Records Retention and Disposal Schedule

Schedule Structure

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Department/Section Area of work Unique reference for the RRDS	e.g. minutes, correspondence Please note these are not definitive lists	Is retention period based on legal, regulatory or business purposes Give relevant legislation	The length of time a record must be kept	Action to occur at the end of the Retention Period

Can only be 1 of these 4 options:
PRONI Permanent Preservation
PRONI Appraisal
Permanent Retention by the Council
Destroy

Glossary

Abbreviation	Stands for:
ATI	Access to Information
BACS	Bankers' Automated Clearing System
BCP	Business Continuity Plan
CADV	Certificate of Alternative Development Value
CCTV	Closed Circuit Television
CEO	Chief Executive's Office
CLT	Corporate Leadership Team
COSHH	Control of Substances Hazardous to Health
CP	Capital Programme
CS	Community Services
CSG	Corporate Services & Governance
CSS	Corporate & Strategic Services
CW	Community & Well-being
DAERA	Department of Agriculture, Environment & Rural Affairs
DEA	District Electoral Area
DECS	Display Energy Certificates
DfE	Department for the Economy
DfC	Department for Communities
DfI	Department for Infrastructure
DPA	Data Protection Act
DS	Democratic Services
DSI	Data Science & Intelligence
EA	Economic Appraisal
ECM	Enniskillen Castle Museums
EDI	Economic Development & Investment
EIA	Environmental Impact Assessment
EIR	Environmental Information Regulations
EP	Environment & Place
EPIG	Emergency Planning Implementation Group
EQIA	Equality Impact Assessment
ERDF	European Regional Development Fund
FEU	Financial End User
FODC	Fermanagh & Omagh District Council
FOIA	Freedom of Information Act
FSA	Food Standards Agency
GDPR	General Data Protection Regulation
GIS	Geographic Information System
H&S	Health & Safety
HMRC	His Majesty's Revenue & Customs
HR	Human Resources
HSCB	Health & Social Care Board
ICT	Information Communication Technology
ISRM	Institute of Strategic Risk Management
LOLER	Lifting Operations and Lifting Equipment Regulations
LOO	Letter of offer
LS	Legal Services
MAC	Marble Arch Caves

MTPAS	Mobile Telecommunication Privileged Access Scheme
MUGA	Multi Use Games Area
NIEA	Northern Ireland Environment Agency
NILAS	Northern Ireland Landfill Allowance Scheme
NILGA	Northern Ireland Local Government Association
NIPSO	Northern Ireland Public Services Ombudsman
NSPCC	National Society for the Prevention of Cruelty to Children
O&M	Operations and Maintenance
ORCS	On-street Residential Chargepoint Scheme
PAD	Pre Application Discussion
PAT	Portable Appliance Testing
PAYE	Pay As You Earn
PCSP	Policing & Community Safety Partnership
PEP	Parks, Estates & Property
PHA	Public Health Agency
PL	Public Liability
PPE	Personal Protective Equipment
PRONI	Public Record Office of Northern Ireland
PROW	Public Right of Way
PSR	Place Shaping & Regeneration
PUWER	Provision and Use of Work Equipment Regulations
R&C	Regeneration & Community
RA	Risk Assessment
RDP	Rural Development Programme
RFQ	Request for Quote
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
ROSPA	Royal Society for the Prevention of Accidents
RP	Regeneration & Planning
RRDS	Records Retention & Disposal Schedule
RS	Regulatory Services
SBNI	Safeguarding Board Northern Ireland
SEFA	Scheme of Emergency Financial Assistance
SEUPB	Special EU Programmes Body
SWAH	South West Acute Hospital
TRPSI	Tackle Rural Poverty & Social Isolation
VAT	Value Added Tax
VEDP	Visitor Experience Development Plan
WCS	Wellbeing & Cultural Services
WGA	Whole of Government Accounts
WHSCT	Western Health & Social Care Trust
WM	Waste Management

Chief Executive's Office

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Administration CEO1.0				
CEO1.1	Correspondence	Business requirement	Current + 6 years	Destroy
Legal CEO2.0				
CEO2.1	Correspondence & Opinions	Business requirement	Current + 6 years	Destroy
Local Government Chief Executive Group CEO3.0				
CEO3.1	Correspondence, Reports, Minutes	Business requirement	Current + 6 years	Destroy
Corporate Leadership Team CEO4.0				
CEO4.1	Agenda, Minutes	Business requirement	Current + 6 years	PRONI Appraisal
Transferring Functions CEO5.0				
CEO5.1	Correspondence re the transfer of functions e.g. Planning, Local Economic and Tourism Development, Off Street parking, Water recreational sites and Community Planning transferred in 2015	Business requirement	Permanent	Permanent retention by the Council

Democratic Services

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Members Services DS1.0				
DS1.1	Members details – contact, bank account, CV, motor docs, insurances	Business requirement	Term + 1 year	Destroy
DS1.2	NILGA Councillor Guide	Business requirement	Until superseded	Destroy
DS1.3	Invites to functions/request for information forms/speeches	Business requirement	Current + 6 years	Destroy
DS1.4	Chairman's diary	Business requirement	Current + 6 years	Destroy
DS1.5	Chairman's receptions database	Business requirement	Current + 6 years	Destroy
DS1.6	Members weekly schedule of meetings	Business requirement	3 years from date of meeting	Destroy
DS1.7	Documentation regarding the use of interpreters/translation by members	Business requirement	Term + 1 year	Destroy
DS1.8	General correspondence regarding Chair/Members support i.e. ordering stationery, Christmas cards, garden party nominees etc.	Business requirement	Current + 6 years	Destroy
DS1.9	Resignations	Business requirement	Termination + 1 year	Destroy
DS1.10	Co-option Records	Business requirement	6 years from co-option	Destroy
DS1.11	Councillors expenses	Business requirement	Current + 6 years	Destroy
DS1.12	Attendance at Conferences, Training and Courses/Members and Staff	Business requirement	Term + 1 year	Destroy
DS1.13	Civic Stock record	Business requirement	Until superseded	Destroy
DS1.14	Civic gifts received Register	Local Government Act (NI) 2014	Current +6 years	Destroy
DS1.15	Declaration of Interest Register	Local Government Act (NI) 2014	Current +6 years	Destroy
Governance DS2.0				
DS2.1	Sealing of Documents Register	Business requirement	Permanent	Permanent retention by the Council
DS2.2	Declaration of hospitality/gifts Register	Local Government Act (NI) 2014	Current +6 years	Destroy
DS2.3	Councillor's Code of Conduct	Business requirement	6 years	Destroy
DS2.4	Code of Conduct – Breach response	Date report issued or completion of court proceedings/disciplinary process	1 year	Destroy
Council and Committee				

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Meetings DS3.0				
DS3.1	Council and Committee Minute Master Copies	Local Government Act (NI) 2014	20 years from date of meeting	PRONI Permanent Preservation
DS3.2	Council and Committee Minute Video/Audio	Local Government Act (NI) 2014	6 years from date of meeting (removed from the website after 2 years)	Destroy
DS3.3	Council and Committee Agendas	Local Government Act (NI) 2014	20 years from date of meeting	PRONI Appraisal
DS3.4	Committee Reports	Local Government Act (NI) 2014	20 years from date of meeting	PRONI Appraisal
DS3.5	Record of Attendance	Local Government Act (NI) 2014	3 years from date of meeting	Destroy
DS3.6	D'Hondt Allocations	Local Government Act (NI) 2014	6 years from date of meeting	Destroy
DS3.7	Election of Chair, Acceptance of office forms	Local Government Act (NI) 2014	6 years from date of meeting	Destroy
DS3.8	Correspondence, Action Sheets and associated papers, indexes	Local Government Act (NI) 2014	Current + 6 years	Destroy
DS3.9	Draft minutes and administrator's notes	Local Government Act (NI) 2014	None	Destroy
Civic and Ceremonial DS4.0				
DS4.1	Information relating to ceremonial events such as visiting dignitaries, will include photos, visitor books	Business requirement	Permanent	Permanent retention by the Council
DS4.2	Visitor Books	Business requirement	Permanent	Permanent retention by the Council
DS4.3	All information relating to the organisation of Civic/Ceremonial events	Business requirement	Current + 6 years	Destroy
DS4.4	Chain of Office and associated documents	Historical value	Permanent	Permanent retention by the Council
Elections DS5.0				
DS5.1	Nomination papers, Candidates Consent Form	Rule 12 (5) and (6) Electoral Law Act (NI) 1962	Election Date + 1 year	Destroy
DS5.2	Statement of Persons Nominated	Rule 12 (5) and (6) Electoral Law Act (NI) 1962	Until the next election	Destroy
DS5.3	Declaration of Appointment of Election Agent	Rule 60 Electoral Law Act (NI) 1962	Election Date + 1 year	Destroy
DS5.4	Counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered), spoilt ballot papers and used tendered ballot papers. Ballot paper accounts,	Rule 60 Electoral Law Act (NI) 1962	Election Date + 1 year	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
	statements of rejected ballot papers and verification statements, completed corresponding number lists, statement as to postal ballot papers per DEA			
DS5.5	Certificate of Employment	Rule 60 Electoral Law Act (NI) 1962	Election Date + 1 year	Destroy
DS5.6	Staff Payments including Income Tax form	HMRC Rules and Regulations	Current + 6 years	Destroy
DS5.7	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
DS5.8	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 Area Electoral Office retains the register	Destroy
DS5.9	Results per DEA	Business requirement	Permanent Retention	Permanent Retention by the Council

Director of Community & Wellbeing

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Erne Hospital Site Partnership CW1.0				
CW1.1	Agenda, minutes, correspondence	Historical value	Permanent	Permanent retention by the Council
Fracking CW2.0				
CW2.1	Complaints, petitions, correspondence, press clippings, meetings	Legal reasons	Permanent	Permanent retention by the Council
Gas to West CW3.0				
CW3.1	Agenda, minutes, correspondence	Business requirement	Current + 6 years	Destroy
Investing for Health CW4.0				
CW4.1	Agenda, minutes, correspondence	Business requirement	Current + 6 years	Destroy
Youth Action NI CW5.0				
CW5.1	Agenda, minutes, correspondence	Business requirement	Current + 6 years	Destroy
Sligo/ Enniskillen Route (N16/A4) CW6.0				
CW6.1	General, Donegal Railway correspondence	Legal reasons	Permanent	Permanent retention by the Council
Strategic Projects CW7.0				
CW7.1	MUGAs in villages	Business requirement	Current + 6 years	Destroy
Heads of Service Meetings CW8.0				
CW8.1	Agenda, Minutes	Business requirement	Current + 6 years	Destroy
Western Integrated Care Partnerships CW9.0				
CW9.1	Agenda, Minutes	Business requirement	Current + 6 years	Destroy
General Administration CW10.0				
CW10.1	Correspondence, Reports, Action Lists	Business requirement	Current + 6 years	Destroy

