

National Retention Policy for Local Authority Records 2020 - approved by LGMA for use by LGMA on 15th July 2020

Functional Heading **Water Services**

Sub-Functions	Activities	Retention Recommendation	Comments
Potable/Drinking Water	<p>Capital Investment projects* DBOs* Contractor management**</p>	<p>Retain all records relating to capital projects for duration of the project and/or service contract expires plus a further 7 yrs. * If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. If no archivist then see comment** Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect. EU funded schemes to be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. For EU structural funds NB: as per Article 15(2) of EU Reg No 480/2014 The retention period for EU audit purposes is 30 yrs. EU retains the right to audit within that period. If audited a letter issued by the EU Court of auditors signifies the end of the audit process.</p>	<p><i>* Personal data may be collected and processed in these activities. However in relation to Tenders or Contractors the only personal data involved will be if (i) the company submitting are sole traders or unlimited companies; and/or (ii) they include the CVs of the company staff who will be engaged in delivering the service.</i> <i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.</i></p>
	<p>IW Capital Investment Programme Tenders* including capitals spend on Small Village Schemes</p>	<p>In relation to tender competitions conducted by the LA please apply the following: (a) Successful tenders retain evidence of quotation(s) supplied until contract covering supplies & services or works has been delivered in full +7 yrs. <i>(Subject to the exception listed above for Capital Investment projects).</i> Then offer to the archivist or If no archivist then see comment** (b) Unsuccessful tenders: retain for two yrs. then destroy. If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself.</p>	<p><i>*In relation to installation of new main water supply network contractors may gather personal data from homeowners adjacent to the works. All contractors (of either LA or IW) will need to ensure that they are adhering to the 8 principles of DP as part of their contract.</i> <i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i></p>

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	IW Minor Capital works IW suppressed Capital Maintenance Remedial Action List; Small Mains Rehabilitation; Disinfection Programme	Retain all records relating to minor capital works carried out by the LA for duration of the contract plus a further 7 yrs. If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA (i.e.) Section 80 of the Local Govt Act, 2001, which is separate to the control by IW of the asset itself. If no archivist then see comment**. Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds.	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Foreshore Licences temp & permanent	Duration of project; works or survey + 7 yrs. Offer to archivist/ retain indefinitely. If no archivist then see comment**.	FORESHORE ACTS 1933 TO 2003 - require that before the commencement of any works or activity (including the erection of any structures) on State-owned foreshore a licence or lease must be obtained from the Minister for the Environment, Community and Local Government or the Minister for Agriculture, Fisheries and Food, as appropriate. Such a lease or licence is subject to an annual rental payable to the Exchequer. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Production •Way leaves/rights of way* Correspondence with landowners.	Retain indefinitely. Expired way leave or rights of way to be offered to the archivist. If no archivist then see comment**	*LA may retain personal data of landowner over which way leaves or rights of way exist. Sharing this data with IW may be necessary but IW may have to negotiate their own way leaves unless legislation provides for the transfer without consent. Possible data sharing issue here which will need to be addressed. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Land Acquisition and CPOs*	Retain until completion of transfer (which includes period of arbitration + 7 yrs. If no archivist then see comment**. Register of all CPOs enacted by LAs and ultimately transferred to new owner e.g. IW. Individual CPOs must be retained until the period specified in the notice for objection has expired. Once ABP have confirmed the scheme an objector has 8 weeks to take a claim for judicial review to the HC. Register of sale of land: Title deeds for land acquired by LA to be kept in archive/given to archivist	* Land Acquisition records which may contain personal data may also be held by Property Management Department in the LA ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.

