

National Retention Policy for Local Authority Records 2020/2021- approved by LGMA for use by LGMA on 19th July 2021

Functional Heading:

Corporate Services

Sub-Functions	Activities	Retention Recommendation	Comments
General Administration	Correspondence received by sections not forming part of existing operational file series	Retain general correspondence or records unrelated to any operational activity retained for 2 years from the date received. Then destroy. If related to an specific operational activity then the retention period for that activity should apply.	
	Staff Meetings: minutes/notes	Retain minutes & notes for 5yrs. Then Destroy	
	Copyright agreements/permissions for use of images and other works in Council publications	Retain for 70 years (duration of copyright for published works after the death of the artist/author). Then offer to archivist. If no archivist then see comment**	<i>Copyright and Related Rights Act, 2000 Sections 22-33; Copyright and Other Intellectual Property Law Provisions Act, 2019 S. 8</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>
General Financial	Audit Committees: Meetings records.	Records of the work of the Internal Audit Committee should be kept for the lifetime of two IA Committees (i.e.) the current committee + the lifetime of the preceding IA Committee. Then offer to Archivist. If no archivist then see comment**	Section 122 of the Local Govt Act, 2001. In compliance with Strategic and Annual Internal Audit Plans. Specific audits as requested by Management. In compliance with Strategic and Annual Internal Audit Plans. <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>

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	Management file for annual budget process: Requests for submissions, Public Notices, reports to members, minutes of Finance Committee Meetings. etc.)	Retain for 5 Years from when budget adopted then offer to Archivist. If no archivist then see comment**	Local Govt Act, 2001. Section(s) 102 & 103 The Public Spending Code published by the CEE unit of DoPER ** 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.
	Travelling Expenses for elected members. Reports on conference and training attended plus publication of spend.	Retain for 7 years from the end of the calendar year in which payment was made. Then destroy. Exception being here there is an investigation in to payments made and where legal proceeding or SIPO investigation are ongoing. In these cases retain for 15 yrs. after person has left employment or ceased to be a Councillor. Then offer to archivist. If no archivist then retain indefinitely. Exception being where SIPO investigation is still ongoing. In this instance records are to be retained until SIPO process and any resulting legal actions (Inc. appeals) is exhausted.	Statute of Limitations (Acts 1957-2010)
Chief Executives Office - Management & Admin	Management team & strategic management meetings in crisis management mtgs	Retain for 7yrs. 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 archive records. permanently within archive.</i>

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Sub-Functions	Activities	Retention Recommendation	Comments
	Documents relating to conferences/committees & mtgs attended by CE. Including details of minutes and expenses incurred.	Retain for 7 yrs. Then offer records of delegations attending meeting with CE & specific events 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 archive records.permanently within archive.</i>
	CE's orders: Documents + Bound volumes of CE's orders	Retain CE's orders in original format for 5 years after current financial year to ends and AFS audit process completed then offer to Archivist. If no archivist then see comment** Archive on quality archival paper. Closure period of 30yrs for all CE orders. Exceptions being (i) CE orders relating to personnel which should be archived with closure period of 50yrs; and (ii) 20 years where records are considered of significant historical or public interest or will facilitate fair and balanced reporting.	<i>The 30 year rule is from Section 8 of the 1986 National Archives Act and the Amendment Act from 2018 reduces this to 20 years in cases where records are considered of significant historical or public interest or will facilitate fair and balanced reporting. ** 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.permanently within archive.</i>
	Correspondence and letters of support issued	Retain general correspondence for 2 years. Then destroy. For letters of support unrelated to any operational activity retain for 7 years. Exception being where letter of support is related to an specific operational activity then the retention period for that activity should apply. 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 archive records.permanently within archive.</i>

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	Diaries (manual & electronic) of senior officers; technical/professional staff; and operational staff with responsibility for issuing instructions to contractors.	Retain for 7 years after diary is complete and the calendar year to which it applies is over. Then destroy. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	Instructions to contractors or decisions in relation to projects should be officially recorded outside of diaries in relevant project/contract files for which their relevant retention period will apply.
	Meetings with representative groups e.g. Construction Industry Federation; IFA etc.	Retain for 2 years. Then destroy. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + 7 years.	
	Departmental and Ministerial Meetings	Retain for 2 years. 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 archive records..</i>
	Regional Meetings e.g. Southern Region	Retain for 2 years. Then offer to Archivist. If no archivist then see comment**	Local Govt Act, 1991; Local Government (Reform) Act, 2014. <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>
	Community Deputations	Retain general correspondence or records detailing deputations received that are unrelated to any operational activity received for 2 years. Then destroy. If related to an specific operational activity then the retention period for that activity should apply.	
	Meetings of City and County Managers Association; LGMA Board; Regional Assemblies, etc	Retain for 2 years. Then destroy	

