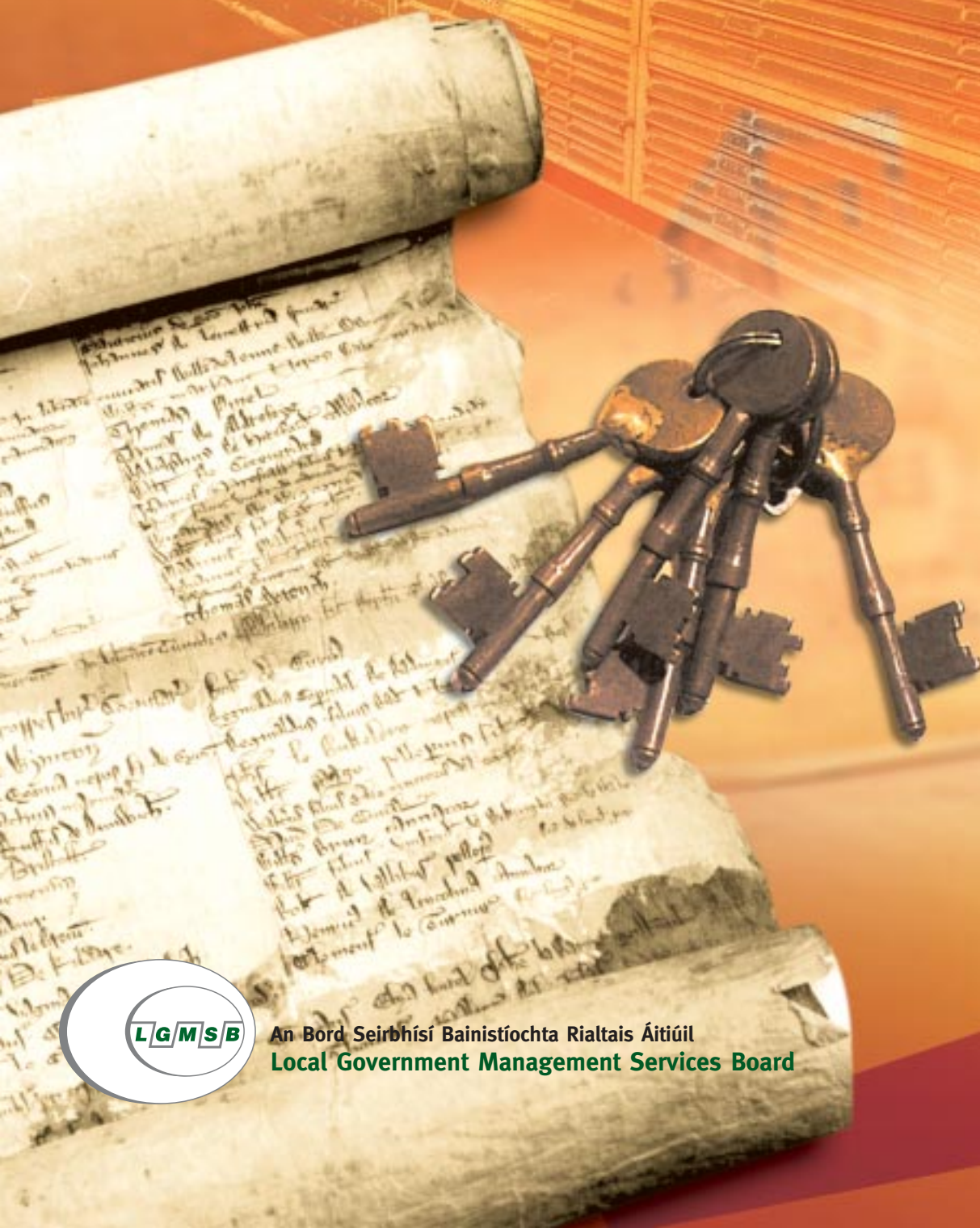


# National Retention Policy for Local Authority Records

## An Polasaí Náisiúnta Coinneála maidir le Taifid na nÚdarás Áitiúil



An Bord Seirbhísí Bainistíochta Rialtais Áitiúil  
Local Government Management Services Board



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Accelerating change in local government underlines the need for high quality records management: documenting the changes demonstrates openness and transparency to the citizens of today and provides a rich source of data for researchers in the decades to come.

Records and archives give flesh and blood to the past deeds of society. They provide the evidence of how our communities evolved and developed, how and why decisions were made, and open a window to our understanding of the officials who made the decisions and the citizens upon whom the decisions impacted.

This report, the first of its kind for local government, provides a comprehensive guide for local authorities to assist them in the development of best practice in records management, in order to meet their business needs and legal obligations in relation to local archives.

The report is particularly timely as it follows closely the launch of ISO 15489, the international Standard on Records Management, launched on 3rd October, 2001 in Montreal, Canada.

I wish to thank the members of the National Records Retention Policy Committee for their work in compiling this magnum opus, which will make an enormous contribution to the work of local authorities by promoting uniformity in record-keeping practices and ensuring that, in the future, good records management practices are the norm.

De bharr na n-athraithe móra atá ag tarlú sa chóras rialtais áitiúil tá feidhm le bainistiú taifead d'ardchaighdeán. Is tríd na hathruithe seo a tháifeadh a chruthaíonn muid go bhfuil an córas oscailte agus freagrach do phobal an lae inniu agus go mbeidh sé mar fhoinsé mhaith eolais do thaighdeoirí san am atá le teacht fosta.

Cuireann taifid agus ábhar cartlainne tuilleadh eolais ar fáil faoi stair na tíre. Tugann siad léargas ar cá as a dtáinig an pobal anseo agus an fhorbairt atá déanta againn ó shin, cúis agus údar achán chinneadh a rinneadh, agus tugann sé tuiscint dúinn ar na hoifigigh a rinne na cinnithe seo agus ar na daoine a raibh tionchar ag na cinnithe orthu.

Is é atá sa thuairisc seo, an chéad cheann dá chineál do rialtas áitiúil, ná treoirlínte cuimsitheacha d'údarásí áitiúla le cuidiú leo an cleachtas is fearr a fhorbairt maidir le bainistiú taifead, sa dóigh is go riarfaí ar a riachtanaisí gnó agus dualgaisí dlí maidir le hábhar áitiúil cartlainne.

Tháinig an tuairisc seo in am tráthúil cionn is go dtagann sí go luath sna sála ar sheoladh ISO 15489, an Caighdeán Idirnáisiúnta do Bhainistiú Taifead, a seoladh ar an 3 Deireadh Fómhair, 2001 i Montreal, Ceanada.

Is mian liom buíochas a ghabháil le baill an Choiste Polasaí Náisiúnta um Choinneáil Taifead as an obair a rinne siad leis an saothar mór seo a ullmhú. Cuideoidh sé go mór le hobair na n-údarás áitiúil lena chinntiú go mbeidh dea-chleachtas bainistithe taifead mar ghnáthnós acu.

Seamus Dooley,  
Chairman,  
LGMSB



Source: Composite from Dublin City Archives and Wexford County Council 1999 calendar

## 1.0 Introduction

### 1.1 Origins of the National Retention Policy Report for Local Authority Records

This Report has been produced by the Local Authorities National Retention Policy Committee. The genesis of the committee was the March 2000 meeting of the Freedom of Information Officers, when it was decided that a sub-committee should research the vital importance of records management in local authorities and prepare a template. Arising from contacts between local authority Archivists and Freedom of Information Officers at that time, it became clear that all local authorities had a common need for a records management strategy.

Local Authorities have broadly similar functions, and hold many record groups in common. A considered policy on the retention and controlled disposal of these records is at the core of sound records management. To optimise work on the template, it was decided to form a joint committee of local authority FOI Officers and Archivists. The committee reported to the County and City Managers' Association via the FOI National Steering Committee, under the aegis of the Local Government Management Services Board.

### 1.2 Terms of Reference

The Committee adopted the following Terms of Reference:-

1. Main objective is to develop a national records retention policy document, including guidelines for records management. This will be carried out by identifying the common classes of records held in the main sections of local authorities.
2. Recommendations for quality microfilming and document management systems to be included with the final document. Guidelines for electronic records to also be included.
3. Guidelines to be provided on identifying records of archival value.

### 1.3 Members of the Committee:

<b>Aidan Maher, Chairman</b>	Dublin City Council
<b>Niamh Brennan</b>	Donegal County Council
<b>Grainne Doran</b>	Midland Region - Laois, Offaly, Longford and Westmeath County Councils
<b>Assumpta Doyle</b>	Wexford County Council
<b>Mary Fitzpatrick</b>	Mid East Region - Kildare, Meath and Wicklow County Councils
<b>Jacqui Hayes</b>	Clare County Council
<b>Valerie Lyons</b>	Clare County Council
<b>Tony Murphy</b>	Galway County Council
<b>Joanne Rothwell</b>	Waterford County Council

### 1.4 Methodology

The Retention Policy Report was produced using information obtained from records surveys carried out in each of the participating local authorities. Each section was surveyed and the results were compared. This enabled the identification of common and uniquely held records series. The committee members and an official from the relevant section assessed the returned record surveys in the context of the legislative, administrative, and archival requirements for holding the records. The duration of the retention period for each series, throughout the various stages of the record's life cycle, was then determined.

**The Report is organised in accordance with the functions of local authorities. As a result, some of the series in the Report are quite broad and may encompass more than one series existing in a section. The file series that appear in the Report are those that were existing in the sections during survey work. Therefore, the Report relates only to the current functions of the local authorities, or any obsolete functions where the records relating to such functions continued to be held in the local authorities at the time of the surveys.**

Draft retention schedules were circulated to the Local Authority Archivists' Group and the Freedom of Information Officers Group for comment.

The Draft National Retention Policy Report was circulated for comment to the Department of Environment and Local Government; all local authorities; the County and City Managers' Association; the Local Government Management Services Board's National Steering Committee for Freedom of Information; the Office of the Information Commissioner; the National Archives; the Society of Archivists, Ireland; and the Library Association of Ireland.

The responses of these bodies were taken into consideration and changes were made to the report where necessary.

## 1.5 The Need for a National Retention Policy

Access to information is increasingly viewed as a basic right of citizenship. This is reflected in an increasing body of legislation providing for public access to information that is held by public bodies. This legislation includes:

- ◆ Data Protection Act, 1988
- ◆ Local Government Act, 1994
- ◆ Freedom of Information Act, 1997
- ◆ Prompt Payment of Accounts Act, 1997
- ◆ Access to Information on the Environmental Regulations (S.I. No. 125, 1998)
- ◆ E-Commerce Act, 1999
- ◆ Planning and Development Act, 2000
- ◆ Local Government Act, 2001

Records Management is a vital support function for all organisations but it is particularly vital in government organisations, where there is a responsibility to offer transparency and accountability to the public that they have been established to serve.

In **The Freedom of Information Act – Compliance By Public Bodies Report** issued by the Information Commissioner in July 2001, the Commissioner recommends that a proper Records Management system be in place to facilitate the operation of the Freedom of Information Act, 1997.

“Each public body should devise and publish a records management policy covering the creation, maintenance and destruction of records. The objectives of the policy should be to ensure that the activities and decisions of the public bodies are adequately recorded. Each public body should allocate responsibility at senior management level for ensuring that development and improvement of records management is accorded the appropriate priority.”<sup>1</sup>

The absence of specific legislation on the retention of records necessitates the creation of this report.

In recent times, a number of reports have been made throughout the world in relation to records management and the difficulties that can arise from the lack of a professionally managed records management system.<sup>2</sup>

Records are required to document the work of an organisation and these records must also be maintained and accessible. Records are vital evidence of the actions and transactions of an organisation. With no record, there is no evidence that any work has been carried out.

<sup>1</sup> Subsequently the Information Commissioner made a submission on the 3rd July 2001 to the Joint Oireachtas Committee on the Strategic Management Initiative in which he reiterated the need for records management.

<sup>2</sup> See Appendix I

## 1.6 Advantages of a National Retention Policy

- ◆ Provides a considered basis for the decisions to retain and dispose of records / files which will be of benefit in any queries arising from Fol requests;
- ◆ Savings in storage space, staff resources and costs;
- ◆ Parity of record-keeping and disposal in local authorities, therefore, parity in the provision of access by the public to records;
- ◆ Parity of record-keeping and disposal in local authorities which will be of assistance in cases where records are required by the courts in litigation;
- ◆ Identifies and provides common decisions on what records are of archival value in local authorities. This ensures that these records are not mistakenly destroyed;
- ◆ Provides local authorities with a blueprint for their records management programme and their own more detailed retention scheduling;
- ◆ Provides for the controlled disposal of local authority records;
- ◆ Facilitates ready access to records in response to requests by the public.

## 1.7 Form of the Report

### The National Retention Policy

- ◆ Is intended to cover all records that are common to all or most local authorities, created or maintained in any format, including electronic records;
- ◆ Is intended to be used as a blueprint for more specific retention schedules to be developed by individual local authorities;
- ◆ Specifies how long records should be retained;
- ◆ Specifies whether, upon expiry of the retention periods, the records should be destroyed or transferred to a local authority archive.

### Authority for use of the Report

- ◆ All decisions concerning the disposal of records contained in this schedule are authorised by the Department of the Environment & Local Government, the County and City Managers Association, the Freedom of Information Officers Group and the Local Authority Archivists Group.
- ◆ Officers using the schedule should apply it with caution, bearing in mind that the authorisations for disposal are given in terms of administrative and archival requirements, and in accordance with such legislation governing the retention of records existing at the time of publication. It is the responsibility of the Certifying Officer / Records Manager / Archivist to ensure that any new legislation is complied with.

### Format of Records

The National Retention Policy Report is applicable to any record which performs the function described in the series title, irrespective of format.<sup>3</sup>

## 1.8 Updating the Report

The National Retention Policy Report will be reviewed and updated periodically. It is advised that the Report should be revised at least every five years so that new legislation and new functions can be incorporated into the document.

<sup>3</sup> Section 80, Local Government Act 2001, states that 'local records' 'includes books, maps, plans, drawings, papers, files, photographs, films, micro-films and other micrographic records, sound recordings, pictorial records, magnetic tapes, magnetic discs, optical or video discs, other machine-readable records, other documentary or processed material made or received, and held in the course of its business or as successor to any other body by a local authority and includes copies of any such records duly made...'

## 1.9 Assistance in Using the Report

Local Authorities requiring assistance in interpreting and implementing the Retention Policy Report, can contact their Local Authority Archivist, or if one is not employed, they can contact members of the committee.

## 1.10 Acknowledgments

The assistance of the management and staff in the local authorities was greatly appreciated and was vital to the creation of this report. The Committee would particularly like to express its appreciation to staff who, at its invitation, attended meetings to advise the Committee, and the assistance of the Local Authority Archivists' Group, the Freedom of Information Officers' Group, the Department of the Environment and Local Government and other local government bodies.

The Committee would particularly like to express its appreciation of the Local Government Management Services Board who provided the finance to produce this Report. The staff of the Local Government Management Services Board were also most helpful and accommodated the meetings of the Committee throughout the process of drawing up this Report.

The assistance, advice and guidance from archivists and records managers in countries such as England, Australia, Canada, United States and New Zealand, is also very much appreciated. In particular, the staff at the Public Records Office in New South Wales were very helpful. The Public Records Office, New South Wales and the Australian Standards Agency very kindly permitted the use of definitions of terms.

We are also grateful to the National Archives of Ireland for permission to use images from their publication "Lovers of Liberty".

## 2.0 Recommendations for a Records Management System

### 2.1 Key Recommendations

Key recommendations for best practice in Records Management are:

#### Records Management System

#### File Management

#### Records Centre

#### Archives Centre

#### Proper Disposal of Records

### 2.2 Records Management System

A records management system controls the creation, distribution, filing, retrieval, storage and disposal of records.<sup>4,5</sup>

Records Management focuses on the natural life cycle of records in order to provide an organised system of control. Records have a three-stage life cycle:

- ◆ Current **records** are stored within the offices of the organisation and are frequently required by staff in order to carry out the functions of their section.
- ◆ Records become **non-current** when they are needed only for occasional reference, or in order to meet legal or financial obligations. At this stage, they can be stored off-site in a records centre.
- ◆ Finally, records are no longer required by the organisation and are in the **archive / dispose** phase, when they are either destroyed or transferred to an archive centre.

<sup>4</sup> "Records Management is the discipline and organisational function of managing records to meet operational needs, accountability requirements and community expectations". *Australian Records Management Standard*

<sup>5</sup> See ISO 15489, the International Standard on Records Management



This three-stage life cycle is controlled by a **Records Schedule**, which determines how long each stage of the life-cycle lasts and states whether the records are to be archived or disposed.

The National Retention Policy Report is a Records Schedule and is organised on a broad basis to determine the life cycles of records held in common by local authorities. It is recommended that each local authority develop a more detailed set of Records Schedules, formed on the basis of the more general guidelines provided by this Report.

A retention recommendation is implemented as follows:

- ◆ A file or set of files in the series remains current in the office for the period of currency, e.g. 5 years from the date of the earliest document in the file.
- ◆ When the earliest document is 5 years old, the file or set of files are closed and transferred to the Records Centre and held there for the duration of non-currency. The latest documents on the top of the file are moved to a new file as a continuation of the series, and the same period of currency is dated from the earliest of these documents.
- ◆ A list of files that have reached the end of the period of non-currency is sent to the originating section, to check that the section no longer requires the files.
- ◆ The Records Centre staff retain a record of the requests made for the file during non-currency. If a file is requested frequently by staff of the section up to the time it is due for disposal or transfer to the Archives, it will then be flagged for attention and the retention period reviewed by the staff of the Records Centre and the relevant Section.
- ◆ With the agreement of the head of the section, the file is then either transferred to the Archives or destroyed.
- ◆ All records destroyed are listed and certified by both a Certifying Officer and Archivist. A Certificate of Disposal is retained permanently as proof that the destruction was carried out in accordance with the records schedule and with the approval of the Certifying Officer and Archivist.<sup>6</sup>



Source: Photo Disc Business and Occupations

**EXAMPLE of LAYOUT of SCHEDULE:**

**Series Title: Correspondence**

<p><b>Description</b> Correspondence received by sections not forming part of existing file series</p>	<p><b>Documents</b> Letters, e-mails and faxes</p>	<p><b>Retention Recommendations</b></p> <table border="1"> <tr> <td style="background-color: #c6e0b4;">Current</td> <td style="background-color: #4db6ac;">1 Year</td> <td style="background-color: #c6e0b4;">Non-Current</td> <td style="background-color: #4db6ac;">2 Years</td> </tr> </table> <p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p> <div style="border: 1px solid #4db6ac; background-color: #e2efda; padding: 5px; margin-top: 10px;"> <p><b>Comments</b> Correspondence relating to projects should be held on project files</p> </div>	Current	1 Year	Non-Current	2 Years
Current	1 Year	Non-Current	2 Years			

**Series Title: Progress Reports**

<p><b>Description</b> Reports from sections on progress on projects to management</p>	<p><b>Documents</b> Reports, memos and correspondence</p>	<p><b>Retention Recommendations</b></p> <table border="1"> <tr> <td style="background-color: #c6e0b4;">Current</td> <td style="background-color: #4db6ac;">3 Years</td> <td style="background-color: #c6e0b4;">Non-Current</td> <td style="background-color: #4db6ac;">4 Years</td> </tr> </table> <p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p> <div style="border: 1px solid #4db6ac; background-color: #e2efda; padding: 5px; margin-top: 10px;"> <p><b>Comments</b></p> </div>	Current	3 Years	Non-Current	4 Years
Current	3 Years	Non-Current	4 Years			

The File Series **Correspondence** relates to correspondence sent and received by all sections in a local authority that do not relate to a particular project or any other series relating to the functions of the section. This is 'one-off' correspondence dealing with general queries or other minor matters that do not form part of the file series in the section.

**Current:** This correspondence is held on a correspondence file in the Section for one year from the date that the file is first opened. At the end of the year the latest documents in the file are moved to a new file and this file has the same code and retention period as the first file, as it continues the same series.

**Non-Current:** At the end of the year, the file is closed and sent to the Records Centre with all of the other files from the section to be transferred at this time. It is recorded in the Transfer List and placed in a box for transfer to the Records Centre.

**Archive/Dispose:** The file remains in the Records Centre for the two years of non-currency and at the end of these two years, the file is listed on a Disposal List at the Records Centre and this is sent for approval to the originating section. If the section gives approval for disposal, the file is shredded and recycled.

The File Series **Progress Reports** is a series of files containing reports, correspondence and memoranda from sections sent to Directors of Services, Managers, Management Teams and Strategic Policy Committees reporting on the current progress on projects or directives operating in their section.

**Current:** The file is held in the section for three years from the date the file is first opened. A new file is opened as a continuation of the series when the old file is closed with the latest documents from the old file moved to the new file.

**Non-Current:** At the end of the three years of currency, the file is listed in a Transfer List and placed in a box with all other files from the section due for transfer to the Records Centre.

**Archive / Dispose:** At the end of the four years of non-currency, the file is transferred to the local authority archives service for permanent retention as an archival record. At the Archives Service, the file will be scheduled for archival listing and any repair work required. Once listed, it will be made available to researchers at the archives service.

**General comments on example:** staff at the Records Centre will note the number of times the file is requested for return by the originating section. If the requests are considerable, the period of non-currency will be extended to meet the administrative requirements of staff at the local authority before the file is disposed. Alternatively, a new recommendation may be required if it is determined that the number of requests signifies that the file is of long term value and should be held permanently in the local authority archive.

Records Management is concerned with all aspects of records and record-keeping throughout their life cycles, including the creation of records and the retrieval of records during all stages of the life cycle.

### **Vital Records**

Vital Records are records that contain information needed to re-establish or maintain the work of an institution in the event of a disaster. Vital records contain information that cannot be easily reconstructed through other sources, and serious resource or legal implications would result if they were destroyed. As part of a records management system, vital records are identified and steps are taken to ensure that these records are retrievable in the event of a disaster.

As part of the development of a records management system, vital records can be listed with details of the originating section, the reason why the records are considered vital, the medium of the record, the protection either taken or to be taken, and the instructions on how often the vital records must be replaced with more up-to-date records.

There are a number of options to protect vital records including:

- ◆ Natural Dispersal - records generated in multiple copies, which are immediately distributed. The distribution of Minutes of Meetings could be considered a means of protecting the Minutes as vital records: in the event of a disaster, it would be possible to locate another copy of the Minutes.
- ◆ Duplication - vital records are systematically copied and stored at another location. This can be carried out immediately or regularly (every week or month). When duplicating records, care should be taken that the means of duplication does not nullify the value of the record. For example, records such as legal deeds are required in their original form in litigation and if they are to be microfilmed or scanned as vital records, this should be carried out in a manner that would be acceptable in the courts.

Vital Records to be found in Local Authorities include:

- ◆ Minutes of Council Meetings
- ◆ Managers' Orders (originals)
- ◆ Contract Documents
- ◆ Superannuation Register
- ◆ Legal Documents, such as Deeds
- ◆ Registers required by Legislation, such as Planning Register (this may be the files)
- ◆ Financial Accounts

### 2.3 File Management

File Management is an important function of a Records Management System in a local authority. A record of all decisions taken by a local authority should be recorded for the protection of the local authority and its staff. Staff must develop a new record-keeping awareness to cope with the demands for transparency and accountability on local authorities.

**Record Creation:** records should be accurate and complete. They must provide good evidence of the activity or function they were created to document. In order to provide good quality evidence, records must be **dated, authentic and contain all relevant facts**. The date on which records were created or received is vital to the creation of evidential records. The inclusion of a signature or stamp of authenticity, unique to the creating organisation, authenticates records. In addition, the content of a record should be accurate and to the point, indicating clearly the purpose for which the record was created.

**Record Capture:** it is important that all records created or received by a local authority are captured and stored in an appropriate record-keeping system. A record copy of signed documents sent out by the local authority should be filed by the local authority, in order to ensure that there is evidence of the exact nature of the document sent out.

There are a number of issues to be addressed, in ensuring that records are properly 'captured'.

- ◆ **Legal records:** Procedures should be developed in each section to ensure that legal records are securely retained and readily accessible. As legal records are vital records, they should be stored in fire-proof safes with copies for the information of staff on the files.
- ◆ **Records of Meetings:** Minutes should be held for all formal meetings in the local authority. These should include a list of participants, date of the meeting, summary of discussions and decisions taken. These minutes should then be filed. The minutes of meetings of public representatives in a local authority are both archival and vital records. Special care should be taken to ensure their accuracy, authenticity and that they are duly preserved. They should be signed and held in bound volumes of acid-free paper.
- ◆ **Registers:** Registers should always be kept up-to-date, particularly where they are required by law. The date of registration should always be recorded. These are very important records and should be created with care. If created on paper, good quality acid-free paper should be used. If created electronically, care should be taken to ensure the system is accessible over time.
- ◆ **Telephone Conversations / Informal Meetings:** Telephone conversations or informal meetings relating to decisions or actions taken by a local authority, should be recorded and filed. Records should include the date, subject, discussion, outcome and signature of participant.
- ◆ **Draft Documents:** Draft documents illustrate the development of a proposal and its transformation into a formal policy or decision. Drafts containing handwritten notes and comments should be retained. Drafts that contain no difference in content from the final document, may be disposed. Incomplete drafts and drafts that have not been submitted for consideration by other staff members, are not considered records and need not be retained.
- ◆ **Supporting Documentation:** These include working papers, memoranda and correspondence and should be retained on file, if they provide information necessary to understand the development of a policy or decision. These records can provide reasons for particular courses of action and are of use in the event of any form of litigation.
- ◆ **E-mail:** E-mails must be considered in the same light as correspondence by post. If an e-mail sent or received by a local authority contains information in relation to an action, transaction, decision or policy of the local authority, then it must be captured as a record. In the absence of an electronic records management system, e-mails should be printed and held on the relevant file.
- ◆ **Fax:** Faxes may also contain evidence of an action, transaction, decision or policy of the local authority and must be retained as an official record if this is the case. Due to the poor quality of ink and paper used in faxes, the ink on fax sheets will fade and disappear within a very short time of receipt, and it is advised that faxes are photocopied on receipt and stamped with the date of receipt.

- ◆ Electronic Records: Electronic records require the same consideration as records in any other form within a local authority. If they contain evidence of actions, transactions, decisions or policies, they must be created and filed appropriately.
- ◆ Photographs: the date, place and circumstances in which photographs are taken in the local authority should be recorded at the time the photograph is taken. Photographs should not be held on file but stored centrally at the local authority archives service, as photographs and their negatives are light sensitive and may sustain damage if held on the file. A database of photographs should be created and made available to all staff, so that the photographs can be readily accessible and available to staff when they are required.
- ◆ Notes: Care should be taken in creating post-it or other casual notes if these notes relate to a decision or action taken. Important messages should contain a date and signature and the content and context of the note should be made clear.

## Filing

Filing is an important feature in the efficient retrieval of records. An integrated filing system should be developed for the local authority. An alpha-numerical filing system allows each section to retain its own decentralised filing system, while still maintaining its relationship with the local authority filing system as a whole.

Each section is given a code, such as RDS for the Roads section. A further code is given for each of the main functions in that section and the files series within these functions are given a number. Files relating to a particular matter, therefore, have a code similar to the following code- RDS/MNT/3; this would indicate a file on road maintenance for a particular area.

- ◆ Opening Files: Files should not be opened in an ad hoc manner. Before opening a new file, the file index should be checked to ensure that the document does not belong in an existing file. A new file must have a reference code that corresponds with those in the index and follows the existing pattern of file codes. Care should be given in providing a file title for a new file, as others will be required to find the file and will not be able to do so if the file title is illogical and without any clear relationship with the documents contained within. It may be necessary to introduce standard terminology for file titles to assist in the retrieval of files. Local authorities operating the Files Series Database created by the Local Government Computer Services Board should ensure that new files are entered onto the database as soon as they are created.<sup>7</sup>
- ◆ Maintaining Files: Files should not be more than 2.5cm thick. Files that are too bulky will be caught in file drawers and become damaged. If a file is more than 2.5cm thick, while current, a second part of the file with the same code should be created and an indication of the number of parts in existence on each of the files. Records should be filed in date order with the latest document at the top of the file.
- ◆ Borrowing Files: Care should be taken to ensure that only those with the authority to do so, access the files. In the absence of an electronic records management system, anyone removing a file from the immediate office space should leave their name and location in place of the file to enable another member of staff seeking the file to locate it. Alternatively, each section could retain a register for Borrowed Files recording the name of the individual to whom the file was issued, the date of issue, file code, file title and date returned. Files should be returned to the cabinet or shelf where they are stored after consultation to prevent loss of the files.
- ◆ Closing Files: Files should be closed in accordance with the recommendation of the Records Schedules. The latest documents on the old file should be moved to the new file as a continuation of the series.

<sup>7</sup> See Section 2.5

### In-House Library

In carrying out the functions of a local authority, staff must often consult published works and copies of legislation. It would be of great benefit to a local authority to provide an in-house library system. This would ensure that staff in the local authority would have access to relevant published works and legislation, without each section or individual staff members having to purchase copies of the required publications.

### 2.4 Records Centre

A Records Centre is an off-site dedicated storage facility for non-current records. A managed records centre provides a corporate service to the local authority. The service includes retrieval of files or information from files for management, staff and local authority members, and on occasion, for the public.

Records are stored in boxes on high-density shelving. Each shelf is numbered as is each box and a database is maintained to locate the files held in each box and to give the location of the box.

Files due for transfer to the Records Centre are boxed by staff in the section and are accompanied by a Transfer List (sample in Appendix 4). On arrival at the Records Centre, a member of staff there checks the Transfer List against the contents of the box, and inputs the data on the Transfer List into the database (see Files Series Database 2.5) and also records the location of the box on the shelves.

Staff in the section contact the staff at the Records Centre when a file is required. The person requesting the file must have the authority to do so. The file is delivered by the Records Centre staff within an agreed time frame. The file must also be returned to the Records Centre and staff at the Records Centre will again collect the file.

A record is kept of the requests made by staff for files from the Records Centre, and this information is used to determine whether or not it is necessary to alter the retention recommendation given to the series.

A list of files due for disposal is sent to the relevant section by the staff at the Records Centre, in order to ensure that all files due to be destroyed, are no longer required in the section. A Disposal Certificate for files to be destroyed is signed by the Certifying Officer and Archivist.



Source: Clare County Council Record Centre

## Resource Implications

To operate a records management system, a dedicated records storage facility is required. This may involve:

- ◆ The construction of a purpose-built records centre;
- ◆ Leasing a suitable building; or
- ◆ Engaging a commercial organisation to provide a centre and operate a records management programme.

In each case, a Records Manager is required to oversee the operation of the system. Adequate human and financial resources are essential for the smooth operation of a records management system.