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	GIS Mapping & Meta data	GIS data for network and network assets is stored on the GIS system. GIS data maps are not deleted but are constantly updated. Retrieval of earlier versions of maps will be an issue for GIS system	If network maps are maintained in GIS format on either LA or IW GIS systems a time specific snapshot of the network should be taken periodically and then archived or permanently stored. It is essential to be able to take a snapshot of GIS records at any time for retention as an archival record of the history of the network up to the point where the SLA with IW is terminated.
	Water network & maintenance	Records including maps of the water supply network are to be retained permanently. Older versions of maps once superseded should be offered to the archivist. If no archivist then see comment**.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Regulatory compliance/water quality* Inc. sampling of water supply; reports; details of tests conducted by laboratory, reports and correspondence to/from HSE and EPA etc	Retain all sampling;testing data and correspondence with Govt agencies including LA generated reports, indefinitely.	Drinking Water Directive (80/778/EEC) as amended by Directive (98/83/EC). As a public health authority there is a need to retain a history of sampling and testing of water supplies up to the point that the SLA with IW is terminated. There is also a possible need to defend against any legal actions against the LA that may arise even after the SLA is terminated.
	Discharge/leak detection and remediation*	Retain details of specific discharges/leaks and remediation/repair works carried out for a period of 7 yrs. after works completed. Retain high level description of works carried out indefinitely but destroy all other details. If discharge and remediation works carried out were completed prior to assumption of authority by IW then retain records as above. If works commenced prior to but extend beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself.If IW refuse original or its copy offer original to archivist. If IW accept original records the LA must keep a copy of records in archive. If no archivist then see comment**.	LG (Water Pollution Act), 1977 ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>

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	<p>Water distribution network & maintenance*</p>	<p>In relation to tender competitions conducted by the LA the following retention periods apply. (a) Successful tenders retain evidence of quotation(s) supplied until contract covering supplies & services or works has been delivered in full + a further 7 yrs. If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. If no archivist then see comment** (b) Unsuccessful tenders: retain 2yrs. then destroy. In relation to contracts retain all records relating to contracts for maintenance work carried out on the network for duration of the contract + 7 yrs. Then offer to the archivist/retain indefinitely. Exception being where (i) where the contract for delivery of maintenance t is a contract under seal in which case its duration + 12 yrs.; (ii) where a legal case has been initiated: records should be retained until legal proces exhausted (iii) where capital is provided from EU funds.</p>	<p><i>*Personal data involved if (i) the company submitting are sole traders/unlimited companies; and/or (ii) they include the CVs of the company staff delivering the service.</i> DBOs* In relation to Regulatory compliance/water quality checks and discharge/leak detection the personal details of the homeowner/land owner where the checks are made or leaks detected are likely to be recorded and stored. The data relating to leak detection may also be shared by LAs with IW as they have the responsibility for fixing leaks on the public side of the supply and to some extent on the private side under 'first fix'. Possible data sharing issue here which will need to be addressed. Contractor management: may gather personal data from homeowners adjacent to the works All contractors will need to ensure that they are adhering to the 8 principles of DP as part of their contract. ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i></p>
	<p>Water conservation</p>	<p>Retain details of steps taken by LA to encourage water conservation indefinitely</p>	<p>Water Conservation Regulations 2008 (S.I. No. 527 of 2008)</p>
	<p>New and replaced connections •Development/infrastructural levy/fees* *IW since 2014 are responsible for the collection of development levies from both commercial developers and (more importantly from a DP context) individuals who are self-builders. The development levy portion that relates to the water; wastewater and surface water drainage is calculated by the P&D section of the LA and IW is notified. The historical data relating to development levies is available to IW.</p>	<p>Where LA calculated the levy/fees then retain these records for 12 yrs after levy was sought. If record and associated correspondence over the payment of the levy extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist. If no archivist then see comment**.</p> <p>Legislation allows for 12 yrs. to follow up on outstanding development contributions</p>	<p>LA only have a view Planning & Development (Amendment) Act 2002 'The following sections are inserted after section 96 of the Principal Act: 96A.—Sections 40 to 42 shall apply to permissions granted under Part IV of the Act of 1963 or under Part III of this Act pursuant to an application made after 25 August 1999 and to which this Part would have applied if the application for permission had been made after the inclusion of a housing strategy in the development plan under section 94(1)... 2) There shall be deemed to be attached to a permission referred to in section 96A a condition providing that there shall, in accordance with subsections (3) to (5), be paid to the planning authority an amount in respect of...' ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i></p>
	<p>Non-domestic billing* Inc. location details of actual meters; names & ID no's of customers; records of meter readings, historical customer data not transferred to IW.</p>	<p>Retain details of meter locations. All other non-domestic billing details are viewed through IW system but not records retained by LA. At end of SLA Offer original records (i.e.) records detailing meter locations, to IW. If IW refuse original or its copy then offer original to archivist for archive/retain indefinitely. If IW accept original records the LA must keep a copy of records in archive. If no archivist then see comment**.</p>	<p><i>* Personal data may be collected and processed in these activities where the company is a sole trader and uses personal details as part of their billing address or contact details.</i> ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i></p>