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	Shared or regional services - Meetings, correspondence and policy in relation to shared services	Retain records relating to proposed shared services for 5 years. Then offer to Archivist. If no archivist then see comment** If related to an specific operational shared service activity then the retention period for that activity should apply.	Section 149(a)(1) of the Local Govt Act, 2001 as amended by the Local Govt Reform Act, 2014. ** 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..
	Local Development Projects for County & City: (e.g.)renewal schemes/strategy groups /development plans. Inc. minutes/ Agenda/press statements	Retain general correspondence or records on County/City Development projects that are unrelated to any operational activity for the duration of the project + 7 years. Then offer to Archivist. If no archivist then see comment** If development project is related to an specific operational activity then the retention period for that activity should apply.	While it is not required for the CE's office to keep a duplicate file in addition to the Business Unit if it does the retention recommendation applies to both files equally.
	Industry, Economic Development& Infrastructure: files on airports/business parks/dev groups/structural funds/IDA/ roads & railways -	Retain general correspondence or records on County/City Development & Infrastructure projects that are unrelated to any operational activity for the duration of the project + 7 years. Then offer to Archivist. If no archivist then see comment** If development or infrastructural project is related to an specific operational activity then the retention period for that activity should apply. This would include retention periods required as a result of funding received such as EU funding.	While it is not required for the CE's office to keep a duplicate file in addition to the Business Unit if it does the retention recommendation applies to both files equally.

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	Register of Interests/Ethics Register: of employees in land & property	Retain for 15 yrs. after person has left employment or ceased to be a Councillor. Then offer the public inspection version of register to archivist. If no archivist then see comment**	LG/2/2015. Part 15 LG Act, 2001 In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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. **
	Local Authorities & LA Organisations files: town councils/partnerships/strategic policy groups/City and CE's associations/. Minutes/reports/agendas	Retain records for the lifetime of two Councils (i.e.) the current Council + the preceding Council. Then offer to the Archivist. If no archivist then see comment** .	While it is not required for the CE's office to keep a duplicate file in addition to the Business Unit if it does the retention recommendation applies to both files equally. ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	National/Regional Groups & Organisations - where staff/officials represent the LA	Retain general correspondence or records on National/Regional Groups that are unrelated to any operational activity received for 2 years. Then destroy. If related to an specific operational activity then the retention period for that activity should apply.	

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	Local Government Reform files (e.g.) Agenda 21/one-stop-shop concept: guidelines/reports/circulars	Retain reform legislation; Circulars, SI's, etc until they are superseded. Retain records of reform initiatives undertaken for duration of the reform project plus a further 7 years. Then Offer to Archivist. If no archivist then see comment**	LG Reform Act, 2014. ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	Local Authority Re-organisation inc Mergers and re-organisation of local government functions/structures	Retain for period that the reorganisation or mergers are underway .Once completed then retain for a further 7 years. Then offer to the archivist. If no archivist then see comment** Exception being in relation to where agreements are made under s24 of LG Act 2019. These should be retained indefinitely.	LG Reform Act, 2014. ** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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>
	Heritage, Culture& Entertainment files: museums/theatres/arts/events/theatres heritage council/officer	Retain general correspondence or records that are unrelated to any operational activity for 2 years. Then offer to Archivist. If no archivist then see comment** If record is related to an specific operational activity then the retention period for that activity should apply.	While it is not required for the CE's office to keep a duplicate file in addition to the Business Unit if it does the retention recommendation applies to both files equally. ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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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	Amenities	<p>Retain general correspondence or records that are unrelated to any operational activity for 2 years. Then offer to Archivist.</p> <p>If no archivist then see comment** If record is related to an specific operational activity then the retention period for that activity should apply.</p>	<p>While it is not required for the CE's office to keep a duplicate file in addition to the Business Unit if it does the retention recommendation applies to both files equally.</p> <p>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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>
	Tourism files: tourism initiatives /tourist office sites/Committees & Bord Fáilte	<p>Retain general correspondence or records that are unrelated to any operational activity for 2 years. Then offer to Archivist.</p> <p>If no archivist then see comment** If record is related to an specific operational activity then the retention period for that activity should apply.</p>	<p>While it is not required for the CE's office to keep a duplicate file in addition to the Business Unit if it does the retention recommendation applies to both files equally.</p> <p>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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>

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	Corporate Plan and Annual Report inc Annual Progress Report on the Corporate Plan	Duration of current plan and previous. Then offer to Archivist If no archivist then see comment** Exception being records relating to printing (e.g.) quotes, correspondence etc. retain until after audit + 1 year. Then destroy.	Section 221 (Annual report) & Section 134 (Corporate Plan) of the Local Government Act 2001 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
Register of Electors & Elections	Nomination & Publication of Candidates	Retain for 6 months after the date of the certification of the return then destroyed. Exception being where unless where there is an order of a court having jurisdiction to decide petitions questioning the election or the returning officer has reason to believe that the documents may be required for instituting or maintaining a prosecution for an offence under Part XV or for the purpose of a petition documentation.	S46 & S53 of the Electoral Act, 1992. Articles 92; 93 & 94 of SI 297/1995 - Local Elections Regulations, 1995.
	Notice of Election	Retain for 6 months after the date of the certification of the return then destroyed. Exception being where unless where there is an order of a court having jurisdiction to decide petitions questioning the election or the returning officer has reason to believe that the documents may be required for instituting or maintaining a prosecution for an offence under Part XV or for the purpose of a petition documentation.	S44 of the Electoral Act, 1992. Articles 92; 93 & 94 of SI 297/1995 - Local Elections Regulations, 1995.
	Polling Districts & Polling Stations	Retain scheme of current polling district and polling stations until superseded. Then offer to the archivist. Retain correspondence with bodies or individuals providing premises for polling station duties until superseded by correspondence required for next election. Then destroy.	S28 & 29 of the Electoral Act, 1992