## Transfer of Records to Records Centre

Records Centre staff will provide a Transfer List and boxes to staff, when files are due for transfer to the Records Centre. A Transfer List accompanies each box of files for transfer.<sup>8</sup>

The name of the person in the section responsible for transfer, the date of transfer and the box number are recorded at the top of the transfer list. The date of the files, the file code, the file title and the series title are filled out in the Transfer List. The files are placed in the box with the Transfer List on top.

On arrival at the Records Centre, a member of staff at the Records Centre checks that the files in the transfer list correspond with the files that have arrived in the box.

## Files Series Database

In response to the requirements of the Freedom of Information Act, the Local Government Computer Services Board developed a Files Series Database, in order to provide assistance to local authorities in managing their records. The Files Series Database operates as a system to assist in the efficient operation of the Records Centre.

Files Series details are input onto the database with the name, section, function, owner, description, file index, date registered, date last updated and retention recommendation.

Maintenance details are input, recording the departments, sections, locations of record storage and staff in the local authority.

Enquiries can be carried out on the database which allow files to be viewed by Department, Section, function, sub-function, name, description, reference, location, secondary location and life cycle, including files not returned to the Records Centre.

Reports may also be generated by the database, which allows lists of files by series, date, location, life cycle, files out, sections, functions and sub-functions. The policy and function of each department can be recorded. The files in the Records Centre and the Records Centre issues can also be listed.

The Disposal Certificate can also be created on the database.

**Note: The Files Series Database is not an electronic records management system but is a system that allows for the electronic operation of the Records Centre.<sup>9</sup>**

<sup>8</sup> See Appendix 4

<sup>9</sup> See Electronic Records, 3.1

## 2.5 Archives Centre

An Archives Centre is a building that houses archives and provides accommodation for professional, administrative, technical and public services. Records, in all formats, are preserved and made available to the public under conditions specified by the Archivist.

Records are stored in accordance with current best practice for the preservation of the format in which the records were created. In general, records are boxed and stored on shelves. The shelves are numbered and a database is maintained of the location of the records in the Archives Store.

Archives require stringent storage conditions in order to ensure their permanent preservation. As a result, the storage area in an Archives Building is environmentally controlled. In order to suit the environmental requirements of a number of media, it is the recommendation of **BS5454 Storage and Exhibition of Archival Documents** that the following environmental standards be maintained in the storage area:

- ◆ A temperature of 13 C-16 C
- ◆ A relative humidity of 50%-60%

In addition, an Archives Centre must meet a number of other stringent requirements for the preservation of archives. These standards are fully explained in **BS5454 Storage and Exhibition of Archival Documents** and **Standards for the Development of Archives Services in Ireland** from the Society of Archivists, Ireland.

### Resource Implications

Specific standards are required in the operation of an Archives Service. These may involve:

- ◆ The construction of a purpose built archives centre;
- ◆ The conversion of a suitable building

It is important to have the advice and guidance of a professionally qualified Archivist on the requirements of an Archives Centre at the earliest stages of the project.



Source: Photo Disc Business and Transportation



### Transfer of Records to an Archive Centre

Local Authority records that are designated as archival are transferred to the Archives Centre at the end of the period of non-currency or, in some cases, at the end of the period of currency in accordance with the retention recommendations. The originating section is provided with a list of records for transfer to the Archives Centre. Provided there are no further administrative requirements for the records, Records Centre staff then transfer them to the Archives Centre.

On transfer to the Archives Centre, the records are checked to ensure that they correspond with the transfer list. The Archives Centre staff then record the acquisition of the records. The records are checked for any damage and, if necessary, are placed on a Conservation List to be sent to the Conservator for repair works. The records then await listing by the archivist and when this work has been carried out, the records are made available to the public.

It is important to note that when the records are listed and any conservation work required has been carried out they will be available to the public without the need for any freedom of information request. Records that are designated archival but contain confidential information should be given a period of closure by the archivist, in consultation with the head of the originating section. Archives under a period of closure will not be made available to any party without the permission of the originating section.

Given the stringent storage conditions of the Archives Centre, some records of great significance (for example, the Minute Books or property documents) may be stored at the Archives Centre rather than the Records Centre or the local authority offices. In these cases, these records are still designated current or non-current in accordance with the retention recommendations and access to them remains under the same conditions irrespective of their location.

## 2.6 Destruction of Records

A list of all files due for destruction is sent to the originating section by Records Centre staff. If the staff of the section have no further need of the files, a Disposal Certificate listing the files for destruction is created. The Certifying Officer and Archivist sign the Disposal Certificate. Each local authority should appoint a Certifying Officer in accordance with the recommendation of the Department of Environment and Local Government in **Guidelines for Local Authority Archives** (December 1996) which states: 'The Council's Certifying Officer – the County Secretary in this case, must also certify that the records to be disposed of are not required in connection with the administration of the authority and must authorise their disposal in accordance with this Act'.

It is important to ensure that the records for disposal have been destroyed, as failure to ensure destruction of records may lead to the unauthorised release of sensitive or private information. A register of records destroyed should be maintained in addition to the Disposal Certificates, as proof that the records no longer exist in the local authority.<sup>10</sup>

Paper-based records may be destroyed by shredding or by pulping. Where a contractor is employed to carry out disposal of records, a certificate of destruction should be issued as proof of destruction and this should be maintained with the Disposal Certificate.

The Committee recommends the shredding and recycling of paper-based records. A large volume of paper-based records can be recycled as part of a records management system.

Electronic / Magnetic Media and other non-paper media:

- ◆ Records stored on magnetic media can be 'bulk erased' by subjecting them to a strong magnetic field.
- ◆ Records held on optical media, particularly sensitive records held on magnetic media, and other non-paper media including videos, film and microfilms can be destroyed by cutting, crushing, or other physical means of destruction.
- ◆ Computer hard disks and other electronic media should be reformatted before being disposed.
- ◆ Files should not be just deleted from magnetic media, including hard disks, as the information, including personal information, can be recovered.

<sup>10</sup> See Case 99046- Mr. ABX and the Department of Social, Community and Family Affairs, Office of the Information Commissioner. Available at [www.irlgov.ie/oic](http://www.irlgov.ie/oic)

## 2.7 Disposal of Non-Record Material

Within most files, documents can be found that would not be considered as records. These are referred to in this Report as reference material, and comprise documents such as leaflets, publications and records which are created or generated by other organisations, e.g. publications from the Environmental Protection Agency and copies of minutes of meetings organised by organisations other than local authorities. These documents are not subject to the recommendations of the retention schedule, and may be disposed of when the information in the documents is no longer required, without any certification from the Archivist and Certifying Officer.

## 3.0 Electronic Records

### 3.1 Electronic Records

More and more records of the actions and transactions of local authorities are being carried out solely in electronic format. The E-Commerce Act, 1999 and the growing number of records being transferred from manual to automated format, means that local authorities are required to maintain and preserve electronic records as evidence of actions and transactions over time.

A number of questionnaires were sent to local authority Information Systems sections, requesting information on current practices in relation to electronic record-keeping. It is clear that these sections have neither the staff nor the facilities to provide for the long-term storage of electronic records.

Actions to ensure the long-term preservation of electronic records need to be taken when hardware and software are first being considered. In order to maintain electronic records over time, they need to be migrated from one live system to another more up-to-date system. Transfers from live systems to external physical format such as CD, floppy disk, DVD, DAT or other alternatives, need to be carried out systematically. These media have to be stored under stringent storage conditions and would also need to be refreshed periodically.

The EU Forum on Electronic Records recommends:

- ◆ A storage temperature of 18° C +/-5° C
- ◆ A relative humidity of 40% +/-5%
- ◆ Rewriting of electronic records every 10 years
- ◆ Avoidance of magnetic and electronic interference which can cause loss of data

In addition, most local authority staff operate PCs, and are fully in control of the creation, alteration, deletion, access and filing of all records on them. However, few staff members have been given training or advice on how to create good quality evidential records, or on how to file records electronically.

Most local authorities have no filing classification system for electronic records, which means that there is no consistency in the way files are generated and maintained, resulting in difficulties in accessing records on PCs. Without a filing classification system it is impossible to devise a retention schedule for these records, and they are either left lying on PCs taking up memory space or they are deleted, without due consideration to a possible need for the record in the future.

There are currently few official guidelines for staff in relation to the use of e-mail. No action has been taken to ensure that important records sent by e-mail are maintained and filed properly.

It is apparent that a great deal more investigation is required in order to determine the best course of action to be taken in relation to electronic records and their long-term preservation. It is advised that a team of IS officers, archivists, administrators and other interested parties be established to develop a strategy for the preservation of all electronic records (including e-mails) in local authorities<sup>11</sup>.

<sup>11</sup> Further information on current projects on the creation and preservation of evidential electronic records can be found through the links on the National Archives website [www.nationalarchives.ie](http://www.nationalarchives.ie).

In the absence of any nationally agreed strategy for the preservation of electronic records, the Committee has recommended that any electronic systems (in particular registers) that are required for long-term preservation should be migrated onto a new format every three years. This measure is to ensure the accessibility of the data over time. In the event of the introduction of a nationally agreed strategy on electronic records, this recommendation should be revised in accordance with the recommendations of such a strategy.

### 3.2 Microfilming and Scanning of Records

Microfilming and scanning can be a means of reducing the bulk of large numbers of paper records. However, while it may seem that microfilming and scanning are space saving and cost cutting solutions, they can waste money and resources. It is important to fully investigate the advantages and disadvantages of taking this step, and to consider carefully whether the transfer of paper records to microfilm or optical disk would be more or less expensive than current storage costs for the paper records.

Authorities should be aware that the process of transferring the records can be expensive and the resulting microfilm or optical disk does require more stringent storage conditions than paper records. In addition, microfilmed or scanned records will be of no value unless they are properly and very clearly reproduced, and can be identified through an index or reference system, such as a file index or map reference numbers. If the image reproduced is illegible, then the microfilm or scanned image will neither replace nor reduce the use of the originals.

Original records may be required for legal reasons and in microfilming or scanning such records (e.g. Planning Applications), there may be difficulties in providing evidence to authenticate the reproduced document. In the case of scanned images, the ease of alteration and the high risk of the obsolescence of hardware and software increase the risks of this method (see Electronic Records 3.1).

It is recommended that before embarking on a project to microfilm or scan records in local authorities, current specifications and standards are consulted. In particular, it is recommended that **BS 6498:1991 Guide to Preparation of Microfilm and Other Microforms that may be Requested as Evidence**, is consulted in addition to the technical standards produced by the British Standards Institute and the International Standards Institute.<sup>12</sup>



Source: Photo Disc Business and Industry

<sup>12</sup> See also Producing High Quality Microfilm available from the State Archives and Records Administration New York [www.unix6.nysed.gov/pubs/recmgmt/mfilm/mfilm.htm](http://www.unix6.nysed.gov/pubs/recmgmt/mfilm/mfilm.htm) and Microfilming Public Records available from the Queensland State Archives and Retention of imaged records and their originals also available from the Queensland State Archives [www.archives.qld.gov.au](http://www.archives.qld.gov.au)

The Government kept a watchful eye on the quantity of turf produced by local authorities during the Emergency. December 1942.

*Copy from S12417 A.*

S.W.20/15/10.

TURF PRODUCTION.

Provision of Turf for non-turf areas - Winter 1941-42.

Replies to queries raised by the Department of the Taoiseach in minute of 10/10/41.

A. Turf produced under the County Surveyors' Schemes:-

1. (a) What is the total quantity produced?

1,000,000 tons approximately.

(b) What is the amount of the surplus available for the non-turf areas?

To the surplus of 567,000 tons produced by Co. Surveyors should be added a probable Turf Development Board surplus of 80,000 tons of machine turf and briquettes, of which 50,000 tons is intended for Dublin.

Particulars are as follows:-

In Turf Areas.		In Non-Turf Areas.	
	Tons.		Tons.
Kerry ...	100,000	Meath ...	11,000
Leix ...	7,000	Wicklow ...	8,000
Clare ...	30,000	Dublin ...	1,000
Westmeath ..	15,000	Limerick ..	18,000
Offaly ...	5,000	Cork North.	28,000
Mayo ...	100,000	Cork South.	5,000
Roscommon ..	20,000	Total ...	70,000
Longford ...	20,000	Total in	
Galway ...	50,000	Turf areas	497,000
Donegal ...	150,000		
Total ...	497,000	GRAND TOTAL	567,000*

\* This includes any turf removed from the above areas to the non turf areas.

2. (a) What quantity of this turf has already been transported to the non-turf areas?

Up to 20/10/41 the following amounts of turf had been received by Fuel Importers, Ltd., or the Board of Works:-

	Tons.
Dublin ...	64,062
Cork ...	8,922
Dundalk ...	7,712
Drogheda ...	378
Waterford ...	2,089
Wexford ...	3,295
Limerick ...	5,094
	91,552*

\* This figure includes 21,618 tons acquired by Fuel Importers, Ltd., and the Board of Works from sources other than the County Councils.

(b) What is the present daily rate of delivery?

For the week ended 25/10/41 the average daily rate of delivery was about 1,424 tons.

(c) Is it likely that the present daily rate of delivery can be improved and, if so, in what time and to what extent?

# GENERAL



### Series Title: Correspondence

**Description**

Correspondence received by sections not forming part of existing file series

**Documents**

Letters, e-mails and faxes

**Retention Recommendations**

Current **1 Year** Non-Current **2 Years**

Archive

Dispose

**Comments**

Correspondence relating to projects should be held on project files

### Series Title: Administration

**Description**

Files relating to the administration of sections

**Documents**

Reports, memos and correspondence

**Retention Recommendations**

Current **2 Years** Non-Current **5 Years**

Archive

Dispose

**Comments**

### Series Title: Personnel

**Description**

Files relating to personnel in sections

**Documents**

Correspondence with Human Resources section, assessment forms and incident reports

**Retention Recommendations**

Current **While person is on staff** Non-Current **5 years after staff member leaves or retires**

Archive

Dispose

**Comment**

Archive with closure on same basis as Employee Files in HUMAN RESOURCES

### Series Title: Freedom of Information

**Description**

Files relating to freedom of information requests on files in sections and liaison with Freedom of Information Officers

**Documents**

Correspondence including copies of requests

**Retention Recommendations**

Current **2 Years** Non-Current **3 Years**

Archive

Dispose

**Comments**

The FOI files are held by the FOI Officer. See MANAGEMENT & ADMINISTRATION.

### Series Title: Staff Meetings

**Description**

Files on meetings held among staff in a section

**Documents**

Minutes, notes and correspondence

**Retention Recommendations**

Current **5 Years** Non-Current

Archive

Dispose

**Comments**

### Series Title: Progress Reports

**Description**

Reports from sections on progress on projects to management

**Documents**

Reports, memos and correspondence

**Retention Recommendations**

Current **3 Years** Non-Current **4 Years**

Archive

Dispose

**Comments**

### Series Title: Information Systems

**Description**

Systems specifically designed for work carried out in sections

**Documents**

Manuals, reports and correspondence regarding alterations to the system

**Retention Recommendations**

Current **While system is in operation** Non-Current

Archive

Dispose

**Comments**

If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records, 3.1*

### Series Title: Maintenance of Buildings

**Description**

Files relating to the maintenance of buildings

**Documents**

Maintenance contracts, quotations, invoices and record of repairs

**Retention Recommendations**

Current **5 Years** Non-Current **Until issue resolved**

Archive

Dispose

**Comment**

Archive a record of repair works carried out. Includes civic offices, branch libraries, fire stations and area offices

### Series Title: Office Equipment

**Description**

Equipment purchased in each section

**Documents**

Brochures, correspondence, quotations, orders and invoices

**Retention Recommendations**

Current **2 Years** Non-Current **For life of equipment**

Archive

Dispose

**Comments**

Maintain a record of any service contracts and dispose of remainder

**Series Title: Budget**

<p><b>Description</b> Files on the calculation of budgets in each section which are submitted to Finance</p>	<p><b>Documents</b> Accounts, memos and correspondence</p>
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**Retention Recommendations**

Current	<b>2 Years</b>	Non-Current
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- Archive
- Dispose

**Comments**  
This set of budgets is the one submitted to FINANCE and it is to be kept in addition to the final budgets

**Series Title: Accounts - Expenditure**

<p><b>Description</b> Files on expenditure in each section</p>	<p><b>Documents</b> Notes, memos and accounts</p>
--	---

**Retention Recommendations**

Current	<b>2 Years</b>	Non-Current
		Until after audit + 1 year

- Archive
- Dispose

**Comments**

**Series Title: Accounts - Receipts**

<p><b>Description</b> Files on receipts in each section</p>	<p><b>Documents</b> Notes, memos and accounts</p>
---	---

**Retention Recommendations**

Current	<b>2 Years</b>	Non-Current
		Until after audit + 1 year

- Archive
- Dispose

**Comments**

**Series Title: Receipt / Order / Lodgement Books**

<p><b>Description</b> Books for order, receipts and lodgement in each sector</p>	<p><b>Documents</b> Receipts, order and lodgement books</p>
--	---

**Retention Recommendations**

Current	Non-Current
Until book is completed + 1 year	Until after audit + 1 year

- Archive
- Dispose

**Comments**  
This system may no longer be in use in some local authorities



**Series Title: Travelling Expenses**

<p><b>Description</b> Files on travelling expenses held in each section</p>	<p><b>Documents</b> Travelling expenses sheets</p>
---	--

**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>
		Until after audit + 1 year

Archive

Dispose

**Comments**

**Series Title: Audit**

<p><b>Description</b> Files in each section regarding financial audits</p>	<p><b>Documents</b> Queries from auditor, replies to queries and financial accounts</p>
--	---

**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Until audit complete + 2 years	Until following audit is complete

Archive

Dispose

**Comments**  
FINANCE retains general financial account and audit details

**Series Title: Agresso / Financial Management System**

<p><b>Description</b> Electronic accrual system</p>	<p><b>Documents</b> Electronic system and metadata</p>
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**Retention Recommendations**

<b>Current</b>	<b>7 Years</b>	<b>Non-Current</b>

Archive

Dispose

**Comments**  
See *Electronic Records, 3.1*

**Series Title: Capital Project Files**

<p><b>Description</b> Files on capital projects held in each section</p>	<p><b>Documents</b> Financial records, correspondence and reports</p>
--	---

**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	<b>7 Years</b>
Until end of maintenance period		

Archive

Dispose

**Comments**  
Archive with weeding. EU Audit

**Series Title: Design Build Operation / Public Private Partnership Projects**

<p><b>Description</b> Files on capital projects funded with public private partnerships funding</p>	<p><b>Documents</b> Contract, agreements, correspondence, memos and monitoring of operation of project</p>
---	--

**Retention Recommendations**

<p><b>Current</b> Duration of contract including total operational period</p>	<p><b>Non-Current</b> 12 Years</p>
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- Archive
- Dispose

**Comments**  
The total retention period is a minimum of 32 years including building and operation period

**Series Title: European Regional Development Fund National / Non-national Projects**

<p><b>Description</b> Files relating to ERDF funded projects in local authorities</p>	<p><b>Documents</b> Contracts, invoices, bank statements, correspondence and reports</p>
---	--

**Retention Recommendations**

<p><b>Current</b> Duration of project</p>	<p><b>Non-Current</b> 3 years after closure of EU programme</p>
---	---

- Archive
- Dispose

**Comments**  
EC Regulation requirement to retain documentation for 3 years after closure of programme. Required for EU audit/Court of Auditors. Mainly relates to Roads and Sanitary sections

**Series Title: Cohesion Funded National Projects**

<p><b>Description</b> Files relating to cohesion funded projects in local authorities</p>	<p><b>Documents</b> Contracts, invoices, bank statements, correspondence and reports</p>
---	--

**Retention Recommendations**

<p><b>Current</b> Duration of project</p>	<p><b>Non-Current</b> 3 years after closure of the project</p>
---	--

- Archive
- Dispose

**Comments**  
EC Regulation requirement that documents be retained for 3 years following the last payment in respect of a project. Required for EU audit / Court of Auditors

### Series Title: Legal Agreements

**Description**

Files on property transactions and agreements

**Documents**

Includes acquisitions of land by agreements, disposal of lands and leases. Also various other forms of agreement the Local Authority may enter into with persons affecting their property including licences, public works contracts, housing loans and road transfers

**Retention Recommendations**

Current

10 Years

Non-Current

20 Years

Archive



Dispose



**Comments**

### Series Title: Litigation

**Description**

Files on litigation in High Court, District and Circuit Courts

**Documents**

Includes advices to manager and disputes between councillors and manager. Also includes High Court actions brought against the Local Authority (these can arise in any section), judicial review actions taken questioning the validity of decisions of the council and proceedings taken against the Local Authority in the High Court making claims against others. Refers also to proceedings taken by the Local Authority in the Circuit and District courts for breaches of legislation which the Local Authority is responsible for enforcing and Compulsory Purchase Orders

**Retention Recommendations**

Current

10 Years

Non-Current

20 Years

Archive



Dispose



**Comments**

Review after non-currency with reference to legal opinion and possible closure on sensitive issues

### Series Title: Diaries

**Description**

Diaries of senior officers and all professional and technical staff

**Documents**

Includes manual and electronic diaries

**Retention Recommendations**

Current

2 Years

Non-Current

7 Years

Archive



Dispose



**Comments**

May be required in litigation



*Dúchdas na hÉireann ar Bill an tArdáil agus an tArdáil*

*I certify that the within Bill has been duly passed by both Houses of the Oireachtas.*

AN BILL REAITAIS AITHUE, (PLEANAIL AGUS FORBARIÚ, 1962.  
LOCAL GOVERNMENT (PLANNING AND DEVELOPMENT) BILL, 1962.

(Míreacá sa Dála.

**BILL**

entitled

AN ACT TO MAKE PROVISION, IN THE INTERESTS OF THE COMMON GOOD, FOR THE PROPER PLANNING AND DEVELOPMENT OF CITIES, TOWNS AND OTHER AREAS, WHETHER URBAN OR RURAL (INCLUDING THE PRESERVATION AND IMPROVEMENT OF THE AMENITIES THEREOF), TO MAKE CERTAIN PROVISIONS WITH RESPECT TO ACQUISITION OF LAND, TO REPEAL THE TOWN AND REGIONAL PLANNING ACTS, 1934 AND 1938, AND CERTAIN OTHER ENACTMENTS AND TO MAKE PROVISION FOR OTHER MATTERS CONNECTED WITH THE MATTERS AFORESAID.

BE IT ENACTED BY THE OIREACHTAS AS FOLLOWS:—

**PART I.**

**PRELIMINARY AND GENERAL.**

1.—(1) This Act may be cited as the Local Government (Planning and Development) Act, 1962. Short title and commencement.

(2) This Act shall come into operation as follows:

(a) this section shall come into operation on the passing of this Act,

(b) sections 66, 67 and 68 and subsection (1) of section 69 shall come into operation on the day fixed for that purpose by the Minister for Local Government by order,

(c) if an order is made under paragraph (a) of subsection (3) of this section, the rest of this Act shall come into operation on the day appointed by that order,

(d) if an order is not made under paragraph (a) of subsection (3) of this section, the rest of this Act shall come into operation in an area on the day appointed with respect to that area by order made under paragraph (b) of that subsection.

(3) The Minister for Local Government—

(a) may by order appoint a day to be the day appointed under this Act, or

(b) may by orders appoint two or more different days to be, with respect to different areas respectively, the days appointed under this Act.

# ARCHIVE SERVICES



**Series Title: Archive Building Accommodation - Temporary**

<p><b>Description</b> File series relating to sourcing of temporary accommodation for archives as per DoELG Guidelines</p>	<p><b>Documents</b> Reports, presentations, briefs, summary surveys and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	Duration of temporary accommodation	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive reports and presentations only. Dispose of remainder	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Archive Building - Conversion**

<p><b>Description</b> Series relating to conversion of a building to house archives</p>	<p><b>Documents</b> Reports, draft reports, plans, recommendations and briefs. Includes draft briefs for archives building and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>10 Years</b>	<b>Non-Current</b>	<b>10 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive reports, recommendations and plans of building	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Archive Building - Purpose Built**

<p><b>Description</b> Series relating to building a premises to house archives</p>	<p><b>Documents</b> Reports, plans, recommendations and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	Until building is complete	<b>Non-Current</b>	<b>10 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive reports, briefs and plans	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Records Centre - Temporary Accommodation**

<p><b>Description</b> File series relating to sourcing of temporary accommodation for documents</p>	<p><b>Documents</b> Reports, presentations, briefs, summary surveys and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	Duration of temporary accommodation	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive reports and presentations only. Dispose of remainder	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Records Centre - Converted Building**

<p><b>Description</b> Series relating to conversion of a building to a Records Centre</p>	<p><b>Documents</b> Reports, draft reports, recommendations, briefs and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>10 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive reports, recommendations and plans of building	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Records Centre - Purpose Built**

<p><b>Description</b> Series relating to the building of a Records Centre</p>	<p><b>Documents</b> Reports, recommendations, correspondence and plans</p>
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**Retention Recommendations**

<b>Current</b>	Until building is complete	<b>Non-Current</b>	10 Years
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Archive

Dispose

**Comments**  
Archive reports, plans and recommendations

**Series Title: Shelving**

<p><b>Description</b> Series relating to shelving for archives and records accommodation</p>	<p><b>Documents</b> Catalogues, tenders, quotes, contracts and brochures. Includes correspondence regarding storage equipment, such as archival shelving</p>
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**Retention Recommendations**

<b>Current</b>	1 year after payment to shelving company	<b>Non-Current</b>	5 Years
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Archive

Dispose

**Comments**  
Dispose of brochures and catalogues when replaced

**Series Title: Acquisition**

<p><b>Description</b> Files on acquisition of archives</p>	<p><b>Documents</b> Notes, copies of policies and drafts of policy</p>
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**Retention Recommendations**

<b>Current</b>	Weed annually	<b>Non-Current</b>	
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Archive

Dispose

**Comments**  
Archive policy document and drafts

**Series Title: Acquisition - Private Material**

<p><b>Description</b> Series of files relating to acquisition by purchase or donation of private material</p>	<p><b>Documents</b> Correspondence and deposit agreements</p>
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**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b>	
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Archive

Dispose

**Comments**  
Archive after currency

**Series Title: Acquisition - Public Records (local authority archives)**

<p><b>Description</b> Series of files relating to acquisition of public archives from local authorities and area offices</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

<b>Current</b>	5 years/ duration of acquisition of records	<b>Non-Current</b>	
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Archive

Dispose

**Comments**  
Archive after period of currency

**Series Title: Archival Equipment**

<p><b>Description</b> Files relating to purchase of archival equipment, such as thermo hygrometers</p>	<p><b>Documents</b> Catalogues, brochures and correspondence regarding archival equipment and supplies</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>
		Life of equipment

Archive

Dispose

**Comments**  
Catalogues and brochures are reference material

**Series Title: Conservation**

<p><b>Description</b> Files relating to conservation policy and practice</p>	<p><b>Documents</b> Correspondence, notes, policy and reports from conservator</p>
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**Retention Recommendations**

<b>Current</b>	Weed every 2 years	<b>Non-Current</b>

Archive

Dispose

**Comments**  
Archive policy and reports. Dispose of remainder

**Series Title: Environmental Conditions**

<p><b>Description</b> Files relating to environmental monitoring</p>	<p><b>Documents</b> Charts of temperature and relative humidity</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>5 Years</b>

Archive

Dispose

**Comments**  
Archive a chart of changes. Useful for reports on improvements

**Series Title: Disaster Plan**

<p><b>Description</b> Files relating to plans for environmental disaster in storage area</p>	<p><b>Documents</b> Plan and contacts</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	To Archive
Duration of plan / until new plan developed		

Archive

Dispose

**Comments**  
Archive old plan on creation of new plan

**Series Title: Technical Information**

<p><b>Description</b> Files relating to non-written archives, architecture and electronic records practices</p>	<p><b>Documents</b> Reports, talks and publications</p>
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**Retention Recommendations**

<b>Current</b>	Reference	<b>Non-Current</b>

Archive

Dispose

**Comments**



**Series Title: Information Systems - EAD, Electronic Records, Email and internet, Website, Databases**

<p><b>Description</b></p> <p>Series relating to Information Systems: used in the Archives and also in relation to policies on electronic records</p>	<p><b>Documents</b></p> <p>Correspondence, quotes, policies, reports and reference material. Electronic archival description (EAD), electronic records, email, internet, website and databases</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	2 Years
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Archive

Dispose

**Comments**

Some material reference only. Archive any policies or reports and dispose of remainder

**Series Title: Gaeilge**

<p><b>Description</b></p> <p>Files relating to the Irish language, including translation of documents and liaison with Oifigeach Gaeilge</p>	<p><b>Documents</b></p> <p>Correspondence and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	2 Years
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Archive

Dispose

**Comments**

Archive any reports and dispose of remainder

**Series Title: Heritage**

<p><b>Description</b></p> <p>Files relating to the Heritage Council, including grant requests and refusals</p>	<p><b>Documents</b></p> <p>Correspondence and policy documents</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	2 Years
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Archive

Dispose

**Comments**

**Series Title: Listing - Public and Private Collections**

<p><b>Description</b></p> <p>Files relating to listing of public and private documents</p>	<p><b>Documents</b></p> <p>Drafts of lists and finalised lists</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive

Dispose

**Comments**

Descriptive Lists are Vital Records. Dispose of drafts 1 year after completion of list.