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	<p>IW Capital Investment Programme</p> <ul style="list-style-type: none"> •Tenders* •DBOs •Contractor management* 	<p>Retain all records relating to capital projects initiated by the LA for duration of the project and or the contract for resulting services expires plus a further 7 yrs. If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. If no archivist then see comment**. Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds.</p> <p>EU funded schemes which should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect. In relation to funding under EU structural funds please note that as per Article 15(2) of EU Reg No 480/2014the retention period for EU audit purposes is 30 yrs.. EU retains the right to audit within that period. if audit a letter issued by the EU Court of auditors signifies the end of the audit process.</p>	<p><i>* Personal data may be collected and processed in these activities. However in relation to Tenders or Contractors the only personal data involved will be if (i) the company submitting are sole traders or unlimited companies; and/or (ii) they include the CVs of the company staff who will be engaged in delivering the service.</i></p> <p><i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i></p>
	<p>IW Minor Capital works IW suppressed Capital Maintenance</p>	<p>In relation to tender competitions conducted by the LA please apply the following,</p> <p>(a) Successful tenders retain evidence of quotation(s) supplied until contract covering supplies & services or works has been delivered in full + a further 7 yrs. If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. If no archivist then see comment**.</p> <p>(b) Unsuccessful tenders (where applicable) – retain for two yrs. then destroy. For exception see above.</p>	<p><i>* Personal data may be collected and processed in these activities. However in relation to Tenders or Contractors the only personal data involved will be if (i) the company submitting are sole traders or unlimited companies; and/or (ii) they include the CVs of the company staff who will be engaged in delivering the service.</i></p> <p><i>*In relation to installation of new main water supply network contractors may gather personal data from homeowners adjacent to the works. All contractors (of either LA or IW) will need to ensure that they are adhering to the 8 principles of DP as part of their contract.</i></p>

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Wastewater Treatment	IW Capital Investment Programme •Tenders* •DBOs •Contractor management*	Retain all records relating to capital projects initiated by the LA for duration of the project and or the contract for resulting services expires plus a further 7 yrs. If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. If no archivist then see comment** Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds. EU funded schemes which should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect. In relation to funding under EU structural funds please note that as per Article 15(2) of EU Reg No 480/2014 the retention period for EU audit purposes is 30 yrs.. EU retains the right to audit within that period. if audit a letter issued by the EU Court of auditors signifies the end of the audit process.	<i>* Personal data may be collected and processed in these activities. However in relation to Tenders or Contractors the only personal data involved will be if (i) the company submitting are sole traders or unlimited companies; and/or (ii) they include the CVs of the company staff who will be engaged in delivering the service.</i> <i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	IW Minor Capital works IW suppressed Capital Maintenance	In relation to tender competitions conducted by the LA please apply the following, (a) Successful tenders retain evidence of quotation(s) supplied until contract covering supplies & services or works has been delivered in full + a further 7 yrs. If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. If no archivist then see comment** (b) Unsuccessful tenders (where applicable) – retain for two yrs. Then destroy. Exception as per previous retention recommendations.	<i>* Personal data may be collected and processed in these activities. However in relation to Tenders or Contractors the only personal data involved will be if (i) the company submitting are sole traders or unlimited companies; and/or (ii) they include the CVs of the company staff who will be engaged in delivering the service.</i> <i>*In relation to installation of new main water supply network contractors may gather personal data from homeowners adjacent to the works. All contractors (of either LA or IW) will need to ensure that they are adhering to the 8 principles of DP as part of their contract.</i> <i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Wastewater Treatment network including Surface water drainage & sewers*	Records including maps of the wastewater sewerage network are to be retained permanently. Older versions of maps once superseded should be offered to the archivist. If no archivist then see comment** If network maps are maintained in GIS format on either LA or IW GIS systems a time specific snapshot of the network should be taken periodically and then archived or permanently stored. It is essential to be able to take a snapshot of GIS records at any time for retention as an archival record of the history of the network up to the point where the SLA with IW is terminated.	<i>*Personal data may be captured and shared with WIRLA</i> <i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>