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	Electoral Advertisements	Retain for 6 months after the date of the certification of the return then destroyed. Exception being where unless where there is an order of a court having jurisdiction to decide petitions questioning the election or the returning officer has reason to believe that the documents may be required for instituting or maintaining a prosecution for an offence under Part XV or for the purpose of a petition documentation.	S44 of the Electoral Act, 1992. Articles 92; 93 & 94 of SI 297/1995 - Local Elections Regulations, 1995.
	Constituency and electoral district revisions	Retain details of current constituencies and electoral districts until revised and superseded. Then offer the superseded records to the archivist. If no archivist then please see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	Payments to Revenue Collectors/Fieldworkers payment for completion and updating of electoral register.	Retain for 7 years (consistency with statute of limitations). Then destroy.	
	Local Elections files - records detailing the organising and holding of an election	Retain until next election has been held. Then offer to archivist. If no archivist then please see comment**	Local Elections Regulations, 1995 Article 92(3). Údarás na Gaeltachta Elections Regulations, 1979 75(3).
	Seanad Elections (i.e.) where local authority (i) acts as an authorising officer for the voting of its Councillors.	Retain until the next seanad election is held and then offer to the archivist.**	
	Údarás na Gaeltachta elections	Should be retained until the next ÚnG election is held and then offered to the archivist.**	Údarás na Gaeltachta Elections Regulations, 1979 75(3).

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	Register of Electors & Supplementary register -	Retain current register and current supplementary register. Then when new register is published in any given year the older previous registers current & supplementary, should be offered to the archivist. If no archivist then please see comment**	Section 13 of the Electoral Act, 1992 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	Register of Electors application including change of address and appeals to Claims Court	Retain until application is approved and successful applicant is added to the current register. Records relating to appeals to the Claims Court should be retained until appeal is completed. Appellant is either added to the register or appeal is refused in which case the application records for 2 years then destroyed.	Section 13 of the Electoral Act, 1992
	Supplementary Register applications	Retain for the duration of current register and current supplementary register. Then when new register is published in any given year the supplementary register applications should be destroyed.	Section 15 of the Electoral Act, 1992

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	Postal Voters List and applications	<p>Retain current and draft postal voters list. Then when new register is published in any given year the older previous register should be offered to the archivist.</p> <p>If no archivist then please see comment** Valid individual applications and any supporting documentations plus draft voter's lists provided should be retained for the duration of the year in which the applicant applied. Then destroy</p>	<p>Section 14 of the Electoral Act, 1992 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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>
	Special Voters and applications	<p>Retain current and previous special voters list. Then when new register is published in any given year the older previous register should be offered to the archivist.</p> <p>If no archivist then please see comment** Valid individual applications and any supporting documentations plus draft special voter's lists provided should be retained for the duration of the year in which the applicant applied. Then destroy</p>	<p>Section 14 of the Electoral Act, 1992 and Electoral (Amendment) (No. 2) Act, 1986 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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>
	Marked register	<p>Retain for 6 months after the date of the certification of the return then destroyed. Exception being where unless where there is an order of a court having jurisdiction to decide petitions questioning the election or the returning officer has reason to believe that the documents may be required for instituting or maintaining a prosecution for an offence under Part XV or for the purpose of a petition documentation.</p>	<p>Electoral Act, 1992. Articles 92; 93 & 94 of SI 297/1995 - Local Elections Regulations, 1995.</p>