**Series Title: Outreach- General Publicity**

<p><b>Description</b></p> <p>Series relating to external and internal outreach. Includes radio, newspaper, journals and newsletters interviews and articles. Also talks, workshops and seminars for public and staff</p>	<p><b>Documents</b></p> <p>Presentations, extracts from newspapers, draft speeches and correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**

Leave a reference to newspaper article including name of paper and date of issue in file and dispose of clippings

**Series Title: Outreach - Education**

<p><b>Description</b> Files relating to archives in schools and colleges. Includes contacts, visits, talks, programmes and projects</p>	<p><b>Documents</b> Correspondence, copies of talks and presentations</p>
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**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
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Archive

Dispose

**Comments**  
Contacts are reference material. Dispose of drafts

**Series Title: Records Management - General**

<p><b>Description</b> Files relating to records management</p>	<p><b>Documents</b> Policy, mission statements, correspondence and reports on progress</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
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Until system is put in place

Archive

Dispose

**Comments**  
Archive policy, reports, mission statements and any correspondence relating to setting up of Records Management system

**Series Title: Records Management - Surveys**

<p><b>Description</b> Series of files relating to the survey of records throughout all offices of the Local Authority</p>	<p><b>Documents</b> Descriptions of files and file series and questionnaires</p>
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**Retention Recommendations**

<b>Current</b>	Reference	<b>Non-Current</b>
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Archive

Dispose

**Comments**  
Retain an Archive copy and a reference copy

**Series Title: Records Management - Retention Schedules**

<p><b>Description</b> Retention schedules for each section, both national and local</p>	<p><b>Documents</b> Drafts of schedules both national and local</p>
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**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>
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Archive

Dispose

**Comments**  
Archive a copy of final national and local schedules. Dispose of drafts after period of currency

**Series Title: Records Management - Freedom of Information**

<p><b>Description</b> Series relating to Freedom of Information requests and liason with Freedom of Information Officer</p>	<p><b>Documents</b> Correspondence including copies of requests</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
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Archive

Dispose

**Comments**

**Series Title: Committees and Groups - External**

<p><b>Description</b> Documentation relating to liaison with external groups and committees, including Development Board, Cultural Sectoral Working Groups and Historical Societies</p>	<p><b>Documents</b> Minutes, agenda and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive minutes and dispose of remainder</p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Committees and Groups - Internal**

<p><b>Description</b> Documentation relating to liaison with internal groups and committees including Archives Steering Group, Cultural Committee, Local Studies, County Museum, Arts Service and other sections</p>	<p><b>Documents</b> Minutes, agenda and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive minutes and dispose of remainder</p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Archival Professional and Other Associations**

<p><b>Description</b> Files relating to - Society of Archivists - Irish Society for Archives - Local Authority Archivists Group</p>	<p><b>Documents</b> Minutes of meetings, Journals, newsletters, subscriptions and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>	<p><b>Comments</b> Newsletters and journals are reference material</p>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Microfilming**

<p><b>Description</b> Series relating to microfilming plans/programme</p>	<p><b>Documents</b> Correspondence with companies including draft tenders, quotes and correspondence with other local authorities</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	<b>5 Years</b>
Until conclusion of each microfilming project		<p><b>Comments</b></p>
<b>Archive</b>	<input type="checkbox"/>	
<b>Dispose</b>	<input checked="" type="checkbox"/>	

**Series Title: Archive - Programmes and Plans**

<p><b>Description</b> Plans and reports from the Archive service, including Strategic Planning for Local Authority and Annual Reports</p>	<p><b>Documents</b> Drafts and final copies of reports and plans. Correspondence with managers, minutes and agenda from Strategic Planning meetings</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	
Until programme or plan issued		<p><b>Comments</b> Archive plans, reports and minutes of meetings</p>
<b>Archive</b>	<input checked="" type="checkbox"/>	
<b>Dispose</b>	<input type="checkbox"/>	

**Series Title: Archive Services - General**

<p><b>Description</b> Files relating to the operation of the Archive Service, including standards</p>	<p><b>Documents</b> Correspondence, notes and standards</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
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Archive

Dispose

**Comments**  
Standards are reference material

**Series Title: Staff and Volunteers Training and Employment**

<p><b>Description</b> Files relating to staff including job description, course details and volunteers</p>	<p><b>Documents</b> Documents of hours, course details and correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comment**  
Dispose of record of hours on completion of summer work

**Series Title: Archival Surveys**

<p><b>Description</b> Files relating to surveys for archive collections, such as estate records surveys and business records survey</p>	<p><b>Documents</b> Correspondence, lists of contacts, information gathered, forms and newspaper reports</p>
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**Retention Recommendations**

Current	Non-Current	5 Years
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Duration of survey + 2 years

Archive

Dispose

**Comments**  
Archive list of findings only

**Series Title: Researchers**

<p><b>Description</b> Files in relation to researchers, such as application forms and queries</p>	<p><b>Documents</b> Original application forms to conduct research in Archives, correspondence, and information gathered for researchers</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	
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Archive

Dispose

**Comment**  
Archive all except queries passed on to other organisations. Retain a database of queries for reference

# ARTS

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**Series Title: Arts Grant / Community Arts Grants**

<p><b>Description</b> Annual grant scheme for groups and organisations (not individuals)</p>	<p><b>Documents</b> Guidelines, application forms, recommendations, list of refusals and request forms. Also acknowledgements of funding and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive

Dispose

**Comments**  
Period of closure in Archive to maintain confidentiality

**Series Title: Arts Centre - Building**

<p><b>Description</b> Files on the Arts Centre building</p>	<p><b>Documents</b> Submissions contracts, plans and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>Duration of building project</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive

Dispose

**Comments**

**Series Title: Arts Centre - Exhibitions**

<p><b>Description</b> Files on policies and exhibition plans</p>	<p><b>Documents</b> Policy documents, correspondence, plans for exhibitions and exhibition programmes</p>
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**Retention Recommendations**

<b>Current</b>	<b>3-5 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive

Dispose

**Comments**  
Archive policies and record of exhibitions held

**Series Title: Arts Plan**

<p><b>Description</b> Policy and plan</p>	<p><b>Documents</b> Policy and plan</p>
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**Retention Recommendations**

<b>Current</b>	<b>Duration of plan</b>	<b>Non-Current</b>	
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Archive

Dispose

**Comments**  
Archive when new plan produced

**Series Title: Arts Programme**

<p><b>Description</b> Annual Programme</p>	<p><b>Documents</b> Memos, correspondence and programme</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive

Dispose

**Comments**

## Series Title: Education

### Description

Education projects with tutors in schools

### Documents

Correspondence, plans and project details

### Retention Recommendations

Current

2 Years

Non-Current

Until after audit + 1 year

Archive

Dispose

### Comments

Archive record of projects carried out

## Series Title: Bursaries

### Description

Files relating to annual grants for individual artists to attend summer schools etc. Includes grants to attend Gaiety school and RADA

### Documents

Correspondence, grant requests and approvals

### Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose

### Comments

Archive record of grants provided

## Series Title: Literature

### Description

Files on literature awards, poetry booklet project, anthologies, and writers group funding

### Documents

Correspondence, reports, copies of submissions, advertisements. Also requests and approvals for grants

### Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose

### Comments

Archive with weeding

## Series Title: Drama

### Description

Files relating to drama workshops, festivals, fringe events, sponsorship of events and youth drama

### Documents

Correspondence, requests and approvals of grants

### Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose

### Comments

## Series Title: Music Projects/Bands

### Description

Music Projects, grants, groups and workshops

### Documents

Reports, correspondence, grant requests and approvals

### Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose

### Comments

## Series Title: Exhibitions

### Description

Visual Arts projects with Community Groups- grants

### Documents

Correspondence, requests and approvals of grants

### Retention Recommendations

Current

4 Years

Non-Current

5 Years

Archive

Dispose

### Comments

Archive with weeding

## Series Title: Events

### Description

Files relating to the organisation of events and speeches for events

### Documents

Speeches, notes, quotations, invoices and correspondence

### Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive

Dispose

### Comments

Archive record of events organised by Arts Office and dispose of remainder

## Series Title: Public Art

### Description

Files relating to DoELG scheme for public art

### Documents

Policy, advertisements, artists brief, site meetings, panels, reports and brochure of works

### Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive

Dispose

### Comments

## Series Title: Civic Art Collection

### Description

Files relating to county or city purchase of art work for collection

### Documents

Correspondence, invoices and bills of sale

### Retention Recommendations

Current

1 Year

Non-Current

Until after audit + 1 year

Archive

Dispose

### Comments

Important in maintaining provenance of collection

## Series Title: Evaluation

### Description

Annual evaluation of projects, used in annual report and in the decisions to continue to fund projects

### Documents

Evaluation forms, notes, reports and memos

### Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose

### Comments



## Series Title: Press Releases

### Description

Copy of all press releases made to print and radio

### Documents

Letters, newspaper cuttings and press releases

### Retention Recommendations

Current

2 Years

Non-Current

Archive

Dispose

### Comments

Retain a record of the name and date of the newspaper with the documents of the event

## Series Title: Local Authority Arts Officers Association

### Description

Files relating to meetings of Local Authority Arts Officers

### Documents

Minutes and correspondence

### Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose

### Comments

The Group should archive minutes of meetings

## Series Title: Professional Development

### Description

Files relating to conferences and training events

### Documents

Conference materials

### Retention Recommendations

Current

1 Year

Non-Current

Until after audit + 1 year

Archive

Dispose

### Comments

## Series Title: Crafts

### Description

Files relating to liaison with craft workers

### Documents

Correspondence, locations and brochures

### Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive

Dispose

### Comments

Archive with weeding. Possibly COMMUNITY & ENTERPRISE rather than ARTS

## Series Title: Arts Committee

### Description

Files relating to Arts Committee

### Documents

Correspondence, programmes, bursaries, approvals and requests for reports

### Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive

Dispose

### Comments

In some local authorities this committee is no longer in existence. Archive immediately if no longer in existence

D/Env, general, box 140, County and City management:

An administrator at the Donegal mental hospital in Letterkenny writes to the Department, decrying the practice of institutionalising the mentally ill children in the hospital. April 1923.

TIRCONNAIL MENTAL HOSPITAL,  
LETTERKENNY .

10th April, 1923.

Dear Mr. McCarron,

I have forwarded to-day to the Minister of Local Government the statistical information called for in Circular 11556/1923 miscellaneous, dated 21st March re this Mental Hospital. In this respect you will note that out of a total of 525 patients I have classified 62 as "mentally defective" and 39 "epileptics" (Total 101). The Balance 524 being "mentally deranged". Of the latter classification a number are, in my opinion, harmless, a great many being cases of Dementia due to senile decay. These classes I have always thought do not really require care in a properly equipped Mental Hospital, necessitating the very large expenditure of such an institution - as for instance, here you will notice the average weekly cost per Head calculated on the gross - less in respect of borrowed money, farm and garden superannuation is 30/4d. To me this would appear very extravagant. But under existing circumstances, with Salaries and Wages at £15,000. 9. 2, our staff being extremely large, and the general high cost of maintenance, what can one do? Surely a better system could be adopted than the present - whereby these classes of the poor afflicted could be very comfortably housed or looked after at a far less cost to the ratepayers. They are cases in which there is absolutely no chance of ultimate recovery. Also they are in no way able to help the finances of the institution by doing useful work such as on the farm or in the workshop (that is the case of the Idiot, Imbecile and Senile). I had a most interesting talk long ago with the Bishop of Ross (Most Rev. Dr. Kealy) on the Youghal Auxiliary Asylum in which he took a great deal of trouble, and certainly I was greatly impressed with the way it was run - both as regards the comfort of the patients and the financial aspect.

Another matter which I think needs reform long overdue, viz., the establishing some form of house for the Mentally Deficient child who cannot be kept at home. In my opinion it is nothing short of criminal sending a child of tender years into a place like this. They have sometimes been sent in here under eight years of age. One can do nothing with them. The surroundings and example they see every day are hopeless. They have every opportunity of learning vice in its filthiest forms and grow up absolutely useless members of society. This is a really terrible blot on our country. We have had cases of this sort here that I am perfectly certain had they been able to be sent to a House where they would have got some training from the beginning, to an extent, self-supporting even if they would have had to stay in an Institution for the remainder of their days. Also they would have had a chance of growing up with cleaner minds when separated from the associations of depraved adult insane. It is only the person in daily contact with the latter can know what this means.

I am afraid this is a tiresome letter to you, but as you kindly said, when I saw you in Dublin recently that you would like to have any suggestions on the care of the mentally afflicted, I merely take the liberty of putting my views before you for what they are worth. That there is great room for improvement I think, no one with any experience in the

# CIVIL DEFENCE



**Series Title: Auxiliary Services**

<p><b>Description</b> Civil Defence Auxiliary services, including fire, kayaking, ambulance and rescue services</p>	<p><b>Documents</b> Forms for sanction of events. This form is signed by the Civil Defence Officer and gives a brief description of the event</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**

**Series Title: Community Events - Weekend Camps**

<p><b>Description</b> Files relating to community events and weekend camps</p>	<p><b>Documents</b> Requests for assistance with events such as Garden Fetes, GAA matches, Milk RAS and St Patrick's Day festival. Includes correspondence and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comment**

**Series Title: Emergency Plan**

<p><b>Description</b> Files in relation to Emergency Plans</p>	<p><b>Documents</b> Reports, plans and material in relation to exercises in relation to Plan</p>
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**Retention Recommendations**

Current	Until a new plan is issued	Non-Current	
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Archive

Dispose

**Comments**  
Archive when a new plan is introduced

**Series Title: Development Plans**

<p><b>Description</b> Development Plans for the Civil Defence Organisation</p>	<p><b>Documents</b> Reports and plans</p>
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**Retention Recommendations**

Current		Non-Current	
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Archive

Dispose

**Comments**  
Archive when a new plan is introduced

**Series Title: Plan for Nuclear Explosions**

<p><b>Description</b> Files on Civil Defence Radiological Emergency Plan for Remote Nuclear weapons explosions</p>	<p><b>Documents</b> Reports and plans</p>
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**Retention Recommendations**

Current		Non-Current	
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Archive

Dispose

**Comments**  
Archive when a new plan is introduced

**Series Title: Monitoring of Events**

**Description**

Files containing official forms monitoring events

**Documents**

Forms detailing date of event, numbers involved and services involved

**Retention Recommendations**

Current 2 Years

Non-Current

Archive

Dispose

Comments

**Series Title: Grant Claims**

**Description**

Local Authority expenditure on Civil Defence in the financial year

**Documents**

Forms, correspondence, including grant claim form, circular letters from Department of Defence and correspondence with Finance section

**Retention Recommendations**

Current 3 Years

Non-Current 4 Years

Archive

Dispose

Comments

Dispose only after audit

**Series Title: Department of Defence**

**Description**

Files containing circulars from the Department of Defence relating to procedures for Civil Defence personnel

**Documents**

Circulars and correspondence

**Retention Recommendations**

Current Reference

Non-Current

Archive

Dispose

Comments

**Series Title: Civil Defence Vehicles**

**Description**

Files on individual Civil Defence vehicles, including each ambulance

**Documents**

Correspondence and vehicle documents

**Retention Recommendations**

Current Duration of life of vehicle

Non-Current 7 Years

Archive

Dispose

Comments

**Series Title: Finance - Journey Logs**

**Description**

Journey Logs for Appliances, Ambulances and Minibuses

**Documents**

Log Books

**Retention Recommendations**

Current 2 Years

Current 6 Years

Archive

Dispose

Comments

### Series Title: Radio Equipment

<p><b>Description</b></p> <p>Files relating to radio installation and maintenance. Also files on training courses for Radiotelephony certificates</p>	<p><b>Documents</b></p> <p>Correspondence with Department of Defence and Civil Defence Headquarters</p>
---	---

**Retention Recommendations**

Current	3 Years	Non-Current	4 Years
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Archive

Dispose

**Comments**

Dispose only after audit

### Series Title: Civil Defence - Water

<p><b>Description</b></p> <p>Files relating to training on water rescue</p>	<p><b>Documents</b></p> <p>Correspondence with Civil Defence Headquarters and original medical certificates for those taking part in training</p>
---	---

**Retention Recommendations**

Current	3 Years	Non-Current	4 Years
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Archive

Dispose

**Comments**

### Series Title: Exercises

<p><b>Description</b></p> <p>Files on exercises including national exercises</p>	<p><b>Documents</b></p> <p>Correspondence with Civil Defence Headquarters and lists of names of participants</p>
--	--

**Retention Recommendations**

Current	7 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**

### Series Title: First Aid Certificates Register

<p><b>Description</b></p> <p>Registers of first aid certificates</p>	<p><b>Documents</b></p> <p>Registers</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	1 Year
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Archive

Dispose

**Comments**

Each local authority is obliged to maintain this register, which is updated every 5 years. If held electronically, system should be migrated every 3 years onto a new format.  
See *Electronic Records, 3.1*

### Series Title: Civil Defence Officer

<p><b>Description</b></p> <p>Files relating to the Civil Defence Officer</p>	<p><b>Documents</b></p> <p>Copies of County Managers' Orders relating to the employment of the Civil Defence Officer. Requests for approval to attend courses and correspondence</p>
--	--

**Retention Recommendations**

Current	5 Years	Non-Current	
---------	---------	-------------	--

Archive

Dispose

**Comments**

Duplications of material in HUMAN RESOURCES

**Series Title: Civil Defence Officers' Files**

<p><b>Description</b> Files for officers of the Civil Defence</p>	<p><b>Documents</b> Correspondence relating to training, certificates of training, documents of duties and details of employment</p>
---	--

**Retention Recommendations**

<b>Current</b>	Duration of time in office	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive with reference to HUMAN RESOURCES files</p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Warden Register**

<p><b>Description</b> Registers of names and addresses of wardens</p>	<p><b>Documents</b> Printouts of names and addresses</p>
---	--

**Retention Recommendations**

<b>Current</b>	Until register is complete	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive when register complete or if held electronically, system should be migrated every three years onto a new format. See <i>Electronic Records, 3.1</i></p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Long Service Medals**

<p><b>Description</b> Files on medals awarded on completion of 10 or 20 years service in the Civil Defence</p>	<p><b>Documents</b> Correspondence and memos</p>
--	--

**Retention Recommendations**

<b>Current</b>	3 years after award presented	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive a record of recipients of the medals</p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Requisition of Uniforms**

<p><b>Description</b> Files relating to requisition of uniforms</p>	<p><b>Documents</b> Forms, faxes and correspondence with Civil Defence Headquarters</p>
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**Retention Recommendations**

<b>Current</b>	2 Years	<b>Non-Current</b>	Until after audit
<b>Archive</b>	<input type="checkbox"/>	<p><b>Comments</b></p>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Volunteers - Application Forms**

<p><b>Description</b> Files containing applications forms from volunteers</p>	<p><b>Documents</b> Lists of names and addresses of volunteers and application forms</p>
---	--

**Retention Recommendations**

<b>Current</b>		<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive final lists of volunteers. Dispose of training lists 2 years after volunteer leaves organisation</p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Courses for Volunteers**

<p><b>Description</b></p> <p>Files in relation to training courses for Civil Defence volunteers</p>	<p><b>Documents</b></p> <p>Correspondence and applications for workshops / courses. These give name of volunteer, course title and date of event.</p>
---	---

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**

**Series Title: Volunteer Duties**

<p><b>Description</b></p> <p>Files relating to volunteer duties from Civil Defence outside local authority area for particular events and incidents</p>	<p><b>Documents</b></p> <p>Correspondence with Civil Defence Headquarters</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**

**Series Title: Maps and Drawings**

<p><b>Description</b></p> <p>Series of maps, plans and drawings used by the Civil Defence</p>	<p><b>Documents</b></p> <p>Civil Defence Control Centre drawings and maps and copies of OS maps</p>
---	---

**Retention Recommendations**

Current	Until replaced	Non-Current	
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Archive

Dispose

**Comments**

Archive original maps when replaced. Dispose of copies of OS maps (where no changes have been made to the original map)

**Series Title: Publicity**

<p><b>Description</b></p> <p>Files containing photographs and copies of newspaper articles</p>	<p><b>Documents</b></p> <p>Photographs, newspapers, correspondence and press releases</p>
--	---

**Retention Recommendations**

Current	2 Years	Non-Current	
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Archive

Dispose

**Comments**

Send photographs to Photographic Archive as soon as possible. Retain a record of newspaper articles giving the date of the article and newspaper in which it appeared and dispose of clippings



# COMMUNITY & ENTERPRISE



**Series Title: Presentation Material**

<p><b>Description</b> Files on presentations made by C&amp;E</p>	<p><b>Documents</b> Slides and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Integrated Strategy for Social, Economic and Cultural Development**

<p><b>Description</b> Files relating to the development of the strategy</p>	<p><b>Documents</b> Minutes of meetings, reports, committee notes, submissions, consultations and research notes</p>
---	--

**Retention Recommendations**

Current	Non-Current		
Duration of drawing up of the strategy	Until new strategy introduced		
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Information Systems**

<p><b>Description</b> Files relating to LGCSB</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input type="checkbox"/>	<p><b>Comments</b> Possible duplication in INFORMATION SYSTEMS and MANAGEMENT &amp; ADMINISTRATION</p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Community Grants from Department of Social, Community and Family Affairs**

<p><b>Description</b> Files detailing information on grants</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input type="checkbox"/>	<p><b>Comments</b> Information on grants held in Department of Social, Community and Family Affairs</p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Funding - Department of Finance**

<p><b>Description</b> Information on funding from Department of Finance</p>	<p><b>Documents</b> Correspondence and circulars</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive   
 Dispose

**Comments**  
Information on funding held by Department of Finance

**Series Title: Public Private Partnership Fund**

<p><b>Description</b> Files on public private partnership projects</p>	<p><b>Documents</b> Correspondence and circulars</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**  
May duplicate files in MANAGEMENT & ADMINISTRATION

**Series Title: County / City Development Board and Working Groups**

<p><b>Description</b> Files on County / City Development Board &amp; on Social, Economic and Cultural Working Groups</p>	<p><b>Documents</b> Minutes of meetings, agendas, submissions and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**

**Series Title: County / City Enterprise Board**

<p><b>Description</b> Files on County / City Enterprise Board</p>	<p><b>Documents</b> Minutes of meetings, agendas and submissions</p>
---	--

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive   
 Dispose

**Comments**  
County / City Enterprise Board holds own documents

**Series Title: Area Committees**

<p><b>Description</b> Files on local area committees</p>	<p><b>Documents</b> Minutes, reports and correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive   
 Dispose

**Comments**  
Area Committee holds own documents

**Series Title: Strategic Policy Committee**

<p><b>Description</b> Files on strategic policy committees</p>	<p><b>Documents</b> Copy of minutes and correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> May duplicate files in MANAGEMENT &amp; ADMINISTRATION</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Association of Directors of Community and Enterprise**

<p><b>Description</b> Files relating to meetings of the Association</p>	<p><b>Documents</b> Minutes, correspondence, agendas, submissions and reports</p>
---	---

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comment</b> Originals held by Secretary of the Association</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Director of Community and Enterprise**

<p><b>Description</b> Files relating to the Director</p>	<p><b>Documents</b> Conditions of employment and correspondence</p>
--	---

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive with weeding</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Co-ordinating Committee for Demand Reduction for Drugs**

<p><b>Description</b> Files relating to involvement of C &amp; E in this Committee</p>	<p><b>Documents</b> Minutes, correspondence and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive all original minutes. Minutes held by Committee</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Integrated Area Management Plan Monitoring Group**

<p><b>Description</b> Files on meetings of the group</p>	<p><b>Documents</b> Minutes and reports</p>
--	---

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive minutes unless held by group</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Decentralisation**

<p><b>Description</b> Files relating to submission for move of decentralised government agencies to local area</p>	<p><b>Documents</b> Draft reports, submissions and correspondence</p>
--	---

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**  
May be duplicated in MANAGEMENT & ADMINISTRATION

**Series Title: Local and National Organisations**

<p><b>Description</b> Files relating to organisations, such as local and national charities, EPA and government agencies</p>	<p><b>Documents</b> Publications, reports, minutes of meetings and programmes</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
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Archive   
 Dispose

**Comments**  
Held by organisation

**Series Title: Audit of Service Provision - Community Forum**

<p><b>Description</b> Files relating to the process of audit of service by public</p>	<p><b>Documents</b> Correspondence, forms, reports and minutes of meetings</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**

**Series Title: Community Development Programme**

<p><b>Description</b> Files relating to development of programmes by C &amp; E staff and community groups</p>	<p><b>Documents</b> Correspondence and memos</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**

**Series Title: Community Fora**

<p><b>Description</b> Files on community groups registered with C&amp;E</p>	<p><b>Documents</b> Correspondence, minutes and issues raised. Includes registration forms for various community groups</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Community Groups**

<p><b>Description</b> Files on lists of community groups in local area</p>	<p><b>Documents</b> Listings of groups</p>
--	--

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Industrial Promotions**

<p><b>Description</b> Files relating to promotion of industry in local area</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Urban and Village Renewal**

<p><b>Description</b> Files relating to renewal plans</p>	<p><b>Documents</b> Copies of plans and submissions</p>
---	---

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input type="checkbox"/>	<p><b>Comments</b> Duplicates PLANNING files</p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Arts**

<p><b>Description</b> Files on arts groups in local area</p>	<p><b>Documents</b> Correspondence</p>
--	--

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Not a duplication of ARTS Files</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Reference / Information Files**

**Description**

Files containing information on organizations such as FAS, Combat Poverty and IFA. Also on festivals, events, heritage sites and local projects

**Documents**

Correspondence, copies of public reports, brochures and pamphlets

**Retention Recommendations**

**Current**

Reference

**Non-Current**

**Archive**

**Dispose**

**Comments**

Weed every two years to remove obsolete information

**Series Title: Projects**

**Description**

Files relating to projects

**Documents**

Reports and correspondence

**Retention Recommendations**

**Current**

Duration of projects

**Non-Current**

**5 Years**

**Archive**

**Dispose**

**Comments**

Archive with reference to duplication in other sections

Although the hours worked by road labourers were uniform compared to 1914, there were still some discrepancies in wages paid.  
December 1946.

APPENDIX D.  
ROAD LABOURERS WAGES

Local Authority	1914		1939		1946	
	Hours per week	Wages per week	Hours per week	Wages per week	Hours per week	Permissible wages per week
<u>COUNTY COUNCILS:</u>						
Carlow	-	13/-	48	32/-	48	44/-
Cavan	-	12/-	"	30/-	"	44/-
Clare	-	14/-	"	35/-	"	44/-
						& 47/6
Cork	57	13/- to 15/-	"	35/-	"	44/-
						& 47/6
Donegal	54	16/-	"	30/-	"	44/-
Dublin	55½	16/-	"	48/-	"	50/-
						& 54/-
Galway	54	15/-	"	30/-	"	44/-
Kerry	56	12/- to 15/-	"	35/-	"	44/-
Kildare	-	15/-	"	30/-	"	47/6
						& 50/-
Kilkenny	56	15/-	"	30/-	"	44/-
						& 47/6
Leitrim	50	15/-	"	29/-	"	44/-
Laoighis	-	12/-	"	30/-	"	44/-
Limerick	54	14/-	"	30/-	"	44/-
						& 47/6
Longford	60	15/-	"	32/-	"	44/-
Louth	-	12/- to 14/-	"	30/-	"	47/6
Mayo	54	15/-	"	30/-	"	44/-
Meath	-	12/- to 13/-	"	35/-	"	47/6
						& 50/-
Monaghan	60	15/-	"	30/-	"	44/-
Offaly	-	12/-	"	30/-	"	44/-
Roscommon	66	12/-	"	31/-	"	44/-
Sligo	51	15/-	"	28/-	"	44/-
				to 30/-		
Tipperary (N.R.)	-	12/- to 14/-	"	35/-	"	44/-
Tipperary (S.R.)	66	12/-	"	35/-	"	44/-
Waterford	60	12/- to 15/-	"	35/-	"	44/-
						& 47/6
Westmeath	51	12/-	"	32/-	"	44/-
Wexford	60	10/- to 12/6	"	30/-	"	44/-
Wicklow	-	10/- to 15/-	"	30/- to 37/6	"	47/6
						& 54/-



# ENVIRONMENT ENVIRONMENT



**Series Title: Reference - Legislation and Reports**

<p><b>Description</b> Reports, booklets and copies of legislation</p>	<p><b>Documents</b> Circulars, regulations, legislation, guidelines, EU Directives and reports from external agencies</p>
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**Retention Recommendations**

<b>Current</b>	Reference	<b>Non-Current</b>
<b>Archive</b>	<input type="checkbox"/>	<p><b>Comments</b> Retain until reference use ceases. Review each year</p>
<b>Dispose</b>	<input checked="" type="checkbox"/>	

**Series Title: Water Pollution Enforcement**

<p><b>Description</b> Files relating to enforcement of water pollution regulations</p>	<p><b>Documents</b> Copy Manager's Order instituting legal proceedings against individual, serving of notice under Section 12 of Local Government Water Pollution Act, 1977 and Section 9 of Water Pollution Act, 1990 relating to commencing and completing works</p>
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**Retention Recommendations**

<b>Current</b>	2 Years	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive register of prosecutions. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records, 3.1</i></p>	
<b>Dispose</b>	<input type="checkbox"/>		

<p><b>Description</b> Water pollution incidents</p>	<p><b>Documents</b> Includes files on reports and cases not prosecuted</p>
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**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive reports</p>	
<b>Dispose</b>	<input type="checkbox"/>		

<p><b>Description</b> Water Pollution Policy and Planning</p>	<p><b>Documents</b> Policies, plans and drafts</p>
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**Retention Recommendations**

<b>Current</b>	Until new plan introduced	<b>Non-Current</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive old plan</p>
<b>Dispose</b>	<input type="checkbox"/>	

<p><b>Description</b> Correspondence</p>	<p><b>Documents</b> Correspondence with EPA, environmental groups, community groups and legal advisors</p>
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**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
<b>Dispose</b>	<input type="checkbox"/>		

<b>Description</b> Complaints	<b>Documents</b> Pollution complaints- register/log book of complaints
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>6 Years</b>
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Archive   
 Dispose

**Comments**  
 Archive register. If held electronically system should be migrated every 3 years onto a new format.  
 See *Electronic Records, 3.1*

<b>Description</b> Notices	<b>Documents</b> Public notices
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive   
 Dispose

**Comments**

**Series Title: Water Quality**

<b>Description</b> Files on water quality	<b>Documents</b> Reports including river water quality reports
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive   
 Dispose

**Comments**

**Series Title: Licence to Discharge to Waters and Sewers**

<b>Description</b> Files relating to issue of licences for discharge to waters	<b>Documents</b> General correspondence, application forms, monitoring details and register
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**Retention Recommendations**

<b>Current</b>	<b>For term of licence + 1 year</b>	<b>Non-Current</b>	<b>6 Years</b>
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Archive   
 Dispose

**Comments**  
 Archive register. If held electronically system should be migrated every 3 years onto a new format.  
 See *Electronic Records, 3.1*.  
 Dispose of remainder

**Series Title: Integrated Pollution Control Licences**

<b>Description</b> Files on licences	<b>Documents</b> Licences
---	------------------------------

**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Retain for public display as per EPA requirements	

Archive   
 Dispose

**Comments**  
 Dispose after licence granted

**Series Title: Oil Pollution**

<p><b>Description</b> Files relating to incidents of oil pollution</p>	<p><b>Documents</b> Correspondence, reports and photographs</p>
--	---

**Retention Recommendations**

<b>Current</b>	<b>Duration of incident + 6 years</b>	<b>Non-Current</b>
		Review with reference to litigation
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>
<b>Dispose</b>	<input type="checkbox"/>	

**Series Title: Atmospheric Pollution**

<p><b>Description</b> Files relating to atmospheric pollution and implementation of legislation</p>	<p><b>Documents</b> Air pollution notices</p>
---	---

**Retention Recommendations**

<b>Current</b>	<b>Duration of incident + 6 years</b>	<b>Non-Current</b>
		Review with reference to litigation
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>
<b>Dispose</b>	<input type="checkbox"/>	

<p><b>Description</b> Air pollution licenses</p>	<p><b>Documents</b> Applications and reports</p>
--	--

**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive including register. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records, 3.1</i>	
<b>Dispose</b>	<input type="checkbox"/>		

<p><b>Description</b> Monitoring Stations</p>	<p><b>Documents</b> Results</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

<p><b>Description</b> Air Pollution returns</p>	<p><b>Documents</b> Returns under the Air Pollution Act, 1987</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