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	Wastewater Treatment facilities Inc. Pumping/ DBO	In relation to the operation of wastewater facilities retain records for the duration of which the facility is in operation or where the facility is operated under contract retain details of the contract for its duration + 7 yrs. If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. If no archivist then see comment**	<p>** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.</i></p>
	Wastewater network & maintenance <ul style="list-style-type: none"> •Regulatory compliance* •Tenders •DBOs •Contractor management* 	In relation to tender competitions conducted by the LA please apply the following:(a) Successful tenders retain evidence of quotation(s) supplied until contract covering supplies & services or works has been delivered in full + a further 7 yrs.If project or service extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. If no archivist then see comment** (b) Unsuccessful tenders (where applicable) – retain for two yrs. Then destroy. In relation to contracts retain all records relating to contracts for maintenance work carried out on the network for duration of the contract plus a further 7 yrs.. Then offer to the archivist/retain indefinitely. Exception being where (i) where the contract for delivery of maintenance t is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds. For exception see Capital Investment projects above.	<p><i>*In relation to Regulatory compliance/waste water quality checks and discharge/leak detection the personal details of the homeowner/land owner where the checks are made or leaks detected are likely to be recorded and stored. The data relating to leak detection may also be shared by LAs with IW as they have the responsibility for fixing leaks on the public side of the supply and to some extent on the private side under 'first fix'. Possible data sharing issue here which will need to be addressed.</i></p> <p>** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i></p>
	Discharge/leak detection and remediation*	Retain details of specific discharges/leaks and remediation/repair works carried out for a period of 7 yrs. after works completed. Retain high level description of works carried out indefinitely but destroy all other details. If discharge and remediation works carried out were completed prior to assumption of authority by IW then retain records as above. If works commenced prior to but extend beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself.If IW refuse original or its copy offer original to archivist. If IW accept original records the LA must keep a copy of records in archive.	Water Services Act 2014

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	Wastewater Monitoring	Retain sampling data from monitoring and laboratory analysis reports for 7 years. Then archive. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Hydrant licensing*	Retain register of hydrant licenses issued indefinitely. Retain details of actual licenses for a period of 7 yrs. from when the license expires. Then destroy.	*Certain LAs may operate a system of hydrant licenses which allow builders/developers to access adjacent fire hydrants as a source of water supply during construction. Personal details of license applicant are captured and processed.
Administration of Service Level Agreement with IW	Annual Service Plans*	Retain current and previous ASPs until current one superseded. Then offer to archivist. If no archivist then see comment**	*Even though SLA is in place with IW the personal data of staff should not be shared with IW without it being anonymised. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Training of LA water service staff who are covered by SLA with IW*	Retain details of training provided to staff for the duration of employment plus 7 yrs. Then destroy.	*Even though SLA is in place with IW the personal data of staff should not be shared with IW without it being anonymised.
	Operational Records of Service delivery* could include databooks; calculation sheets; copies of records generated on IW systems (e.g.) Maximo, Click, etc	Retain for the duration of the the Service Level Agreement (SLA) between the LA & IW plus a further 7 yrs. Then offer to archivist. If no archivist then see comment**	* Personal data may be collected and processed in these activities. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Admin for Central Management Charge	Retain for the duration of the Service Level Agreement (SLA) between the LA & IW + a further 7 yrs. Then destroy.	