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	Ballot Papers	Retain for 6 months after the date of the certification of the return then destroyed. Exception being where unless where there is an order of a court having jurisdiction to decide petitions questioning the election or the returning officer has reason to believe that the documents may be required for instituting or maintaining a prosecution for an offence under Part XV or for the purpose of a petition documentation.	Electoral Act, 1992. Articles 92; 93 & 94 of SI 297/1995 - Local Elections Regulations, 1995.
	Correspondence with Returning Officer	Retain all correspondence with returning officer until new live register is published then a further 1 year. Then destroy.	Part V of the Electoral Act, 1992
	Disclosure of Donations by election candidates: declarations donation statements/electoral expenses/files, opening of donation accounts to LA members.	Retain for 3 years from latest date of furnishing donation statements & election expenses which is 90 days after the polling day at election. Then destroy. Exception being any investigations/proceedings in to breaches of donations legislation. In which case retain until proceedings are exhausted + 7 years. Then destroy.	S19 Local Elections (Disclosure of Donations and Expenditure) Act, 1999, states LAs must keep statements for 3 years. Electoral (Amendment) Act, 2001.
Elected Members & meetings administration	Plenary and District Council Meetings inc Agendas, notice of motions & Reports	Retain records of plenary and district Council meetings that are for lifetime of the elected Council plus the previous Council. Then offer to the archivist. If no archivist please see comment**	Part VI of the Local Govt Act, 2001 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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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	Local Committees established with elected member representation	Retain records of local Committees that are unrelated to any operational activity received for lifetime of the elected Council plus the previous Council. Then offer to the archivist. If no archivist please see comment**	Section 51 of the Local Govt Act, 2001 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	External Committees e.g. National Organisations	Retain records of external Committees of which elected members participate as a Council representative for the lifetime of the current elected Council plus the previous Council. Then offer to the archivist. If no archivist please see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	Strategic Policy Committees	Retain records of Strategic Policy Committees for lifetime of the current elected Council plus the previous Council. Then offer to the archivist. If no archivist please see comment**	Section 48 of the Local Govt Act, 2001 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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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	Bye-Laws	Retain for the duration for which the bye-law is in effect plus the previous version of the bye-law. Notice of bye-law(s), public consultation submissions and correspondence with the relevant Minister(s); other LAs and An Garda Siochana should be retained for duration of the current bye-law. When bye-law is superseded all documents should be offered to the archivist. If no archivist please see comment** A high level register containing details of all bye-laws including historical/superseded bye-laws should be retained in the business unit indefinitely.	Local Govt Act, 2001. SI 362/2006 - LG Act 2001 (Bye-Laws) Regulations, 2006
	Payments to Elected Members.	Retain for 7 years from the end of the calendar year in which payment was made. Then destroy. Exception being here there is an investigation in to payments made and where legal proceeding or SIPO investigation are ongoing. In these cases retain for 15 yrs. after person has left employment or ceased to be a Councillor. Then offer to archivist. If no archivist then retain indefinitely. Exception being where SIPO investigation is still ongoing. In this instance records are to be retained until SIPO process and any resulting legal actions (Inc. appeals) is exhausted.	Section 142 of the Local Govt Act, 2001
	Mayoral Functions	Retain records of the functions performed by the Mayor's or Cathaoirleach in any given year for lifetime of the current elected Council. Then offer to the archivist. If no archivist please see comment**	Part V of the Local Govt Act, 2001 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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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	Chains of Office	Keep record of current chain until superseded by new design. Then offer to Archivist. If no archivist please see comment**	Part V of the Local Govt Act, 2001 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	Travel by elected members and officers to represent council on official visit	Retain for 7 years from the end of the calendar year in which payment was made. Then destroy. Exception being here there is an investigation in to payments made and where legal proceeding or SIPO investigation are ongoing. In these cases retain for 15 yrs. after person has left employment or ceased to be a Councillor. Then offer to archivist. If no archivist then retain indefinitely. Exception being where SIPO investigation is still ongoing. In this instance records are to be retained until SIPO process and any resulting legal actions (Inc. appeals) is exhausted.	
Public Events	Civic and Mayoral Receptions	Retain list of events held in any calendar year plus 1 year to allow for audit purposes. Then offer to the archivist. If no archivist please see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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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Sub-Functions	Activities	Retention Recommendation	Comments
	Ceremonies: Commemoration Events; Public Remembrance or Celebrations	<p>Retain list of events for 3 years then offer to the archivist.</p> <p>If no archivist please see comment** The exception being where an accident/incident or dangerous occurrence was reported at the event. In these cases the records should be</p> <p>(i) retained for 10 years from the date the accident/incident or dangerous occurrence is reported or or until investigation and legal proceeding has been completed; or</p> <p>(ii) where the accident/incident involved children or minors . In these cases where a child has been involved then retain these records for 25 years.</p> <p>Then destroy unless legal proceedings are still ongoing.</p>	<p>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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>
	Council Chambers and Offices: booking for events	<p>Retain list of events held in any calendar year plus 1 year to allow for audit purposes. Then offer to the archivist.</p> <p>If no archivist please see comment**</p>	<p>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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>
	Town Twinning	<p>Retain for duration of the term of Council and/or twinning process has been finalised. Then offer to the archivist.</p> <p>If no archivist please see comment**</p>	<p>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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>

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Sub-Functions	Activities	Retention Recommendation	Comments
	Speeches	Retain for duration of the term of Council. Then offer to the archivist. If no archivist please see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	Books of Condolence	Retain while active and available for public access and then transfer to bereaved families. Retain a high level list of books of condolences opened. Periodically offer to the archivist. If no archivist please see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	Honorary Freedom/Public Honours	Retain list of events including invitees, speeches, running order, dignatories, held in any calendar year plus 1 year to allow for audit purposes. Then offer to the archivist. If no archivist please see comment** Retain high level list of honourees/Freedom Roll,	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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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Corporate Services			
Sub-Functions	Activities	Retention Recommendation	Comments
Educational Supports	School Attendance/support grants	Retain records for duration of year in which grant is paid plus 1 year to allow for audit purposes. Then destroy. Retain high level list of schools in receipt of grant and periodically offer to archivist. If no archivist please see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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.
	Urban School Meals & EU Food, Vegetable; Fruit & Milk Schemes records include copies of returns/recoupments made to the department of Social Protection and the National Dairy Council, correspondence with the school and payments made to suppliers.	Retain records of schools in receipt of meals or milk scheme support for 2 years. Then offer high level list of schools in receipt of supports to archivist. Destroy other documents. If no archivist please see comment** Exception being (i) documents relating to contracts with suppliers which should be for duration of contract plus a further 7 years then destroy; and (ii) being documents required to satisfy EU audit requirements (see comments).	(Provision of Meals) Act, 1914-1975; EU Reg 1308/2013, Articles 22-25 and Annex V. EU Reg 1307/2013 Article V and Annex 1. Section 44 of the Local Govt Reform Act, 2014 EU funded schemes 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 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.
	Higher Education grants - Existing grant files from pre SUSI grants.	Retain records of grants awarded pre 2011 Act up to where the drawdown of the grant has been completed and the student has completed their studies plus a further 7 years. Keep a high level description of grants awarded and destroy all other documents. Exception being where where a student did not complete course and returns to the course then they must return to the original grant awarding body i.e. the LA for the grant to complete the course.	Student Support Act, 2011 S. 6 Universities Act, 1908, Scholarships Acts 1944 & 1961, Higher Educational Acts, 1968, 1978 & 1992