Community Services

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Community Support/ Development CS1.0				
CS1.1	Letters, Minutes, General Correspondence, Community Group information	Business requirement	Current + 6 years	Destroy
CS1.2	Community databases	Business requirement	Updated as required	Destroy
DfC Funding- community support CS2.0				
CS2.1	Community Support letter of offer and Claims to DfC for Programme Expenditure	DfC funding requirement	7 years from last payment to group	Destroy
DfC funding- Community Festivals CS3.0				
CS3.1	DfC Letter of Offer, claims and report	DfC funding requirement	7 years from last payment	Destroy
Good Relations CS4.0				
CS4.1	LOO, Claims, correspondence, reports	TEO Letter of offer	7 years from last payment or as dictated by funder	Destroy
Social Investment Fund CS5.0				
CS5.1	LOO, Claims, correspondence, reports	TEO funding requirement	7 years from programme close	Destroy
Community Centres CS6.0				
CS6.1	Correspondence	Business requirement	Current + 6 years	Destroy
PCSP CS7.0				
CS7.1	Policies & Procedures		See CSS9.0	
CS7.2	Standing Orders, Code of Practice	Business requirement	Current + 6 years	Destroy
CS7.3	Local Policing Plans - Performance Indicators and Monitoring Accounts/Budgets	Business requirement	Current + 6 years (held permanently by PSNI)	Destroy
CS7.4	Finance relating to funding for other groups	Business requirement	Current + 6 years	Destroy
CS7.5	LOOs, Grants/Funding payments	The Justice Act (NI) 2011, Code of Practice for the Exercise of Functions	Current + 6 years	Destroy
CS7.6	Equality Schemes and associated information	The Northern Ireland Act 1998: Section 75	Permanent	Permanent retention by the Council

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
CS7.7	PCSP Members – personal information, i.e. attendance records, training etc	Business requirement	Current + 6 years	Destroy
CS7.8	General Correspondence	Business requirement	Current + 6 years	Destroy
CS7.9	Community Safety Warden Action Plan and Log Sheets	Business requirement	Current + 6 years	Destroy
CS7.10	Omagh Safer Streets Service Level Agreement	Business requirement	7 years from final payment to Omagh Safer Streets	Destroy
CS7.11	Neighbourhood Watch applications and Coordinators details	Business requirement	Current + 6 years	Destroy
CS7.12	Minutes - PCSP & Policing Committee Meetings	The Justice Act (NI) 2011, Code of Practice for the Exercise of Functions	Current + 6 years	PRONI Appraisal
CS7.13	PCSP Annual Report	Business requirement	Current + 6 years	PRONI Permanent Preservation
Sports Development CS8.0				
CS8.1	Public Health Agency Programmes - forms, reports, etc	Dictated by funder	10 years from the occurrence or last entry or until the patient's 25th birthday whichever is later	Destroy
CS8.2	Public Health Agency Programmes - personal information	Business requirement	Lifetime of the programme	Destroy
CS8.3	External projects sports groups, community groups, Local Authority/ National Organisations - Correspondence and Promotional Material	Business requirement	Current + 6 years	Destroy
CS8.4	Service Level Agreements – Grant Awards, Contracts	The Limitation (NI) Order 1989	Contract expiry date + 6 years	Destroy
CS8.5	Programmes - Financial Information, Project Reports, Letters of Offer	Business requirement	Current + 6 years unless funding body requests other	Destroy
CS8.6	Meetings – Agenda, minutes, correspondence	Business requirement	Current + 6 years	Destroy
CS8.7	Fermanagh Omagh Sports Forum: Grant, Bursary, Gold Card - Minutes of meetings, applications, letters of offer, score matrix, Nominations, Correspondence	Business requirement	Current + 6 years	Destroy
CS8.8	Grants paid out by Council	Business requirement	7 years from last payment	Destroy
CS8.9	Leisure & Recreation and other Strategies	Business requirement	Current + 6 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Countryside Recreation CS9.0				
CS9.1	Access to the Countryside - Maps, Upgrading relating to PROW, Way-marked Ways, etc, Permissive Path Agreements, GIS mapping of PROWs	Access to the Countryside NI Order 1983	Permanent	Permanent retention by the Council
CS9.2	Access to the Countryside - Outdoor Recreation Action Plan Consultation	Access to the Countryside NI Order 1983	Current + 6 years	Destroy
CS9.3	Programmes/Events/ Activities	Access to the Countryside NI Order 1983	Event closure + 7 years	Destroy

Regulatory Services

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Departmental RS1.0				
RS1.1	Administration	Business requirement	Current + 6 years	Destroy
RS1.2	Various Funded Projects/Surveys - Agreements, Records, etc.	FSA/PHA	Current + 6 years	Destroy
RS1.3	Policies		See CSS9.0	
Food Control RS2.0				
RS2.1	Investigations, Inspections, Monitoring, Infectious Disease, Returns & Statistics	Chapter 2, Paragraph 16.2 of the Food Standards Agency Framework Agreement	Current + 6 years unless legal proceedings ongoing	Destroy
RS2.2	Food Premises Register	Article 10(2) of Regulation (EU) 2017/625	Permanent	Permanent retention by the Council
Environmental Protection RS3.0				
RS3.1	Investigations, Inspections, Monitoring, Returns & Statistics	The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013, The Clean Neighbourhoods and Environment Act (NI) 2011	Current + 6 years unless legal proceedings ongoing	Destroy
RS3.2	Planning Consultation responses, nuisance investigations, etc.	Business requirement	Current + 6 years (longer re major issues)	Destroy
RS3.3	Contaminated land information	The Waste and Contaminated Land (NI) Order 1987	Permanent	Permanent retention by the Council
Consumer Safety/Health Improvement RS4.0				
RS4.1	Investigations, Inspections, Monitoring, Returns & Statistics	The Health and Safety at Work (NI) Order 1978	Current + 6 years unless legal proceedings ongoing	Destroy
Health & Safety RS5.0				
RS5.1	Investigations, Inspections, Monitoring, Returns & Statistics	Business requirement	Current + 6 years unless legal proceedings ongoing	Destroy
RS5.2	Sports Ground Safety Certificates	The Safety of Sports Grounds (NI) Order 2006	Permanent	Permanent retention by the Council
RS5.3	Cooling Tower Registers	The Cooling Towers and Evaporative Condensers Regulations (NI) 1994	Permanent	Permanent retention by the Council
RS5.4	Accident Investigations - Child (under 18 years of age)	Business requirement	Current + 6 years, or until individual is 21 years old, whichever is the greatest)	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
RS5.5	Accident investigations - Adult	Business requirement	Current + 6 years	Destroy
Public Health RS6.0				
RS6.1	Investigations, Inspections, Monitoring, Public Health Grants, Abatement Notices, Flooding Incidents DOE Scheme, Returns & Statistics	The Private Tenancies (NI) Order 2006	Current + 6 years unless legal proceedings ongoing	Destroy
RS6.2	Exhumations, Private Tenancy Order and Rent Order documents including Inspection Records Public health funeral info	The Public Health (Ireland) Act 1878 Part III, The Burial Grounds Regulations (NI) 1992, The Local Authorities Cemeteries Order 1977, The Health and Safety at Work (NI) Order 1978, The Management of Health and Safety at Work Regulations (NI) 2000, The Private Tenancies (NI) Order 2006 The Rent (NI) Order 1978	Permanent	Permanent retention by the Council
Regulation of Investigatory Powers Act RS7.0				
RS7.1	Investigations, Inspections, Monitoring	Business requirement	6 years from the cancellation of RIPA authorisation	Destroy
Tobacco Control RS8.0				
RS8.1	Investigations, Inspections, Monitoring	The Smoking (NI) Order 2006	Current + 6 years unless legal proceedings ongoing	Destroy
Building Control Regulations RS9.0				
RS9.1	Building Regulations – Applications, Plans, Approval/Rejection Certificates, Inspection records, Completion certificates, Validation forms, letters etc. and Unauthorised Works	Building Regulations (NI) Order 1979 The Building Control Regulations (NI) 2012 The Building Control Performance Standards 2017	Permanent	Permanent retention by the Council
RS9.2	Dangerous structures - Investigation reports, notice of enforcement	The Towns Improvement (Ireland) Act 1854 – Section 39 Incorporating The Towns Improvement Act 1847 Section 75, The Public Health Acts Amendment 1907 The Building Control Regulations (NI) 2012	Permanent	Permanent retention by the Council

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
		The Building Control Performance Standards 2017		
RS9.3	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 (As amended) The Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016	Current + 6 years	Destroy
RS9.4	Property Certificates (Computer Records)	Business requirement	Permanent	Permanent retention by the Council
RS9.5	Property Search/Enquiry	Business requirement	Permanent	Permanent retention by the Council
RS9.6	Street Naming and Numbering (including Dual Language Signage)	The Local Government (Misc Provisions) (Northern Ireland) Order 1985 The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 11, Street Names and Numbering of Buildings	Permanent	Permanent retention by the Council
RS9.7	Other Language Signage Survey Return Forms and Electoral Register information	The Local Government (Misc Provisions) (Northern Ireland) Order 1985 The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 11, Street Names and Numbering of Buildings	1 year	Destroy
Licensing RS10.0				
RS10.1	Entertainment Licences - Applications received and all administration relating to the grant / refusal / renewal	Local Government (Misc Provisions) (NI) Order 1985 The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 2, Licensing of Places of Entertainment	Current + 6 years unless case pending	Destroy
RS10.2	Amusement Permits - Applications received and all administration relating to the grant / refusal / renewal	The Betting, Gaming, Lotteries and Amusement (NI) Order 1985	Current + 6 years unless case pending	Destroy
RS10.3	Cinema Licences - Applications received and all administration relating to the grant / refusal / renewal	Cinemas (NI) Order 1991	Current + 6 years unless case pending	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
RS10.4	Societies Lotteries - Applications received and all administration relating to the grant / refusal / renewal	Betting, gaming, Lotteries and Amusement (NI) Order 1985	Current + 6 years unless case pending	Destroy
RS10.5	Petroleum Licences - Applications received and all administration relating to Investigations / Inspections / Monitoring Returns / Statistics / granting, refusal or renewal of licence	Petroleum (Consolidation) Act (NI) 1929, Health & Safety at Work (NI) Order 1978, The Dangerous Substances and Explosives Explosive Atmospheres Regulations 2002	Permanent	Permanent retention by the Council
RS10.6	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	Current + 1 year unless case pending	Destroy
RS10.7	Dangerous Dogs	Business requirement	Permanent	Permanent retention by the Council
RS10.8	Street Trading Licences - Applications received and all administration relating to the grant / refusal / renewal	Street Trading Act (NI) 2001	Current + 6 years unless case pending	Destroy
RS10.9	Caravan Site Licences - Applications received and all administration relating to the grant / refusal / renewal	Caravans Act (NI) 1963 The Caravans Act (NI) 2011	Current + 6 years unless case pending	Destroy
RS10.10	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
RS10.11	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
RS10.12	Instruction to remove vehicle forms & Abandoned Vehicle Notice Book	The Pollution Control & Local Government (NI) Order 1978	5 years from date of issue	Destroy
RS10.13	Applications received and all correspondence relating to the grant/refusal/renewal of a Sex Establishment Licence	Local Government (Misc Provisions) (NI) Order 1985	Current + 6 years unless case pending	Destroy
RS10.14	Street Drinking Prosecutions Child	Street Drinking Bye-Law	6 years after they become 18 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
	(under 18 years of age) - PSNI Statements and prosecution records / Investigations / Inspections / Monitoring, Returns and Statistics.			
RS10.15	Street Drinking Prosecutions Adult - PSNI Statements and prosecution records / Investigations / Inspections / Monitoring, Returns and Statistics.	Street Drinking Bye-Law	6 years from case closure	Destroy
RS10.16	Clean Neighbourhood Prosecutions Child (under 18 years of age)	Business requirement	6 years after they become 18 years	Destroy
RS10.17	Clean Neighbourhood Prosecutions Adult	Business requirement	6 years from case closure	Destroy
RS10.18	Registers of Licences/Permits/Lotteries/ Breeding Establishments	Business requirement	Permanent	Permanent retention by the Council
Animal Welfare RS11.0				
RS11.1	Monitoring, Inspection and Financial	Animal Welfare Act (NI) 2011	Current + 6 years	Destroy
RS11.2	Statistics	DAERA	5 years from submission of claim to DAERA	Destroy
RS11.3	Correspondence	Business requirement	Current + 6 years	Destroy
RS11.4	Prosecution Cases	Business requirement	End date of ban + 6 years	Destroy
RS11.5	Disposal Orders	Business requirement	Date of disposal + 6 years	Destroy
RS11.6	Formal Cautions	Business requirement	Date of caution + 6 years	Destroy
RS11.7	DAERA financial records re funding	DAERA	7 years from date of last entry	Destroy