<b>Description</b> Correspondence	<b>Documents</b> Complaints Correspondence
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**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b>	5 Years
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Archive   
 Dispose

**Comments**

**Series Title: Noise Pollution**

<b>Description</b> Complaints and correspondence relating to noise pollution	<b>Documents</b> Correspondence
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**Retention Recommendations**

<b>Current</b>	2 years / Duration of litigation	<b>Non-Current</b>	6 Years
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Archive   
 Dispose

**Comments**

**Series Title: Litter Pollution**

<b>Description</b> Files relating to enforcement of litter pollution legislation	<b>Documents</b> Enforcement- Nuisance complaints, illegal dumping complaints, investigation report, evidentiary photographs copy Manager's Order initiating legal proceedings
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**Retention Recommendations**

<b>Current</b>	3 years / Duration of litigation	<b>Non-Current</b>	6 Years
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Archive   
 Dispose

**Comments**

<b>Description</b> Abandoned Vehicles	<b>Documents</b> Correspondence and reports
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**Retention Recommendations**

<b>Current</b>	2 years / Duration of litigation	<b>Non-Current</b>	
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Archive   
 Dispose

**Comments**

**Series Title: Anti - Litter Campaigns and Action Plans / Awareness**

<b>Description</b> Material relating to litter awareness programs and Schools Environment programme	<b>Documents</b> Environmental Warden's report, promotional material and litter plan
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**Retention Recommendations**

<b>Current</b>	Life of Plan	<b>Non-Current</b>	Duration of subsequent plan
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Archive   
 Dispose

**Comments**

Series Title: Waste Management

<p><b>Description</b> Waste management Plans</p>	<p><b>Documents</b> Plans and drafts</p>
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**Retention Recommendations**

<b>Current</b>	Duration of plan	<b>Non-Current</b>	Duration of subsequent plan
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

<p><b>Description</b> Notices under Section 18 of Waste Management Act</p>	<p><b>Documents</b> Notices</p>
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**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b>	2 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

<p><b>Description</b> Files relating to waste disposal</p>	<p><b>Documents</b> Permits, applications, copy Manager's Order and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	Duration of permit + 2 years	<b>Non-Current</b>	6 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

<p><b>Description</b> Hazardous Waste and Toxic Waste</p>	<p><b>Documents</b> Permits and applications for permits</p>
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**Retention Recommendations**

<b>Current</b>	Duration of permit + 2 years	<b>Non-Current</b>	6 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

<p><b>Description</b> Transfrontier shipments of hazardous waste</p>	<p><b>Documents</b> Forms and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	Lifetime of bond + 2 years	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

<b>Description</b> Management of landfill sites	<b>Documents</b> Tiphead charges, reports and correspondence. Also complaints, statistics and illegal dumping
--	--

<b>Description</b> Landfill dockets	<b>Documents</b> Dockets from landfill site
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<b>Description</b> Site investigations for landfill sites	<b>Documents</b> Correspondence and reports
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**Retention Recommendations**

<b>Current</b> Until remediation completed	<b>Non-Current</b> 30 Years
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Archive <input checked="" type="checkbox"/>	<b>Comments</b>
Dispose <input type="checkbox"/>	

**Retention Recommendations**

<b>Current</b> 2 Years	<b>Non-Current</b> 5 Years
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Archive <input type="checkbox"/>	<b>Comments</b>
Dispose <input checked="" type="checkbox"/>	

**Retention Recommendations**

<b>Current</b> Until site is opened	<b>Non-Current</b> 10 Years
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Archive <input checked="" type="checkbox"/>	<b>Comments</b>
Dispose <input type="checkbox"/>	

**Series Title: Refuse Collections**

<b>Description</b> Files on refuse collection in the local authority	<b>Documents</b> Contracts, complaints, estimates and internal correspondence relating to charges. Also copy Manager's Orders relating to charges and purchasing details for vehicles
---	--

**Retention Recommendations**

<b>Current</b> 1. Private Contractors - For duration of contract 2. LA Vehicles - Duration of lease / rental agreement 3. Charges - 2 years	<b>Non-Current</b> 1. 6 Years 2. Life of vehicles agreement 3. 5 Years
--	---

Archive <input checked="" type="checkbox"/>	<b>Comments</b> Archive contract documents, vehicles agreements and record of charges
Dispose <input type="checkbox"/>	

**Series Title: Recycling**

<b>Description</b> Files on recycling programme of local authority	<b>Documents</b> Bottle banks, home composting, reference material, campaigns and correspondence
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**Retention Recommendations**

<b>Current</b> Grants - 2 years Promotions - Duration of promotion	<b>Non-Current</b> Grants - until after audit + 1 year
---	---

Archive <input checked="" type="checkbox"/>	<b>Comments</b>
Dispose <input type="checkbox"/>	

**Series Title: Water Safety**

<b>Description</b> Files relating to water safety, beaches and swimming pools	<b>Documents</b> Bathing Areas correspondence, reports / inspections on beaches
--	--

**Retention Recommendations**

Current	5 Years	Non-Current	
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Archive

Dispose

**Comments**

<b>Description</b> Blue Flag beaches	<b>Documents</b> Correspondence and reports
---	--

**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**  
Archive with weeding

**Series Title: Water Safety Committee**

<b>Description</b> Swimming pools	<b>Documents</b> Includes advertising, pool tickets, hats, complaints, monitoring expenditure, income report, proposed extension and special passes
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**Retention Recommendations**

Current	5 Years	Non-Current	Until after audit + 1 year
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Archive

Dispose

**Comments**  
Archive reports and dispose of remainder

<b>Description</b> Files on committee	<b>Documents</b> Minutes of meetings, correspondence and circulars
--	---

**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**

**Series Title: Caravans**

<b>Description</b> Files relate to dealings with the Fire Officer and Health Board regarding the issue of licenses to caravan parks annually	<b>Documents</b> Applications for caravan licenses, internal correspondence between RATES and PLANNING & DEVELOPMENT
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**Retention Recommendations**

Current	Duration of licence	Non-Current	2 Years
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Archive

Dispose

**Comments**



**Series Title: Environmental Conservation**

**Description**

Contains material relating to nature conservation

**Documents**

Includes special areas of conservation, EU Directives and their implementation, environmental impact reports, walking routes, and the Wildlife Act 1976

**Retention Recommendations**

Current

5 Years

Non-Current

5 Years

Archive



Dispose



**Comments**

Archive material created by local authority and dispose of EPA circulars

**Series Title: Public Health Nuisances**

**Description**

Files relating to public health nuisances

**Documents**

Complaints, prosecutions, correspondence and forms of notice requiring abatement of nuisance. Also correspondence with Health Board and copy Manager's Orders requiring abatement of nuisance, correspondence with individuals and Statutory Notices under Section 110 of the 1878 Act

**Retention Recommendations**

Current

Until the matter has been dealt with

Non-Current

2 Years

Archive



Dispose



**Comments**

# FINANCE



**Series Title: Annual Budget**

<p><b>Description</b> Annual budgets for each programme group with details of expenditure and previous years budgets and adopted budget with supporting documentation</p>	<p><b>Documents</b> Financial documents</p>
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**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Annual Financial Statement**

<p><b>Description</b> Published report with supporting documentation illustrating in summary the financial position of the local authority</p>	<p><b>Documents</b> Annual financial statements</p>
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**Retention Recommendations**

<b>Current</b>	<b>Until after audit + 1 year</b>	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Local Government Auditors Report**

<p><b>Description</b> Final Report and file on each section</p>	<p><b>Documents</b> Includes report on each audit with memos, correspondence and queries</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	
<b>Until completion of subsequent audit</b>		
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>
<b>Dispose</b>	<input type="checkbox"/>	

**Series Title: Financial Reports - Income and Expenditure**

<p><b>Description</b> Monthly and annual reports balancing all income and expenditure</p>	<p><b>Documents</b> Printouts in old system</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b> Pre electronic accrual system. Destroy monthly reports after year-end and destroy annual reports after audit + 1 year. Audit includes EU audit and local government audit
<b>Dispose</b>	<input checked="" type="checkbox"/>	

### Series Title: Payment Vouchers

<p><b>Description</b> Documentation relating to the processing of capital and revenue payments</p>	<p><b>Documents</b> Includes original invoice, certificates of payment and payments for travelling expenses</p>
--	---

#### Retention Recommendations

<p><b>Current</b> <b>General Payments</b> - Until after audit + 1 year <b>EU Funded</b> - Until after audit + 1 year</p>	<p><b>Non-Current</b> <b>General Payments</b> - 7 years <b>EU funded</b> - Completion of project + 7 years</p>
<p><b>Archive</b> <input type="checkbox"/> <b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b> Payment Vouchers relating to EU funded schemes should be held separately from general payment vouchers if possible. In cases where general and EU payment vouchers cannot be separated a 15 year retention period should be considered</p>

### Series Title: Invoices and Goods Received Notes

<p><b>Description</b> Invoices for goods/services and goods received notes produced by system</p>	<p><b>Documents</b> Invoices and goods received notes</p>
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#### Retention Recommendations

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b> 7 Years</p>
<p><b>Archive</b> <input type="checkbox"/> <b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

### Series Title: Suppliers Payments History

<p><b>Description</b> Annual printout of the total number of payments made to suppliers during one year to enable responses to queries on the date and amount of payments</p>	<p><b>Documents</b> Printout of supplier's payment history</p>
---	--

#### Retention Recommendations

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b> 5 Years</p>
<p><b>Archive</b> <input type="checkbox"/> <b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

### Series Title: Parameter File

<p><b>Description</b> Printout of pay codes for various activities</p>	<p><b>Documents</b> Printout</p>
--	--------------------------------------

#### Retention Recommendations

<p><b>Current</b> Reference</p>	<p><b>Non-Current</b></p>
<p><b>Archive</b> <input type="checkbox"/> <b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

### Series Title: Payroll Grade Code File

<p><b>Description</b> File of grade codes with updates of relevant pay scales for each code</p>	<p><b>Documents</b></p>
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#### Retention Recommendations

<p><b>Current</b> Reference</p>	<p><b>Non-Current</b> 5 Years</p>
<p><b>Archive</b> <input type="checkbox"/> <b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

**Series Title: Payroll Records of Deductions**

<p><b>Description</b></p> <p>Records of deductions made from staff pay for various payments such as insurance, mortgages etc</p>	<p><b>Documents</b></p> <p>Includes a note or document requesting the deductions and a printout of deductions made</p>
--	--

**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>
		Retirement / Resignation
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comment</b> Document requesting deductions must be retained until deductions are terminated. Dispose of printout after audit
<b>Dispose</b>	<input type="checkbox"/>	

**Series Title: Records of Pay, Arrears, Wage Adjustments**

<p><b>Description</b></p> <p>Material relating to the payment of holiday pay, arrears on promotion or pay increase</p>	<p><b>Documents</b></p> <p>Includes copy Manager's Order confirming adjustments</p>
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**Retention Recommendations**

<b>Current</b>	Until after audit + 1 year	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Payroll Masterfiles / Histories**

<p><b>Description</b></p> <p>Master files printout for each employee's payments. More detailed than payroll history</p>	<p><b>Documents</b></p> <p>Includes deductions, date of payment, expenditure code and total number of payments. Also includes details of pay, deduction, date of birth, previous employment, superannuation payments, start and end date and PRSI payments</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>50 Years</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b> Review period of currency with regard to use after 5 years. Microfilm or scanning to evidential standards should be considered. See <i>Microfilming and Scanning of Records</i> 3.2	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Records of Pay Rates**

<p><b>Description</b></p> <p>Files relating to rates of pay</p>	<p><b>Documents</b></p> <p>Circulars and copy Manager's Orders of pay</p>
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**Retention Recommendations**

<b>Current</b>	Reference + audit	<b>Non-Current</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>
<b>Dispose</b>	<input checked="" type="checkbox"/>	

**Series Title: Records of Overtime**

<p><b>Description</b></p> <p>Files on overtime pay</p>	<p><b>Documents</b></p> <p>Includes circulars, forms applying for the payment of overtime with approvals</p>
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**Retention Recommendations**

<b>Current</b>	Until after audit + 1 year	<b>Non-Current</b>	<b>1 Year</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

### Series Title: Sick Pay Documents

<p><b>Description</b> Files on sick pay</p>	<p><b>Documents</b> Includes sick pay scheme forms with a description of the period of sickness and certificates of sickness</p>
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#### Retention Recommendations

<p><b>Current</b> Until retirement / resignation / death</p>	<p><b>Non-Current</b></p>
<p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Comments</b> Archive forms. Hold with HUMAN RESOURCES Employee files series</p>

### Series Title: Bank Advice Note

<p><b>Description</b> Printout detailing all employees and people paid by the local authority</p>	<p><b>Documents</b> Printouts</p>
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#### Retention Recommendations

<p><b>Current</b> Until after audit + 2 years</p>	<p><b>Non-Current</b></p>
<p><b>Archive</b> <input type="checkbox"/></p> <p><b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

### Series Title: Bank Statements

<p><b>Description</b> Bank statements</p>	<p><b>Documents</b> Statements</p>
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#### Retention Recommendations

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b></p>
<p><b>Archive</b> <input type="checkbox"/></p> <p><b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b> Both EU and local government audit is referred to here</p>

### Series Title: Paypath

<p><b>Description</b> Bank account details of staff paid through the banks</p>	<p><b>Documents</b> Copies of weekly printouts of wages and salaries sent to the bank</p>
--	---

#### Retention Recommendations

<p><b>Current</b> Until after audit + 2 years</p>	<p><b>Non-Current</b></p>
<p><b>Archive</b> <input type="checkbox"/></p> <p><b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

### Series Title: Payroll Interface

<p><b>Description</b> Interface report of all payroll payments</p>	<p><b>Documents</b> Shows the balance going on to expenditure in each pay group</p>
--	---

#### Retention Recommendations

<p><b>Current</b> Until after audit + 2 years</p>	<p><b>Non-Current</b></p>
<p><b>Archive</b> <input type="checkbox"/></p> <p><b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

**Series Title: Timesheets and General Data Payroll**

<p><b>Description</b> Details for all outdoor staff and temporary staff</p>	<p><b>Documents</b> Includes signed timesheets, details relating to change of address, tax-free allowances and deductions</p>
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**Retention Recommendations**

<b>Current</b>	Until after audit + 1 year	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Tax Returns - VAT, PAYE, Withholding Tax, Sub-Contractors Tax, C47 Cards**

<p><b>Description</b> Details of PAYE, PRSI and tax credits of personnel. VAT returns for contractors/sub-contractors and professional services. Documents of subcontractors serial identity and all payments and tax paid by each subcontractor</p>	<p><b>Documents</b> Details of withholding tax deducted from contractors who have not supplied a C2 form, list of tax paid by contractors (a copy of this is issued to revenue commissioners) and tax returns and credit details for staff</p>
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**Retention Recommendations**

<b>Current</b>	Until after audit + 1 year	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Coroners Certificates**

<p><b>Description</b> Certificates for payment of coroners fees under the Coroners Act, 1962</p>	<p><b>Documents</b> Certificates</p>
--	--

**Retention Recommendations**

<b>Current</b>	Until after audit + 1 year	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Lease Register**

<p><b>Description</b> Register of all payments made to companies from whom the local authority has leased equipment</p>	<p><b>Documents</b> Register</p>
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**Retention Recommendations**

<b>Current</b>	Until end of lease	<b>Non-Current</b>	Until after audit + 1 year
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive register. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records</i> , 3.1	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Money Register**

<p><b>Description</b> Register of revenue collected from local authority car parks</p>	<p><b>Documents</b> Register</p>
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**Retention Recommendations**

<b>Current</b>	Until after audit	<b>Non-Current</b>	1 Year
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Cancelled Paying Orders / Duplicate / Redated Cheques**

<p><b>Description</b> Documents of cheques cancelled, duplicate or redated</p>	<p><b>Documents</b> Cancelled cheques and paying orders</p>
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**Retention Recommendations**

<b>Current</b>	Until after audit + 1 year	<b>Non-Current</b>	
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Archive

Dispose

Comments

**Series Title: Internal Audit**

<p><b>Description</b> Reports relating to internal financial issues</p>	<p><b>Documents</b> Reports</p>
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**Retention Recommendations**

<b>Current</b>	2 years after report issued	<b>Non-Current</b>	5 Years
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Archive

Dispose

Comments

**Series Title: Internal Investigations**

<p><b>Description</b> Internal investigations of irregularities</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

<b>Current</b>	Until investigation is complete	<b>Non-Current</b>	Until case completed
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Archive

Dispose

Comments  
Archive with period of closure

**Series Title: Insurance Policies**

<p><b>Description</b> Files on individual insurance policies. Includes fire insurance policies on local authority properties, motor policy, employers liability insurance, personal accident, professional indemnity etc</p>	<p><b>Documents</b> Includes original policy and subsequent updates and correspondence with Irish Public Bodies Insurances Limited</p>
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**Retention Recommendations**

<b>Current</b>	Duration of policy	<b>Non-Current</b>	
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Archive

Dispose

Comments  
Archive original policies. Original Policies are vital records

**Series Title: Motor Insurance Claims**

<p><b>Description</b> Files on claims involving local authority vehicles</p>	<p><b>Documents</b> Claims, correspondence and judgements</p>
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**Retention Recommendations**

<b>Current</b>	Until settlement / judgement	<b>Non-Current</b>	5 Years
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Archive

Dispose

Comments



**Series Title: Employers Liability Claims**

<p><b>Description</b> Files on claims for accidents at work</p>	<p><b>Documents</b> Copy form completed, and reports on incidents</p>
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**Retention Recommendations**

<b>Current</b>	Until settlement of case	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Public Liability Claims**

<p><b>Description</b> Files on claims made</p>	<p><b>Documents</b> Correspondence and case documents</p>
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**Retention Recommendations**

<b>Current</b>	Until case closed	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Legal Costs**

<p><b>Description</b> Files relating to solicitors bills and legal costs incurred by the local authority</p>	<p><b>Documents</b> Correspondence and bills</p>
--	--

**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

COMAIRLE CEANNCAR BUNDOBÁRAIN.  
BUNDORAN URBAN DISTRICT COUNCIL.

ÉAMONN UÁ DÁLAIS,  
ceannair na comairle,  
"feirmeoir an baile,

AN TOIPISEÁD UIRI SLAINTE  
POIBLÍE.

E. DALY, A. INC. P. & CO. E.  
CLERK OF COUNCIL,  
TOWN SURVEYOR.

EXECUTIVE SANITARY OFFICER.

oifisi, \_\_\_\_\_ 19\_\_  
OFFICES.

Page No. 1.

*Statement of Duties to be performed by the  
Beach Guard, in Bundoran Urban District.*

1. The Beach Guard appointed is to attend on Bundoran Beach continuously from 8 oc. am. to 8 oc. pm. on every day during his employment - Sundays included - except while attending to his Religious duties and also during dinner hour from 12-30 pm. to 1-30 pm.
2. He is to take strict care of Council's property placed on the Strand and on the walks around the Beach and report at once to the Council any damage done or abuses that he may observe. He is to have all life-saving appliances ready in case of emergency during the time he is on duty, and have them carefully locked up after 8 oc. pm. each day.
3. The Beach Guard must be courteous to all persons frequenting the Strand and give advice as to when and where the may bathe, when he is applied to.
4. He must use every means at his disposal for the prevention of bathing accidents, at all places within his view and frequented by bathers.
5. If a bather appears to be in an unsuitable place in the water or to be bathing when the sea is in a dangerous condition, the Beach Guard must immediately warn the person, and if the warning is unheeded, he must take steps for the removal of such person. When the sea is in a dangerous state he must prevent all bathing and order that the dressing boxes be closed. He is to give warning by waving a flag that bathing is prohibited when the sea is not suitable.
6. In case a person attempts to bathe without being attired in a suitable bathing costume, the matter must be reported at once to the Civil Guards.

# FIRE SERVICES & BUILDING CONTROL



**Series Title: Register**

<p><b>Description</b> Register regarding changes to structures</p>	<p><b>Documents</b> Includes document recording action taken by depositor, local authorities, An Bord Pleanála and the courts relating to administrative decisions pursuant to the Building Regulations</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**  
Required under Part IV of **Building Control Regulations, 1997 - Statutory Instrument No. 496**. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records, 3.1*

**Series Title: Commencement Notices**

<p><b>Description</b> Files relating to commencement notices in compliance with Building Control Regulations</p>	<p><b>Documents</b> Forms, notice to building control authority pursuant to Part II of Building Control Regulations, 1997; commencement date, money paid as fee, project particulars and planning permission number</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**  
**Building Control Act, 1990 Article 8 (2)** provides **Building Control Authority** with the power to serve an enforcement notice up to 5 years after the completion of works. Dispose only if register contains all information provided in notices. The notices may be held in electronic format and if so, system should be migrated every 3 years onto a new format. See *Electronic Records, 3.1*

**Series Title: Fire Safety Certificates**

<p><b>Description</b> Fire Safety Certificates - individual file for each application</p>	<p><b>Documents</b> Manager's Orders relating to issue of certificates and conditions. Copy of plans also held for all sites</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	Until works completed and approved by fire officer
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Archive

Dispose

**Comments**  
**Building Control Regulations, 1997, Part II**

**Series Title: Fire Occurrences**

<p><b>Description</b> Files detailing fire occurrences, false alarms etc.</p>	<p><b>Documents</b> Reports include date, time of call, time of turnout, place of fire, fire officers involved, description and extent of fire, property involved, people injured, method of dealing with fire etc. Also includes invoices for costs of call-outs</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	Until after audit + 1 year
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Archive

Dispose

**Comments**  
Archive any significant fire events. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records, 3.1*

**Series Title: Licensing - General**

<p><b>Description</b> Files regarding applications for intoxicating liquor, club or dance licences. Individual files for each application</p>	<p><b>Documents</b> Notification by fire officer of district court, applications for licences and applications for transfer or renewal of licences</p>
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**Retention Recommendations**

Non-Current	1 year or duration of Licence	Non-Current	
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Archive

Dispose

**Comments**

**Series Title: Inspections of Premises**

**Description**

Files relating to inspections of premises including public houses, hotels, halls, restaurants, guesthouses (including gaeltacht guest-houses), rented accommodation, hospitals, nursing homes, schools, commercial developments, cinemas and nightclubs

**Documents**

Correspondence between owner of premises and fire officer, notifications of application to court for renewal of licences, reports and recommendations, copies of drawings, checklists for fire prevention, floor plans, fire extinguishers and warning letters from the Chief Fire Officer

**Retention Recommendations**

**Current**  
For Lifetime of Premises

**Non-Current** 2 Years

Archive   
Dispose

**Comments**

Check every 5 years for premises that have ceased to exist or have had alterations made, making plans obsolete. Archive old plans and dispose of remainder

**Series Title: Cinema Licences**

**Description**

Files relating to cinema licences

**Documents**

Applications, correspondence, reports and recommendations

**Retention Recommendations**

**Current**

**Non-Current**

Archive   
Dispose

**Comment**

Archive old files immediately. Series no longer applicable as functions have ceased

**Series Title: Dangerous Substances**

**Description**

Licences regarding dangerous substances - mainly for petrol stations

**Documents**

Register of licences

**Retention Recommendations**

**Current** 2 Years

**Non-Current** 6 Years

Archive   
Dispose

**Comments**

If the register is held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*. Review the remaining material before disposal regarding future use

**Description**

Licences regarding dangerous substances - mainly for petrol stations

**Documents**

Initial inspection survey forms, Chief Fire Officer's report, permission to upgrade facilities, site location maps, documents from engineer regarding inspection of site and preparation of report for service of fire safety notices

**Retention Recommendations**

**Current** 1 Year

**Non-Current** 5 Years

Archive   
Dispose

**Comments**

If the register is held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*. Review the remaining material before disposal regarding future use

**Series Title: Pre-Fire Planning**

**Description**

Files on individual companies and organisations

**Documents**

Plans of buildings, plans of proposed extensions, pre-fire inspection forms regarding area of building, salvage priority, building materials, fire safety procedures etc. Sheets on areas of building marking possible areas of risk

**Retention Recommendations**

**Current** Until a new plan is made

**Non-Current**

Archive   
Dispose

**Comments**

Plan should be updated when layout changes. Archive old plans

**Series Title: Activity Reports**

<p><b>Description</b> Quarterly or annual reports detailing call-outs. Includes locations of call-outs, cause, time, damage caused by fire, personnel at scene etc.</p>	<p><b>Documents</b> Reports</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	20 Years
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Archive

Dispose

**Comments**  
May be required for inquiries

**Series Title: Payment Sheets**

<p><b>Description</b> Sheets detailing payments for call-outs, usually created quarterly</p>	<p><b>Documents</b> Financial sheets</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
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Archive

Dispose

**Comments**  
Dispose as information is abstracted into Annual Report

**Series Title: Fire Appliances / Vehicles**

<p><b>Description</b> Files relating to fire appliances and fire vehicles</p>	<p><b>Documents</b> Brochures, correspondence and log books for appliances</p>
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**Retention Recommendations**

Current	Non-Current
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Vehicle log books - while vehicle is in service  
Fuel log books - until after audit + 1 year

Archive

Dispose

**Comments**  
Dispose of log books after period of currency

**Series Title: Breathing Apparatus**

<p><b>Description</b> Files relating to types of breathing apparatus</p>	<p><b>Documents</b> Brochures and correspondence</p>
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**Retention Recommendations**

Current	While in service	Non-Current	
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Archive

Dispose

**Comments**

**Series Title: Fire Hydrants**

<p><b>Description</b> Files on fire hydrants and their maintenance</p>	<p><b>Documents</b> Annual inspections and defect lists</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
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Archive

Dispose

**Comments**  
Retain defects sheets permanently in case of Inquiries

**Series Title: Brigade**

<p><b>Description</b> Files on each brigade, assessment of development of fire service in county or city, brigade orders, agreements with adjoining counties regarding attendance at fires</p>	<p><b>Documents</b> Correspondence, legal agreements and maps marking boundaries</p>
--	--

**Retention Recommendations**

Current	Until updated	Non-Current	
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive agreement when new one drawn up</p>	
Dispose	<input type="checkbox"/>		

<p><b>Description</b> Brigade Agreements</p>	<p><b>Documents</b> Agreements between fire brigades</p>
--	--

**Retention Recommendations**

Current	Non-Current		
For duration of agreement			
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive agreement when new one drawn up</p>	
Dispose	<input type="checkbox"/>		

<p><b>Description</b> Brigade Orders</p>	<p><b>Documents</b> Brigade Orders</p>
--	--

**Retention Recommendations**

Current	While in operation	Non-Current	
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive agreement when new one drawn up</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Stations**

<p><b>Description</b> Files on each fire station in the local authority area</p>	<p><b>Documents</b> Correspondence, plans, fire insurance details, maintenance and capital works</p>
--	--

**Retention Recommendations**

Current	Plans - 5 years	Non-Current	
		For life of building	
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

<p><b>Description</b> Repairs and maintenance</p>	<p><b>Documents</b> Maintenance records</p>
---	---

**Retention Recommendations**

Current	Non-Current	6 Years
Repairs & maintenance - until work complete		
Archive	<input type="checkbox"/>	<p><b>Comments</b></p>
Dispose	<input checked="" type="checkbox"/>	

**Series Title: Malicious Injuries**

<p><b>Description</b> Individual files relating to malicious injuries claims</p>	<p><b>Documents</b> Correspondence with solicitor, internal correspondence and application forms for compensation for malicious injury to property</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Archive <input checked="" type="checkbox"/>	<p><b>Comments</b> Archive old files immediately. These are now being dealt with by CORPORATE SERVICES or FINANCE</p>
Dispose <input type="checkbox"/>	

**Series Title: Correspondence with Planning**

<p><b>Description</b> Files regarding communications with Planning section</p>	<p><b>Documents</b> Correspondence, officers reports, plans, drawings, copies of decisions in some cases and internal correspondence</p>
--	--

**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
While reports being drawn up by Fire Service	<p><b>Comments</b> Dispose, as originals of report and correspondence are held on Planning Application file</p>
Archive <input type="checkbox"/>	
Dispose <input checked="" type="checkbox"/>	

**Series Title: Fire Billing Charges**

<p><b>Description</b> Accounts</p>	<p><b>Documents</b> Charges, accounts, assessed charges, annual receipts and journal transfers</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Until account settled	5 Years
Archive <input type="checkbox"/>	<p><b>Comments</b></p>
Dispose <input checked="" type="checkbox"/>	

**Series Title: Forestry**

<p><b>Description</b> National Forestry reports, plans of forests and details of fire fighting plans</p>	<p><b>Documents</b> Reports and plans</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Until updated or changed	
Archive <input checked="" type="checkbox"/>	<p><b>Comments</b> Archive old plans when they are replaced</p>
Dispose <input type="checkbox"/>	

**Series Title: Firemen's Day Books & Drill Sheets**

<p><b>Description</b> Records of call-outs, including details of those officers called out and fire occurrences. Drill sheets filled out by officers</p>	<p><b>Documents</b> Drill sheets and call-out sheets</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
2 Years	
Archive <input checked="" type="checkbox"/>	<p><b>Comments</b> Archive as vital records</p>
Dispose <input type="checkbox"/>	



**Series Title: Training**

**Description**

Files on training courses, conferences etc. for fire personnel

**Documents**

Correspondence, course details and brochures

**Retention Recommendations**

**Current**

**2 Years**

**Non-Current**

Until after audit + 1 year

Archive

Dispose

**Comment**

Dispose of any information that has not been incorporated into employee files in HUMAN RESOURCES

**Series Title: Individual Fire Officers**

**Description**

Includes series on hydrant surveys for each area and miscellaneous files used by individual fire officers

**Documents**

Correspondence and surveys

**Retention Recommendations**

**Current**

Reference

**Non-Current**

Archive

Dispose

**Comments**

Weed every 5 years and dispose of redundant documentation

**Series Title: Fire Officers Diaries / Inspection Sheets**

**Description**

Diaries maintained of call-outs. Also relate to diaries or inspection sheets detailing visits for building control inspections

**Documents**

Diaries or inspection sheets

**Retention Recommendations**

**Current**

**2 Years**

**Non-Current**

**20 Years**

Archive

Dispose

**Comments**

Keep non-current for 20 years for legal requirements. These may be required for inquiries and as documents of inspections under building control regulations. May also be requested under Freedom of Information or where there is a question about the inspections being carried out. Note: at present, these files are not consistently maintained

**Series Title: Weekly Drill Sheets**

**Description**

Sheets signed by fire personnel every week, to record that they have completed the fire drill