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Sub-Functions	Activities	Retention Recommendation	Comments
Regulatory Compliance and request for information	Fol Requests and correspondence with requestor including 3rd party consultations; acknowledgement and decision letters; details of deposits sought & paid, schedules of records; copies of redacted record part-granted, etc	Retain copies of requests including records released for 5 years. Retain sufficient high level description of each request to populate the required (for non-personal requests) disclosure log. Then destroy all other documents including copies of docs released. Periodically offer high level list to archivist. If no archivist please see comment**	Fol Act, 2014. Code of Practice for Public Bodies covered by Fol in accordance with S48 of the Fol Act, 2014
	Internal Reviews	Retain copies of Internal Reviews including records released and correspondence for 5 years. Retain sufficient high level description of each review including the outcome. Periodically offer high level list to archivist. If no archivist please see comment**	Fol Act, 2014. Code of Practice for Public Bodies covered by Fol in accordance with S48 of the Fol Act, 2014
	OIC appeals	Retain copies of requests including records released for 5 years. Retain sufficient high level description of each request to populate the required (for non-personal requests) disclosure log. Then destroy. Periodically offer high level list to archivist. If no archivist please see comment**	Fol Act, 2014. Code of Practice for Public Bodies covered by Fol in accordance with S48 of the Fol Act, 2014
	Other interactions & correspondence with OIC other than appeals including investigations in to the use of certain exemptions	Retain copies of correspondence (other than OIC investigations) for a period of 2 years from when matter being discussed was resolved. Then destroy. Exception being copies of correspondence relating to OIC investigations in to the use of certain exemptions which should be retained for the duration of the investigation plus 7 years. Then offer final investigation report to archivist and destroy all other documentation. If no archivist please see comment**	Fol Act, 2014. Code of Practice for Public Bodies covered by Fol in accordance with S48 of the Fol Act, 2014
	Fol Statistical Returns	Retain copies of Fol statistic returns plus data upon which returns are based for 1 year after their submission to the Dept. Then destroy underpinning data. Then offer statistical return to the archivist. If no archivist please see comment**	Fol Act, 2014. Code of Practice for Public Bodies covered by Fol in accordance with S48 of the Fol Act, 2014

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Sub-Functions	Activities	Retention Recommendation	Comments
	Fol Officers Network and PSUN meetings	Retain for 2 years. Then destroy.	Fol Act, 2014. Code of Practice for Public Bodies covered by Fol in accordance with S48 of the Fol Act, 2014
	Access to Information on the Environment	Same retention periods identified for Fol Requests should apply to AIE requests.	European Communities (Access to Information on the Environment) Regulations 2007 to 2014 (S.I. No. 133 of 2007, S.I. No. 662 of 2011 and S.I. No. 615 of 2014) (AIE Regulations)
	Re-use of Public Sector Information	Same retention periods identified for FOI & AIE should apply to Re-Use of PSI requests.	Re-use of Public Sector Information Directive 2003/98/EC & 2013/37/EC Statutory Instruments S.I. No 279/2005, S.I. No 103/2008 & S.I. No 525/2015 Circulars 16/15 & 12/16 DPER & Circular 32/05 Finance
	Ombudsman Case files and correspondence	Retain records of correspondence with Ombudsman Office regarding investigation for the duration of the investigation plus a further 7 years. Retain a high level description of all cases including outcomes, etc. Then offer to archivist. Exception being cases where litigation is ongoing beyond the 7 years. In these cases retain until legal case and all appeals exhausted + further 7 years. If no archivist please see comment**	Ombudsman Act, 1980. Ombudsman (Amendment) Act, 2012.
	Protected Disclosures made by staff	Retain copies of disclosures made by staff/worker plus investigations and outcomes until matter resolved plus a further 7 years. Then offer anonymised documents to the archivist. If no archivist please see comment**	Protected Disclosures Act, 2014
	Protected Disclosures - annual report	Retain copies of Annual report indefinitely . However every 5 years offer all Annual Reports older than 5 years to the archivist. If no archivist please see comment**	S22 Protected Disclosures Act, 2014

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Corporate Services			
Sub-Functions	Activities	Retention Recommendation	Comments
Data Protection	Data Protection Officer records of meetings and advices given not related to specific data agreement or DPIA	Retain records of meetings and/or advices not related to a specific project/DPIA to be retained for 2 years. Then destroy. Retain records of any decision/opinions related to a specific project for the duration of the project and subject to the retention periods for that operational activity. Then destroy.	Data Protection Act, 2018. Regulation (EU) 2016/679 - GDPR
	Data Protection advice given to specific new projects or new methodologies of receiving and processing personal data inc DPIAs	Retain records of advice given and/or DPIAs developed for duration of relevant business activity and subject to the retention periods for that operational activity. Then destroy.	Data Protection Act, 2018. Regulation (EU) 2016/679 - GDPR
	Written data flow agreements with external agencies and suppliers	Retain for duration of agreement or until agreement is superseded. Retain previous agreement for 7 years. Then offer to Archivist. If no archivist see comment**	Data Protection Act, 2018. Regulation (EU) 2016/679 - GDPR
	Local Authority Data protection officers network	Retain for 2 years. Then destroy.	Data Protection Act, 2018. Regulation (EU) 2016/679 - GDPR
	Data Subject Access Requests	Retain records of data subject access requests received and response including documents released for 7 years after response. Then destroy. Exception being cases where litigation in respect of a claim of breach of data rights is ongoing beyond the 7 years. In these cases retain until legal case and all appeals exhausted + further 7 years A list of requests received with high level details should be retained indefinitely.	Data Protection Act, 2018. Regulation (EU) 2016/679 - GDPR
	Data breaches including notifications to DPC and data subjects	Retain records of all data breaches f(notified or unnotified to the DPC and/or data subject) for a period of 7 years from the time that the breach was discovered. Then destroy. Exception being cases where litigation in respect of a claim of breach of data rights is ongoing beyond the 7 years. In these cases retain until legal case and all appeals exhausted + further 7 years. A list of data breaches received with high level details should be retained indefinitely.	Data Protection Act, 2018. Regulation (EU) 2016/679 - GDPR