Wellbeing & Cultural Services

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Departmental WCS1.0				
WCS1.1	Meeting Minutes: · Working Groups · Internal Meetings	Business requirement	Current + 6 years	Destroy
WCS1.2	Financial · Credit Card · Income Receipts		See F1.0	
WCS1.3	Legal: · Contract of Services	Business requirement	Contract expiry date + 6 years	Destroy
WCS1.4	Communications & PR · Press Releases · Adverts · Media Reports · You Tube Videos	Business requirement	3 years from date of issue	Destroy
Facilities Enniskillen Castle Museum; Marble Arch Caves; Ardhowen; Strule Arts Centre WCS2.0				
WCS2.1	Meetings e.g. Working Groups Development & Team Meeting	Business requirement	3 years from date of meeting	Destroy
WCS2.2	Databases Customer Booking information; Performers; Hirers;	Business requirement	Inactivity + 6 years	Destroy
WCS2.3	Collections Management System; Records of artefacts/archive	The Museums (NI) Order 1982	Permanent	Permanent Retention by the Council
WCS2.4	Statistical Information	Business requirement	Current + 3 Years	Destroy
WCS2.5	Communications & PR - Press Releases, Adverts, Media Reports	Business requirement	3 years from date of issue	Destroy
WCS2.6	Programmes	Business requirement	Permanent	Permanent retention by the Council
WCS2.7	Visitor Books (with exception of ECM & MAC/ MACGG)	Business requirement	3 years from date of last entry	Destroy
WCS2.8	Visitor Books (ECM & MAC/ MACGG)	Business requirement	Permanent	Permanent retention by the Council
WCS2.9	Photos/Slides & Photographic Consent		See CSS8.0	
WCS2.10	Health & Safety - Risk Assessments		See CSS3.1	
WCS2.11	Health & Safety - Noise Assessments		See CSS3.3	
WCS2.12	Fire Log Book		See CSS3.17	
WCS2.13	Equipment User Guides & Manuals	Business requirement	Lifetime of Equipment	Destroy
WCS2.14	Specialist Equipment Training Records	Business requirement	Lifetime of Equipment	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
WCS2.15	Contractor Details	Business requirement	Lifetime of Contract/Equipment	Destroy
WCS2.16	Performers Database/Payments	Business requirement	Retain for Reconciliation & Payment Only	Destroy
WCS2.17	Room Hire Records	Business requirement	Current + 2 Years	Destroy
WCS2.18	Meeting Minutes, Agendas etc	Business requirement	Current + 6 years	Destroy
Development / Capital Projects WCS3.0				
WCS3.1	Applications, Letters of Offer, Legal Papers, Meetings notes, Project associated documentation, e.g. Development Plan, Project specific paperwork	Business requirement	Payment of final drawdown + 6 years, unless otherwise requested by funder	Destroy
Geopark WCS4.0				
WCS4.1	Geopark Accreditation Records	Business requirement	Current + 5 years	PRONI Appraisal
WCS4.2	Geopark Image bank		See, CSS8.0	
WCS4.3	Geopark Business Plan	Business requirement	Current + 5 years	PRONI Appraisal
WCS4.4	HNR Funding claims and tenders	LOO Requirement	31 December 2025	Destroy
WCS4.5	Border Uplands funded projects	LOO Requirement	31 December 2025	Destroy
WCS4.6	Breffni funded projects	LOO Requirement	31 December 2023	Destroy
WCS4.7	Interreg VB Drifting Apart	LOO Requirement	31 December 2027	Destroy
WCS4.8	Interreg Atlantic Project	LOO Requirement	31 December 2032	Destroy
Leisure Centres WCS5.0				
WCS5.1	Bookings- Legend	Business requirement	Current + 2 years	Destroy
WCS5.2	Bookings – Paper copies	Business requirement	Current + 6 years	Destroy
WCS5.3	Brochures, Programs, Advertising, etc	Business requirement	Permanent	Permanent retention by the Council
WCS5.4	Chemical Stock Control/Consumption	H&S at Work Order 1978	3 years date of record	Destroy
WCS5.5	Contractor Details	Business requirement	Life on contract + 1 year	Destroy
WCS5.6	Customer Details	Business requirement	Termination of membership + 1 year or until superseded Software will be permanent	Destroy
WCS5.7	Customer Focus Group Minutes	Business requirement	1 year from date of meeting	Destroy
WCS5.8	Daily Booking Sheets	Business requirement	Current + 1 year	Destroy
WCS5.9	Diary of Events	Business requirement	Current + 3 years	Destroy
WCS5.10	Emergency Lighting Tests, Electrical Inspection, PAT test		See CSS3.19	

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
WCS5.11	Equipment Asset Register	Business requirement	Permanent	Permanent retention by the Council
WCS5.12	F Gas Regulation Record	Business requirement	5 years	Destroy
WCS5.13	Licensing: Entertainment, Performance Rights and TV	Business requirement	Current + 2 years	Destroy
WCS5.14	Normal Operating Procedures/Policies/Codes of Practice, etc (All areas A-Z)	ISRM, ROSPA, Internal etc.	Until superseded or no longer required/relevant	Destroy
WCS5.15	Internal meetings – staff, customers	Business requirement	6 years from date of meeting	Destroy
WCS5.16	Photographic Permissions		See CSS8.0	
WCS5.17	Photographs		See CSS8.0	
WCS5.18	Pool Plant Daily Records and water testing and lab reports	Business requirement	3 years from date of test	Destroy
WCS5.19	Programme Documentation	Business requirement	Until superseded + 2 years	Destroy
WCS5.20	Pool Temperature Monitoring	Business requirement	3 years from date of test	Destroy
WCS5.21	Fire Logbook		See CSS3.17	
WCS5.22	Daily Inspections	Business requirement	5 years from date of inspection	Destroy
WCS5.23	Incident/Accident Reports - adult	Business requirement	3 years from file closure	Destroy
WCS5.24	Incident/Accident Reports - child	Business requirement	Until individual becomes 21 years, unless case pending	Destroy
WCS5.25	Cleaning records	Business requirement	6 years from date of record sheet	Destroy
WCS5.26	Staff Training	Business requirement	Until superseded or no longer required/relevant	Destroy
WCS5.27	Risk Assessments	Business requirement	6 years from date of assessment	Destroy
WCS5.28	Stock	Business requirement	3 years from end of the relevant financial year	Destroy
Museum & Heritage Service (including Fermanagh Visitor Information Centre) WCS6.0				
WCS6.1	General visitor information (tourism, heritage and genealogy) including "what's on" and accommodation	Business requirement	Review annually for accuracy	Destroy
WCS6.2	Statistical information-visitor information	Business requirement	Permanent	Permanent retention by the Council

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
WCS6.3	Archaeological records and features	Museums, Libraries and Archives Accreditation Scheme	Permanent	Permanent retention by the Council
WCS6.4	Local history reference material and contextual research	Museums, Libraries and Archives Accreditation Scheme	Permanent	Permanent retention by the Council
WCS6.5	Museum Collections	Museums, Libraries and Archives Accreditation Scheme	Permanent	Permanent retention by the Council
WCS6.6	Management documentation, e.g. Museum Accession Registers, Donations, Entry Forms, Loans & Disposals	Museums, Libraries and Archives Accreditation Scheme	Permanent	Permanent retention by the Council
WCS6.7	Minutes of Castle Committee Meetings and Museum Friends	Business requirement	Current + 6 years	PRONI Appraisal
WCS6.8	Museum & Heritage Service Policy		See CSS9.1	
WCS6.9	Museum & Heritage Service Procedures	Business requirement	Until superseded or no longer required/relevant	Destroy
WCS6.10	Financial – Grant Applications, Financial Information, Project Reports, Letters of Offer	Business requirement	Current + 6 years unless funding body requests other	Destroy
Events WCS7.0				
WCS7.1	FODC Corporate Events & Festivals (All Council run events, Event Plans, Health and Safety, Risk Assessment, Financial Information, Contracts, Contacts Participants Information etc.)	Business requirement	Current + 6 years	Destroy
WCS7.2	3rd Party Events & Festivals (Event Plans, Health and Safety, Risk Assessment, Financial Information, Contracts, Contacts Participants Information etc.)	Business requirement	Current + 6 years	Destroy
WCS7.3	3rd Party Events & Festival	The Limitation (NI) Order 1989	Current + 6 years	Destroy
WCS7.4	Sponsorship Agreements and LOO, Service Level Agreements etc	DfC requirement for Community Festivals Fund funding	7 years from last payment or as dictated by funder	Destroy
WCS7.5	Event files	Business requirement	Current + 6 years	Destroy
WCS7.6	Working Groups (Safety Advisory Group, Events Strategy Working Group, Events & Festivals Forum etc)	Business requirement	3 years from date of meeting	Destroy
WCS7.7	DfC Letter of Offer, claims and reports	Business requirement	7 years from last payment or as dictated by funder	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Theatres - Ardhowen Theatre and Strule Arts Centre WCS8.0				
WCS8.1	Budgetary Control	Business requirement	Current year + 6 years	Destroy
WCS8.2	Performance Payments		See F1.0	
WCS8.3	Front of House Volunteers database	Business requirement	Until superseded or no longer required/relevant	Destroy
WCS8.4	Event files	Business requirement	Current + 6 years	Destroy
WCS8.5	Minutes of Meetings, agendas	Business requirement	Current + 6 years	Destroy
WCS8.6	Policies and Procedures		See CSS9.0	
WCS8.7	COSHH Assessments		See CSS3.2	
WCS8.8	Noise Assessments		See CSS3.3	
WCS8.9	Training matrix	Business requirement	Current + 6 years	Destroy
WCS8.10	Photographic Permissions		See CSS8.0	
WCS8.11	Client Database - Ticketsolve	Business requirement	Review monthly (Customers deleted if inactive for 5 years)	Destroy
WCS8.12	Ticket Sales	Business requirement	Current + 6 years	Destroy
WCS8.13	Press Releases/Adverts	Business requirement	3 years from date of release	Destroy
WCS8.14	Media reports		See CSS8.6	
WCS8.15	Risk Assessments - General, Manual Handling, Work at Height, PPE, Fire		See CSS3.1	
WCS8.16	Legionella Survey / RA		See CSS3.5	
WCS8.17	Specialist Equipment Training	Business requirement	Lifespan of Equipment	Destroy
Marble Arch Caves WCS9.0				
WCS9.1	Radon Monitoring		See CSS3.18	
WCS9.2	Financial Records		See F1.0	
WCS9.3	Development Plans	Business requirement	Current + 5 years	PRONI Appraisal
WCS9.4	Security inc. alarm information	Business requirement	Lifetime of equipment	Destroy
WCS9.5	Visitor Books & Statistics	Business requirement	Permanent	Permanent retention by the Council
WCS9.6	Environmental Records	Business requirement	Permanent	Permanent retention by the Council
WCS9.7	Marble Arch Caves Conservation Plan	Business requirement	Current + 5 years	PRONI Appraisal
WCS9.8	Photos, Slides		See CSS8.0	