**Documents**

Drill sheets or drill books

**Retention Recommendations**

**Current**

**1 Year**

**Non-Current**

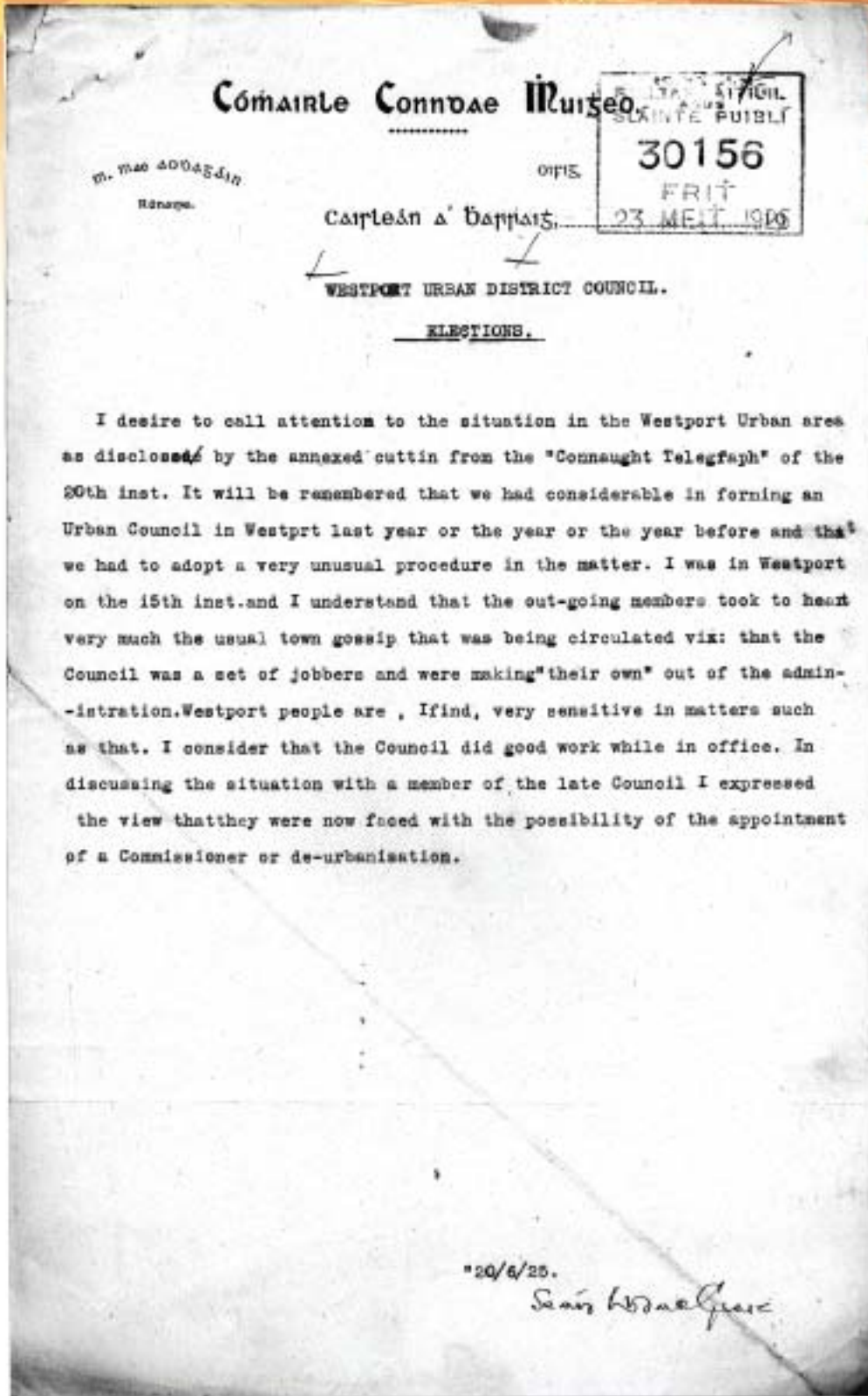
**5 Years**

Archive

Dispose

**Comments**

Vital documents, which should be archived or held in a documents centre permanently. May be required for inquiries



# HEALTH & SAFETY

# HEALTH & SAFETY



**Series Title: Safety Statement**

<p><b>Description</b> Parent and sections statement of safety policy</p>	<p><b>Documents</b> Policy document</p>
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**Retention Recommendations**

Current	For duration of statement	Non-Current	
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- Archive
- Dispose

**Comments**  
Policy document reviewed regularly. Archive old statements

**Series Title: Safety Training**

<p><b>Description</b> Files on safety training courses offered by local authority</p>	<p><b>Documents</b> Attendance lists and course outlines/content</p>
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**Retention Recommendations**

Current	10 Years	Non-Current	5 Years
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- Archive
- Dispose

**Comments**  
Retain separately from general training if not held on individuals file. May be required for litigation

**Series Title: Inoculation Schemes**

<p><b>Description</b> Details of inoculation schemes</p>	<p><b>Documents</b> Correspondence and list of those inoculated</p>
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**Retention Recommendations**

Current	12 Years from inoculation	Non-Current	
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- Archive
- Dispose

**Comments**

**Series Title: Health and Safety Committees**

**Description**

Files on committee meetings for sections and management and monitoring

**Documents**

Correspondence and minutes

**Retention Recommendations**

Current

5 Years

Non-Current

Archive



Dispose



**Comments**

Archive minutes. Dispose of remainder

**Series Title: Incident / Accident Reports**

**Description**

Details of all accidents at work involving an absence of more than three days. These must also be forwarded to the Health and Safety Authority reporting on all accidents, regardless of severity

**Documents**

Reports, correspondence and memos

**Retention Recommendations**

Current

10 Years

Non-Current

80 Years

Archive



Dispose



**Comments**

Records of personnel working in conditions where they have been exposed to asbestos should be retained for 30 years (**Asbestos Regulation, 1993 and 1999**), as should records of personnel working in environments where they may be exposed to carcinogenic substances. A long period of non-currency is required in order to cover the possibility of future litigation

**Series Title: Certification for Plant and Equipment**

**Description**

Certificates for plant and equipment

**Documents**

Certificates

**Retention Recommendations**

Current

10 Years

Non-Current

2 Years

Archive



Dispose



**Comments**

# HOUSING



### Series Title: Housing Applications

<p><b>Description</b></p> <p>Files containing applications for local authority housing, with documentation required for applications</p>	<p><b>Documents</b></p> <p>Files include applications and supplementary material required to assess eligibility requirements and priority status. Also includes medical reports, environmental health officers reports, Health Board reports and relevant correspondence, including application form and certificate of income</p>
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**Retention Recommendations**

<p><b>Current</b></p> <p>Until applicant housed or applicant removed from list or applicant does not supply office with further information on request for assessment</p> <p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Non-Current</b> 3 Years</p> <p><b>Comments</b></p> <p>Successful applications are placed on Rented House file. Closure of 100 years recommended for personal information. Details should be abstracted into a register. If held electronically, system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i></p>
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### Series Title: Housing List

<p><b>Description</b></p> <p>List of people awaiting local authority housing</p>	<p><b>Documents</b></p> <p>Priority lists of people eligible and awaiting local authority housing</p>
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**Retention Recommendations**

<p><b>Current</b></p> <p>Until creation of new list</p> <p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Non-Current</b></p> <p><b>Comments</b></p> <p>Transfer all lapsed lists to Archives. Partial lists are created when a vacancy arises. The annual list should be retained rather than these partial lists</p>
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### Series Title: Cottage Purchase Annuities

<p><b>Description</b></p> <p>Material relating to the collection of annuities for the long-term purchase of rural dwellings</p>	<p><b>Documents</b></p> <p>Includes site maps, transfer orders, correspondence related to arrears and balance outstanding</p>
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**Retention Recommendations**

<p><b>Current</b></p> <p>Until deed of discharge is completed</p> <p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Non-Current</b> 3 Years</p> <p><b>Comments</b></p>
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### Series Title: Tenant Purchase Transfer Orders

<p><b>Description</b></p> <p>Files relate to the purchase of local authority houses by tenants</p>	<p><b>Documents</b></p> <p>Includes tenancy details, purchase applications, transfer orders, correspondence relating to arrears and balance outstanding</p>
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**Retention Recommendations**

<p><b>Current</b> 2 Years</p> <p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Non-Current</b></p> <p>Until purchase is complete</p> <p><b>Comments</b></p> <p>Weed and retain application to purchase, approval to purchase loan approval, and general files on the operation of the scheme permanently in archives. <b>Refusals</b> - destroy 3 years after application to purchase is refused</p>
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**Series Title: Rented Houses**

**Description**

Series relates to the provision and maintenance of rented accommodation provided by the local authority to those unable to provide housing from their own resources

**Documents**

Includes application forms requesting accommodation in a council house, letter appointing tenants, tenancy agreements, correspondence regarding rent, arrears, nuisances and copies of invoices for maintenance and repairs work. Also includes Manager's Order allocating tenancy, rent adjustments, notice to quit and correspondence from councillors, clergymen and social workers

**Retention Recommendations**

**Current**

For the period of tenancy + weed

**Non-Current**

**30 Years**

Archive   
 Dispose

**Comments**

A separate file should be maintained for each tenant, e.g. H247 (a), H247 (b). After currency, the files should be weeded, with care taken to ensure that documentation that has or appears to have a bearing on the decision made in each tenancy, is retained. General administration files on the operation of the scheme should be retained as archives. Care should be taken regarding private and confidential information for which closure of 100 years is recommended.

**Series Title: Disabled Persons Grants**

**Description**

Series relates to the allocation of grants for the provision of additional accommodation or for the carrying out of structural repairs, to make a privately owned house more suitable for the needs of a disabled member of the household

**Documents**

Includes application forms, health board reports assessing eligibility, reports from occupational therapists regarding specifications for alterations, engineers reports, quotes and estimates, certificates of approval and copies of payment vouchers, Manager's Order, plans, sections and elevations

**Retention Recommendations**

**Current**

Grants - until grant paid + audit + 1 year

**Non-Current**

Archive   
 Dispose

**Comments**

A register showing a record of payments and schedule of works carried out, should be retained permanently as archives. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1* General administration files on the operation of the scheme should be retained as archives

**Description**

Series relates to the allocation of grants for the provision of additional accommodation or for the carrying out of structural repairs, to make a privately owned house more suitable for the needs of a disabled member of the household

**Documents**

**Retention Recommendations**

**Current**

Refusals - until decision to refuse is formally made

**Non-Current**

**1 Year**

Archive   
 Dispose

**Comments**



**Series Title: Essential Repairs Grants**

<p><b>Description</b> Files relating to the allocation of grants for essential repairs</p>	<p><b>Documents</b> Material relating to the provision of grants of up to two-thirds of the cost for essential repairs to prolong the useful life of houses occupied by persons, included or eligible for inclusion in a local authority assessment of housing needs. Includes application forms, engineers reports, certificates of approval and copies of payments</p>
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**Retention Recommendations**

<p><b>Current</b> Grants - until grant paid + audit + 1 year</p>	<p><b>Non-Current</b></p>
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Archive   
 Dispose

**Comments**  
 A register showing a record of payments and schedule of works carried out, should be retained permanently as archives. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1* General administration files on the operation of the scheme should be retained as archives.

<p><b>Description</b> Files relating to the allocation of grants for essential repairs</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

<p><b>Current</b> Refusals - until decision to refuse is formally made</p>	<p><b>Non-Current</b> 1 Year</p>
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Archive   
 Dispose

**Comments**

**Series Title: Improvement Works in Lieu of Local Authority Housing**

<p><b>Description</b> Files relate to the provision of secured and unsecured loans for home improvement purposes</p>	<p><b>Documents</b> Includes applications, engineer's reports, assessment of income criteria and correspondence with the applicant and solicitors (for secured loans)</p>
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**Retention Recommendations**

<p><b>Current</b> Until loan is sanctioned and paid (i.e. paid out and recouped from Department)</p>	<p><b>Non-Current</b></p>
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Archive   
 Dispose

**Comments**  
 A record of all grants paid should be retained and transferred to archives. General administration files on the operation of the scheme should be retained as archives

<p><b>Description</b> Files relate to the provision of secured and unsecured loans for home improvement purposes</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

<p><b>Current</b> Refusals - until decision to refuse is formally made</p>	<p><b>Non-Current</b> 1 Year</p>
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Archive   
 Dispose

**Comments**

**Series Title: Mortgage Allowance Scheme**

**Description**

Series relates to the provision of a mortgage allowance, payable by the DoELG to a lending authority on behalf of tenants/tenant purchasers who give up their tenancy to an approved person, to purchase a private house

**Documents**

Includes application forms, reports from housing authority, containing details of payment history, details of the mortgage from the lending institution and copies of approval

**Retention Recommendations**

**Current**

5 years after subsidy is paid

**Non-Current**

1 Year

Archive

Dispose

**Comments**

A record of all payments made should be retained and transferred to archives. General administration files on the operation of the scheme should be transferred to archives

**Series Title: Housing Finance Loans**

**Description**

Series relates to the provision of finance for the purchase of houses by the Housing Finance Agency

**Documents**

Includes applications, engineers reports, land registry map, estimates for construction, loan approval, declaration by principal earner, certificate of insurance by mortgage, protection cover, copies of deeds and correspondence

**Retention Recommendations**

**Current**

For term of loan

**Non-Current**

Archive

Dispose

**Comments**

A record of all loan recipients (giving name, amount of loan, loan period) should be retained and transferred to archives. General administration files on the operation of the scheme should be transferred to archives

**Series Title: Shared Ownership**

**Description**

Series relates to the Shared Ownership Scheme under the Housing Act 1992, which offers home ownership in a number of steps, whereby an applicant purchases a set percentage of equity while paying rent on the remaining half

**Documents**

Includes application forms, deeds to house, copies of contracts of sale, details of rent payments and related correspondence

**Retention Recommendations**

**Current**

Until final payment made by local authority

**Non-Current**

Duration of scheme

Archive

Dispose

**Comments**

Archive register and all legal documents

**Series Title: Home Improvement Loans**

**Description**

Files relate to the provision of secured and unsecured loans for home improvement purposes

**Documents**

Includes applications, engineers reports, assessment of income criteria, correspondence with the applicant and solicitors (for secured loans)

**Retention Recommendations**

**Current**

Until final instalment of loan is paid to recipient

**Non-Current**

Duration of loan repayments

Archive

Dispose

**Comments**

Archive legal documents and retain permanently in muniment/strong room/archives. Retain a record of all loan recipients and general files on the operation of the scheme permanently as archives

**Series Title: Small Dwellings Acquisition - Housing Loans**

<p><b>Description</b></p> <p>Series relates to the provision of finance by the local authority to persons wishing to purchase or construct a house, and who cannot get a loan from a building society or bank</p>	<p><b>Documents</b></p> <p>Includes applications, maps, engineers reports, copies of deeds, correspondence between the local authority, the applicant and solicitors</p>
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**Retention Recommendations**

<p><b>Current</b></p> <p>Until final payment of loan to recipient</p>	<p><b>Non-Current</b></p> <p>For period of loan</p>
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Archive

Dispose

**Comments**

Archive legal documents and retain permanently in strong room/muniment room. Retain a record of recipients permanently in archives. Retain general administration files on the operation of the scheme as archives

**Series Title: Housing Construction**

<p><b>Description</b></p> <p>Files relate to the construction of local authority housing by the local authority, in consultation with the Department of the Environment</p>	<p><b>Documents</b></p> <p>Includes engineers reports, quantity surveyor reports, architects reports, planning details, Part X notices where applicable, letters advising on layout, tenders, reports on tenders, details on the appointment of a contractor, certificates of payments, expenditure certificates, application of sanction of Minister of the Environment and Local Government to loan and correspondence</p>
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**Retention Recommendations**

<p><b>Current</b></p> <p>Until construction completed + audit + 1 year</p>	<p><b>Non-Current</b></p> <p><b>20 Years</b></p>
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Archive

Dispose

**Comments**

Archive drawings and legal documentation (site acquisition, title deeds, contract documents) as non-current for 20 years and transfer to archives. Under EU legislation, there is a 7 year retention period required from conclusion of an EU funded scheme. Care is required to ensure that all documentation is retained, as this means the documents such as the preliminary report must be kept for the duration of the scheme and for a further 7 years.

**Series Title: Land Acquisition**

<p><b>Description</b></p> <p>Material relating to the purchase of land for local authority housing projects</p>	<p><b>Documents</b></p> <p>Includes requests from landowners to purchase land, engineers reports and acceptance</p>
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**Retention Recommendations**

<p><b>Current</b></p>	<p><b>Non-Current</b></p>
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Archive

Dispose

**Comments**

All legal documents, managers orders, maps and site plans should be retained permanently in a strong room

**Series Title: Housing Maintenance - General Records**

<p><b>Description</b></p> <p>Files containing records of works carried out in local authority houses</p>	<p><b>Documents</b></p> <p>Includes planned programme of works and lists of repairs carried out on individual houses</p>
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**Retention Recommendations**

<p><b>Current</b></p> <p>Until repairs / works carried out</p>	<p><b>Non-Current</b></p> <p>For lifespan of house</p>
--	--

Archive

Dispose

**Comments**

Archive planned programme of works. Records of works carried out in houses should be created and retained for the life span of the house as a rented dwelling, in the form of a monthly print-out of all repairs. Dispose at the end of the lifespan of the house

**Series Title: Travellers - General**

**Description**

Files on families and on contacts between housing section and other organisations

**Documents**

Includes details of family movements, information on births, any crisis or difficulties, information regarding social welfare benefits, correspondence, accommodation preferences, communications with the Community Welfare Officer, counselling details, housing applications and background information

**Retention Recommendations**

**Current**

**3 Years**

**Non-Current**

**2 Years**

Archive

Dispose

**Comments**

Archive with weeding and a closure period of 100 years for private and confidential information. Check MANAGEMENT & ADMINISTRATION for duplications

**Series Title: Travellers - Halting Sites**

**Description**

Files on the provision of local authority halting sites

**Documents**

Development of site includes correspondence, public consultation, reports, plans, specifications, drawings, maps and memos.

**Retention Recommendations**

**Current**

Development of site - until site officially opened + 2 years

**Non-Current**

**5 Years**

Archive

Dispose

**Comments**

Archive with weeding any documentation on operation of site. Closure period of 100 years for private and confidential information within the files

**Description**

Files on the provision of local authority halting sites

**Documents**

Operation of site includes maintenance records, lists of tenants applications, including information from Department of Social Welfare and Health Board, applications for financing the purchase of caravans, reports, correspondence and memos

**Retention Recommendations**

**Current**

Operation of site - 8 years

**Non-Current**

**10 Years**

Archive

Dispose

**Comments**

**Series Title: Private Sites**

**Description**

Files on private housing sites

**Documents**

Private site application form, tenders for site development, notice to building contractors, provision of serviced sites and tender reports

**Retention Recommendations**

**Current**

Until sites are sold + 2 years

**Non-Current**

Period of claw back

Archive

Dispose

**Comments**

Hold for further 2 years after currency, to ensure building license has been complied with. The registry of land should be updated for every sale or acquisition

**Series Title: Private Rented Dwellings Register**

**Description**

Register of rented houses by landlords

**Documents**

Application to register tenancy of house

**Retention Recommendations**

**Current**

Until register completed

**Non-Current**

**10 Years**

Archive

Dispose

**Comments**

**Housing (Registration of Rented Houses) Regulations, 1996** . Transfer to archives when register is completed. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

**Series Title: Assessment of Housing Needs**

<p><b>Description</b></p> <p>Files on the assessment of housing needs in the local authority area</p>	<p><b>Documents</b></p> <p>Files contain statistical reports and correspondence in relation to the assessment of housing needs in the local authority</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Until a new assessment is completed	
Archive <input checked="" type="checkbox"/>	<b>Comments</b>
Dispose <input type="checkbox"/>	

**Series Title: Returns to Department of the Environment and Local Government**

<p><b>Description</b></p> <p>Files of returns sent to the Department on an annual basis</p>	<p><b>Documents</b></p> <p>Series conveying information sent annually to the Department on housing needs and housing stock</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Archive <input checked="" type="checkbox"/>	<b>Comment</b> Transfer to archives when no longer replaced by more up-to-date information
Dispose <input type="checkbox"/>	

**Series Title: Estate Management**

<p><b>Description</b></p> <p>Files on the management of housing estates by the local authority in co-operation with the tenants and on dealing with the issues of anti-social behaviour in housing estates</p>	<p><b>Documents</b></p> <p>Grants for housing management initiatives, grant application forms, representations from locals, liaison with other statutory bodies, Housing Associations and residents groups. Also includes files on policy statements and notes on meetings with the public</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>10 Years</b>
Archive <input checked="" type="checkbox"/>	<b>Comments</b> <b>Section 2 Housing Act, 1966 ; Housing (Miscellaneous Provisions) Act, 1992 and Housing (Miscellaneous Provisions) Act, 1997.</b> Archive with weeding and a period of closure for any files containing personal information		
Dispose <input type="checkbox"/>			

**Series Title: Pre-Fabs / Demountable Dwellings**

<p><b>Description</b></p> <p>Files on demountable dwellings</p>	<p><b>Documents</b></p> <p>Quotations for demountable dwellings, land certificate, applications under consideration and general files</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
For lifespan of dwelling	
Archive <input type="checkbox"/>	<b>Comments</b>
Dispose <input checked="" type="checkbox"/>	

**Series Title: Maps**

<p><b>Description</b></p> <p>Series of Ordnance survey maps</p>	<p><b>Documents</b></p> <p>Ordnance survey maps with housing developments marked on them</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Archive <input checked="" type="checkbox"/>	<b>Comment</b> Transfer to archives when no longer referenced in Housing section. See <i>Electronic Records 3.1</i> and PLANNING for GIS recommendations
Dispose <input type="checkbox"/>	

1 treat from "Leinster Express" of 12th November, 1949.

Mr. Flanagan wants a Laois Man to be Council's Solicitor.

The Taoiseach is to be asked to recommend a Laois man to the Appointments Commissioners for the post of Solicitor to the County Council. At present, there are four solicitors acting in various capacities for the Council, and Mr. O. J. Flanagan, T.D., is of opinion that the permanent position of County Solicitor. He proposed the resolution (carried) to this effect at Monday's meeting of the Council.

Chairman's Opinion

When Mr. Flanagan moved his motion, the Chairman, Mr. E.J. Breen, asked him was he on good ground in doing so, and added that it was an infringement on an Act of Parliament. While he saw nothing wrong with appointing a local solicitor to the post, he believed the Council should not accept this resolution.

Mr. T. Territt said he would also like to see a Laois man appointed, but thought Mr. Flanagan could raise this matter in the Dáil.

Mr. Flanagan recalled that some time ago they passed a resolution about the appointment of a doctor, and as a result, the Appointments Commissioners changed their tune. As sure as they did not ask for a Laois man in this case, some one from "Rishurst" would be County Solicitor here. He believed the five T.D.'s from this area would get a hearing from the Taoiseach, in seeing that, all other things being equal, preference would be given to a Laois man in this case. The Taoiseach could suggest that to the Appointments Commissioners.

"I warn the Council" said Mr. Flanagan, "that if a Laois man is not appointed, they will hear more about it."

He asked who had a better right to some of the plums of this county, and added that while not interested in any solicitors, as he wanted to keep out from them, he held that this position should be given to a Laois man. If the Local Appointments Commissioners got a recommendation from the Taoiseach, as he was suggesting, it would let them see that the County Council was behind the request.

# HUMAN RESOURCES



**Series Title: Annual Staffing Returns**

<p><b>Description</b> Annual staffing and national income returns</p>	<p><b>Documents</b> Statistical returns to DoELG relating to local authority staff numbers and income</p>
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**Retention Recommendations**

Current	3 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Delegation of Functions**

<p><b>Description</b> Managers' Orders delegating powers to staff</p>	<p><b>Documents</b> Copies of Managers' Orders</p>
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**Retention Recommendations**

Current	Until revised	Non-Current	
Archive	<input type="checkbox"/>	<p><b>Comments</b> Original Managers' Orders retained in bound format. See MANAGEMENT &amp; ADMINISTRATION</p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: HR Officers Network**

<p><b>Description</b> Files on meetings</p>	<p><b>Documents</b> Minutes and correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
Archive	<input type="checkbox"/>	<p><b>Comments</b> Hold for own reference. One set of the minutes of meetings should be archived by the Secretary of Group</p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: AVC Retirements Benefits Plan**

<p><b>Description</b> Files on voluntary saving for pensions-deducted from pay on behalf of employees</p>	<p><b>Documents</b> Record of agreement to take deductions and pass on money to pension company on behalf of Unions. Details of participants</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
Archive	<input type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Retirement Planning Council of Ireland**

<p><b>Description</b> Files on the retirement council of Ireland</p>	<p><b>Documents</b> Correspondence regarding retirement training courses</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
Archive	<input type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input checked="" type="checkbox"/>		



**Series Title: Superannuation Register**

<p><b>Description</b> Name and address of each individual contributing to the Superannuation scheme. On retirement, page is transferred to register of former employees</p>	<p><b>Documents</b> Includes date of birth, previous reckonable employment, date of starting work, completion date, service record, employee number and grade</p>
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**Retention Recommendations**

Current	Reference	Non-Current
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive when register complete or if held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i>. Temporary employees have been included in the register since January 1998 when it became compulsory for temporary employees to pay Superannuation</p>
Dispose	<input type="checkbox"/>	

**Series Title: Superannuation Income and Expenditure Returns**

<p><b>Description</b> Annual returns</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive financial records</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Summer Workers**

<p><b>Description</b> Files on annual recruitment and employment of beachguards, co-op, Student Work Schemes and summer workers</p>	<p><b>Documents</b> Correspondence, CVs and advertisements</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	8 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive record of employment. Dispose of annual recruitment and unsuccessful applicant records after currency</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Community Employment (paid by FÁS)**

<p><b>Description</b> General and annual files detailing training received, costs etc.</p>	<p><b>Documents</b> Project plans and record of training events</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	5 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Review after 5 years of non-currency, checking number of times files called back</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Construction Summer Placement Grants**

<p><b>Description</b> Annual grants for the employment of undergraduate students</p>	<p><b>Documents</b> Grant records</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Requests for Work Experience / Unsolicited Applications for Jobs**

<p><b>Description</b> Files of requests for work experience from at home and abroad. Some work experience requests from local government in other countries</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current
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Archive

Dispose

**Comments**

**Series Title: Interviews**

<p><b>Description</b> Files on interviews for administrative, technical, general operative and related staff, craft and related staff, waterworks and sewerage caretakers and general service supervisors</p>	<p><b>Documents</b> Advertisements of posts, applications received and panel details</p>
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**Retention Recommendations**

Current	Non-Current	1 Year
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Hold until panel expires

Archive

Dispose

**Comments**  
Details on successful applicants are moved to their employee file

**Series Title: Recruitment - General**

<p><b>Description</b> Details of ongoing recruitment</p>	<p><b>Documents</b> Copies of advertisements, recommendations from advertising agency and copy of invoices</p>
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**Retention Recommendations**

Current	2 Years	Non-Current
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Archive

Dispose

**Comments**

**Series Title: Training**

<p><b>Description</b> General and annual files on courses and seminars available for staff</p>	<p><b>Documents</b> Details of courses including Institute of Public Administration courses</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	4 Years
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Archive

Dispose

**Comments**  
Archive training plan and registers. Dispose of details of courses

**Series Title: Safety Training for Employees**

<p><b>Description</b> Training and participants</p>	<p><b>Documents</b> List of training events and participants at training events</p>
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**Retention Recommendations**

Current	3 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**  
Required under Health and Safety Acts

**Series Title: Health and Safety**

<p><b>Description</b> Files on health and safety in the workplace</p>	<p><b>Documents</b> Statement, meetings and representations</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	5 Years
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Archive   
 Dispose

**Comments**  
See HEALTH AND SAFETY

**Series Title: Health Checks**

<p><b>Description</b> Periodic medical checks for staff</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

Current	3 Years	Non-Current	
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Archive   
 Dispose

**Comments**

**Series Title: Employee Files**

<p><b>Description</b> Files on individual employees</p>	<p><b>Documents</b> Contacts, references, medical, sick leave certificates, maternity leave information, career breaks, Manager's Orders (copies), increments, transfer applications and doctors' correspondence, grievance procedures and investigations</p>
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**Retention Recommendations**

Current	Duration of employment	Non-Current	On pension /resignation /retirement until pension payments and all forms of payment cease
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Archive   
 Dispose

**Comments**  
Usually filed alphabetically. A policy on the archiving of HR files will need to be developed. Archive a selection of files e.g., first incumbent of posts, senior staff and hold these closed for 100 years, to maintain privacy of individuals, allowing access only through Freedom of Information. Dispose of remainder of files after period of non-currency

**Series Title: Staff Support Programmes / Staff Welfare**

<p><b>Description</b> Files on support programmes and staff welfare, counsellor, scheme for provision of personal computers and leisure centre membership</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive   
 Dispose

**Comments**  
Archive but close with reference to privacy and confidentiality (i.e. close for 100 years)

**Series Title: Register of Pensionable Officers**

<p><b>Description</b> Register of Pensionable Officers</p>	<p><b>Documents</b> Register</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive   
 Dispose

**Comments**  
Archive when old register completed. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

**Series Title: Staff Duties and Responsibilities**

<b>Description</b> Details of staff duties	<b>Documents</b> Procedure manuals
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>30 Years</b>
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Archive

Dispose

**Comments**

**Series Title: Staff Schedule**

<b>Description</b> Internal list of staff	<b>Documents</b> List
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**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>	
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Archive

Dispose

**Comments**

**Series Title: Staff Transfers - Requests**

<b>Description</b> Files relating to requests for transfers	<b>Documents</b> Letters of requests
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	
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Archive

Dispose

**Comments**

**Series Title: Staff Educational Tours**

<b>Description</b> Files relating to tours by staff of projects in the Local Authority's functional area	<b>Documents</b> Correspondence and list of staff attending tours
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
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Archive

Dispose

**Comments**

**Series Title: Staff Uniforms**

<b>Description</b> Files relating to staff uniforms	<b>Documents</b> Letters, invoices and orders
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**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>	
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Archive

Dispose

**Comments**  
Dispose after new uniforms have been introduced

**Series Title: Sports and Social Club**

<p><b>Description</b> Employee sports and social club</p>	<p><b>Documents</b> Contributions, members, activities</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Staff Correspondence**

<p><b>Description</b> Files containing staff correspondence to HR</p>	<p><b>Documents</b> Letters relating to leave etc.</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
Archive	<input type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Leave Files**

<p><b>Description</b> Sick pay scheme, sick leave register, special leave, maternity / paternity leave</p>	<p><b>Documents</b> Sick leave certificates, calculation on sick pay due, doctors' correspondence, dates of leave</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	5 Years
Archive	<input type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Register of Annual Leave**

<p><b>Description</b> Record of leave and training for all officers</p>	<p><b>Documents</b> Leave sheets for every permanent and temporary officer showing officers' names, dates of annual and special leave, cumulative number of days taken etc.</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	3 Years
Archive	<input type="checkbox"/>	<p><b>Comments</b> Section 25 of the <b>Organisation of Working Time Act, 1997</b> requires records to be retained for at least 3 years to show compliance with the Act. Section 27 of the Act requires that a complaint of contravention of the Act must be made within months of the alleged contravention.</p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Leave - Recoupment of Salaries and Charges**