Sub-Functions	Activities	Retention Recommendation	Comments
	Recoupment from IW	Retain for the duration of the Service Level Agreement (SLA) between the LA & IW plus a further 7 yrs. Then destroy.	
	Operational Procedures	Retain current and previous plans until current one superseded. Then offer to archivist. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	SLA Meetings including mtgs with WSTO	Retain for duration of Agreement + further 7 yrs. Then offer to archivist. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Asset Transfer to IW	Retain until transfer of asset has been completed plus a further 7 year. Then offer to archivist. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
Septic Tanks & Sludge Disposal	Register of single dwelling waste treatment systems (i.e.) septic tanks	Maintain register of septic tanks indefinitely on-line https://www.protectourwater.ie	Water Services (Amendment) Act 2012 WATER SERVICES ACTS 2007 AND Amendment Act, 2012 DOMESTIC WASTE WATER TREATMENT SYSTEMS (REGISTRATION) REGULATIONS 2012
	Inspections and Recoupments	Retain record of inspections indefinitely.	River Basin Management Plan 2018-2021 The Water Framework Directive, Directive 2000/60/EC,
	Register of approved sludge disposal firms	Retain register indefinitely	Public facing register of currently approved sludge disposal firms is maintained on-line
	Nutrient Management Plans submitted by approved sludge disposal firms	Retain plans for duration that license to act as approved sludge disposer is valid. For disposal firms taken off the register because their license has lapsed or been revoked a high level description details of their license details should be retained indefinitely in spreadsheet format. all supporting licensee documents inc nutrient management plans should then be destroyed.	Sewage Sludge Directive (86/278/EEC); Waste Management (Use of Sewage Sludge in Agriculture) Regulations, 1998 and the Waste Management (Use of Sewage Sludge in Agriculture) Regulations, 2001.

Sub-Functions	Activities	Retention Recommendation	Comments
Environmental Protection Authority	Water Supply Schemes - Licencing and Monitoring	Retain licenses until they expire. Then retain high level description of license detail including details of any monitoring carried out in spreadsheet format. After 7 years historical entries on spreadsheet can be removed and offered to the archivist.**	Water Framework Directive, Directive 2000/60/EC. Water Policy Regulations (S.I. No. 722 of 2003), Surface Waters Regulations (S.I. No. 272 of 2009) and Groundwater Regulations (S.I. No. 9 of 2010) Nitrates Directive (91/676/EEC); Groundwater Directive (2006/118/EC); Drinking Water Directive (80/778/EEC) as amended by Directive (98/83/EC); ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Wastewater Schemes - Licencing and Monitoring	Retain licenses until they expire. Then retain high level description of license detail including details of any monitoring carried out in spreadsheet format. After 7 years license and historical entries on spreadsheet can be removed and offered to the archivist.**	Water Framework Directive, Directive 2000/60/EC. Water Policy Regulations (S.I. No. 722 of 2003), Surface Waters Regulations (S.I. No. 272 of 2009) and Groundwater Regulations (S.I. No. 9 of 2010) Nitrates Directive (91/676/EEC); Groundwater Directive (2006/118/EC); Drinking Water Directive (80/778/EEC) as amended by Directive (98/83/EC);
Estates Taken in Charge	Surveys and reports required for Planning & Development prior to estate being taken in charge	Water Services to retain survey and reports until estate is taken in charge. File is then (i) transferred to P&D; and (ii) copies of survey and reports should be retained by water services in their operational file. These copies should be retained indefinitely or until water supply and waste network connections for the estate are changed.	
Industry or Economic Development	Correspondence, meetings with companies requiring a water or waste water supply	Retain records of correspondence and meetings between water services and companies for duration of interaction + a further 7 years. If interaction and engagement extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
Fisheries	Aquaculture Licences	Retain licenses until they expire. Then retain high level description of license detail including details of any monitoring carried out in spreadsheet format. After 7 years license and historical entries on spreadsheet can be removed and offered to the archivist.**	Fisheries (Consolidation) Act (1959); Fisheries Act (1980); Fisheries (Amendment) Act (1997); Fisheries (Amendment) Act (1997); Fisheries (Amendment) Act (2001); Aquaculture (Licence Application and license fees) Regulations (1998); Aquaculture (Licence Application and license fees) (no.2) Regulations (1998) Aquaculture License Appeals (Fees) Regulations (1998) ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>