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Sub-Functions	Activities	Retention Recommendation	Comments
	Logs/Records of processing	Retain logs/records of processing for duration of the relevant business activity to which the log relates. Then a further 7 years. Then offer to archivist. If no archivist please see comment**	Data Protection Act, 2018. Regulation (EU) 2016/679 - GDPR (Article 30)
	Interaction with Data Protection Commission regarding advices sought; DPIAs submitted; general Investigations and Audits not related to specific data breaches	Retain copies of records detailing interactions with DPC until matter being discussed is resolved plus a further 2 years. Exceptions being (i) where an investigation not related to a data breach or audit is underway. Then retain for the duration of investigation/audit + 2 years. Then offer to Archivist. If no archivist please see comment** and (ii) where DPC response relates to DPIAs formally submitted to the DPC. In these instances the DPC response should be retained for the duration of the operational activity to which the DPIA relates + 7 years. Then offer to archivist. If no archivist please see comment**	Data Protection Act, 2018. Regulation (EU) 2016/679 - GDPR
	GDPR Compliance Audits of business sections within LA	Retain audit reports of processing carried out by business units until superseded by next audit report. Then a further 7 years. Then offer to Archivist. If no	Data Protection Act, 2018. Regulation (EU) 2016/679 - GDPR
Communications	Communications policy & procedures	Retain current and previous policy and/or procedure until current one superseded. Then offer to the archivist. If no archivist please see comment**	
	Press Releases - including social media releases	Retain press releases for lifetime of the elected Council. Then offer to the archivist who's role will be to appraise those press releases which have archival value. If no archivist please see comment**	
	Management of Council's social media accounts -	Each calendar year an annual snapshot where the social media postings are time and date stamped and converted to a stable storage format should be taken and offered to the archivist. If no archivist see comment** Any postings not offered to archivist to be destroyed.	Best practise recommendation from Digital Repository of Ireland; Digital Preservation Coalition or Library of Congress, etc.

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Sub-Functions	Activities	Retention Recommendation	Comments
	Council website	Each calendar year an annual snapshot where the web content are time and date stamped and converted to a stable storage format should be taken and offered to the archivist. If no archivist see comment** Any web content not offered to archivist to be destroyed	Digital Repository of Ireland; Digital Preservation Coalition or Library of Congress
	Mobile Phone Contracts	Tender Process: as per Procurement retention for tenders. For Staff Mobile Phones: Retain for 7 years from the end of each calendar year. Then destroy. Exceptions will be (i) where a legal challenge/case has commenced over payments made or non-payment. In these instances, the records are retained until the legal proceedings have completed; and (ii) where an EU funded project is involved.	
	Staff Mobile Phones	Retain records of phones issued and bills for 7 years after being issued. Then Destroy. Exception being any litigation, retain for duration of legal case and all appeals exhausted + a further 7 years. Then Destroy	
	Severe Weather Alerts and Communications. Press releases and reports to Council	Retain for duration of alert plus a further 7 years. Then offer to Archivist. If no archivist	
	Irish Music Rights Organisation - annual fee	Retain for calendar year plus 1 year to allow for audit purposes. Then destroy	
	Advertising Campaigns	Retain for calendar year plus 1 year to allow for audit purposes. Then offer to archivist as major promotional campaigns may have an archival value. If no archivist**	Advertisements for projects or developments should be retained for the recommended period with the official file for that project which is held by business unit rather than Corporate Services. Any duplicates kept by Corporate Services should be deleted after the recommended period of 1 year after the calendar year. Originals that will be required for audit, etc will remain with the business unit.

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Sub-Functions	Activities	Retention Recommendation	Comments
	Public advertising required by Statute	Retain for duration of operational activity the advertisements relate to. Retention period for that operational activity including EU funding requirements to apply.	
	Communications Team Meetings - cross departmental meetings regarding communications	Retain for 2 years. Then destroy. Exceptions being where minutes of meetings relate to an operational activity where a specific activity is still ongoing. In these instances the retention recommendation for the operational activity will apply.	
Customer Care & Services	Policies and Procedures	Retain current and previous policy and/or procedure until current one superseded. Then offer to the archivist. If no archivist please see comment**	
	Contacts from public (CRM)	Retain for 2 years. Then destroy. Exceptions being (i) where customer registers to set up an account with the Council. In this instance the records are retained for the duration for which the account is active; (ii) any contacts or queries through the CRM that form part of a request for or complaint about an operational activity/service. In these instances the retention recommendation for the operational activity will apply, and (iii) where litigation is underway. In these instances the contact must be retained until all legal case and all appeals are exhausted + 7 years. Then destroy.	
	Formal Complaints	Retain until complaint is resolved then for a further 7 years. Then destroy. Exception being where litigation is underway. In these instances the contact must be retained until all legal case and all appeals are exhausted + 7 years. Then destroy.	