Director of Corporate Services & Governance

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Corporate CSG1.0				
CSG1.1	Corporate Service & Governance Directorate Meetings	Business requirement	Current + 6 years	Destroy
CSG1.2	General Correspondence	Business requirement	Current + 6 years	Destroy

Corporate & Strategic Services

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Access Inclusion CSS1.0				
CSS1.1	Access Advisory Group Database Contact Details – name/ email address	Business requirement	Current + 2 years	Destroy
CSS1.2	Access & Inclusion Advisory Group Meetings Agenda and Action Notes	Business requirement	Current + 6 years	Destroy
CSS1.3	Public Health Agency Funding Letters of Offer, Monitoring Forms	Business requirement	Current + 6 years unless funding body requests other	Destroy
CSS1.4	DfC Access & Inclusion Programme Letters of Offer, Monitoring and Claim Forms	Business requirement	Held for a minimum period of not less than 7 years (10 for tender documents)	Destroy
CSS1.5	Risk Assessment for workshops and events	Health and Safety at Work Order 1978	Until superseded + 3 years	Destroy
Consultations CSS2.0				
CSS2.1	FODC Consultations – responses and reports	Business requirement	Current + 6 years	Destroy
CSS2.2	External organisations' consultation – FODC responses	Business requirement	Current + 6 years	Destroy
Corporate Health & Safety CSS3.0				
CSS3.1	Risk Assessments - General, Manual Handling, Work at Heights, Confined Space, Fire, PPE	Health and Safety at Work Order 1978, The Fire Precautions (Workplace) Regulations (NI) 2001, The Fire Safety Regulations (NI) 2010, The Management of Health and Safety at Work Regulations (NI) 2000	Current + 6 years	Destroy
CSS3.2	COSHH Assessments	Health and Safety at Work Order 1978	Current + 6 years	Destroy
CSS3.3	Noise Assessments and Vibration Assessments	Health and Safety at Work Order 1978	40 years from date assessment completed	Destroy
CSS3.4	Display Screen Equipment Assessments	Health and Safety at Work Order 1978, The Management of Health and Safety at Work Regulations (NI) 2000	Current +3 years	Destroy
CSS3.5	Legionella Survey	Health and Safety at Work Order 1978 Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003	Current + 6 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
CSS3.6	Asbestos Survey	The Control of Asbestos Regulations (NI) 2012	40 years from date survey conducted	Destroy
CSS3.7	Written Safe System of Work (SSoW)	The Management of Health and Safety at Work Regulations (NI) 2000	Current + 6 years	Destroy
CSS3.8	Health & Safety Inspection Records	Health and Safety at Work Order 1978	Current +3 years	Destroy
CSS3.9	Health & Safety Audit Reports	Health and Safety at Work Order 1978	Current + 6 years	Destroy
CSS3.10	Statutory Health & Safety Inspections - insurers related	Health and Safety at Work Order 1978 LOLER and PUWER	Lifetime of plant/vehicle + 3 years	Destroy
CSS3.11	Material Safety Data Sheets supplied with each hazardous material	Health and Safety at Work Order 1978 Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003	Current +3 years	Destroy
CSS3.12	Corporate Health & Safety Policy	Health and Safety at Work Order 1978	See CSS9.1	Destroy
CSS3.13	Details of incidents, accident/Incident data and RIDDOR reports, witness statements, previous complaints - adult	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997, The Health and Safety at Work (NI) Order 1978, The Management of Health and Safety at Work Regulations (NI) 2000	6 years from file closure	Destroy
CSS3.14	Details of incidents, accident/Incident data and RIDDOR reports, witness statements, previous complaints - child	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997, The Health and Safety at Work (NI) Order 1978, The Management of Health and Safety at Work Regulations (NI) 2000	Until individual turns 21	Destroy
CSS3.15	Details relating to incidents involving asbestos or other hazardous substances	Control of Asbestos Regulations (NI) 2012	40 years since date of incident	Destroy
CSS3.16	Health & Safety meetings –minutes, etc	(2) The Health and Safety at Work (NI) Order 1978	Current + 6 years	Destroy
CSS3.17	Health & Safety Monthly Reports	Health and Safety at Work Order 1978	3 years from date reported to Corporate Leadership Team	Destroy
CSS3.18	Fire Logbooks	Health and Safety at Work Order 1978/ Fire Regulations	3 years from last entry	Destroy
CSS3.19	Radon monitoring	Health and Safety at Work Order 1978	Permanent	Permanent retention by the Council
CSS3.20	Emergency Lighting Tests, Electrical Inspection, PAT test	Business requirement	3 years from date of test	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Customer Services CSS4.0				
CSS4.1	Customer Services Strategy and Action Plan	Business requirement	See CSS9.2	Destroy
CSS4.2	Customer Satisfaction Surveys - responses	Business requirement	Completion of analysis of responses	Destroy
CSS4.3	Customer Satisfaction Surveys - analysis	Business requirement	Current + 6 years	Destroy
CSS4.4	Customer Charter	Business requirement	See CSS9.2	Destroy
CSS4.5	Customer Services Sheets	Business requirement	Current + 5 years	Destroy
Emergency Planning CSS5.0				
CSS5.1	Internal Emergency Response Plans e.g., Integrated Emergency Management Plan, Cyber Incident Response Plan, Pandemic Plan.	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Until superseded	Destroy
CSS5.2	External Emergency Response Plans e.g., Multi Agency Severe Weather Plan, Multi Agency Support Centre Protocol.	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Until superseded	PRONI Appraisal
CSS5.3	Business Continuity Plans	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Reviewed 6 monthly	Destroy
CSS5.4	Activities that report on all minor incidents in the local community and post emergency debriefing e.g., action/decision logs, M/ETHANE reports, records relating to the management of minor incidents by the Emergency Management Team, debrief reports, assistance requests.	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	6 years (minor) from date report was completed A minor incident is a smaller event managed locally under normal operations or business continuity capabilities	Destroy
CSS5.5	Activities that report on all major incidents in the local community and post emergency debriefing e.g., action/decision logs, M/ETHANE reports, records relating to the management of major incidents by the Emergency Management Team,	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	21 years (major) from the date report was completed A major incident is beyond the scope of normal operations of business-as usual and is likely to involve serious harm, damage or	PRONI Appraisal