<p><b>Description</b> Files on recoupment of salaries and charges relating to leave</p>	<p><b>Documents</b> Financial record</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	5 Years
Archive	<input type="checkbox"/>	<p><b>Comments</b> Required for audit</p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Overtime**

<p><b>Description</b> Rules regarding payment for overtime</p>	<p><b>Documents</b> Rules for overtime, record of overtime worked each year, approvals for overtime</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b> Required for audit. Dispose after audit
<b>Dispose</b>	<input checked="" type="checkbox"/>	

**Series Title: Union Files**

<p><b>Description</b> Labour relations. Files on each union. Issues include grading, job vacancies, acting positions, performance management, leave, overtime, sick pay, health and safety, unfair dismissal claims, productivity agreements, rationalisation agreements and remuneration etc.</p>	<p><b>Documents</b> Correspondence, minutes, agendas and agreements</p>
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**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>	<b>10 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive with a 30 year closure period	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Labour Relations and Employment Appeals**

<p><b>Description</b> Files on cases sent to labour courts</p>	<p><b>Documents</b> Case files</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	
2 years after court hearing	10 years and Review	
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>
<b>Dispose</b>	<input type="checkbox"/>	

**Series Title: Disciplinary and Grievance Procedures**

<p><b>Description</b> Policy on discipline and grievance procedures</p>	<p><b>Documents</b> Reports and policy documents</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	
Retain as current until replaced by a new policy		
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive old policy when replaced by a new policy
<b>Dispose</b>	<input type="checkbox"/>	

**Series Title: National Wage Agreements**

<p><b>Description</b> Files on national wage agreements and partnership committees</p>	<p><b>Documents</b> Framework document and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	
Framework document: Until revised. Remainder: 5 years	Remainder: 5 years	
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive framework document when replaced by a new document and archive remainder after period of non-currency
<b>Dispose</b>	<input type="checkbox"/>	

**Series Title: Equality Matters**

**Description**

Files on the operation of equality legislation including cases relating to equality, sexual harassment and bullying, equality audits, equality training, equality action team and programme

**Documents**

Correspondence, minutes of action team meetings, cases and policy documents

**Retention Recommendations**

Current

3 Years

Non-Current

Cases: 10 years Other: 3 years

Archive

Dispose

**Comments**

Archive case files and other records on equality matters

**Series Title: Employment of People with Disabilities**

**Description**

Records relating to the assignment, training, and activity reports of designated Access Officer and Disability Liaison Officer

**Documents**

Circulars, local authority policy document, access / disability audits, correspondence, meetings with local disability organisations and groups, statistical records in relation to attaining 3% target of employment by Local Authorities of people with disabilities

**Retention Recommendations**

Current

3 Years

Non-Current

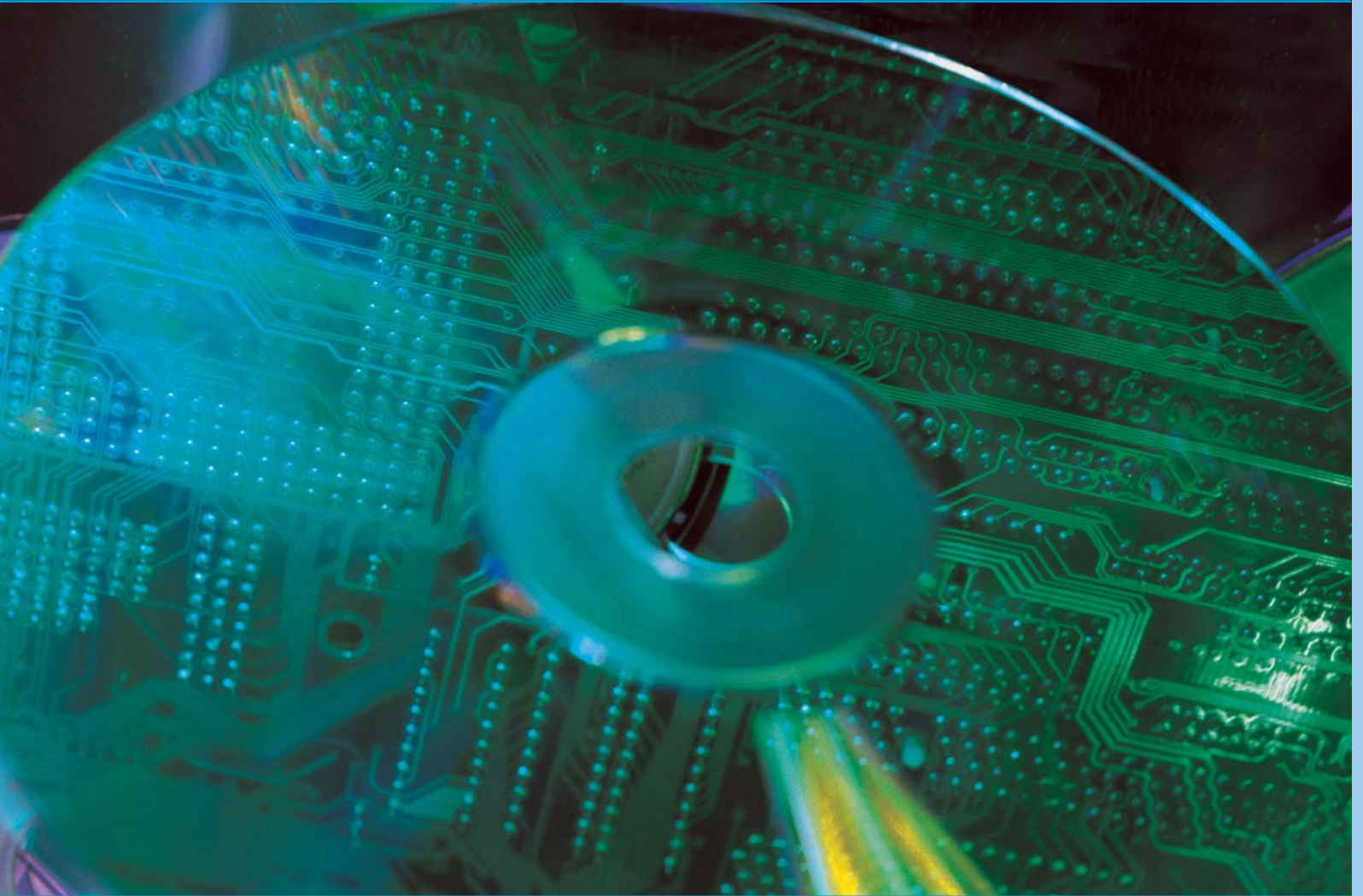
3 Years

Archive

Dispose

**Comments**

# INFORMATION SYSTEMS





**Series Title: Reports**

<p><b>Description</b> Files relating to reports made to management and Councillors relating to IS matters</p>	<p><b>Documents</b> Reports, correspondence and memos</p>
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**Retention Recommendations**

<b>Current</b> 3 Years	<b>Non-Current</b> 4 Years
<p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Comments</b> Reports contain information about new technology and use of technology in Local Authorities</p>

**Series Title: HVX Systems**

<p><b>Description</b> Files on systems used prior to the introduction of FMS for Finance, Housing Loans and Rents and Rates</p>	<p><b>Documents</b> Correspondence, manuals and systems</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
<p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Comments</b> Systems no longer in use. Archive immediately. Strategy required to Archive. See <i>Electronic Records 3.1</i></p>

**Series Title: Register of Electors System**

<p><b>Description</b> Files on register of electors system</p>	<p><b>Documents</b> Manuals, information, reports and changes on system</p>
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**Retention Recommendations**

<b>Current</b> While system is in operation	<b>Non-Current</b>
<p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Comments</b> Strategy required to Archive. See <i>Electronic Records 3.1</i></p>

**Series Title: Register of Electors - General**

<p><b>Description</b> Files with information on register of electors requirements</p>	<p><b>Documents</b> Legislation, correspondence and memos</p>
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**Retention Recommendations**

<b>Current</b> Reference	<b>Non-Current</b>
<p><b>Archive</b> <input type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Comments</b></p>

**Series Title: Local Government Computer Services Board**

<p><b>Description</b> Files containing documents regarding relations with LGCSB</p>	<p><b>Documents</b> Correspondence, information on systems developed, training events and minutes of meetings</p>
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**Retention Recommendations**

<b>Current</b> 2 Years	<b>Non-Current</b> 3 Years
<p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Comments</b> Archive a record of systems purchased by Local Authority from LGCSB</p>

**Series Title: GIS**

<p><b>Description</b> Files on GIS system and its operations</p>	<p><b>Documents</b> Correspondence, queries on system and reports</p>
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**Retention Recommendations**

<b>Current</b>	2 Years	<b>Non-Current</b>	3 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Strategy on archiving this system is urgently required</p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: GIS - General**

<p><b>Description</b> Files containing information on GIS system</p>	<p><b>Documents</b> Manuals and guidelines</p>
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**Retention Recommendations**

<b>Current</b>	Reference	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>	<p><b>Comments</b></p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: PCs and Equipment**

<p><b>Description</b> Files containing records on maintenance and upgrading of equipment and purchase of equipment</p>	<p><b>Documents</b> Correspondence, reports, recommendations and repairs</p>
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**Retention Recommendations**

<b>Current</b>	2 Years	<b>Non-Current</b>	3 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive reports and recommendations</p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Security and Back-ups**

<p><b>Description</b> Files on security and back-ups for IS systems</p>	<p><b>Documents</b> Correspondence, policies and drafts of policies</p>
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**Retention Recommendations**

<b>Current</b>	2 Years	<b>Non-Current</b>	2 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive record of security and back-up policy. Policy for security back ups required. See <i>Electronic Records 3.1</i></p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Local Authorities**

<p><b>Description</b> Files relating to co-operation and exchange of information on IS matters between Local Authorities</p>	<p><b>Documents</b> Correspondence, reports and memoranda</p>
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**Retention Recommendations**

<b>Current</b>	2 Years	<b>Non-Current</b>	3 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive reports</p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Department of the Environment and Local Government**

<p><b>Description</b> Files containing information on IS matters from DoELG</p>	<p><b>Documents</b> Correspondence, reports and publications</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**  
Reports archived by DoELG

**Series Title: Training - General**

<p><b>Description</b> Files on IS training courses</p>	<p><b>Documents</b> Correspondence and brochures</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
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Archive

Dispose

**Comments**

**Series Title: Training - IS Staff**

<p><b>Description</b> Files on training courses attended by IS staff</p>	<p><b>Documents</b> Correspondence, brochures and course notes</p>
--	--

**Retention Recommendations**

Current	1 Year	Non-Current	
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Archive

Dispose

**Comments**  
Record of attendance at training events held by HUMAN RESOURCES

**Series Title: Training - Internal Courses**

<p><b>Description</b> Files on training courses on IS provided by Local Authorities</p>	<p><b>Documents</b> Course notes and correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
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Archive

Dispose

**Comments**  
Record of attendance at training courses held by HUMAN RESOURCES

**Series Title: Training - Elected Representatives**

<p><b>Description</b> Files on training courses on IS provided for elected representatives</p>	<p><b>Documents</b> Course notes and correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**  
Archive record of courses offered

**Series Title: Public Access Systems**

**Description**

Software utilised by local authority for public access, e.g. PLANNING, MOTOR TAXATION etc.

**Documents**

Manuals and correspondence on system

**Retention Recommendations**

**Current**

Lifetime of hardware or software

**Non-Current**

**Archive**

**Dispose**

**Comments**

Archive register of systems

199A

Limerick Co

L.M.

8TH. September, 1920.

A Chara,

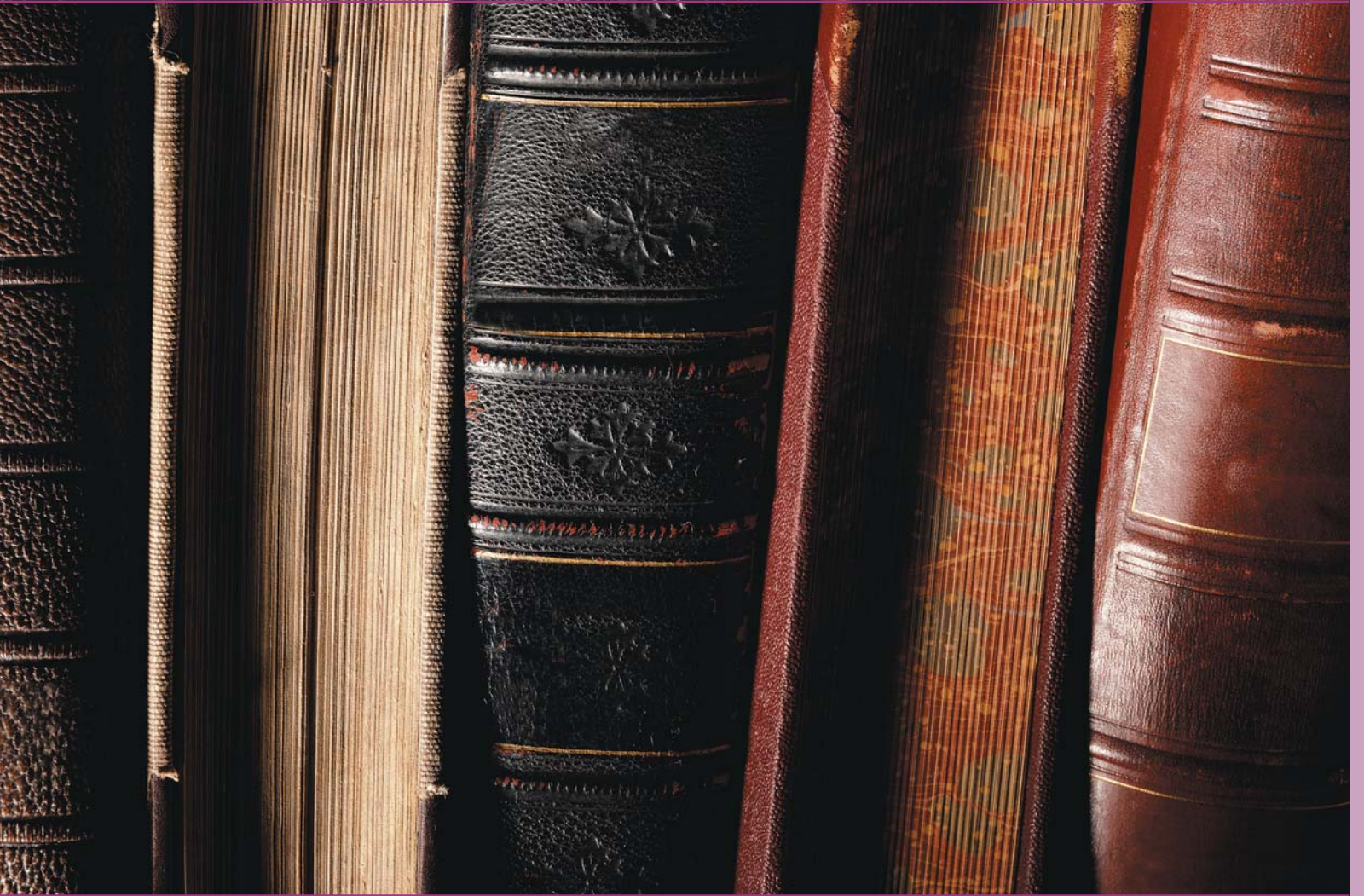
It has been reported to me by Official Labour that at a recent Meeting of the Limerick Co. Council Mr. Cahill tabled a motion that "None but Trade Union Labour be employed under the Council" and that he subsequently withdrew the motion owing to the objections raised by the Chairman (Mr. J. Wall) and Mr. De Lacy, the latter saying if his principle were adopted, it would be a coercive measure and contrary to the principles of Bill Eircan.

I am sure that gentleman expressed this opinion in ignorance of the fact that this principle has been adopted wherever the will of the people was strong enough to make itself felt. Labour has found it necessary to adopt it for its own protection, and far from being a coercive measure it is a measure for the protection of the worker against the constant encroachment on their liberties by the employing classes. It has been accepted and approved by all lovers of fair play in all countries, and it surprised me that such a well known and approved principle was not even allowed a fair discussion in a democratic Council composed of lovers of liberty. Of course I realize that there must be some mistake and I hasten to assure you that this principle has already been recognized by those Republican Bodies before whom it has been brought that it is the usual rule in all Branches of Labour and is accepted by Employers of all classes of labour.

C. de V.

# LIBRARIES

# LIBRARIES



## Series Title: Statistics - Quarterly and Annual

### Description

Statistics of library issues and use of library facilities and programmes for adult literacy service. Local studies service, statistical returns for each branch and returns relating to issues. Also annual statistics, showing managerial development and operation of service for year - giving percentage loss, book stock outstanding and non-book material etc.

### Documents

Detailed statistics on the following: Internet use, P.C. use, Exhibitions programmes, School visits, and Outreach programmes

### Retention Recommendations

Current

2 years

Non-Current

4 years

Archive

Dispose

### Comments

Statistics returned annually to DoELG and An Chomhairle Leabharlanna

## Series Title: Library Automation

### Description

Files relating to the establishment, purchase and operation of the library system

### Documents

Agreements with systems suppliers, contract and maintenance documents and files relating to operational use

### Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive

Dispose

### Comments

May also be in INFORMATION SYSTEMS

## Series Title: Library Cataloguing / Classification

### Description

Files relating to the cataloguing of library materials

### Documents

Queries on system

### Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose

### Comments

Reference at discretion of section staff

## Series Title: Branch Libraries - General Files

### Description

General files relating to the establishment of branch libraries and maintenance and operation of each branch

### Documents

Plans, correspondence, estimates, quotations, invoices, resources and internet programmes

### Retention Recommendations

Current

Until branch is established / 5 years for branches already in existence

Non-Current

5 years

Archive

Dispose

### Comments

## Series Title: Branch Libraries - Premises

### Description

Capital Development

### Documents

Estimates, quotations, invoices and plans

### Retention Recommendations

Non-Current

Until completion of project + 1 year

Non-Current

5 years

Archive

Dispose

### Comments

## Series Title: Schools

### Description

Files relating to the provision of a library service to schools. Includes visits by schools to libraries, distribution/ advisory service/ supply of stock etc.

### Documents

Correspondence, plans and reports. Includes school statistics, list of schools and number of teachers/pupils. Also includes correspondence with Department of Education and Science

### Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive

Dispose

### Comments

Archive with weeding

## Series Title: Accessions Registers

### Description

Registers of all accessions to the library. Registers include details of date, invoice number, vendor, reference, price, code, last accession number and total

### Documents

Register of Accessions (general), register for books, register for tapes / videos / talking books and register for acquisition of local studies material

### Retention Recommendations

Current

10 Years

Non-Current

Archive

Dispose

### Comment

Archive all manual registers on transfer to electronic system. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

## Series Title: Booksellers and Publishers

### Description

Files of library suppliers of books / videos / software / media. Also files relating to suppliers of binding. Includes Agency (SWETS) which handles purchase of periodicals and chases publishers for back issues on behalf of library service. Includes periodicals relating to history, heritage and culture purchased by library

### Documents

Correspondence with suppliers, brochures, quotations

### Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose

### Comments

Archive summary reports and statistics. Dispose of remainder

## Series Title: Inter-Library Loans / British Library

### Description

Documentation relating to Inter-Library Loans statistics

### Documents

Correspondence with borrowers relating to overdue Inter-Library Loans items, final demands from British Library and recoupment forms (application for replacements / refunds). Also remittance advice notes / invoices, annual statistics and records of application

### Retention Recommendations

Current

3 Years

Non-Current

4 Years

Archive

Dispose

### Comments

Archive annual statistical returns. Dispose of remainder



**Series Title: Defaulters**

**Description**

Documentation relating to defaulters in each branch library - grouped by branch library and year. Includes summary lists of defaulters for each branch and overall summary. Also files relating to the payment of fines by defaulters - filed on an annual basis

**Documents**

A digitised record of defaulters on an annual basis, giving name and address, code, book prices and codes, fine, total and date due. Also correspondence with and relating to defaulters requesting return of overdue books-manual and digitised

**Retention Recommendations**

Current	7 Years	Non-Current
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Archive   
 Dispose

**Comments**

Archive statistics. This information could be extracted from library management system but care should be taken to ensure the electronic record is maintained as evidence over time. See *Electronic Records 3.1*. Dispose of book cards after 7 years (statute of limitations)

**Series Title: County Library Internal Arts Programme / Exhibitions / Events (including internal / external projects)**

**Description**

Library arts programme detailing support for Arts office, book launches, voluntary and community groups. Activities in all art forms and exhibitions. Series of projects undertaken by the library service, including publications, graveyard / newspaper projects. Also files relating to projects initiated by other organisations, e.g. partnership projects (ICT)

**Documents**

Minutes, agendas, newsletters and press cuttings relating to events. Also catalogues (relating to art exhibitions) and list of members and artists. Documents concerning the library's role in such partnerships

**Description**

Events

**Documents**

See above

**Retention Recommendations**

Current	3 Years	Non-Current
		Until after audit

Archive   
 Dispose

**Comments**

Archive annual list of events

**Description**

Internal projects

**Documents**

See above

**Retention Recommendations**

Current	Duration of project	Non-Current	5 Years
---------	---------------------	-------------	---------

Archive   
 Dispose

**Comments**

**Description**

External projects

**Documents**

See above

**Retention Recommendations**

Current	Duration of project	Non-Current	5 Years
---------	---------------------	-------------	---------

Archive   
 Dispose

**Comments**

**Description**

EU projects

**Documents**

See above

**Retention Recommendations****Current**

Duration of project

**Non-Current****3 Years**Archive Dispose **Comments**

Archive with weeding

**Series Title: Funding****Description**

Documentation relating to applications by library for funding / grant schemes from various institutions, e.g. Dúchas and County Enterprise Board

**Documents**

Applications, correspondence and reports

**Retention Recommendations****Current**

Until application refused / granted

**Non-Current****5 Years**Archive Dispose **Comments**

Some EU funding - subject to EU audit and must be retained for 7 years after conclusion of project or programme. Dispose of refusals

**Series Title: National Agencies****Description**

Files relating to associations with national agencies, such as Library Association of Ireland, An Chomhairle Leabharlanna, National Library and Historical Manuscripts Commission. Includes Committee on Library Co-operation in Ireland

**Documents**

Correspondence, pamphlets, requests under the scheme made from library headquarters to branches and loan request forms

**Description**

National Library

**Documents**

See above

**Retention Recommendations****Current****2 Years****Non-Current**

5 Years or until after audit

Archive Dispose **Comments****Description**

Library Committee

**Documents**

See above

**Retention Recommendations****Current****2 Years****Non-Current**

Term of office + 1 year

Archive Dispose **Comments**

Archive with reference to file in MANAGEMENT

**Description**

Library Council

**Documents**

See above

**Retention Recommendations****Current****5 Years****Non-Current****5 Years**Archive Dispose **Comments**

Archive with weeding

<b>Description</b> Library Association of Ireland	<b>Documents</b> See above
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	
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Archive   
Dispose

**Comments**

<b>Description</b> Other Agencies	<b>Documents</b> See above
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive   
Dispose

**Comments**  
Archive with weeding

**Series Title: Library Representation on Other Organisations**

<b>Description</b> Files include Vocational Education Committee, Adult Education Board, County Strategy Group for Refugees and Asylum Seekers	<b>Documents</b> Minutes and correspondence
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
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Archive   
Dispose

**Comments**

**Series Title: Branch Administration**

<b>Description</b> Documentation relating to the administration of branch libraries and Library Headquarters. Includes ESB / telephone / internet administration	<b>Documents</b> ESB invoices - direct debit system, copies of ESB bills for each branch and record of telephone account in each branch library
---	--

**Retention Recommendations**

<b>Current</b>	<b>2 years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive   
Dispose

**Comments**

**Series Title: Mobile Library / Delivery Van**

<b>Description</b> Files relating to mobile library	<b>Documents</b> Vehicle documents and services of vehicle
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**Retention Recommendations**

<b>Current</b>		<b>Non-Current</b>	<b>2 Years</b>
Duration of vehicle use			

Archive   
Dispose

**Comments**

## Series Title: Microfilming / Scanning Programme

### Description

Files relating to the microfilming / scanning of material in library / local studies, e.g. newspapers

### Documents

Correspondence and accounts

### Retention Recommendations

#### Current

Duration of filming programme

#### Non-Current

2 Years

Archive

Dispose

### Comment

## Series Title: Book Binding

### Description

Files relating to book binding and professional repairs

### Documents

Correspondence, estimates and invoices

### Retention Recommendations

#### Current

2 Years

#### Non-Current

3 Years

Archive

Dispose

### Comments

## Series Title: Publications

### Description

Material relating to publications by library staff or involving library sponsorship or funding

### Documents

Correspondence with publishers, quotations, copy publications and draft publications

### Retention Recommendations

#### Current

Duration of publication / project

#### Non-Current

5 Years

Archive

Dispose

### Comments

## Series Title: Staff

### Description

County Librarian's files regarding library staff, staff relations and agreements in relation to opening hours etc. Also includes forms for leave entitlements and staff training and education (external)

### Documents

Correspondence, minutes of staff meetings, annual leave forms and applications from staff to attend Librarian courses, distance learning courses and IPA courses

### Description

Leave

### Documents

See Above

### Retention Recommendations

#### Current

1 Year

#### Non-Current

Archive

Dispose

### Comments

Transfer to HUMAN RESOURCES after 1 year

<b>Description</b> Staff Relations	<b>Documents</b> See above
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>30 years</b>
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Archive Dispose **Comments**

Dispose of any duplication of HUMAN RESOURCES files

**Series Title: Work Experience**

<b>Description</b> Includes files relating to applications and employment of individuals on work experience in libraries	<b>Documents</b> Correspondence and applications
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Duration of employment experience	

Archive Dispose **Comments**

Duplication of records in HUMAN RESOURCES

**Series Title: Maintenance / Security / Technical Infrastructure**

<b>Description</b> Files relating to fire protection alarm systems, keyholders and maintenance of library buildings	<b>Documents</b> Correspondence with alarm company, service record / call out records, service engineer's reports relating to fire security, incident reports and schedules of annual maintenance programmes
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
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Archive Dispose **Comments**

Archive contract agreement. Retain details of system for reference

<b>Description</b> Files on building works / plumbers / repairs	<b>Documents</b> Quotes, estimates, correspondence and brochures
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>
		Until issue resolved

Archive Dispose **Comments**

Archive a record of any persistent problems

<b>Description</b> Relating to technical infrastructure and cabling of branches	<b>Documents</b> Quotes, estimates and correspondence
--	--

**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>
		Until system is updated

Archive Dispose **Comments**

## Series Title: Archives

### Description

Material relating to archive collections held by library service

### Documents

Includes correspondence relating to participation in local government surveys, material relating to participation in regional archives and secondment reports

### Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive

Dispose

### Comments

Many Librarians have an Archives file regardless of whether or not an archivist is employed by the Local Authority

## Series Title: Local Studies

### Description

Files relating to areas and items of local interest and significance. Database of holdings in local studies

### Documents

Register of readers

### Retention Recommendations

Current

Until register is completed

Non-Current

Archive

Dispose

### Comments

If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

### Description

Local studies queries

### Documents

Queries

### Retention Recommendations

Current

3 Years

Non-Current

2 Years

Archive

Dispose

### Comments

A database of queries would be very useful

## Series Title: Disaster Planning

### Description

Disaster Plan

### Documents

Plans and correspondence

### Retention Recommendations

Current

Duration of plan

Non-Current

Duration of next plan

Archive

Dispose

### Comments

Archive disaster plan

## Series Title: Copyright

### Description

Files on implementation of copyright legislation

### Documents

Includes photocopy application forms and legislation

### Retention Recommendations

Current

1 Year

Non-Current

Archive

Dispose

### Comments

**Copyright and Related Rights Act 2000 Photocopying Regulations.** Application Forms: archive as evidence of compliance with the legislation. Legislation is reference material

### Series Title: Public Relations

#### Description

Files on public relations

#### Documents

List of patrons of library, includes mailing list for various events and letters of complaints

#### Retention Recommendations

Current

2 Years / Until list updated

Non-Current

3 Years

Archive

Dispose

#### Comments

Archive with weeding

### Series Title: Local Government Computer Services Board

#### Description

Files relating to correspondence with the LGCSB and Systems Users Groups

#### Documents

Minutes and correspondence

#### Retention Recommendations

Current

5 Years

Non-Current

3 Years

Archive

Dispose

#### Comments

### Series Title: Internet / Information Technology Public Access

#### Description

Documentation relating to library users of the Internet / electronic access to catalogue system in library branches

#### Documents

Correspondence, booking records and metadata

#### Retention Recommendations

Current

3 Years

Non-Current

4 Years

Archive

Dispose

#### Comments

Archive with weeding

# MANAGEMENT & ADMINISTRATION





**Series Title: Management**

<p><b>Description</b> Files relating to management team meetings and strategic management</p>	<p><b>Documents</b> Minutes, agendas, reports and correspondence</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	5 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: County / City Manager - Conferences, Invitations and Committees**

<p><b>Description</b> Files relating to conferences, openings, committees and meetings attended by County / City Manager</p>	<p><b>Documents</b> Invitations, conference details, correspondence, minutes of meetings and expenses</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive delegations and significant events. Dispose of routine invitations after 1 year</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Manager's Orders**

<p><b>Description</b> Manager's Orders</p>	<p><b>Documents</b> Bound volumes of Manager's Orders</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Retain in bound format on archival quality paper. Closure of 30 years for all orders, with exception of orders relating to personnel which should be archived with closure of 50 years</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Councillors**

<p><b>Description</b> Files concerning relations with councillors. Includes agendas, correspondence, Local Authority Member Gratuity Scheme, notices of motions, party whips, requests for reports, representations from councillors, standing orders and training for elected members</p>	<p><b>Documents</b> Correspondence, reports, agendas, conferences and allocations</p>
--	---

**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive with weeding. Standing orders and tender procedures are current until replaced by new procedures. Agendas, notices of motions and requests for reports are maintained on PC. See <i>Electronic Records 3.1</i></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Council Meetings**

<p><b>Description</b> Minutes of council meetings, including special meetings</p>	<p><b>Documents</b> Minutes and correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Retain in bound format, signed by Chairperson and County Secretary or Director of Corporate Services</p>	
Dispose	<input type="checkbox"/>		

**Series Title: County / City Committees**

**Description**  
Files relating to committees etc. that councillors sit on- includes strategy groups, Library Committee, Vocational Education Committee, Rural Water Monitoring Committee, Regional Authorities, Tourism Committees and Traveller Accommodation Advisory Committee