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Sub-Functions	Activities	Retention Recommendation	Comments
	Customer Satisfaction surveys	Retain for a period of 2 years or until superseded whichever comes first. Then destroy. However, totally anonymised customer surveys which are high level statistical in nature can be retained as long as they are required. Then offer to the archivist. If no archivist please see comment**	
	NOAC audit reports	Retain while active then for 5 Years once superseded. Then offer to Archivist. If no archivist then see comment**	Section 61, Local Govt Reform Act, 2014 <i>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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>
	Key Performance Indicators	Retain while active then for 5 Years once superseded. Then offer to Archivist. If no archivist then see comment**	<i>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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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Sub-Functions	Activities	Retention Recommendation	Comments
Property Management	Property Registration Authority Ireland: correspondence and queries relating to land searches	Retain correspondence of interaction with Property Reg Authority Office until matter being queried is resolved (e.g.) 1) Where the records relate to a query as to whether specific land or property is owned by the Council these should be retained until that piece of property is disposed of by the Council. 2) Where correspondence and query issue relate to a property ownership dispute which is resolved and the Council accepts that they no longer holds an interest then the Council retains official document detailing that official decision and then destroys correspondence and records of query to PRAI. 3) Queries and hand searches to the PRAI that relate to general queries on who owns parcels of land from which no actions arises should be destroyed after 2 years.	Property Services (Regulation) Act 2011: Civil Law (Miscellaneous Provisions) Act, 2011; Land & Conveyancy Law Reform Act, 2009; Registration of Deeds & Title Registration of Title Act, 2006; (Amendment) Act, 1997
	Section 183s - notices of disposal of land for Council approval	Retain disposal notices and Council approval until sale is completed plus 13 years. Then offer to the archivist. If no archivist then see comment**	Local Government Act, 2001, section 183
	Fee Simple/Freehold	Retain for duration of fee simple/freehold over property exists plus a further 13 years then offer to the archivist. If no archivist then see comment**	Property Services (Regulation) Act 2011: Civil Law (Miscellaneous Provisions) Act, 2011; Land & Conveyancy Law Reform Act, 2009; Registration of Deeds & Title Registration of Title Act, 2006; (Amendment) Act, 1997
	Acquisition of land or property	For completed sales retain for the period for which the Council owns the land or property plus a further 13 years. Then offer to the archivist. If no archivist then see comment** Exception being for unsuccessful or discontinued purchases retain records for 7 years from date when purchase discontinued then destroy.	Property Services (Regulation) Act 2011: Civil Law (Miscellaneous Provisions) Act, 2011; Land & Conveyancy Law Reform Act, 2009; Registration of Deeds & Title Registration of Title Act, 2006; (Amendment) Act, 1997
	Register of lands/deeds/plans of all Council property and lands	Retain register of all all deeds and legal material relating to Council properties until property sold. Then offer to archivist. Registers to be archived periodically. If no archivist then see comment**	Property Services (Regulation) Act 2011: Civil Law (Miscellaneous Provisions) Act, 2011; Land & Conveyancy Law Reform Act, 2009; Registration of Deeds & Title Registration of Title Act, 2006; (Amendment) Act, 1997
	Leases	Retain for duration of lease plus a further 13 years then offer to the archivist. If no archivist then see comment**	

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Sub-Functions	Activities	Retention Recommendation	Comments
	Licences	Retain for duration of license plus a further 13 years then offer to the archivist. If no archivist then see comment**	
	Wayleaves/Rights of Way	Retain for duration of wayleave/right of way plus a further 13 years then offer to the archivist. If no archivist then see comment**	Land and Conveyancing Law Reform Act 2009
	Compulsory Purchase Orders inc notices to view CPOs	Retain all CPO documentation until Completion of order + exhaustion of all appeals period has expired and land taken in to Council ownership plus a further 7 year period. Offer to Archivist. Then offer to the archivist. If no archivist then see comment**	Law Reform Commission Land Clauses Consolidation Act, 1845; Acquisition of Land (Assessment of Compensation) Act, 1919; Local Government No. 2 Act, 1960 S. 10; Housing Act, 1966; Planning and Development Act, 2000 Part 14; Planning and Development (Strategic Infrastructure) Act, 2006.
	Letting of Land (con acres)	Retain for duration of letting arrangement plus a further 13 years then offer to the archivist. If no archivist then see comment**	Part 6 of the Property Services (Regulation) Act 2011
Facilities Management	Building Maintenance: quotations/orders & invoices.	For lifespan of property being repaired/maintained + 7 years from when property is no longer a LA property. Then destroy. Exception being for buildings constructed by LA where records relating to planning and construction of buildings should be retained for a minimum of 30 years	IPB Guidance on the Retention of Records (2017)
	Office Equipment:	Retain records relating to equipment for the lifetime of the equipment plus a further period of 7 years. Exception is where the equipment was involved in an accident/incident or dangerous occurrence likely to lead to a prosecution or personal injury claim. In these instances the relevant cert of examination is retained for 10 years from the date the accident/incident or dangerous occurrence is reported.	Regulation 30(d) SHW at Work (General App) Regs 2007, Part 2 Workplace and Work Equipment, IPB Guidance on the Retention of Records (2017)