Sub-Functions	Activities	Retention Recommendation	Comments
Laboratory	Sampling data and reports	Retain sampling data and laboratory analysis reports and associated correspondence for 7 years. Then destroy correspondence and archive analysis reports. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Calibration, specifications, metrics and maintenance of equipment used in the laboratory	Retain for duration equipment in use then a further 7 years. Then destroy. Exception being those cases where either enforcement actions and legal proceedings have been initiated and are still ongoing. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	
Bathing Waters Already in Environment. This is the same wording	Blue Flag Beaches	Retain all documents relating to the application for the status of blue flag beaches until the period of designation expires or the status is superseded. Then offer record of the high level history of blue flag beaches to the archivist. If no archivist the retain the high level history indefinitely as per comment **	The Bathing Water Directive (2006/7/EC) The Environmental Protection Agency Act,1992 LAs required under the Bathing Waters Directive and the Bathing Water Quality Regulations 2008 (SI No 79 of 2008) to identify bathing waters on an annual basis. Beaches.ie-website publicly available ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Water Safety in bathing areas inc. Irish Water Safety Risk Assessment + Inspections	Retain current risk assessment and inspection report until they are superseded. Retain current and previous risk assessments and inspection reports then destroy.	The Bathing Water Directive (2006/7/EC)
	Lifeguards - attendance records	Retain for the duration of the employment contract plus a further seven year the destroy those records not required for any pension payment purposes.	Irish Water Safety's Guidelines in 2007, 2010
	Lifeguards: incident log/register	Retain logs & reports for 10 years from the date of the accident/incident or dangerous occurrence. In these instances, the relevant record needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed. Then destroy. Exception being where a minor is involved = retain for 25 years or until investigation and legal proceeding has been completed. Then destroy.	Irish Water Safety's Guidelines in 2007, 2011

Sub-Functions	Activities	Retention Recommendation	Comments
	Bathing Areas-Water Quality Analysis & Monitoring	Retain sampling data from monitoring and laboratory analysis reports for 7 years. Then archive. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	The Bathing Water Directive (2006/7/EC) ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Bathing Areas-Water Quality Reports & Correspondence	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. If no archivist then see comment** . Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	The Bathing Water Directive (2006/7/EC) ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
Protection of Natural waters	Reference Material	Retain for as long as research/reference material is relevant. Then Destroy.	
	Legislation; Regulations; Circulars & Bye-laws	Retain all current applicable environmental legislation; regulations; circulars and bye-laws until superseded. Superseded docs to be retained for a further 10 yrs. Then offered to an archivist. If no archivist then see comment** .	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	River Basin management plans	Retain current and previous superseded plan. Then then offer to archivist. If no archivist then see comment** .	Water Framework Directive, Directive 2000/60/EC. Water Policy Regulations (S.I. No. 722 of 2003), Surface Waters Regulations (S.I. No. 272 of 2009) and Groundwater Regulations (S.I. No. 9 of 2010) Nitrates Directive (91/676/EEC); ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Water quality management/catchment management, Policies& plans	Retain current and previous superseded policies & plans. Then then offer to archivist. If no archivist then see comment** .	River Basin Management Plan 2018-2021 The Water Framework Directive, Directive 2000/60/EC, ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>

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	Appropriate Assessment - NATURA - relating to SACs or SPAs	Retain current and previous superseded plans and statements. Then offer to archivist. If no archivist then see comment** .	Article 6(3) and 6(4) of the Council Directive 92/43/EEC
	Small Stream Risk Scoring	Retain current and previous scoring results and assessments. Then offer to archivist. If no archivist then see comment** .	The Water Framework Directive, Directive 2000/60/EC,
	Environmental Impact Assessments	Retain copy of environmental impact assessment on planning application file for 20 yrs. Then offer to archivist for archiving. If no archivist then see comment** .	<p>EIA Directive 2014/52/EU European Union (Planning and Development) (Environmental Impact Assessment) Regulations 2018 Section 38(5), Planning & Development Act 2000: At the end of the period for the availability of documents referred to in subsection (2) a planning authority shall retain at least one original copy of each of these documents in a local archive in accordance with section 65 of the Local Government Act 1994 Planning application documents can be stored on plan as well in hard copy files or folders on server/intranet. Section 25 of the P&D (Amendment) Act, 2018 provides for publication on-line of documents listed in section 38 of the P&D Act, 2000. The Water Framework Directive CEN standard; 27828:1994 - Guidance on hand net sampling of benthic; macroinvertebrates; EN 16150:2012 Water quality-Guidance on pro rata; multi-habitat sampling of benthic macro-invertebrates from; wadeable rivers; Irish Statute SI 277 of 2016 (European Union Environmental Objectives (Standards for Monitoring of Quality Elements) Regulations 2016)</p> <p>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</p>
	Site suitability for Wastewater treatment plants	Retain until construction of treatment plant has been completed; commissioned and is in operation. Then retain on planning file for a further 20 years. Then offer to archivist for archiving. If no archivist then see comment**	<p>Section 38(5), Planning & Development Act 2000: At end of period for the availability of documents re to in subsection (2) a planning authority shall retain at least one original copy of each of these documents in a local archive in accordance with section 65 of the LG Act 1994 Section 25 of the P&D (Amendment) Act, 2018 provides for publication on-line of documents listed in section 38 of the P&D Act, 2000.</p> <p>** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i></p>