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
	debrief reports, assistance requests.		risk to human life or welfare, essential services, the environment or the security of the UK	
CSS5.6	Action notes/reports of internal Emergency Management Team Emergency Planning groups and subgroups e.g., EPIG, Emergency Management Team, Cyber Incident Response Team.	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	6 years from date of meeting	Destroy
CSS5.7	Bank Forms & guidance in relation to emergencies e.g., SEFA documentation	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Until superseded	Destroy
CSS5.8	Contact details relating to FODC staff and multi-agency partner organisations in relation to emergency response e.g., Council Emergency Phone Information Pack, Multi Agency Contacts Directory, Community Resilience Contacts, MTPAS.	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Reviewed annually	Destroy
CSS5.9	Memorandums of Understanding, Mutual Aid Agreements.	(1) The Civil Contingencies Act 2004 (2) The NI Civil Contingencies Framework	Reviewed annually	Destroy
CSS5.10	COVID related information - meeting notes, reports, working arrangements, etc	Business requirement Held indefinitely as per DfC comms	Permanent	Permanent retention by the Council
Equality & Rural Needs CSS6.0				
CSS6.1	Equality Scheme • Approved Scheme • Five Year Review • Training in line with legislation	The Northern Ireland Act 1998: Section 75	Permanent – in line with legislation	Permanent retention by the Council
CSS6.2	Complaints / Investigations	Business requirement	6 years from date complaint was closed, or in exceptional cases (e.g. where a case involves legal action) up to 21 years	Destroy
CSS6.3	Equality and Disability Action Plans	Disability duties under Section 49A of The Disability Discrimination	6 years from date reported to	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
		Act 1995 (as amended by The Disability Discrimination (NI) Order 2006)	relevant Committee	
CSS6.4	ECNI Annual Progress Reports	The Northern Ireland Act 1998: Section 75	6 years from the date reported to ECNI.	Destroy
CSS6.5	Screening questionnaires and reports	The Northern Ireland Act 1998: Section 75	Current + 6 years after policy has superseded.	Destroy
CSS6.6	Consultee list	Business requirement	Current + 2 years	Destroy
CSS6.7 Rural Needs				
CSS6.7.1	Information relating to Rural Needs e.g., Rural Needs Impact Assessments, Rural Needs Annual Monitorin g Report	The Rural Needs Act (NI) 2016	Current + 6 years after policy has superseded or the date reported to DAERA	Destroy
Information Management CSS7.0				
Access to Information CSS7.1				
CSS7.1.1	Requests, responses and supporting documentation under the Freedom of Information Act/Environmental Information Regulations/Data Protection Act	FOIA 2000/EIR 2004/DPA 2018/GDPR 2018	Current + 3 years unless subject to an appeal, complaint, investigation, ongoing issue	Destroy
CSS7.1.2	Appeals/Complaints/ Investigations under the Freedom of Information Act/Environmental Information Regulations/Data Protection Act – internal and ICO	FOIA 2000/EIR 2004/DPA 2018/GDPR 2018	Resolution + 3 years unless subject to an appeal, complaint, investigation, ongoing issue	Destroy
CSS7.1.3	ATI Reports	Business requirement	3 years	Destroy
CSS7.1.4	Publication Scheme	FOIA 2000	Reviewed annually	Destroy
CSS7.1.5	Non-routine Enquiries e.g. Proof of Life	Business requirement	5 years from resolution/close of enquiry	Destroy
CSS7.1.6	Training materials and guidance	Business requirement	See CSS9.1 & CSS 9.2	Destroy
CCTV CSS7.2				
CSS7.2.1	CCTV Footage	Business requirement	Depends on CCTV system, average of 4 weeks	Destroy
CSS7.2.2	CCTV Footage and related documentation - download but not used	Business requirement	Date of footage + 3 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
CSS7.2.3	CCTV Footage and related documentation - used for a complaint/case	Business requirement	Resolution + 3 years	Destroy
Complaints CSS7.3				
CSS7.3.1	Complaints Guide & Form	NIPSO	Until superseded	Destroy
CSS7.3.2	Complaints, Appeals	NIPSO	Resolution + 3 years	Destroy
CSS7.3.3	Complaints Reports	NIPSO	3 years	Destroy
Data Protection CSS7.4				
CSS7.4.1	Data Protection Notification Register and Record of Processing Activities	DPA 2018/GDPR 2018	Current + 1 year	Destroy
CSS7.4.2	Breach reports	DPA 2018/GDPR 2018	Date of last action + 3 years	Destroy
CSS7.4.3	Sharing and Processing Agreements	DPA 2018/GDPR 2018/ The Limitation (NI) Order 1989	Expiration of accompanying contract/SLA + 7 years	Destroy
CSS7.4.4	Data Protection Impact Assessments	DPA 2018/GDPR 2018	Life of subject + 7 years	Destroy
CSS7.4.5	Privacy Notices	DPA 2018/GDPR 2018	Until superseded	Destroy
Records Management CSS7.5				
CSS7.5.1	Records Retention & Disposal Schedule Master	FOIA 2000, Section 46 - Code of Practice on Records Management	Permanent	Permanent retention by the Council
CSS7.5.2	Records Retention & Disposal Schedule supporting documentation	FOIA 2000, Section 46 - Code of Practice on Records Management	Lifetime of related schedule	Destroy
CSS7.5.3	Information Audits	FOIA 2000, Section 46 - Code of Practice on Records Management	Current + 2 years	Destroy
CSS7.5.4	Disposal certificates/forms	FOIA 2000, Section 46 - Code of Practice on Records Management	Permanent	Permanent retention by the Council
Unreasonable Behaviour CSS7.6				
CSS7.6.1	Requests to CLT and associated records	Health and Safety at Work (NI) Order 1978	End of restriction plus 1 year (unless reoccurrence within that time)	Destroy
CSS7.6.2	Unreasonable Behaviour Report forms	Health and Safety at Work (NI) Order 1978	See CSS 3.13	Destroy
Marketing & Communications CSS8.0				
CSS8.1	Communications Strategy	Business requirement	See CSS9.2	Destroy
CSS8.2	Internal newsletters	Business requirement	3 years from date issued	Destroy
CSS8.3	Press Releases	Business requirement	3 years from date issued	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
CSS8.4	Residents Newsletter	Business requirement	3 years from date issued	Destroy
CSS8.5	Information used in design of publications	Business requirement	3 years from date of publication	Destroy
CSS8.6	Media Reports/press clippings	Business requirement	3 years from date received by the Council	Destroy
CSS8.7	Images/Photos/Slides/Videos (taken for or at events, marketing, campaigns, adverts, promotion, etc)	Business requirement	3 years from date taken	Destroy
CSS8.8	Images - historical, ceremonial	Historical value	Permanent	Permanent retention by the Council
CSS8.9	Consent forms - images/photos/slides/videos	Business requirement	Life of the image	Destroy
CSS8.10	Consent forms - historical, ceremonial	Business requirement	Life of the image	Permanent retention by the Council
CSS8.11	Promotional Events and Initiatives, campaigns, marketing plans	Business requirement	3 years from date held or published	Destroy
Policies & Procedures CSS9.0				
CSS9.1	Published Council Policies	Business or legislative requirement - various	Until superseded	PRONI Appraisal
CSS9.2	Procedures/Guidance/ Strategies/Actions Plans, etc including supporting docs and training materials	Business or legislative requirement - various	Lifetime of associated document	Destroy
CSS9.3	Policy Register	Business requirement	Continually updated	Permanent retention by the Council
Regional Property Certificate Unit CSS10.0				
CSS10.1	Property Certificate applications and responses	Business requirement	5 Years after completion	Destroy
CSS10.2	Communications related to Property Certificate applications	Business requirement	5 Years after completion	Destroy
Registration of Births, Deaths & Marriages CSS11.0				
CSS11.1	Form of Particulars for Births, Deaths and Still Births	General Register Office Directive Births and Deaths Registration (NI) Order 1976	Current + 1 month	Destroy
CSS11.2	Marriage/Civil Partnership Notice Forms	General Register Office Directive (1) The Marriage Regulations (NI) 2003 (2) The Civil Partnership Regulations (NI) 2005	Current + 3 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
CSS11.3	Monthly list of deaths from FODC to Coroner	General Register Office Directive Births and Deaths Registration (NI) Order 1976	Until all deaths registered	Destroy
CSS11.4	Contact list of Hospital Mortuary/ Funeral Directors/ Nursing Homes/Burial Grounds	Business requirement	List retained while any entry remains unregistered	Destroy
CSS11.5	General Correspondence	Business requirement	Current + 6 years	Destroy
CSS11.6	Financial records		See F1.0	
Risk Management CSS12.0				
CSS12.1	Corporate Risk Registers	Business requirement	6 months from approved + 1 year	Destroy
CSS12.2	Departmental Risk Registers	Business requirement	6 months from approved + 1 year	Destroy
Safeguarding CSS13.0				
CSS13.1	Designated Safeguarding Officers List	Business requirement	Until policy is superseded or employee exits	Destroy
CSS13.2	Standard Referral – Children (General) - Safeguarding Record Form, Incident Report Form, Correspondence including emails & letters - external referral	(1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2019	18 years from date reported	Destroy
CSS13.3	Standard Referral – Children (General) - Safeguarding Record Form, Incident Report Form, Correspondence including emails & letters - internal referral	(1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2019	10 years from date reported where there is no further action	Destroy
CSS13.4	Standard Referral – Adults (General) - Safeguarding Record Form, Incident Report Form, Correspondence including emails & letters - external referral	(1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2020	18 years from date reported	Destroy
CSS13.5	Standard Referral – Adults (General) - Safeguarding Record Form, Incident Report Form, Correspondence including emails & letters - internal referral	(1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records	10 years from date reported where there is no further action	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
		Retention & Storage Guidance 2021		
CSS13.6	Standard Referral - Allegation against a member of staff - Safeguarding Record Form, Incident Report Form, Relevant HR Personnel file documents, Correspondence including emails & letters	(1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2019	Until the subject reaches 100 years of age or death, whichever is sooner	Destroy
CSS13.7	Standard Referral - Allegation against a member of staff - Safeguarding Record Form, Incident Report Form, Relevant HR Personnel file documents, Correspondence including emails & letters - where the notification is believed to be based on erroneous or false information	(1) Department of Health - Disposal Good management, Good Records: Schedule - Section P (2) Department of Education, 2016 (3) NSPCC Records Retention & Storage Guidance 2020	10 years from date reported	Destroy
CSS13.8	CCTV footage used for referrals	Business requirement	See CSS7.2	Destroy
CSS13.9	Unsolicited Referrals	Business requirement	4 years from date of referral	Destroy
CSS13.10	Policy, Guidance Training and Advice	Business requirement	See CSS9.1 & CSS9.2	Destroy
CSS13.11	SBNI Audit reports	Safeguarding Board Act (Northern Ireland) 2011	6 years from the date reported to SBNI	Destroy
CSS13.12	Designated Safeguarding Officer Network meeting agendas and minutes, etc.	Business requirement	6 years from date of meeting	Destroy
CSS13.13	CLT Reports	Business requirement	6 years from report date	Destroy
Volunteering CSS14.0				
CSS14.1	Role Descriptions, Registration forms, Induction forms, Match Meeting forms, Risk Assessments	Business requirement	Exit + 6 years unless H&S legislation applies (disclosure forms not kept, just noted that it was seen)	Destroy
CSS14.2	Timesheets	Business requirement	1 year from first month of year	Destroy
CSS14.3	Volunteer register	Business requirement	Continually updated	Permanent retention by the Council

Finance

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Finance F1.0				
F1.1	Annual Statement of Accounts	The Taxes Management Act 1970 Schedule 4, The Limitation (NI) Order 1989, The VAT Act 1994, The Local Government Act (NI) 2014	Current + 5 years	PRONI Appraisal
F1.2	DfC / LPS Rates - formal letters	Business requirement	Current + 6 years	Destroy
F1.3	Fixed Asset Register/Records/Contracts/Working Papers	The Taxes Management Act 1970 Schedule 4, The Limitation (NI) Order 1989, The VAT Act 1994, The Local Government Act (NI) 2014	Permanent	Permanent retention by the Council
F1.4	Finance and HP Lease Register	Business requirement	Current + 6 years following end of lease period	Destroy
F1.5	Investments & Treasury Management	Business requirement	Current + 6 years	Destroy
F1.6	Corporate Data provided to Other Services & Government Agencies	Business requirement	Current + 6 years	Destroy
F1.7	Bank Statements	Business requirement	Current + 6 years	Destroy
F1.8	BACS Reports for payments	Business requirement	Current + 6 years	Destroy
F1.9	Back up information to bank transactions	Business requirement	Current + 6 years	Destroy
F1.10	Bank direct debit back up/Bank reconciliations/Cancelled cheques	Business requirement	Current + 6 years	Destroy
F1.11	Finance lease agreements	Business requirement	End of term of lease + 6 years	Destroy
F1.12	Working Papers - Other	Business requirement	Current + 6 years	Destroy
F1.13	WGA reports & working papers	Business requirement	Current + 6 years	Destroy
F1.14	Election Expenditure Claims	Business requirement	Current + 6 years	Destroy
F1.15	Journals, backup reports etc.	Business requirement	Current + 6 years	Destroy
F1.16	Financial Information Recharges of Central Support Services	Business requirement	Current + 6 years	Destroy
F1.17	Mileage Claims and Rates	Business requirement	Current + 6 years	Destroy
F1.18	Construction Industry Scheme Awards	HMRC	Current + 6 years	Destroy
F1.19	FEU returns and information	HMRC	Current + 6 years	Destroy
F1.20	Creditors – Completed BACS Mandates, Control Reconciliations, Payment Run Stationery/Reports/Batch reports, Supplier	Business requirement	Current + 6 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
	invoices (including capital invoices) and unless linked to European or other funded programmes			
F1.21	Creditors/supplier invoices - Payments for European or other funded projects (including quotation if applicable), reports, Credit card statements and backup	The Taxes Management Act 1970 - Schedule 4 HMRC 700 / 21	Current + 15 years	Destroy
F1.22	Creditors - Completed Supplier Amendments and set up forms, supplier audit reports and statements	Business requirement	Current + 2 years	Destroy
F1.23	Debtors – reconciliations, invoices and back-ups, statements, small claims documentation, batch reports	Business requirement	Current + 6 years	Destroy
F1.24	VAT Returns & Working Papers	The Taxes Management Act 1970 - Schedule 4	Current + 6 years	Destroy
F1.25	Stock records & Reconciliation	Business requirement	Current + 6 years	Destroy
F1.26	Estimates Working Papers	Business requirement	Current + 6 years	Destroy
F1.27	Monthly Financial Report	Business requirement	Current + 6 years	Destroy
F1.28	Government returns and back up	HMRC	Current + 6 years	Destroy
F1.29	Fixed Assets – working papers, register	Business requirement	Current + 6 years	Destroy
F1.30	Loans	Business requirement	Current + 6 years	Destroy
F1.31	DOE/Rates - supporting papers	Business requirement	Current + 6 years	Destroy
F1.32	Project working papers	Business requirement	Current + 6 years	Destroy
F1.33	Income records	Business requirement	Current + 6 years	Destroy
F1.34	National Fraud Initiative documentation and testing	HMRC	Current + 6 years	Destroy
F1.35	Delivery dockets/notes	Business requirement	Current + 6 years	Destroy
F1.36	Superseded Electronic systems – Total/Totalmobile/ Transfare	Business requirement	Current + 6 years from end of system use – i.e. 31 March 2022	Destroy
Payroll F2.0				
F2.1	Payslips	HMRC	Current + 6 years	Destroy
F2.2	Pension Fund Actuarial Valuation	(1) Section 1 The Local Government Pension Scheme Regulations (NI) 2014 (2) The Public Service Pensions Act (NI) 2014	Current + 6 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
F2.3	Pension Documentation	(1) Section 1 The Local Government Pension Scheme Regulations (NI) 2014 (2) The Public Service Pensions Act (NI) 2015	Termination + 6 years	Destroy
F2.4	Wages and salary records - monthly, weekly & councillors	Taxes Management Act 1970	Current + 6 years	Destroy
F2.5	Timesheets	Business requirement	Current + 6 years	Destroy
F2.6	BACS reports	HMRC	Current + 6 years	Destroy
F2.7	Arrears calculations	Business requirement	Current + 6 years	Destroy
F2.8	Travel claims and expenses	The Taxes Management Act 1970 - Schedule 4	Current + 6 years	Destroy
F2.9	Inland Revenue/HMRC approvals	Business requirement	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) (amendments No. 6) Regulations 1996 (SI 1996/2631) The Income Tax (PAYE) (Amendment) Regulations 2020	Current + 6 years	Destroy
F2.11	Statutory Sick Pay records and calculations	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended	Current + 6 years	Destroy
F2.12	Payroll information and circulars	Business requirement	Current + 6 years	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	Business requirement	Current + 6 years	Destroy
F3.2	Audit plans, Working papers, Terms of Reference	Business requirement	Current + 6 years	Destroy
F3.3	Report papers used in the course of a fraud investigation	Business requirement	6 years after legal proceedings have been completed	Destroy
F3.4	Local Government Audit Reports	Business requirement	Current + 6 years	Destroy
F3.5	Programmes/plans/strategies	Business requirement	Programme/plan/ strategy end + 6 years	Destroy
F3.6	General – minutes/related papers of other meetings, guidance, departmental procedure manuals, annual audit letters	Business requirement	Current + 6 years	Destroy
Procurement F4.0				