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Sub-Functions	Activities	Retention Recommendation	Comments
Weighbridges	Weighing vehicle loads: CEs orders/contract/tender + operational records	Retain operational records for duration for which the weigh bridge is in operation + further 7 years. Then offered to the archivist. Records of construction of weighbridges should be retained for the duration of the works plus a further 7 years. In the event of no archivist please see comment**	Road Traffic Act, 1961, section 16, as amended Road Transport Act 1999. Road Traffic (Construction & Use of Vehicles) Regulations 2003 (S.I. 5/2003). CE / Directors Orders retained indefinitely
Busking + casual Trading	Busking/Street Performance permits; Applications for permits; Payment of fee; bye-laws.	Where permit is issued retain records of application; payment made + license for duration of the license. Then retain for a further 7 years. Then destroy. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + 7 years. Retain high level register containing details of permits issued plus a map of where street performing is permitted and which permits apply for specific areas should be retained indefinitely. Unsuccessful applications retained for two years then destroy.	Bye-laws.
	Casual Trading License for Designated Area Trading or Event Trading; Applications for license; Payment of license fee; bye-laws.	Bye-laws, maps of designated areas and designated trading items, retain until superseded. Then offer to archivist. Retain licences for the duration of licence + 7 years. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + 7 years.	Casual Trading Act, 1995
Coroners	Appointment, CE Orders and Payroll Records	Retain record of appointment for duration of contract and offer to Archivist. Payroll records retain for duration of contract + 7 years.	Coroners Act, 1962 (as amended); Coroners (Amendment) Act, 2005; Coroners (Amendment) Act, 2019; Civil Law and Criminal law (Miscellaneous Provisions) Act, 2020
Irish Language	Language Plan for a Gaeltacht Service town - Plan for the increased use and support of Irish language in that town.	Retain Language plan for towns inc public consultation, surveys and reports for 5 years. Then offer to Archivist. If no archivist then see comment**	Gaeltacht Act, 2012

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Sub-Functions	Activities	Retention Recommendation	Comments
	Complaints - Complaints from the public and subsequent investigations.	Retain for 2 years from date that complaint resolved. Then destroy. Retain a high level description of the overall number and type of complaints received indefinitely. Then offer periodically to Archivist. If no archivist then see comment**	
	Investigations - Commissioner Teanga including compliance audits by the Commissioner	Retain records of complaints to Commissioner from Public for the duration of any investigation + 2 years. Exception being where legal proceedings are underway. In this instance retain all documents until legal proceedings including all appeals have been exhausted + 2 years. Then offer to Archivist. If no archivist then see comment** Retain records relating to Compliance Audit conducted by the Commissioner for duration of audit + 2 years. Then offer to Archivist. If no archivist then see comment**	Official Languages Act 2003
	Language Schemes so that the local authority can demonstrate that they can deliver services through the medium of Irish	Retain for lifetime of current scheme + previous scheme. Once superseded then offer older scheme to archivist. If no archivist then see comment**	Official Languages Act 2003
	Proofs & Translations - Proofs and translation of English language documents.	Retain translations where no personal data involved for future use indefinitely as required. Where correspondence relating to a service provided to a customer contains personal details then those proofs should be anonymised if the Irish Language Officer decides to retain a copy. The official correspondence or record issued to the customer is subject separately to the retention periods for that specific transaction.	
	Placename Committee	Minutes and table of placenames approved annually and correspondence with developers/council should be retained for 5 years. Then offer to Archivist. If no archivist then see comment**	

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Sub-Functions	Activities	Retention Recommendation	Comments
	Staff Training - requirement of Irish Language Scheme and required for compliance investigations	Retain records of procurement and contracts + payments for training providers for duration of contract +7 years. Then destroy. Retain high level record of training provided indefinitely. Training records of individual staff that attend training to be retained for duration of their employment contract plus 7 years, then destroyed.	
	Community Grants	Retain records for 7 years after which grant awarded, then destroy. High level record of the details of grants awarded to be retained indefinitely. Then offer periodically to Archivist. If no archivist then see comment**	
	Language Promotion events and activities	Retain records for 5 years after events or activities take place. Then offer to Archivist. If no archivist then see comment**	
	Gaeltacht Scholarships	Current Scheme & policy to be retained along with previous schemes policy. Once superseded the older historical schemes and policy to be offered to the archivist. If no archivist then see comment** Details of individual agreements with staff to be retained for the duration of the individual staff members contract of employment + a further 7 yrs. All individual data then to be destroyed.	
	Housing developments in Gaeltacht areas - Linguistic requirements for applicants assessed. Departmental and Údarás na Gaeltachta Guidelines, Procedures, Correspondence, Applications, Interviews and Reports *	Retain procedures and guidelines until superseded or made obsolete then offer to archivist. If no archivist then see comment** Retain for 15 years then destroy all individual applications, interviews and reports on individuals.	Planning and Development Act, 2000 Sections 10, 19 and 23. Period of 15 years defined in current guidelines. * Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.
	Irish Language Officers Association	Retain records of meetings for 2 years. Then destroy	