Sub-Functions	Activities	Retention Recommendation	Comments
	Wastewater treatment Plant Files/Architectural drawings	Retain until construction of treatment plant has been completed; commissioned and is in operation. Then retain on planning file for a further 20 years. Then offer to archivist for archiving. If no archivist then see comment**	<i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Surveys & Statistics results	Retain current and previous statistical results then offer to archivist. If no archivist then see comment**	<i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Surveys & Statistics return to Dept	Retain current and previous statistical returns then offer to archivist. If no archivist then see comment**	<i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Enforcement Legal proceedings/prosecutions	Retain until the enforcement and legal proceedings have been exhausted including appeals. Then offer to archivist who will select stand out precednet setting cases for archiving. If no archivist then see comment**	<i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Enforcement Register of Enforcements	Retain register indefinitely. Register entries to be archived every 7 years. If no archivist then for older register entries (i.e.) after 7 years, see comment**	<i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Enforcement Notices &Complaints	Retain until file detailing complaints and any enforcement actions has been completed plus a further 7 years. Then offer to archivist. If no archivist then see comment** Exception being those cases where legal proceedings have been initiated. Where this occurs keep these records until all legal proceedings including appeals have been exhausted.	<i>** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>

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	Rivers & Lakes-Water Quality Analysis & Monitoring	Retain sampling data and laboratory analysis reports for 7 years. Then archive. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Rivers & Lakes-Water Quality Reports & correspondence	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records</i>
	Groundwater water quality Analysis & Monitoring	Retain sampling data from monitoring and laboratory analysis reports for 7 years. Then archive. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Groundwater water quality Reports & Correspondence	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Coastal Waters & Aqua Culture-Water Quality Analysis & Monitoring	Retain sampling data from monitoring and laboratory analysis reports for 7 years. Then archive. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Coastal Waters & Aqua Culture-Water Quality reports & Correspondence	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>

Sub-Functions	Activities	Retention Recommendation	Comments
	Drinking Waters-Water Quality Analysis & Monitoring	Retain sampling data from monitoring and laboratory analysis reports for 7 years. Then archive. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	Drinking Water Directive (80/778/EEC) as amended by Directive (98/83/EC); ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Drinking Waters-Water Quality Reports & correspondence	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive report. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	Drinking Water Directive (80/778/EEC) as amended by Directive (98/83/EC); ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Agricultural Pollution Investigation and Inspection inc files of routine investigations/complaints	Retain files of routine investigations/complaints for period of 7 years after investigation takes place. Then destroy. Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted. and enforcement action + 7 yrs. Significant cases where precedent has been set (involving legal proceedings) should be offered to the archivist. If no archivist then see comment**	The Water Framework Directive 2000/60/EC ** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Agriculture & Forestry Water Quality Farm Surveys	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive report. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Agriculture & Forestry water quality Analysis & Monitoring	Retain sampling data from monitoring and laboratory analysis reports for 7 years. Then archive. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	** <i>In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>