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
F4.1	List of contractors registered to do business with Council	Business requirement	6 years from the end of business with the contractor	Destroy
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	The Limitation (NI) Order 1989	Contract expiry date + 6 years (EU 10 years)	Destroy
F4.3	List of contracts/RFQs	Business requirement	Contract expiry date + 6 years	Destroy

Human Resources & Organisation Development

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Human Resources & Organisational Design HR1.0				
HR1.1	Personnel Files	For the administration of the Contract of Employment and payment of salary	Termination of employment + 6 years unless H&S legislation overrides	Destroy
HR1.2	Employee sickness absence records, medical referrals, reports, etc	For the administration of the Contract of Employment and payment of salary	Termination of employment + 6 years unless H&S legislation overrides	Destroy
HR1.3	Working time attendance records, clockings etc	For the administration of the Contract of Employment and payment of salary	Current + 1 year	Destroy
HR1.4	Recruitment Records – applications, interview notes etc (for unsuccessful candidates)	The Fair Employment & Treatment (NI) Order 1998	Current + 1 year	Destroy
HR1.5	Equality Commission annual monitoring return	The Fair Employment & Treatment (NI) Order 1998	Current + 3 years	Destroy
HR1.6	Article 55 Report and associated records	The Fair Employment & Treatment (NI) Order 1998	Current + 3 years	Destroy
HR1.7	Employment Tribunal applications and case files (Contain all evidence and statements necessary for the purpose of the tribunal)	Business requirement	Tribunal decision/closure of case + 3 years	Destroy
HR1.8	Annual statistics/Reports on absenteeism within the Council	For performance management and benchmark reporting	Current + 3 years	Destroy
HR1.9	Collective Trade Union Agreements	For the administration of the Contract of Employment	Administrative use + 3 years	Destroy
HR1.10	Minutes of Local Consultation and Negotiation Forum meetings and other matters relating to industrial relations	Business requirement	Current + 6 years	Destroy
HR1.11	Gifts & Hospitality Register and Employee Conflicts of Interest Register	For the administration of the Contract of Employment	Termination of employment + 6 years	Destroy
HR1.12	Records relating to those who undertake work experience with the Council	Business requirement	Current + 1 year	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
HR1.13	Performance Appraisal and learning and development records	For performance management	Termination of employment + 6 years	Destroy
HR1.14	Pay and grading information	Business requirement	Duration of employment	Destroy

ICT & Cybersecurity

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
ICT & Cybersecurity ICTC1.0				
ICTC1.1	Computer Systems Documentation	Business requirement	Life of the system + 1 year	Destroy
ICTC1.2	ICT Knowledge Base	Business requirement	Review annually	Destroy
ICTC1.3	ICT Inventory	The Limitation (NI) Order 1989	Current + 6 years	Destroy
ICTC1.4	Councillors' ICT Information Database	The Limitation (NI) Order 1989	Review annually	Destroy
ICTC1.5	ICT Strategy	The Limitation (NI) Order 1989	See CSS9.0	Destroy

Legal Services

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Legal Services LS1.0				
LS1.1	Statutory Appeals and related correspondence	Business requirement	6 years following file closure	Destroy
LS1.2	Judicial Reviews Correspondence and related court papers	The Limitation (NI) Order 1989	Permanent	Permanent retention by the Council
LS1.3	Prosecutions Correspondence and related court papers - adult	Business requirement	6 years from case closure	Destroy
LS1.4	Prosecutions Correspondence and related court papers - child	Business requirement	6 years after individual becomes 18 years	Destroy
LS1.5	Debt correspondence and related court papers	The Limitation (NI) Order 1989	18 months following file closure date	Destroy
LS1.6	Building Contracts - Correspondence and related papers regarding claims, including medical and court records - adult	The Limitation (NI) Order 1989	6 years from file closure	Destroy
LS1.7	Building Contracts - Correspondence and related papers regarding claims, including medical and court records - child	The Limitation (NI) Order 1989	6 years after individual becomes 18 years	Destroy
LS1.8	Supplies/Services contracts - File containing correspondence and related papers re contractual process - adult	Statute of Limitations (NI) 1958	7 years from the date of file closure	Destroy
LS1.9	Supplies/Services contracts - File containing correspondence and related papers re contractual process - child	Statute of Limitations (NI) 1958	6 years after individual becomes 18 years	Destroy
LS1.10	Sealed contract documents	Statute of Limitations (NI) 1958	12 years following contract completion	Destroy
LS1.11	Criminal Damage/Access to Countryside - Correspondence and related court papers	Business requirement	File closure + 6 years	Destroy
LS1.12	Ejectments - Correspondence and related court papers	Business requirement	File closure + 18 months	Destroy
LS1.13	General Advice - Attendance notes and correspondence	Business requirement	File closure + 6 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
LS1.14	Byelaws and supporting documentation	Business requirement	Permanent	Permanent retention by the Council

Director of Environment & Place

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Director of Environment & Place EP1.0				
EP1.1	EP Directorate Meeting Files (Agendas, Minutes, Action Lists, Associated Documents)	Business Requirement	Current + 6 years	Destroy
EP1.2	Correspondence - financial	Business Requirement	Current + 6 years	Destroy
EP1.3	Correspondence - non-financial	Business Requirement	Current + 3 years	Destroy
EP1.4	Financial Documents, Estimates, Budgets, Business Cases etc		See F1.0	
EP1.5	General Administration – Forms, Reports, Requests, Emails, Action Lists	Business Requirement	Current +6 years	Destroy
EP1.6	DFI issued Temporary Traffic Regulations	Business Requirement	Current	Destroy

Climate Change & Sustainable Development

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Climate Change & Sustainable Development CCSD1.0				
CCSD1.1	Biodiversity events and project details (not containing personal data)	Business requirement	Current +6 years	Destroy
CCSD1.2	Photos of events including permission slips.	Business requirement	Current +2 years	Destroy
CCSD1.3	Biodiversity database	Business requirement	Until superseded	Destroy
CCSD1.4	Conservation – site designation	Business requirement	Permanent	Permanent retention by the Council
CCSD1.5	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
CCSD1.6	Local Biodiversity Plan	Business requirement	Current + 4 years	Destroy
CCSD1.7	Biodiversity Steering Group - minutes	Business requirement	Current + 6 years	Destroy
CCSD1.8	Grants - Letters of Offers, Pre-assessment, Economic Appraisals	Business requirement	Payment of final grant + 6 years	Destroy
CCSD1.9	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	Until superseded or Current + 3 years	Permanent retention by the Council
CCSD1.10	Landfill Community Fund - Applications, Invoices, Claims, Receipts, Progress Reports, Accounts information etc.	Business requirement	Current + 6 years	Destroy
CCSD1.11	Environmental Surveys and Benchmarking	Business requirement	Current + 6 years	Destroy
CCSD1.12	Environment Policy		See CSS9.1	
CCSD1.13	Climate Change Groups - Minutes	Business requirement	Current + 6 years	PRONI Appraisal
CCSD1.14	Projects/Grants - Application, Pre-assessment, Economic Appraisals, Letter of offer, Progress reports, Invoices, Claims	Business requirement	Current + 6 years	Destroy
CCSD1.15	ORCS EV funding Minutes, Application, Letter of offer, Progress reports, Invoices, Claims, Maps	Business requirement	Current + 10 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
CCSD1.16	Climate Change & Sustainable Development Action Plan	Business requirement	Current + 4 years	PRONI Appraisal
CCSD1.17	PEACEPLUS Environment for all (part of the FODC Local Action Plan)	SEUPB	31 December 2033	Destroy