**Documents**  
Notices of meetings, minutes, agendas, reports and requests for information

**Retention Recommendations**

<b>Current</b> Term of council / until committee changes (5 years)	<b>Non-Current</b> 1 Year
Archive <input checked="" type="checkbox"/>	<b>Comments</b>
Dispose <input type="checkbox"/>	

**Series Title: Land and Property**

**Description**  
Files relating to land and property held by local authority- includes courthouses and council buildings

**Documents**  
Register of lands / property, correspondence, deeds and plans

**Retention Recommendations**

<b>Current</b>	Reference	<b>Non-Current</b>
Archive <input checked="" type="checkbox"/>	<b>Comments</b> Archive deeds and all legal material until property or land sold. Archive registers. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i> . Registers of all property and land maintained in sections. A central and complete register of ALL property and land purchased would be of value in relation to future queries / FMS Register.	Dispose <input type="checkbox"/>
Dispose <input type="checkbox"/>		

**Series Title: Local Development and County / City / Town Projects**

**Description**  
Files relating to renewal schemes, tidy towns, strategy groups and development plans

**Documents**  
Agendas, minutes of meetings, correspondence, press statements, copies of development plans and renewal projects

**Retention Recommendations**

<b>Current</b> 5 years / until completion of project	<b>Non-Current</b> 3 Years
Archive <input checked="" type="checkbox"/>	<b>Comments</b> May duplicate plans and urban renewal schemes in PLANNING. Dispose of duplicates
Dispose <input type="checkbox"/>	

**Series Title: Industry, Economic Development and Infrastructure**

**Description**  
Files on airports, business parks, business development groups, structural funds, IDA, enterprise groups, roads and railways

**Documents**  
Minutes, agendas, plans, reports and correspondence

**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b> 5 Years
Archive <input checked="" type="checkbox"/>	<b>Comments</b> Structural funds / railways may be located with Local Development Officer	Dispose <input type="checkbox"/>
Dispose <input type="checkbox"/>		

**Series Title: Register of Interests**

**Description**  
Register of interests of employees in land and properties etc.

**Documents**  
Register

**Retention Recommendations**

<b>Current</b>	Reference	<b>Non-Current</b>
Archive <input checked="" type="checkbox"/>	<b>Comments</b> Archive register when complete. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i>	Dispose <input type="checkbox"/>
Dispose <input type="checkbox"/>		

**Series Title: Local Authorities and Local Authority Organisations**

<p><b>Description</b></p> <p>Files relating to town councils, partnerships, strategic policy groups and City and County Managers' Association</p>	<p><b>Documents</b></p> <p>Minutes, agendas, correspondence and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**

These can include files relating to other local authorities. Dispose of records of CCMA meetings as documents originate in CCMA offices and will be archived by the CCMA

**Series Title: National / Regional Groups and Organisations**

<p><b>Description</b></p> <p>Files relating to Local Government Management Services Board, IPA, Irish Public Bodies Mutual Insurances Limited, Health Boards, National Social Services Board, Regional Assemblies and Authorities</p>	<p><b>Documents</b></p> <p>Correspondence files, agendas and minutes</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	2 Years
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Archive

Dispose

**Comments**

<p><b>Description</b></p> <p>Regional Authorities</p>	<p><b>Documents</b></p> <p>See above</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive

Dispose

**Comment**

Due to 6 year funding plans

**Series Title: European Union**

<p><b>Description</b></p> <p>Files relating to funding- LIFE, Interreg, liaison office, structural funds, operational programmes and committees</p>	<p><b>Documents</b></p> <p>Correspondence, reports and financial returns</p>
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**Retention Recommendations**

Current	Non-Current	3 Years
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For life of each programme / project

Archive

Dispose

**Comments**

Archive with weeding and reference to duplications. May be dispersed or duplicated in files in sections, especially ENVIRONMENT and ROADS

**Series Title: Local Government Reform**

<p><b>Description</b></p> <p>Files relating to reform of local government. Includes BLG, SMI, corporate plan, Agenda 21 and one-stop-shop concept</p>	<p><b>Documents</b></p> <p>Correspondence, minutes, memoranda, guidelines, circulars and reports</p>
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**Retention Recommendations**

Current	3 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**

**Series Title: Agriculture, Health and Safety**

<p><b>Description</b></p> <p>Files relating to Food Safety Authority of Ireland, Health and Safety Authority, premises registered for keeping explosives and abattoirs</p>	<p><b>Documents</b></p> <p>Correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	1 Year
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Archive

Dispose

**Comments**

**Series Title: Heritage, Culture and Entertainment**

<p><b>Description</b></p> <p>Files relating to local museums, theatres, Heritage Council, heritage officer, national monuments, arts, archives and events</p>	<p><b>Documents</b></p> <p>Correspondence, financial information and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**

**Series Title: Public Relations and Advertising**

<p><b>Description</b></p> <p>Files relating to public relations and advertising schemes</p>	<p><b>Documents</b></p> <p>Correspondence</p>
---	---

**Retention Recommendations**

Current	3 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**

**Series Title: Amenities**

<p><b>Description</b></p> <p>Files relating to amenity sites and amenity schemes. Includes correspondence with local action groups</p>	<p><b>Documents</b></p> <p>Correspondence and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**

**Series Title: Tourism**

<p><b>Description</b></p> <p>Files relating to tourism authorities, tourism initiatives, operational programmes, sites for tourist offices, Tourism Committee and Bord Fáilte</p>	<p><b>Documents</b></p> <p>Correspondence and reports</p>
---	---

**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**

Archive with weeding. May be located with Tourism Officer

**Series Title: Travellers**

<p><b>Description</b> Files relating to travellers and traveller groups</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

Current	3 Years	Non-Current	2 Years
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Archive

Dispose

**Comments**  
Check for duplication in HOUSING files

**Series Title: Waste Management and Environment**

<p><b>Description</b> Files relating to landfills, waste water treatment, water supply, environment services and Waste Strategy / Waste Management Plan</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**  
Check for duplication in ENVIRONMENT files

**Series Title: Emergencies**

<p><b>Description</b> Files relating to fire service, Fire Services Council, major emergency plan and civil defence</p>	<p><b>Documents</b> Plans and correspondence</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**  
Dispose of emergency plans where duplicated

**Series Title: Staff Relations and Interview Boards**

<p><b>Description</b> Files concerning staff relations. Includes files on Equality Action Committee, Partnership Committee, interview boards and staff development and training</p>	<p><b>Documents</b> Correspondence, minutes and interview questions</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	2 Years
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Archive

Dispose

**Comments**  
Correspondence from staff may be referred to HUMAN RESOURCES

**Series Title: Ombudsman**

<p><b>Description</b> Files relating to role of Ombudsman. Includes correspondence with sections and complaints to Ombudsman</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

Current	Duration of case	Non-Current	4 Years
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Archive

Dispose

**Comments**  
Some cases remain current for 10 years

**Series Title: Gaeltacht**

<p><b>Description</b></p> <p>Files relating to provision of state services through Irish, Irish Officer, Bord na Gaeilge and Choiste na Gaeilge</p>	<p><b>Documents</b></p> <p>Correspondence and reports</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**

These files relate to local authorities in Gaeltacht areas

**Series Title: Cross Border Groups**

<p><b>Description</b></p> <p>Files relating to peace and reconciliation bodies</p>	<p><b>Documents</b></p> <p>Correspondence, minutes, submissions and reports</p>
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**Retention Recommendations**

Current	3 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**

These files relate to border counties only

**Series Title: Programme of Local Decentralisation**

<p><b>Description</b></p> <p>Files relating to liaison with County / City Manager concerning funding of shared premises / joint accommodation with other organisations, e.g. Health Board</p>	<p><b>Documents</b></p> <p>Correspondence, building programmes, staffing and minutes of project team meetings</p>
---	---

**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
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Archive

Dispose

**Comments**

These files may not be relevant to all local authorities

**Series Title: Special Aid Packages and Funding**

<p><b>Description</b></p> <p>Files relating to Special Aid for certain areas of the country from EU, USA etc.</p>	<p><b>Documents</b></p> <p>Correspondence and reports</p>
---	---

**Retention Recommendations**

Current	Non-Current	2 Years
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Duration of project

Archive

Dispose

**Comments**

Archive with weeding. These files are only relevant to local authorities that fall within special aid areas

**Series Title: Malicious Injuries**

<p><b>Description</b> Files on individual claims and court cases</p>	<p><b>Documents</b> Case files and correspondence</p>
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**Retention Recommendations**

Current	Non-Current	2 Years
Duration of court case		

Archive   
 Dispose

**Comments**

**Series Title: Freedom of Information - Operation**

<p><b>Description</b> Files relating to FOI requests, FOI meetings, FOI training and FOI Committee</p>	<p><b>Documents</b> Requests, correspondence, reports, agendas and minutes</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	5 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**  
 Archive reports, register of requests and random sample of original requests. If held electronically system should be migrated every 3 years onto a new format.  
 See *Electronic Records 3.1*

**Series Title: Freedom of Information - Legislation**

<p><b>Description</b> Files relating to FOI Act and the operation of the Act</p>	<p><b>Documents</b> Copy of Act, reports, judgements of Office of the Information Commissioner and articles</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive   
 Dispose

**Comments**

**Series Title: Data Protection - Operation**

<p><b>Description</b> Files relating to operation of Data Protection Act</p>	<p><b>Documents</b> Requests, correspondence and reports</p>
--	--

**Retention Recommendations**

Current	5 Years	Non-Current	5 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**  
 Archive reports and random sample of requests

**Series Title: Data Protection - General**

<p><b>Description</b> Files relating to Data Protection Act</p>	<p><b>Documents</b> Legislation, published reports and articles</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive   
 Dispose

**Comments**

**Series Title: Information Systems**

<p><b>Description</b> Files relating to the Information Systems Steering Committee, Data Protection Commission, Local Government Computer Services Board, Intranet and Internet website and staff training</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

Current	Reference	Non-Current	5 Years
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Archive   
 Dispose

**Comments**  
Archive minutes of meetings and website plans with reference to duplication in INFORMATION SYSTEMS

**Series Title: Higher Education Grant Schemes**

<p><b>Description</b> General files relating to annual scheme and foreign exchange</p>	<p><b>Documents</b> Correspondence with Department of Education and Science, exam results, recoupment, renewal of grants, departmental sanctions, booklets of schemes, questionnaires and statistics</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive   
 Dispose

**Comments**

<p><b>Description</b> Register of Students</p>	<p><b>Documents</b> Register</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
---------	-----------	-------------	--

Archive   
 Dispose

**Comments**  
Archive register of students when register is complete. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

<p><b>Description</b> Student files</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

Current	Reference	Non-Current	3 Years
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Until course is completed

Archive   
 Dispose

**Comments**

**Series Title: Register of Electors - Preparation of Register**

<p><b>Description</b> Files relate to correspondence on the preparation of register. Includes advertisements, list of polling stations, post offices, libraries etc. Files also include polling schemes which are drawn up every 10 years detailing polling places for each electoral area</p>	<p><b>Documents</b> Correspondence and polling schemes</p>
--	--

**Retention Recommendations**

Current	Reference	Non-Current	2 Years
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Until next register published

Archive   
 Dispose

**Comments**

<p><b>Description</b> Electoral Advertisements</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

Current	Year of election	Non-Current	3 years after election
---------	------------------	-------------	------------------------

Archive   
 Dispose

**Comments**



<b>Description</b> Polling Stations	<b>Documents</b>
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<b>Description</b> Polling Schemes	<b>Documents</b>
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<b>Description</b> List of post offices, libraries etc	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b> Until next election
Archive	<input type="checkbox"/>	<b>Comments</b>
Dispose	<input checked="" type="checkbox"/>	

**Retention Recommendations**

<b>Current</b>	Year of new scheme	<b>Non-Current</b>	<b>9 Years</b>
Archive	<input checked="" type="checkbox"/>	<b>Comments</b>	
Dispose	<input type="checkbox"/>		

**Retention Recommendations**

<b>Current</b>	Reference	<b>Non-Current</b>
Archive	<input type="checkbox"/>	<b>Comments</b>
Dispose	<input type="checkbox"/>	

**Series Title: Register of Electors - Administration**

<b>Description</b> Details of revision court dates held in order to hear any applications for changes to draft register	<b>Documents</b> Revision Courts / claims
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<b>Description</b> Claims	<b>Documents</b> Claims
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<b>Description</b> Constituency Revision	<b>Documents</b> Maps, plans, correspondence, memos and circulars
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<b>Description</b> Franchise Fees. Files relating to correspondence with revenue collectors in August requesting that they start compiling register and correspondence relating to claims and complaints, including copy of pay-related agreements and circulars relating to payments	<b>Documents</b> Revenue Collectors - payment of franchise fees and correspondence
---	---

**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>	<b>1 Year</b>
Archive	<input type="checkbox"/>	<b>Comments</b>	
Dispose	<input checked="" type="checkbox"/>		

**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>1 Year</b>
Archive	<input type="checkbox"/>	<b>Comments</b>	
Dispose	<input checked="" type="checkbox"/>		

**Retention Recommendations**

<b>Current</b>	Reference	<b>Non-Current</b>
Archive	<input type="checkbox"/>	<b>Comments</b> Weed and dispose after a new revision
Dispose	<input type="checkbox"/>	

**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>1 Year</b>
Archive	<input type="checkbox"/>	<b>Comments</b>	
Dispose	<input checked="" type="checkbox"/>		

<b>Description</b> Correspondence	<b>Documents</b> Correspondence
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
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Archive

Dispose

**Comments**

<b>Description</b> Statistics and control totals	<b>Documents</b> Correspondence and circulars
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive

Dispose

**Comments**  
Review for reference requirement after period of non-currency

<b>Description</b> Computer system (metadata)	<b>Documents</b> Manuals from LGCSB and correspondence relating to system
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Until new system introduced	Permanently as metadata

Archive

Dispose

**Comments**

**Series Title: Register of Electors - Elections and Electors**

<b>Description</b> Local elections	<b>Documents</b> Files relating to the various descriptions of elections held and the voters eligible to take part
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**Retention Recommendations**

<b>Current</b>	<b>Year of election</b>	<b>Non-Current</b>	<b>1 Year</b>
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Archive

Dispose

**Comments**  
**Local Elections Regulations, 1995 Article 92 (3).** Election documentation to be retained for a period of months (from date of certificate of return which is made as soon as practicable after the result of the poll has been declared).  
**Údarás na Gaeltachta Elections Regulations, 1979 Regulation 75 (3),** Local Elections Regulations. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

<b>Description</b> Seanad / General elections	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>Reference</b>	<b>Non-Current</b>
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Archive

Dispose

**Comments**  
See Local Elections above

<b>Description</b> Presidential elections	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>	
<b>Archive</b> <input type="checkbox"/>		<b>Comments</b> See Local Elections above	
<b>Dispose</b> <input checked="" type="checkbox"/>			

<b>Description</b> Údarás na Gaeltachta elections	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Year of election	1 year after next election
<b>Archive</b> <input type="checkbox"/>	<b>Comments</b> See Local Elections above
<b>Dispose</b> <input checked="" type="checkbox"/>	

<b>Description</b> Local electors	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>	
<b>Archive</b> <input type="checkbox"/>		<b>Comments</b> See Local Elections above	
<b>Dispose</b> <input checked="" type="checkbox"/>			

<b>Description</b> Special voters	<b>Documents</b>
--------------------------------------	------------------

**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>1 Year</b>
<b>Archive</b> <input type="checkbox"/>		<b>Comments</b> See Local Elections above	
<b>Dispose</b> <input checked="" type="checkbox"/>			

<b>Description</b> European Parliament electors	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Until next EU election	Until the following EU election
<b>Archive</b> <input type="checkbox"/>	<b>Comments</b> Electors in this category must be contacted under EU directives. See Local Elections above
<b>Dispose</b> <input checked="" type="checkbox"/>	

**Series Title: Register of Electors - Registers**

<b>Description</b> Draft register	<b>Documents</b>
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**Retention Recommendation**

Current	1 Year	Non-Current
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Archive

Dispose

**Comments**

Computer only maintains February version of register and current live version, not final version for each year. Archive final version onto a new format and retain in Archive. If held electronically system should be migrated every 3 years onto a new format.  
See *Electronic Records 3.1*

<b>Description</b> Final register	<b>Documents</b> Final register
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**Retention Recommendations**

Current	2 Years	Non-Current	2 Years
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Archive

Dispose

**Comments**

Computer only maintains February version of register and current live version, not final version for each year. Archive final version onto a new format and retain in Archive. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

**Series Title: Register of Electors - Disclosure of Donations**

<b>Description</b> Statements of donations and election expenses and files relating to the opening of donation accounts to members of local authorities	<b>Documents</b> Statements, declarations and account information
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**Retention Recommendations**

Current	3 Years	Non-Current	4 Years
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Archive

Dispose

**Comments**

**Local Elections (Disclosure of Donations and Expenditure) Act, 1999 Section 19(1).** Retention period of 3 years from the latest date of furnishing statements of donations and election expenses which is 90 days following the polling day at election.

**Electoral (Amendment) Act, 2001 Section 58** applies the provisions in relation to the opening of donation accounts to members of local authorities. Retention period of 3 years. If held electronically system should be migrated every 3 years onto a new format.  
See *Electronic Records 3.1*

**Series Title: Licences - Casual Trading**

<b>Description</b> Files relating to enquiries, bye-laws and register of licences	<b>Documents</b> Register of Licences
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**Retention Recommendations**

Current	Non-Current
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Archive

Dispose

**Comments**

Archive register once completed. If held electronically system should be migrated every 3 years onto a new format.  
See *Electronic Records 3.1*

<b>Description</b> Correspondence	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

<b>Description</b> Application forms	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

<b>Description</b> Bye-laws	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>Reference</b>	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b> Reference material	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Dogs and Dog Control**

<b>Description</b> Files relating to the administration of dogs in local authority area. Includes licences, pound charges, recoupment from An Post, dog wardens' expenditure, receipts, fines and correspondence	<b>Documents</b> Dog licences and pound charges
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b> Annual reports, acts and regulations held as reference material	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

<b>Description</b> Dog wardens	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

<b>Description</b> Recoupment from An Post	<b>Documents</b>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
Archive	<input type="checkbox"/>	Comments	
Dispose	<input checked="" type="checkbox"/>		

<b>Description</b> Fines	<b>Documents</b>
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**Retention Recommendations**

Current	Non-Current		
During court case / until fine paid	Until after audit + 1 year		
Archive	<input type="checkbox"/>	Comments	
Dispose	<input checked="" type="checkbox"/>		

<b>Description</b> Expenditure and receipts	<b>Documents</b>
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**Retention Recommendations**

Current	2 Years	Non-Current	2 Years
Archive	<input type="checkbox"/>	Comments	
Dispose	<input checked="" type="checkbox"/>		

<b>Description</b> Returns to DoELG and statistics	<b>Documents</b>
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**Retention Recommendations**

Current	5 Years	Non-Current	2 Years
Archive	<input type="checkbox"/>	Comments	
Dispose	<input checked="" type="checkbox"/>		

<b>Description</b> Correspondence (includes with ISPCA)	<b>Documents</b>
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**Retention Recommendations**

Current	5 Years	Non-Current	5 Years
Archive	<input type="checkbox"/>	Comments	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Weighbridges, Weights and Measures**

<b>Description</b> Files relating to the maintenance of weighbridges and general files relating to weighbridges	<b>Documents</b> Weights and Measures Book
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<b>Retention Recommendations</b>			
<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>		
<b>Dispose</b>	<input type="checkbox"/>		
<b>Comments</b> Archive, with weeding, weights and measures records, as this is no longer a function of the Local Authority			

**Series Title: Correspondence**

<b>Description</b> Files containing correspondence - includes queries / complaints from the public, ESB, water safety, special areas of conservation, Court Services Board and jet ski operation	<b>Documents</b> Correspondence
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<b>Retention Recommendations</b>			
<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>1 Year</b>
<b>Archive</b>	<input checked="" type="checkbox"/>		
<b>Dispose</b>	<input type="checkbox"/>		
<b>Comments</b> Archive with weeding and reference to duplications. These files contain letters on a broad range of matters, some of which may be passed on to relevant sections and others which are addressed to Senior Managers and warrant a reply from them			

**Series Title: Partnership Committee Facilitator**

<b>Description</b> Files relating to Partnership Facilitator	<b>Documents</b> Correspondence from Facilitator
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<b>Retention Recommendations</b>			
<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>		
<b>Dispose</b>	<input checked="" type="checkbox"/>		
<b>Comments</b> Documents held by Facilitator			

D/Env, general, box 140, County and City Management:

Philip Monahan, the first city manager to be appointed, writes from Cork to the Department expressing annoyance with the behaviour of elected councillors. January 1930.



ΠΙΛΙΠ Ο ΜΟΝΑΧΑΝ,  
Διοικητορας ηα Καρρα.

PHILIP MONAHAN,  
CITY MANAGER.

ΟΙΦΙΣ ΑΝ ΘΑΙΝΙΡΤΟΡΑ,  
City Manager's Office,

ΡΑΙΡΕ ΑΝ ΣΕΑΝΑΤΟΙΣ,  
Fitzgerald Park,

CORCAG, 22<sup>nd</sup> U. DE January, 1930.  
Cork.

Dear Mr. Carron,

I enclose query sheet from Bureau for  
Research in Local Government, Harvard University.  
The questions are well thought out and you may  
find them suggestive. I enclose, too, copy of my leggy  
reply.

There is talk of our councillors holding a  
private meeting to discuss their position. Two or  
three of the old brigade are not settling down, nor  
so I think them likely to do so. The business  
party is pretty useless. Its members are not attending  
well and two of them are quite stupid. Foley, I  
think wants to go a bit of the way with everyone. Leonard  
of course wants to go back to old regime. If the meeting  
comes off, I cannot see it coming to any conclusion. We  
had a meeting last night when every one was in bad humor.  
This time of the year was a bit trying for everybody and  
our councillors are a little put out that their names  
should be so prominent in public eye as recent events  
have made them. I fear you were a bit unfortunate in  
your first manager but at any rate he has come on a pretty  
safe side.

Sincerely Yours  
Monahan



# MOTOR TAX

# MOTOR TAX



**Series Title: Driving Licences**

<p><b>Description</b> Documentation regarding application / renewal of driving licences</p>	<p><b>Documents</b> Application / renewal of provisional driving licence. Includes medical reports (including eyesight and health and fitness), birth certificates, endorsements and certificate of competency</p>
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**Retention Recommendations**

<p><b>Current</b> For period of licence + 1 year</p>	<p><b>Non-Current</b> <b>10 Years</b></p>
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**Archive**

**Dispose**

**Comments**  
Archive only original documentation. Arranged by reference number but alphabetical index also held electronically. Includes details of vintage vehicles

**Series Title: Tax Renewals**

<p><b>Description</b> Files relating to renewal of motor tax</p>	<p><b>Documents</b> Includes notification of transfer of vehicle ownership and declaration form (where applying for replacement registration book / replacement vehicle licensing certificate or replacement licence / tax disc)</p>
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**Retention Recommendations**

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b> <b>10 Years</b></p>
--	---

**Archive**

**Dispose**

**Comments**  
Archive only original documentation. Arranged by registration number

**Series Title: Notification of Transfer of Vehicle Ownership to a Motor Dealer**

<p><b>Description</b> File containing notifications of transfer of vehicle ownership</p>	<p><b>Documents</b> Copy of vehicle licensing certificate</p>
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**Retention Recommendations**

<p><b>Current</b> <b>5 Years</b></p>	<p><b>Non-Current</b> <b>5 Years</b></p>
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**Archive**

**Dispose**

**Comments**  
Database for reference use. This form is only used in cases where ownership of vehicle first registered after 1 January 1993 was transferred to a motor dealer - completed by person selling vehicle

**Series Title: Registration Numbers Allocated Outside County**

<p><b>Description</b> Files containing details of vehicles purchased outside of county</p>	<p><b>Documents</b> New Numbers Registers - details the registration number, chassis number, name and address of owner, engine number, make of vehicle, date of issue and date of taxation. Motor tax application for new vehicle, vehicle registration certificate (copy), vehicle excise duties (miscellaneous receipts), first motor tax application for used vehicle and public weighing ticket</p>
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**Retention Recommendations**

<p><b>Current</b> 5 years. Registers: 2 years</p>	<p><b>Non-Current</b> <b>10 Years</b></p>
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**Archive**

**Dispose**

**Comments**  
Archive Registers. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

**Series Title: Registers of Registration and Licences for Road Vehicles**

**Description**

Records of every new car that had to be registered with Motor Tax prior to the VRU in 1993

**Documents**

Includes details of registration number, name and address of owner, cc, chassis number, make, body, colour, date booked, date taxed and certificate number

**Retention Recommendations**

**Current**

Until volume completed + 1 year

**Non-Current**

Archive

Dispose

**Comments**

A microfilm copy should be made for preservation purposes. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

**Series Title: Registers of Annual, Quarterly and Half-Yearly Licences issued for Road Vehicles**

**Description**

Registers detailing date of issue and serial number of licence, vehicle number, description of vehicle and total for road vehicles

**Documents**

Includes Register of Duplicate Vehicle Licences (a replacement disc register)

**Retention Recommendations**

**Current**

Until volume completed + 1 year

**Non-Current**

Archive

Dispose

**Comments**

A microfilm copy should be made for preservation purposes. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

**Series Title: Register of Vintage and Veteran Vehicles**

**Description**

Files regarding vintage licences are amalgamated in driving licence files but a separate register of all vintage vehicles taxed in the local authority is retained

**Documents**

The register contains information similar to that recorded in the Registers of Cars

**Retention Recommendations**

**Current**

Until volume completed + 1 year

**Non-Current**

Archive

Dispose

**Comments**

Under **Road Vehicles (Registration and Licensing) (Amendment) (No. 2) Regulations, 1991** each licensing authority must keep a separate register to record the number of vintage and veteran vehicles in the county. A microfilm copy should be made for preservation purposes. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

**Series Title: Public Service Vehicles**

**Description**

Files relating to the licensing of public service vehicles

**Documents**

List of names and addresses / registration number of vehicle / period of validity of PSV. Also correspondence between local authority and Gardaí. Enquiry and report form (on application for a public service vehicle licence - An Garda Síochána). DoELG circulars regarding PSVs. Also correspondence with individuals on non-payment of balance of tax due on vehicles

**Retention Recommendations**

**Current**

For period of licence + 1 year

**Non-Current**

10 Years

Archive

Dispose

**Comments**

Where a Public Service Vehicles Register is not maintained, the above files should be retained as for driving licence files

### Series Title: Trade Plate Licences

**Description**

Files relating to application and renewal by garages of trade plate licences. The register contains details of plate number, name, address, fee paid and conditions notified

**Documents**

Registers of Trade Plates. Also application form for a general trade licence, application for renewal of licence and vehicle tax renewal form

**Retention Recommendations**

Current	1 Year	Non-Current	5 Years
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Archive

Dispose

**Comments**

Archive the Register of Trade Plates once volume completed. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

### Series Title: Trailer / Semi-Trailer Licences

**Description**

Annually held files on trailer and semi-trailer licences. Identification certificate details the description of trailer, make, model, year of manufacture, chassis letters and numbers, number of axles and gross vehicle weight

**Documents**

Register of Annual Licences for Trailers. Register details date issued, serial number of licence, trailer number and amount. Also trailer weight identification certificate, application form to licence trailer and certificate of roadworthiness. Includes trailer renewal form and notification of transfer of vehicle ownerships

**Retention Recommendations**

Current	1 Year	Non-Current	5 Years
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Archive

Dispose

**Comments**

Under **Road Traffic (Licensing of Trailers and Semi-Trailers) Regulations, 1982**, all licensing authorities must maintain a local register of all trailers and semi-trailers registered with their authority. Archive the Register of Annual Licences for Trailers once volume completed. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

### Series Title: Recoupment Claims from DoELG

**Description**

Files on recoupment of expenses from DoELG, showing amount of receipts, lodgements etc. in respect of motor licence duties on an annual basis. Also includes expenditure and stock return to DoELG (under salaries, superannuation commitments, overtime and miscellaneous)

**Documents**

Recoupment of expenses form, statement of expenses, claim for recoupment and form relating to repayment of motor licence duty. Also form relating to serial numbers of motor vehicle licences (including duplicates) accounted for by local authority during year, form relating to vehicle excise licences accounted for by local authority, insurances and breakdown of fees due by local authority to bank. Includes expenditure history report printouts

**Retention Recommendations**

Current	Non-Current	5 Years
Until after audit + 2 years		

Archive

Dispose

**Comments**

### Series Title: Monthly Returns to DoELG

**Description**

Files on European Communities (Vehicle Testing) Regulations - account of income from road worthiness testing

**Documents**

Number of driving licences issued, details of account statement from bank, reconciliation statement and statement of income

**Retention Recommendations**

Current	Non-Current	7 Years
Until after audit + 2 years		

Archive

Dispose

**Comments**

Under a new system in 1996, licensing authorities can deduct from proceeds of motor tax, on a monthly basis, an amount calculated in respect of expenses incurred in collecting and administering the tax

**Series Title: Monthly Accounts of Income**

**Description**

Files containing details of income received on a monthly basis from motor licence duty

**Documents**

Includes the description of vehicle, number and value of licences issued during month, cumulative totals since January, total replacement licences, total vehicle licences and grand total

**Retention Recommendations**

**Current**

Until after audit + 1 year

**Non-Current** 5 Years

Archive

Dispose

Comments

**Series Title: Refunds**

**Description**

Files on refunds of motor vehicle licence duty

**Documents**

Extract from registration book, details of registered owner, copy of paying order, application for repayment of motor duty and certificate of road worthiness

**Retention Recommendations**

**Current**

Until after audit + 2 years

**Non-Current** 5 Years

Archive

Dispose

**Comment**

Registration book remains on motor tax file and cannot be issued again

**Series Title: Cash Books**

**Description**

Cash books used by Motor Tax Section

**Documents**

Details of serial letter and numbers of licences issued; vehicle licences and replacements, cancellations, registration charges, arrears of duty; drivers' licences and duplicates, replacement registration books, vehicle testing fees, enquiry fees, total receipts and lodgements to Motor Tax account

**Retention Recommendations**

**Current**

Until after audit + 1 year

**Non-Current** 5 Years

Archive

Dispose

Comments

**Series Title: Lodgement Books**

**Description**

Lodgements to Motor Tax account

**Documents**

Lodgement Books

**Retention Recommendations**

**Current**

Until after audit + 1 year

**Non-Current**

Archive

Dispose

Comments

**Series Title: Stubs of Tax Books and Licence Books**

**Description**

Files of stubs from tax books and provisional licences

**Documents**

Includes details of serial number, index mark and date stamp. Also provisional licence stubs - including counterfoil of licence issued (name and date of birth)