Sub-Functions	Activities	Retention Recommendation	Comments
	Oil Pollution prevention & Control Management Plans & Correspondence	Retain current and previous superseded plans and statements plus correspondence relating to those plans. Then offer plans to archivist. If no archivist then see comment** Destroy correspondence.	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Oil Pollution prevention& Control Discharge licences.	Retain for duration of license or until superseded. Then retain for period allowed by statute for any legal or enforcement actions taken against the license holder. High level recording of license details to be retained indefinitely in archive. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Emergency Planning Committee	Retain current and previous superseded plans and statements plus correspondence relating to those plans. Then offer plans to archivist. Destroy correspondence. If no archivist then see comment**	Sea Pollution (Prevention of Oil Pollution) Regs, 1994. SI No. 44/1994 ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Maritime Contingency Plans	Retain current and previous superseded plans and statements plus correspondence relating to those plans. Then offer plans to archivist. Destroy correspondence. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Private licences Register for Sewers	Retain register indefinitely. Licenses to be retained for duration of license or until superseded. Then retain for period allowed by statute for any legal or enforcement actions taken against the license holder. Then destroy. Register to be archived periodically. If no archivist then see comment**	Sections 4 & Section 16 of the Local Govt (Water Pollution) Act, 1977 (as amended) ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Private licences Register for Water	Retain register indefinitely. Licenses to be retained for duration of license or until superseded. Then retain for period allowed by statute for any legal or enforcement actions taken against the license holder (i.e.) 7 years. Then destroy. Register to be archived periodically. If no archivist then see comment**	Sections 4 & Section 16 of the Local Govt (Water Pollution) Act, 1977 (as amended) ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records

Sub-Functions	Activities	Retention Recommendation	Comments
	Trade Effluent Discharge to Sewer Licence	Retain file on licence until expired (review every 5yrs to check for closed files) + 7yrs then destroy. Retain actual monitoring results for 7yrs then destroy. If a complaint, retain for duration of investigation and enforcement action + 7 yrs. If license period extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. Archive significant cases. If no archivist then see comment** Exception to 7 yrs. period would be where legal proceedings have been initiated on foot of the investigation and enforcement. In these cases the records should be retained until the legal proceedings (Inc. appeals) have been exhausted.	Section 16 Licence (i.e.) Section 16 of the Local Govt (Water Pollution) Act, 1977 (as amended). Waste from hotels/ restaurant to a public sewer. File on granting S.16 licence and file on test results submitted by contractors monthly/bi-monthly/quarterly to comply with licence. If LA takes them to court, the prosecution will be done within 12 months. Some S.16 Licences going to Irish Water. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Section 4 Licence to discharge treated wastewater	Retain file on licence until expired (review every 5yrs to check for closed files) + 7yrs then destroy. Retain actual monitoring results for 7yrs then destroy. If a complaint, retain for duration of investigation and enforcement action + 7 yrs. Archive significant cases. If no archivist then see comment** Exception to 7 yrs. period would be where legal proceedings have been initiated on foot of the investigation and enforcement. In these cases the records should be retained until the legal proceedings (Inc. appeals) have been exhausted.	Section 4 licences. (Inc. treatment plants) to ground/surface waters, granted once and is ongoing until contractor/LA gives notice. File on granting S.4 licence and file on test results submitted by contractors to comply with licence. If LA takes them to court, the prosecution will be done within 12 months. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Bio Solids register of sewage treated at Waste Water Treatment Plants	Retain file on licence until expired (review every 5yrs to check for closed files) + 7yrs then destroy. Retain actual monitoring results for 7yrs then destroy. If a complaint, retain for duration of investigation and enforcement action + 7 yrs. If license period extends beyond the assumption of control by IW in 2014 then offer original records to IW when SLA ends if these records have not already been transferred. If IW refuse original then offer original to LA archivist for archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. Archive significant cases. Archive significant cases. If no archivist then see comment** Exception to 7 yrs. period would be where legal proceedings have been initiated on foot of the investigation and enforcement. In these cases the records should be retained until the legal proceedings (Inc. appeals) have been exhausted.	The Waste Management (Collection Permit) Regulations (S.I. 820/2007 as amended by S.I. 87/2008), The Water Services (Amendment) Act, 2012 (No. 2 of 2012) legislates for: The Water Services Acts, 2007 and the 2012 Domestic Wastewater Treatment (Registration) Regulations, 2012 (S.I. 220/2012) ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.