Parks, Estates & Property

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Estates Management PEP1.0				
PEP1.1	Legal Title documents	Business requirement	Permanent	Permanent retention by the Council
PEP1.2	Particulars of Sale documents inc. correspondence relating to the acquisition and disposal of land/property	The Taxes Management Act 1970 Schedule 4, The Local Government Act (NI) 2014, The Limitation (NI) Order 1989	Permanent	Permanent retention by the Council
PEP1.3	Leases – Long Term (21 years +)	The Limitation (NI) Order 1989	Permanent	Permanent retention by the Council
PEP1.4	Leases – Short Term (up to 21 years)	The Limitation (NI) Order 1989	Permanent	Permanent retention by the Council
PEP1.5	Rent Reviews	The Limitation (NI) Order 1989	7 years after lease expiry	Destroy
PEP1.6	Property Asset Register	The Taxes Management Act 1970 Schedule 4, The Limitation (NI) Order 1989, The VAT Act 1994, The Local Government Act (NI) 2014	Until superseded	Destroy
PEP1.7	Register of legal documents and Deeds	Business requirement	Permanent	Permanent retention by the Council
PEP1.8	Legal agreements	Business requirement	Permanent	Permanent retention by the Council
PEP1.9	Requests to use property and supporting documentation	Business requirement	25 years after final use of property	Destroy
PEP1.10	Work Orders	Business requirement	5 years after completion of work	Destroy
PEP1.11	Land and Property Schedule (List of buildings and contents values)	Business requirement	Until superseded	Destroy
PEP1.12	Community and 3rd party service level agreements	The Limitation (NI) Order 1989	3 years after agreement expiry	Destroy
PEP1.13	Grass Letting Maps	Business requirement	Permanent	Permanent retention by the Council
PEP1.14	Grass letting lease and nitrate agreements	Business requirement	Permanent	Permanent retention by the Council
Facilities Management PEP2.0				
PEP2.1	Documentation relating to land and property operations	The Limitation (NI) Order 1989	15 years after disposal date	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
PEP2.2	Documents relating to land and property management	The Limitation (NI) Order 1989	Permanent	Permanent retention by the Council
PEP2.3	Evacuation procedures	Business requirement	Until superseded	Destroy
Insurance & Risk Management PEP3.0				
PEP3.1	Employers Liability Certificate and Policy documents	The Employer's Liability (Compulsory Insurance) (Amendment) Regulations (Northern Ireland) 2009	40 years after renewal	Destroy
PEP3.2	Public Liability Policy documents	Business requirement	40 years after renewal	Destroy
PEP3.3	All other Insurance Policies	Business requirement	10 years after renewal	Destroy
PEP3.4	Claim Files: Employers/Public Liability and all supporting documentation - Physical Evidence relating to Incidents, Claims, Prosecutions etc - Samples of Material/Substances, Photographs, Diagrams, Building Plans, Equipment, Sketches, Drawings, etc - adult	The Limitation (NI) Order 1989, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997	6 years from date of closure	Destroy
PEP3.5	Claim Files: Employers/Public Liability and all supporting documentation - Physical Evidence relating to Incidents, Claims, Prosecutions etc - Samples of Material/Substances, Photographs, Diagrams, Building Plans, Equipment, Sketches, Drawings, etc - child	The Limitation (NI) Order 1989, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997	6 years following their 18th birthday	Destroy
PEP3.6	Claim Files: Motor and Property and all supporting documentation	The Limitation (NI) Order 1989	10 years from date of closure	Destroy
PEP3.7	Additions/Amendments to policies	Business requirement	10 years following file closure	Destroy
PEP3.8	Register of Insurance/renewal report provided by Broker	Business requirement in line with EL/PL policy	40 years after renewal	Destroy
Parks, play areas & open space PEP4.0				
PEP4.1	General correspondence	Business requirement	Current + 3 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
PEP4.2	Inspection records and Maintenance logs	The Limitation (Northern Ireland) Order 1989 Register of Play Inspectors International	24 years from date of inspection	Destroy
PEP4.3	Work schedules	The Limitation (Northern Ireland) Order 1989	24 years from date issued	Destroy
PEP4.4	Health & safety information	The Limitation (Northern Ireland) Order 1990	End of equipment life + 3 years	Destroy
PEP4.5	PEP Strategies and policies		See CSS9.2	
Cemeteries PEP5.0				
PEP5.1	Plot assignment - Grave Leases and all associated correspondence (including Duplicate, Transfer & Assignment Leases, Indemnity Forms), Burial records– Owners & Interment details and all associated correspondence, Maps and Plans Burial Forms Burial/Grave opening forms – Form 21, Coroner's order, Stillbirth cert, Midwife/Doctor letter, Cremation cert, Organ retention, associated correspondence Duplicate/ Transfer/ Assignment applications and all associated correspondence Memorial applications and all associated correspondence Form A/BGG/52 – Application for Purchase of Grant of Right of Burial Headstone Applications Memorial register	The Public Health (Ireland) Act 1878 Part III, The Burial Grounds Regulations (NI) 1992, The Local Authorities Cemeteries Order 1977	Permanent	Permanent retention by the Council
PEP5.2	Plot Maintenance Schedule	The Limitation (Northern Ireland) Order 1989 The Public Health (Ireland) Act 1878 Part III, The Burial Grounds Regulations (NI) 1992, The Local Authorities Cemeteries Order 1977, The Health and Safety at Work (NI) Order 1978, The Management of Health and Safety at Work Regulations (NI) 2000	24 years from date issued	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
PEP5.3	Undertaker and Memorial Sculptor Insurances, Risk Assessments	The Limitation (Northern Ireland) Order 1989	24 years from date issued	Destroy
PEP5.4	Memorial Bench and Tree Applications	The Limitation (Northern Ireland) Order 1989	24 years from date received	Destroy
Response Maintenance services PEP6.0				
PEP6.1	Permits to Work (PtW) Detailed Management Control Systems for High-Risk Activities, Confined Space Entry, Electrical work, Hot work, Excavations, Work at Height, Work with HFLs	The Limitation (Northern Ireland) Order 1989 The Control of Asbestos Regulations (NI) 2012	24 years from date of service	Destroy
PEP6.2	Asbestos Removal	The Control of Asbestos Regulations (NI) 2012	Permanent	Permanent retention by the Council
PEP6.3	Building Health and Safety	The Limitation (Northern Ireland) Order 1989	24 years from date of service	Destroy
PEP6.4	Construction Details – Health and Safety Files	CDM Regulations (NI) 2016	Permanent	Permanent retention by the Council
PEP6.5	Plant and Equipment Information, Method of Servicing and Cleaning, Material Information, Maintenance	The Limitation (Northern Ireland) Order 1989, The Provision and Use of Work Equipment Regulations (NI) 1999	24 years from date of service	Destroy
PEP6.6	Routine returns on asset status, Inspection Reports, Requests for Works, Maintenance Records, Theft or Vandalism Reports	The Limitation (Northern Ireland) Order 1989, The Provision and Use of Work Equipment Regulations (NI) 1999	24 years from date of service	Destroy
PEP6.7	Stocktaking reports & Inventories	Business requirement	3 years from date of issue.	Destroy
PEP6.8	Bus Shelter Applications	The Limitation (Northern Ireland) Order 1989	Current plus 5 years	Destroy
PEP6.9	Manufacturer's User/Operator Manuals supplied with the equipment	Health and Safety at Work Order 1978	Lifetime of plant/vehicle + 3 years	Destroy
Off Street Car Parking PEP7.0				
PEP7.1	Management records	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Current + 6 years	Destroy
PEP7.2	Ordinary contracts	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Contract expiry + 6 years	Destroy
PEP7.3	Contracts under seal	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Contract expiry + 12 years	Destroy
PEP7.4	Correspondence	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	Current + 6 years	Destroy
PEP7.5	Financial		See F1.0	

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
PEP7.6	Fixed Penalty Notices Child (under 18 years of age)	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	6 years after they become 18 years	Destroy
PEP7.7	Fixed Penalty Notices Adult	The Off-Street Parking (Functions of District Councils) Act (NI) 2015	6 years from case closure	Destroy

Waste Management

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Waste Management WM1.0				
WM1.1	Contracts and Applicant Information (sealed)	Business requirement	Contract expiry + 12 years	Destroy
WM1.2	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
WM1.3	Consignment Notes for Hazardous Waste	Hazardous Waste Regulations (NI) 2005	Current + 3 years	Destroy
WM1.4	Waste Management Licences	The Waste Management Licensing Regulations (NI) 2003	Current + 20 years following revocation, suspension or surrender of licence	Destroy
WM1.5	Records of any waste agreements	Business requirement	Business closure + 1 year	Destroy
WM1.6	Details of any bulky materials collected by Council	Business requirement	Current + 2 years	Destroy
WM1.7	Recordings of all Council waste figures	Business requirement	Current + 5 years	Destroy
WM1.8	Record details of any incidents drivers	Business requirement	Current + 2 years	Destroy
WM1.9	Waste Management Plan and Waste Policy & Strategy Documents		See CSS9.2	
WM1.10	Waste Data Flow Documents & Final Destinations	NILAS	Current + 2 years	Destroy
WM1.11	Grant Claim Information	Business requirement	Date of claim + 6 years	Destroy
WM1.12	Assisted Lift, 2nd Bin, 360 Blue Completed Application Forms and related information, Officer Assessment and Review	Business requirement	Length of service + 2 years	Destroy
WM1.13	Waste Disposal / Recycling/ Haulage Contracts	Business requirement	Contract expiry + 6 years	Destroy
WM1.14	Refuse Routes/Collection Details	Business requirement	Until superseded	Destroy
WM1.15	Trade and Commercial Waste Customer Agreement/Details	Business requirement	Termination of agreement + 2 years	Destroy
WM1.16	Weighbridge Records	Business requirement	Current + 6 years	Destroy
Landfill Management WM2.0				
WM2.1	Weighbridge Records	Business requirement	Current + 6 years	Destroy
WM2.2	Pre-notification	Business requirement	Current + 2 years	Destroy
Fleet Management WM3.0				

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
WM3.1	Registration Documents for all Council Vehicles	Driver & Vehicle Licensing Agency	Life span/ ownership of vehicle	Destroy
WM3.2	Goods Vehicle Details	Goods Vehicles (Licensing of Operators) Act 1995	Life span/ ownership of vehicle + 3 years	Destroy
WM3.3	Vehicle, Equipment and Plant Servicing/Maintenance Record	Goods Vehicles (Licensing of Operators) Act 1995	Life span/ ownership of vehicle + 3 years	Destroy
WM3.4	Workshop Technical Manuals	Business requirement	Life span/ ownership of vehicle	Destroy
WM3.5	Copies of Driver Licences and Declaration	The Goods Vehicles (Licensing of Operators) Act (NI) 2010	Current + 3 years	Destroy
WM3.6	Tachograph Records	EU Regulations 561/2006 EC The Goods Vehicles (Licensing of Operators) Act (NI) 2010	Current + 3 years	Destroy
WM3.7	Driver's Logbook	Drivers of HGV (Keeping records) Regulations 1987 The Goods Vehicles (Licensing of Operators) Act (NI) 2010	1 year from date created	Destroy
WM3.8	Vehicle Logbook	Business requirement	Life of vehicle + 1 year	Destroy
WM3.9	Driver Training Records	Business requirement	Duration of employment + 1 year	Destroy
WM3.10	Fleet Weekly Briefings	Business requirement	1 year from date created	Destroy
WM3.11	Operator's Licence	The Goods Vehicles (Licensing of Operators) Act (NI) 2010	Current + 6 years	Destroy
Stores WM4.0				
WM4.1	Inventories, stock-taking, acquisitions and disposal reports and proposals, routine reports on equipment status	Business requirement	Current + 6 years	Destroy
WM4.2	Service records and plant files	The Provision and Use of Work Equipment Regulations (NI) 1999	Sale/Disposal + 7 years	Destroy
Public Conveniences WM5.0				
WM5.1	Routine returns on asset status	The Limitation (Northern Ireland) Order 1989 (1) The Litter (NI) Order 1994 (2) The Clean Neighbourhood and Environment Act (NI) 2011	24 years from date of return	Destroy
WM5.2	Stocktaking reports & Inventories	Business requirement	Current + 2 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
WM5.3	Requests for works	The Limitation (Northern Ireland) Order 1989 (1) The Litter (NI) Order 1994 (2) The Clean Neighbourhood and Environment Act (NI) 2011	24 years from date of request	Destroy
Street Cleansing/ Orderlies WM6.0				
WM6.1	Inspection Schedules	The Limitation (Northern Ireland) Order 1989 (1) The Litter (NI) Order 1994 (2) The Clean Neighbourhood and Environment Act (NI) 2011	24 years date of issue	Destroy
WM6.2	Rotas	Business requirement	Current + 2 years	Destroy
Waste Management Department WM7.0				
WM7.1	General correspondence	Business requirement	Current + 2 years	Destroy

Director of Regeneration & Planning

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Fracking RP1.0				
RP1.1	Fracking Study	Business requirement	Until superseded	PRONI Appraisal
Director of Regeneration & Planning Office RP2.0				
RP2.1	Regeneration and Planning Directorate Meetings	Business requirement	Current + 6 years	Destroy
RP2.2	General correspondence	Business requirement	Current + 6 years	Destroy

Capital Programme

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Capital Projects Project Management Design Stage Delivery Stage CP1.0				
CP1.1	Brief, cost breakdown, Tendering of works, Letter of Offer, correspondence, site meeting minutes, variation orders / compensation events, complaints & disputes, records of payments, final account.	The Limitation (NI) Order 1989 Dependent on the funder	Contract expiry + 6 years FODC currently contracts under seal - expiry + 12 years	Destroy
CP1.2	Contract documents, project specifications drawings, photographs, completion certificates, O&M Manuals, surveys.	Business requirement	Retention by the Council for the lifespan of the asset until full removal or replacement of the asset.	Destroy
External Consultants including frameworks CP2.0				
CP2.1	Documentation relating to the procurement of external consultants. Signed Task Order (signed by Council & Consultant).	Business requirement	Tender expiry + 12 years (under seal)	Destroy
Capital Programme (Planning, building control applications & statutory approvals) CP3.0				
CP3.1	Documentation relating to planning application, Planning & Building Control approvals and associated documentation relating to historic, environmental, transport approvals etc. Legal Services will hold any legal agreements.	Business requirement	Retention by the Council for the lifespan of the asset until full removal or replacement of the asset	Destroy
Business Cases / EAs / 5 case business cases / Feasibility studies:				

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Approved, Declined. Post Project Evaluations CP4.0				
CP4.1	Approved Business Case application & appendices, Report to R&C seeking approval of Business Case/EA, minutes of the R&C Committee confirming decision.	The Limitation (NI) Order 1989	Approved cases - Contract completion + 6 years Declined cases – assessment date + 6 years	Destroy

Data Science & Intelligence

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Strategic Overview DSI1.0				
DSI1.1	Data Science Strategy / Statement of Intent	Business requirement	Permanent	Permanent retention by the Council
DSI1.2	Team Meeting – Agendas and Action Notes	Business requirement	Current + 6 years	Destroy
DSI1.3	Data Requests – records of data re quests from external bodies / people	Business requirement	5 years from closure of request	Destroy
Analysis, Research & Insights DSI2.0				
DSI2.1	Residents' Survey – Reports and Raw Data	Business requirement	Permanent	Permanent retention by the Council
DSI2.2	Research Reports, Insights and Raw Data	Business requirement	Permanent	Permanent retention by the Council
DSI2.3	Survey Responses – Raw Data	Business requirement	Permanent	Permanent retention by the Council
Data & Intelligence DSI3.0				
DSI3.1	Fleet / E&P Weekly Briefings	Business requirement	Current +3 years	Destroy
DSI3.2	Power BI Dashboards and underlying data	Business requirement	Lifespan of the Dashboard + 5 years	Destroy
Locational Intelligence DSI4.0				
DSI4.1	GIS Datasets	Business requirement	Lifespan + 10 years (depending on dataset)	Destroy
DSI4.2	GIS - User Account Information	Business requirement	Until account closed + 3 years	Destroy

Economic Development & Investment

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Strule House EDI1.0				
EDI1.1	Health and Safety, Continuity Planning	Business requirement	Disposal of property + 6 years	Destroy
Administration EDI2.0				
EDI2.1	General information, correspondence and responses, memos	Business requirement	Current + 6 years	Destroy
Strategies EDI3.0				
EDI3.1	Inclusive Economy Action Plan 2024-29	Business requirement	Life of Plan + 5 years	Destroy
EDI3.2	Visitor Experience Development Plan	Business requirement	Life of Plan + 5 years	Destroy
EDI3.3	Visioning Documents	Business requirement	Current + 5 years	Destroy
EDI3.4	Town and Village Action Plans	Business requirement	Current + 5 years	Destroy
EDI14.1	Formal twinning agreement	Business requirement	Life of Agreement +3 years	Destroy
Meetings - Directorate, Manager, Team EDI4.0				
EDI4.1	Agenda, Minutes, Reports	Business requirement	Current + 6 years	Destroy
Economic Development EDI5.0				
EDI5.1	Diary Dates, Advert, Invitation Letters, Presentations, Flyers, Programme, Letters of Thanks	Business requirement	Current + 3 years	Destroy
EDI5.2	Databases	Business requirement	Until superseded	Destroy
EDI5.3	Regional Start Initiative, Social Entrepreneurial Programme	Business requirement	Current + 6 years	Destroy
EDI5.4	ERDF Guidelines, Applications, Letters of Offer, Monitoring, Finance, Evaluation	Invest NI	31 December 2030	Destroy
EDI5.5	Young Enterprise - Minutes/Reports, Event Information, General Correspondence	Business requirement	Current + 6 years	Destroy
Rural Development EDI6.0				
EDI6.1	RDP 2014-2020	DAERA	31 December 2030	Destroy
EU Funded Programmes EDI7.0				

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
EDI7.1	PEACE IV docs ASPIRE docs All records including minutes, agendas, databases, Awarding body records, registers, financial records, claims, policies and procedures	SEUPB, DfC	31 December 2030	Destroy
PEACE Plus EDI8.0				
EDI8.1	PEACE + docs	SEUPB	31 December 2035	Destroy
Northern Periphery Programme EDI9.0				
EDI9.1	BIZmentors	SEUPB	31 December 2022 + 7 years	Destroy
Urban Regeneration EDI10.0				
EDI10.1	BiDs, District towns and villages Programme - Application, Letter of Offers, Monitoring and Evaluation, Events	Business requirement	Life of programme + 6 years	Destroy
EDI10.2	DSD Funding Revitalisation Programme - Application, Letter of Offer	Business requirement	Life of programme + 6 years	Destroy
EDI10.3	Urban Regeneration Strategy - Forum Reports, Minutes, Event details	Business requirement	Life of strategy + 3 years	Destroy
EDI10.4	Village Action Plans - Workshop Details, Consultation Information, Correspondence, statistical info on villages, photographs, plans	Business requirement	Life of plan + 3 years	Destroy
DfC Neighbourhood Renewal EDI11.0				
EDI11.1	Agenda, Minutes, Reports, Progress Reports, Newsletters	DfC	Current + 6 years	Destroy
Tourism Development EDI12.0				
EDI12.1	Correspondence, events and promotions, product development, minutes, statistical information, marketing and publicity	Business requirement	Current + 6 years	Destroy
EDI12.2	Marketing Plan	Business requirement	3 years from date published	Destroy
EDI12.3	Product Development: Documents relation to	Business requirement	Current + 6 years	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
	tourism initiatives for example NRRTI, International Fund for Ireland			
EDI12.4	Partnerships: Documents relating to Sperrins Tourism, Western Regional Tourism Partnership, etc	Business requirement	Current + 3 years	Destroy
EDI12.5	Gortin Glen Steering Group (agenda, minutes)	Business requirement	Current + 6 years	Destroy
Tackle Rural Poverty & Social Isolation EDI13.0				
EDI13.1	Rural Business Development Grant Schemes 2019/20 2020/21 2021/22 2022/23	Business requirement	Final claim paid + 5 years	Destroy
EDI13.2	TRPSI (DAERA) Gortin Glen Forest Park (Phase 1, 2, &3)	Business requirement	Life of programme + 6 years	Destroy
EDI13.3	TRPSI (DAERA) Sperrins Sculpture Trail	Business requirement	Life of programme + 6 years	Destroy
Funding Programmes EDI14.0				
EDI14.1	Application Forms, Letter of Offer, project records, legal documentation, financial information, general information including correspondence	Relevant government departments or SEUPB	31 December 2030	Destroy
DAERA/DfC/DfI EDI15.0				
EDI15.1	Covid Recovery Small Settlement Regeneration Scheme	Business requirement	Final claim + 7 years	Destroy
Tourism Innovation EDI16.0				
EDI16.1	Administration - final reports and meeting files	Business requirement	Current + 3 years	Destroy
EDI16.2	Public consultation responses - VEDP	Business requirement	Current + 6 years	Destroy
EDI16.3	Public consultation analysis	Business requirement	Current + 6 years	Destroy
EDI16.4	Routine enquiries, general correspondence	Business requirement	Current + 6 years	Destroy
EDI16.5	Marketing and communications activity – progress reports, advertisements, presentations	Business requirement	Current + 3 years	Destroy

Place Shaping & Regeneration

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
Performance & Improvement PSR1.0				
PSR1.1	Performance Improvement Plan	Part 12 of The Local Government Act (NI) 2014	Current + 5 years	Destroy
PSR1.2	Annual Performance Report and Performance Indicator Data	Part 12 of The Local Government Act (NI) 2014	Current + 5 years	Destroy
PSR1.3	Service reviews and improvement plans for service areas or business transformation projects	Part 12 of The Local Government Act (NI) 2014	Current + 5 years	Destroy
PSR1.4	Performance Report Cards for Performance Improvement Plan and associated progress reports	Part 12 of The Local Government Act (NI) 2014	Current + 5 years	Destroy
Strategic Planning PSR2.0				
PSR2.1	Community Plan	The Local Government Act (NI) 2014	Life of Plan + 5 years	Destroy
PSR2.2	Minutes of Community Planning Strategic Partnership Board	The Local Government Act (NI) 2014	Life of Plan + 5 years	Destroy
PSR2.3	Statement of Progress Reports & 4 year Reviews	The Local Government Act (NI) 2014	Life of Plan + 5 years	Destroy
PSR2.4	Corporate Plan	Business requirement	Life of Plan + 5 years	Destroy
PSR2.5	Omagh Place Shaping Plan and Enniskillen Place Shaping Plan 2035	Business requirement	Life of Plan + 5 years	Destroy
PSR2.6	Community Plan Action Plan and all associated progress update reports	The Local Government Act (NI) 2014	Current + 5 years	Destroy
PSR2.7	Corporate Plan Performance Report Cards and progress updates	Business requirement	Current + 5 years	Destroy
Spatial Planning Development Management PSR3.0				
PSR3.1	All Planning Registers: • Register for Applications* • Register for Simplified Planning Zones and Enterprise Zones • Register of Enforcement Notices • Register of Orders and Directions *This includes Section 26 (Regionally	Section 242 (1) of the Planning Act (Northern Ireland) 2011 Articles 24, 25, 26 and 27 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 The Planning (Environmental Impact Assessment)	Permanent	Permanent retention by the Council

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
	Significant Applications), Section 29 (Call-In Applications) and EIA Assessments & Statements.	Regulations (Northern Ireland) 2017		
PSR3.2	Planning Application files including related Appeal, Public Inquiry and Judicial Review records. Case Types included: Advertisement; Conservation Area Consent; Discharge of Condition; Request for EIA Determination; Determination - Listed Buildings Consent; Section 26 Determination; Full; Hazardous Substance Consent; Hazardous Substances Deemed Consent; Listed Building Consent; Certificate of Lawfulness (Existing); Certificate of Lawfulness (Proposed); Modify or Discharge a Planning Agreement; Non Material Change; Outline; Proposal of Application Notice; Reserved Matters; Review of Mineral Permissions; Section 54 Application; Transboundary Application.	The Planning Act (Northern Ireland) 2011 Period of retention determined by Council/Dfl (Northern Ireland) 2011	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
PSR3.3	Tree Preservation Order; Urgent Crown Development; Urgent Crown Listed Building Consent; and Works on Protected Trees.	The Planning Act (Northern Ireland) 2011	Permanent	Permanent retention by Council and copied to PRONI at aged 20 years.
PSR3.4	Preliminary Enquiries and Pre-Application Discussions (PADs)	Non-statutory	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
PSR3.5	Permitted Development Notifications	The Planning Act (Northern Ireland) 2011 Parts 14, 16, 18 and 32 of the Schedule to the Planning (General Permitted Development) Order (Northern Ireland) 2015	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
PSR3.6	Invalid applications	The Planning Act (Northern Ireland) 2011	6 years (from date of last paper / action on the file once case is closed / returned)	Destroy
PSR3.7	Third party representations on Planning Application files, including related Appeal, Public Inquiry and Judicial Review records	The Planning Act (Northern Ireland) 2011	3 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
PSR3.8	Applications for Certificate of Alternative Development Value (CADVs)	The Certificates of Alternative Development Value Regulations (Northern Ireland) 2015 The Land Compensation (Northern Ireland) Order 1982	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
Spatial Planning Local Development Plan PSR4.0				
PSR4.1	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) 2015	Background Information - 6 years after adoption of plan	Destroy
PSR4.2	Published Plan	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Permanent	Permanent retention by the Council
PSR4.3	Records associated with Publications (Conservation Area Design Booklets, Design Guides etc	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Background Information - 6 years after publication	Destroy
PSR4.4	Publications (Conservation Area Design Booklets, Design Guides etc)	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Permanent	Permanent retention by the Council
Spatial Planning Enforcement PSR5.0				

Function Sub-work Area (if required) Ref.	Type of Records	Retention Rationale i.e. Relevant legislation/authority	Retention Period	Final Action
PSR5.1	Register of Enforcement Notices	Section 242 (1) of the Planning Act (Northern Ireland) 2011 Article 26 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017	Permanent	Permanent retention by the Council
PSR5.2	Enforcement Files	The Planning Act (Northern Ireland) 2011	2 years (from date of last paper / action on the file once case is closed / concluded)	Destroy

- **ENDS -**