**Retention Recommendations**

**Current**

3 Years

**Non-Current** 2 Years

Archive

Dispose

Comments

**Series Title: Discrepancy Queries - Vehicle Registration Unit**

<p><b>Description</b> Query forms from VRU, Shannon, Co. Clare to authorised officer of local authority regarding discrepancies that have emerged in respect of vehicles and requesting local authority to confirm action taken</p>	<p><b>Documents</b> Discrepancy forms. Includes correspondence between local authority and garages / private individuals regarding confirmation of correct registration numbers</p>	<p><b>Retention Recommendations</b></p> <table border="1"> <tr> <td><b>Current</b> Until after audit + 2 years</td> <td><b>Non-Current</b> 2 Years</td> </tr> </table> <p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p> <p><b>Comments</b></p>	<b>Current</b> Until after audit + 2 years	<b>Non-Current</b> 2 Years
<b>Current</b> Until after audit + 2 years	<b>Non-Current</b> 2 Years			

**Series Title: Vehicle Licensing Certificates / Amendments**

<p><b>Description</b> Amendment advice from VRU to motor tax relating to change of ownership etc. - computerised nationally</p>	<p><b>Documents</b> Vehicle licensing certificates (original), certificate of destruction, notification of change of colour of vehicle and notification of change of address of individual</p>	<p><b>Retention Recommendations</b></p> <table border="1"> <tr> <td><b>Current</b> Until after audit + 2 years</td> <td><b>Non-Current</b></td> </tr> </table> <p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p> <p><b>Comments</b> Retain original documentation only (VLC and tax disc). VLCs have replaced the old registration books</p>	<b>Current</b> Until after audit + 2 years	<b>Non-Current</b>
<b>Current</b> Until after audit + 2 years	<b>Non-Current</b>			

**Series Title: Vehicle Registration Unit (VRU) Computer Report Register**

<p><b>Description</b> Details dates of batches sent from Motor Tax to the VRU, with number of forms and cash book total for each day</p>	<p><b>Documents</b> Register</p>	<p><b>Retention Recommendations</b></p> <table border="1"> <tr> <td><b>Current</b> Until Register completed</td> <td><b>Non-Current</b></td> </tr> </table> <p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p> <p><b>Comments</b> If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i></p>	<b>Current</b> Until Register completed	<b>Non-Current</b>
<b>Current</b> Until Register completed	<b>Non-Current</b>			

**Series Title: Cancelled Discs**

<p><b>Description</b> Documentation regarding discs which have been sent to individuals in error / incorrect discs / wrong expiry date on discs</p>	<p><b>Documents</b> Vehicle licensing certificate, registration book, vehicle excise duties and miscellaneous receipts. Also certificate of road worthiness and tax renewal form</p>	<p><b>Retention Recommendations</b></p> <table border="1"> <tr> <td><b>Current</b> Until after audit + 2 years</td> <td><b>Non-Current</b> 5 Years</td> </tr> </table> <p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p> <p><b>Comments</b> Each individual disc marked 'cancelled'</p>	<b>Current</b> Until after audit + 2 years	<b>Non-Current</b> 5 Years
<b>Current</b> Until after audit + 2 years	<b>Non-Current</b> 5 Years			

**Series Title: Alert Forms Conversion of Vehicle**

<p><b>Description</b> Notification of NVDF that vehicles have been converted. Advice of conversion certificate from Revenue Commissioner</p>	<p><b>Documents</b> Amendment advice forms</p>	<p><b>Retention Recommendations</b></p> <table border="1"> <tr> <td><b>Current</b> 2 Years</td> <td><b>Non-Current</b> 3 Years</td> </tr> </table> <p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p> <p><b>Comments</b></p>	<b>Current</b> 2 Years	<b>Non-Current</b> 3 Years
<b>Current</b> 2 Years	<b>Non-Current</b> 3 Years			

**Series Title: Enquiries Relating to Scrapped Vehicles**

**Description**

Notification from NVDF that a car has been scrapped

**Documents**

Correspondence from insurance company / motor dealer regarding refunds of taxation

**Retention Recommendations**

Current

2 Years

Non-Current

3 Years

Archive

Dispose

**Comments**

May be filed under Refunds

**Series Title: Notification of Endorsement of Licences**

**Description**

Notifications of endorsements

**Documents**

Printed notice forwarded from circuit and district courts

**Retention Recommendations**

Current

Until endorsement has expired + 1 year

Non-Current

Archive

Dispose

**Comments**

Information also held by the courts. Important to hold locally as namesakes occur. While an endorsement is valid for 3 years, it is possible that it could carry on to next licence if person does not apply for a licence during the immediate 3 years that follow

**Series Title: Enquiry Form S103**

**Description**

Form signed by authorised officer authorising return of registration documents

**Documents**

Forms

**Retention Recommendations**

Current

2 Years

Non-Current

3 Years

Archive

Dispose

**Comments**

Archive sample and dispose of remainder

**Series Title: Certificate of Road Worthiness**

**Description**

Certificates of road worthiness received

**Documents**

Certificates

**Retention Recommendations**

Current

1 Year

Non-Current

2 Years

Archive

Dispose

**Comments**

**Series Title: DoELG Test Centres**

**Description**

Records relating to Local Authority supervision of DoELG test centres

**Documents**

**Retention Recommendations**

Current

Non-Current

Archive

Dispose

**Comments**

Recommended that test results be e-mailed to the DoELG monthly. Recommended that the printed summary of test results be retained for two years after the test. If held electronically system should be migrated every 3 years onto a new format.

See *Electronic Records 3.1*

<p><b>Description</b> Manual System</p>	<p><b>Documents</b> <i>Manual System:</i> VT-L5 Application / Test report form, VT7 fail statement, VTC8 certificate of roadworthiness (counterfoils held in the test centre)</p>
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<p><b>Description</b> <i>Electronic System:</i> Software programme approved by DoELG: ASC Software Ltd. CVT Version LGV 101D</p>	<p><b>Documents</b> <i>Electronic System:</i> Vehicle test reports, test results forms, fail statements and printed summary of test results</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive   
 Dispose

Comments

**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
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Archive   
 Dispose

Comments



# MUSEUMS



**Series Title: Museum Committees**

<p><b>Description</b> Includes any committees, internal and external, such as Museum Steering Group, on which the museum is represented</p>	<p><b>Documents</b> Minutes and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive minutes of Museum Steering Group and other meetings chaired / convened by Curator	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Museum Security**

<p><b>Description</b> Records of security system in museum</p>	<p><b>Documents</b> Correspondence, original contracts with firms</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive policies and contracts. Dispose of correspondence. Some of the material is reference	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Public**

<p><b>Description</b> Files relating to enquiries</p>	<p><b>Documents</b> Requests from researchers, public etc.</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Policy**

<p><b>Description</b> Files on museum policies</p>	<p><b>Documents</b> Policy papers, drafts etc.</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comment</b> Archive policies and drafts of policies	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Advertising**

<p><b>Description</b> Files relating to advertising</p>	<p><b>Documents</b> Correspondence with various companies regarding advertising of museum, costs, copies of advertisements</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Publicity**

<p><b>Description</b> Material relating to publicity for the Museum</p>	<p><b>Documents</b> Newspaper cuttings, advertisements, press releases, articles of historical interest</p>
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**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
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Archive   
 Dispose

**Comments**  
 Archive a copy of newspaper articles (not newspaper cuttings) containing date and newspaper from which it was taken and press releases

**Series Title: Acquisition**

<p><b>Description</b> Records of artefacts acquired by the Museum</p>	<p><b>Documents</b> Official Acquisition (Loan and Gift) forms and related correspondence</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	
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Archive   
 Dispose

**Comments**  
 Copies to be retained for reference. Originals to be sent to the Archive

**Series Title: Museums, Galleries, Arts Centres, Heritage Centres, Libraries**

<p><b>Description</b> Files on other museums, galleries, heritage centres and libraries in Ireland and abroad</p>	<p><b>Documents</b> Correspondence and queries regarding exhibitions</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	
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Archive   
 Dispose

**Comments**  
 Some material is reference

**Series Title: Local Heritage Centres / Development Groups**

<p><b>Description</b> Files on individual local museums, centres, community and development groups</p>	<p><b>Documents</b> Correspondence and plans for development</p>
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**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
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Archive   
 Dispose

**Comments**

**Series Title: National Museum**

<p><b>Description</b> Subjects include items donated; queries, requests</p>	<p><b>Documents</b> Correspondence and loan agreements</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
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Archive   
 Dispose

**Comments**  
 Archive loan agreements and weed correspondence

**Series Title: Exhibitions - Equipment**

<p><b>Description</b> Includes files on exhibition furniture, partition systems, display cases, lighting etc.</p>	<p><b>Documents</b> Correspondence and circulars</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input type="checkbox"/>	Comments	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Exhibition - Themes**

<p><b>Description</b> Files on local artists, textiles, archaeology etc.</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	Comments	
Dispose	<input type="checkbox"/>		

**Series Title: Exhibitions / Events - Individual**

<p><b>Description</b> Individual files on exhibitions and museum events</p>	<p><b>Documents</b> Correspondence, brochures, photographs and slides</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	Comments	
Dispose	<input type="checkbox"/>		

**Series Title: Conservation**

<p><b>Description</b> Files on various suppliers and equipment, conservation policies and organisations, e.g. An Taisce</p>	<p><b>Documents</b> Correspondence and brochures</p>
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**Retention Recommendations**

Current	Non-Current	
Mainly reference		
Archive	<input checked="" type="checkbox"/>	Comments Weed every 2 years. Archive conservation policy and conservation reports only and dispose of remainder
Dispose	<input type="checkbox"/>	

**Series Title: Tourism**

<p><b>Description</b> Tourist organisations, e.g. Bord Fáilte and local tourist offices</p>	<p><b>Documents</b> Brochures, circulars and correspondence</p>
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**Retention Recommendations**

Current	Non-Current	
Reference brochures, circulars		
Archive	<input checked="" type="checkbox"/>	Comments Weed every 2 years. Archive tourism policy and tourism reports drawn up by curator and dispose of remainder
Dispose	<input type="checkbox"/>	

**Series Title: Artists**

<p><b>Description</b> Files on Art groups, Arts organiser, Arts Centres etc.</p>	<p><b>Documents</b> Correspondence, photographs and slides</p>
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**Retention Recommendations**

Current	2 Years	Current	2 Years
Archive	<input checked="" type="checkbox"/>	Comments	
Dispose	<input type="checkbox"/>		

**Series Title: Heritage Council**

<p><b>Description</b> Files on liaison with Heritage Council</p>	<p><b>Documents</b> Reports and correspondence regarding role of museums, funding, training etc.</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	2 Years
Archive	<input checked="" type="checkbox"/>	Comments	
Dispose	<input type="checkbox"/>		

**Series Title: Conferences and Courses**

<p><b>Description</b> Files relating to applications to attend courses and conferences for curator and staff</p>	<p><b>Documents</b> Applications and correspondence with Human Resources</p>
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**Retention Recommendations**

Current	2 Years		2 Years
Archive	<input type="checkbox"/>	Comments	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Staffing**

<p><b>Description</b> Files on FÁS, SES schemes, museum assistants, research assistants etc.</p>	<p><b>Documents</b> Timesheets, applications, recommendations, CVs, correspondence with Human Resources, County Librarian etc.</p>
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**Retention Recommendations**

<p><b>Current</b> Current for duration of employment of staff member. Financial Documentation: 7 years</p>	<p><b>Non-Current</b> Financial Documentation: 3 years. Other documentation: 5 years</p>		
Archive	<input type="checkbox"/>	<p><b>Comments</b> Hold 1 FÁS application form for ongoing reference (material duplicated)</p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Societies and Organisations**

<p><b>Description</b> Files on Military History Society, Irish Museums Trust, Royal Society of Antiquaries and other organisations</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	2 Years
Archive	<input checked="" type="checkbox"/>	Comments	
Dispose	<input type="checkbox"/>		

**Series Title: Local Authority Curators' Group**

<b>Description</b> Files on Group	<b>Documents</b> Minutes, agenda and correspondence
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Archive one copy of minutes, agenda and policy documents	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Artefacts**

<b>Description</b> Files on artefacts	<b>Documents</b> Correspondence
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**Retention Recommendations**

<b>Current</b>	<b>Reference</b>	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b> Ultimately archive	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Private Collections**

<b>Description</b> Individual files on private collectors from around the country	<b>Documents</b> Correspondence with collectors, lists of items donated and returned
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Archaeological Sites**

<b>Description</b> Files on individual excavations	<b>Documents</b> Correspondence with engineers, academics and site owners
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Archaeology - Planning Permission Requests**

<b>Description</b> File on planning permission - implications for sites	<b>Documents</b> Correspondence with Planning Section etc.
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Dúchas**

<p><b>Description</b> Files regarding various monuments and archaeological sites</p>	<p><b>Documents</b> Includes copies of reports sent to Dúchas and correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input type="checkbox"/>	<p><b>Comment</b> Originals retained by Dúchas</p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Canoes and Boats**

<p><b>Description</b> Files on canoes and boat finds</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input type="checkbox"/>		

**Series Title: Funding**

<p><b>Description</b> Files on sources for funding - such as Interreg and grant-aid</p>	<p><b>Documents</b> Correspondence, circulars, brochures. Including application for Museum building and extensions</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> EU Funding files to be held for 7 years after completion of programme. Archive applications and correspondence regarding applications for funding</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Schools**

<p><b>Description</b> Specific files on schools</p>	<p><b>Documents</b> Correspondence</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
Archive	<input type="checkbox"/>	<p><b>Comments</b></p>	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Industries**

<p><b>Description</b> Files on industries regarding donations and exhibitions</p>	<p><b>Documents</b> Correspondence with owners</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
Archive	<input checked="" type="checkbox"/>	<p><b>Comments</b> Ultimately archive</p>	
Dispose	<input type="checkbox"/>		

**Series Title: Festivals**

<b>Description</b> Files on festivals	<b>Documents</b> Correspondence
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>3 Years</b>
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Folklife / Folklore**

<b>Description</b> Files on folklore	<b>Documents</b> Correspondence
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**Retention Recommendations**

<b>Current</b>	<b>Reference</b>	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>	Dispose when no longer required for reference	

**Series Title: IPCRA**

<b>Description</b> Irish Professional Conservators and Restorers Association	<b>Documents</b> Correspondence, journals and minutes of meetings
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**Retention Recommendations**

<b>Current</b>	<b>Reference</b>	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>	Duplicated elsewhere. Dispose when no longer required for reference	

**Series Title: Heritage Council Pilot Project**

<b>Description</b> Files on standardisation project for Museums	<b>Documents</b> Correspondence with Heritage Council regarding project, meetings and ongoing project documentation
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**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comment</b>	
<b>Dispose</b>	<input type="checkbox"/>	Archive drafts and final standard	

**Series Title: Museum - Catalogues and Brochures**

<b>Description</b> Files on the creation of catalogues and brochures for the Museum	<b>Documents</b> Brochures and catalogues
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**Retention Recommendations**

<b>Current</b>	<b>Reference</b>	<b>Non-Current</b>	
<b>Archive</b>	<input type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input checked="" type="checkbox"/>	Dispose when replaced	



**Series Title: Museum Collection**

<p><b>Description</b> Database of list of items donated / sold to / received by Museum</p>	<p><b>Documents</b> List</p>
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**Retention Recommendations**

<p><b>Current</b> Copy of database to be upgraded when necessary</p>	<p><b>Non-Current</b></p>
<p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Comments</b> See <i>Electronic Records 3.1</i></p>

**Series Title: Archaeological Survey**

<p><b>Description</b> Files on implementation of Survey</p>	<p><b>Documents</b> Drawings, site plans, Ordnance Survey marked maps and slides generated by the survey; 'Field Record' giving site number and description; notebooks and draft material for survey</p>
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**Retention Recommendations**

<p><b>Current</b> Retain copy as reference where required</p>	<p><b>Non-Current</b></p>
<p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Comments</b> Public access required, therefore copy should be available in Museum for consultation and a copy also held in Archive for long-term preservation. Archive original. Photocopy held by Dúchas</p>

**Series Title: Researchers**

<p><b>Description</b> Series of files on research for exhibitions. Examples are migration, hiring fairs, famine, workhouses, Great War and historical events</p>	<p><b>Documents</b> Mainly photocopied information, cuttings and some correspondence</p>
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**Retention Recommendations**

<p><b>Current</b> Reference</p>	<p><b>Non-Current</b></p>
<p><b>Archive</b> <input type="checkbox"/></p> <p><b>Dispose</b> <input checked="" type="checkbox"/></p>	<p><b>Comments</b> Weed and dispose when no longer required</p>

D/Taoiseach S12787:

The Catholic Hierarchy, through its secretary, Dr Staunton, Bishop of Ferns, express opposition to holding local elections on a Sunday in a letter to 'His Excellency', Eamon de Valera. June 1942.

SUMMITT  
NEWFORD  
30th June, 1942.

His Excellency Eamon de Valera, T.D.

An Taoiseach agus Aire Gnóthaí Eachtracha.

Your Excellency,

At their General Meeting, held on the 23rd inst., the Bishops considered the question raised in your Excellency's letter with regard to the holding of a General Election or Local Government Elections on a Sunday or Church Holiday. They considered this question with a realisation of the important reasons which motivated it and in the desire to be helpful to the Government. They were however of opinion that polling on a Sunday or Church Holiday was not desirable.

With my prayers and good wishes for the members of the Government and for your Excellency personally,

I remain

Very sincerely yours

+ James Staunton, Bp of Ferns.

Secretary.

# PLANNING & DEVELOPMENT CONTROL



**Series Title: Development Plans**

<p><b>Description</b> Files on development plans for cities, towns and counties</p>	<p><b>Documents</b> Files include reports, local submissions, maps, plans and drawings, correspondence, draft plans and copies of relevant minutes on adoption of plan</p>
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**Retention Recommendations**

<p><b>Non-Current</b> Duration of plan + 1 year</p>	<p><b>Non-Current</b> 7 Years</p>
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**Archive**   
**Dispose**

**Comments**  
Archive plans, major objections, contributions, background files and ancillary information

**Series Title: Security Bonds from Developers**

<p><b>Description</b> Files on security bonds</p>	<p><b>Documents</b> Bonds</p>
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**Retention Recommendations**

<p><b>Current</b> Until development is certified</p>	<p><b>Non-Current</b></p>
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**Archive**   
**Dispose**

**Comments**  
The Bond Register should be retained permanently

**Series Title: Urban and Town Renewal Incentive Schemes**

<p><b>Description</b> Files relating to integrated area plans and town renewal plans</p>	<p><b>Documents</b> Reports, local submissions, records of certificates granted for tax purposes and registers of time extensions</p>
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**Retention Recommendations**

<p><b>Current</b> Duration of plan</p>	<p><b>Non-Current</b> 11 Years</p>
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**Archive**   
**Dispose**

**Comments**  
11 years required to facilitate potential queries from Revenue Commissioners

**Series Title: EU Supported Urban and Village Renewal Measures**

<p><b>Description</b> Files on urban and village renewal measures</p>	<p><b>Documents</b> Reports, local submissions, designs, drawings, estimates, correspondence, grant applications, administration and EU funding records</p>
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**Retention Recommendations**

<p><b>Current</b> Duration of EU programme + 3 years</p>	<p><b>Non-Current</b> 4 Years</p>
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**Archive**   
**Dispose**

**Comments**  
Retain all documentation required for EU audit 7 years after the end of the programme

**Series Title: Derelict Sites**

<p><b>Description</b> Files on individual derelict sites listed in the register held under the Derelict Sites Act, 1990</p>	<p><b>Documents</b> Legislation, departmental notices, intentions to enter sites listed in the register, correspondence relating to complaints made by members of the public regarding unsightly premises and action taken by the local authority</p>
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**Retention Recommendations**

<p><b>Current</b> Until conclusion of the issue</p>	<p><b>Non-Current</b> 3 years from conclusion of the issue</p>
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**Archive**   
**Dispose**

**Comments**  
Issue is concluded when site is rendered non-derelict or is acquired by the local authority by means of Compulsory Purchase Order

**Series Title: Part X Development Proposals**

<p><b>Description</b> Files relating to planning aspects of local authority developments</p>	<p><b>Documents</b> See Planning Applications</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>25 Years</b>
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Archive

Dispose

**Comments**

**Series Title: Unauthorised Developments**

<p><b>Description</b> Files relating to correspondence and litigation in respect of developments carried out without or in contravention of planning permission</p>	<p><b>Documents</b> Files include warning and enforcement notices, correspondence and legal advice</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	<b>7 Years</b>
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Until issue is resolved

Archive

Dispose

**Comments**  
Archive at discretion of archivist. Retain a sample of files and any files regarding significant litigation

**Series Title: Unauthorised Developments - Register**

<p><b>Description</b> Files on unauthorised developments</p>	<p><b>Documents</b> Register contains main details with relevant planning application or unauthorised file reference</p>
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**Retention Recommendations**

<b>Current</b>	Duration of register	<b>Non-Current</b>
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Archive

Dispose

**Comments**  
Archive on completion or if held electronically system should be migrated every 3 years onto a new format.  
See *Electronic Records 3.1*

**Series Title: Forestry, Fishing and Mining Licences**

<p><b>Description</b> Licences renewed each year</p>	<p><b>Documents</b> Files include request from relevant external authority for observations relating to application and response</p>
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**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>	<b>2 Years</b>
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Archive

Dispose

**Comments**

**Series Title: Permits for Signs**

<p><b>Description</b> Permits renewed annually</p>	<p><b>Documents</b> Files include documentation regarding applications for and issue of permits for the erection of sign posts</p>
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**Retention Recommendations**

<b>Current</b>	Duration of permit	<b>Non-Current</b>	<b>1 Year</b>
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Archive

Dispose

**Comments**  
Database of permits held in some local authorities

**Series Title: Planning Applications**

<p><b>Description</b> Files on planning applications</p>	<p><b>Documents</b> Application form, copy of public notice, site maps and plans, reports, objections, decisions, environmental impact statements and correspondence</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	25 Years
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Archive   
 Dispose

**Comments**  
 Section 38(5) of the Planning and Development Act, 2000 states that "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 5 of the Local Government Act, 1994". See Act for details of records to be retained. For security and preservation purposes, microfilm is recommended in preference to scanning, which should only be used to obtain a second reference copy for ease of access

**Series Title: Planning Register**

<p><b>Description</b> Register of Planning Applications</p>	<p><b>Documents</b> Details include applicant's name and address, reference number, description of application, document and location of proposed development</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive   
 Dispose

**Comments**  
 Retain register in office for duration of reference use, transfer to Archive. If held electronically, system should be migrated every three years onto a new format. May be part of OPENPLAN DATABASE (LGCSB). This is a **vital record** and back-ups should be retained off-site. See *Electronic Records 3.1*

**Series Title: Maps Register**

<p><b>Description</b> Register of maps in local authority</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive   
 Dispose

**Comments**  
 Retain register in office for duration of reference use, transfer to Archive. For preservation purposes, a microfilm copy should be made for public inspection. If held electronically, system should be migrated every three years onto a new format. See *Electronic Records 3.1*

**Series Title: Maps**

<p><b>Description</b> Special Area of Conservation Maps and National Monument Maps</p>	<p><b>Documents</b> Maps</p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive   
 Dispose

**Comments**  
 Retain maps in office for duration of reference use and transfer to Archive when map is replaced

**Series Title: GIS System**

<p><b>Description</b></p> <p>Ordnance Survey area maps showing site location of each planning application, roads and other infrastructure works carried out</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

<b>Current</b>	<b>Reference</b>	<b>Non-Current</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Archive</b>	<input checked="" type="checkbox"/>	
<b>Dispose</b>	<input type="checkbox"/>	
<p><b>Comments</b></p> <p>The GIS system is an electronic system and guidelines on archiving these are required. In addition, as they are <b>vital records</b>, back-ups need to be stored off-site to ensure the records survive in the event of a disaster.</p> <p>See <i>Electronic Records 3.1</i></p>		

**Series Title: Building Control**

<p><b>Description</b></p>	<p><b>Documents</b></p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
<input type="checkbox"/>	<input type="checkbox"/>
<b>Archive</b>	<input type="checkbox"/>
<b>Dispose</b>	<input type="checkbox"/>
<p><b>Comments</b></p> <p>See FIRE SERVICES AND BUILDING CONTROL</p>	

**Series Title: Heritage Officer**

<p><b>Description</b></p> <p>Files relating to the obligations of local authorities as specified under the Heritage Act, 1995</p>	<p><b>Documents</b></p> <p>Files include queries, correspondence, reference material and photographs</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	<b>7 Years</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Archive</b>	<input checked="" type="checkbox"/>	
<b>Dispose</b>	<input type="checkbox"/>	
<p><b>Comments</b></p> <p>Transfer negatives to Photographic Archive with file reference and details</p>		

**Series Title: Heritage Plan**

<p><b>Description</b></p> <p>Files on drawing up of heritage plan by local authority</p>	<p><b>Documents</b></p> <p>Correspondence, reports and plan. Includes list of heritage sites</p>
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**Retention Recommendations**

<b>Current</b>	<b>Duration of plan</b>	<b>Non-Current</b>	<b>5 Years</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Archive</b>	<input checked="" type="checkbox"/>		
<b>Dispose</b>	<input type="checkbox"/>		
<p><b>Comments</b></p> <p>Archive plan and database of heritage sites</p>			

**Series Title: Conservation Office**

<p><b>Description</b></p> <p>Files on protection of buildings or sites of historic or architectural merit</p>	<p><b>Documents</b></p> <p>Files include information on sites, Conservation Officer's reports, correspondence with owners of premises, notification of "listing", documents regarding objections and electronic register</p>
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**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>	<b>7 Years</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Archive</b>	<input checked="" type="checkbox"/>		
<b>Dispose</b>	<input type="checkbox"/>		
<p><b>Comments</b></p> <p>Archive register. If held electronically, system should be migrated every three years onto a new format. As a register is a <b>vital record</b>, retain back-up off-site.</p> <p>See <i>Electronic Records 3.1</i></p>			

**Series Title: Conservation - EU Funded Grants**

<p><b>Description</b> Grant application files</p>	<p><b>Documents</b> Reports, estimates, photographs and grant administration</p>
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**Retention Recommendations**

<p><b>Current</b> Duration of programme + 3 years</p>	<p><b>Non-Current</b> 4 Years</p>
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p><b>Comments</b> Retain all documentation for EU funded projects for 7 years following the end of the programme</p>

**Series Title: Conservation - Non-EU Funded Grants**

<p><b>Description</b> Grant application files</p>	<p><b>Documents</b> Reports, estimates, photographs and grant administration</p>
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**Retention Recommendations**

<p><b>Current</b> 5 Years</p>	<p><b>Non-Current</b></p>
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p><b>Comments</b></p>

**Series Title: Development Control - Sites Taken in Charge and Estate Management**

<p><b>Description</b> Files regarding sites taken in charge</p>	<p><b>Documents</b> As constructed drawings submitted by developer, correspondence between solicitor for developer and Development Control section regarding wayleaves, vesting documents and transfer of open spaces, schedules of tree planting and soil test results</p>
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**Retention Recommendations**

<p><b>Current</b> Until taken in charge + 3 years</p>	<p><b>Non-Current</b> 5 Years</p>
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p><b>Comments</b></p>

**Series Title: Development Control - Abandoned Estates**

<p><b>Description</b> Files regarding estates abandoned by developers</p>	<p><b>Documents</b> Photographs, correspondence with Finance Section regarding redemption of bond, invoices for works carried out by local authority, correspondence with developer and solicitors</p>
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**Retention Recommendations**

<p><b>Current</b> Until work completed</p>	<p><b>Non-Current</b> 5 Years</p>
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p><b>Comments</b></p>



# RATES



**Series Title: Rate Book**

<p><b>Description</b> Rate Books for each electoral area</p>	<p><b>Documents</b> Rate Books</p>
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**Retention Recommendations**

<b>Current</b>	<b>7 Years</b>	<b>Non-Current</b>
<b>Archive</b> <input checked="" type="checkbox"/>	<b>Comments</b> Held for legal reasons	
<b>Dispose</b> <input type="checkbox"/>		

**Series Title: Copy Rate Demands**

<p><b>Description</b> Demands by district and year</p>	<p><b>Documents</b> Copies of demands for rates issued by local authority</p>
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**Retention Recommendations**

<b>Current</b>	<b>6 Years</b>	<b>Non-Current</b>	<b>7 Years</b>
<b>Archive</b> <input type="checkbox"/>	<b>Comment</b>		
<b>Dispose</b> <input checked="" type="checkbox"/>			

**Series Title: Calculation of Rates**

<p><b>Description</b> Calculation of rates</p>	<p><b>Documents</b> Synopsis of rate book</p>
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**Retention Recommendations**

<b>Current</b>	<b>6 years or until after audit + 1 year</b>	<b>Non-Current</b>	<b>10 Years</b>
<b>Archive</b> <input checked="" type="checkbox"/>	<b>Comments</b> Gives net effective valuation		
<b>Dispose</b> <input type="checkbox"/>			

**Series Title: Refund of Rates**

<p><b>Description</b> Files on refunds of rates</p>	<p><b>Documents</b> Includes application for refund, correspondence with solicitor, owner and local authority and original certification from Rate Collector</p>
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**Retention Recommendations**

<b>Current</b>	<b>Until after audit + 5 years</b>	<b>Non-Current</b>	
<b>Archive</b> <input type="checkbox"/>	<b>Comments</b>		
<b>Dispose</b> <input checked="" type="checkbox"/>			

**Series Title: Rates General**

<p><b>Description</b> Files regarding rates matters</p>	<p><b>Documents</b> Includes files on IDA and other bodies in relation to rates due, uncollectable rates, remissions of rates, legal advice, direct debits, certificates of valuation (PLV certificates), and rateable property held by local authority</p>
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**Retention Recommendations**

<b>Current</b>	<b>5 Years</b>	<b>Non-Current</b>	<b>2 Years</b>
<b>Archive</b> <input type="checkbox"/>	<b>Comments</b>		
<b>Dispose</b> <input checked="" type="checkbox"/>			

**Series Title: Rates Balancing Files**

<p><b>Description</b> Files by year regarding balancing of rates accounts</p>	<p><b>Documents</b> Includes details of receipts transfers and cancelled receipts and decisions of Valuation Tribunal</p>
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**Retention Recommendations**

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b> 5 Years</p>
<p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

**Series Title: Domestic Rate Relief Amendments Register**

<p><b>Description</b> Register of domestic rate relief</p>	<p><b>Documents</b> Register</p>
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**Retention Recommendations**

<p><b>Current</b></p>	<p><b>Non-Current</b></p>
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p><b>Comments</b> No longer in use - archive immediately</p>

**Series Title: Legal Proceedings**

<p><b>Description</b> Proceedings taken for non-payment of rates</p>	<p><b>Documents</b> Includes correspondence and judgements</p>
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**Retention Recommendations**

<p><b>Current</b> Until after audit + 1 year (post settlement / judgement)</p>	<p><b>Non-Current</b> 10 Years</p>
<p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

**NOTE:**

The Valuation Act, 2001 was enacted by the President in June 2001. The new Act provides for the repeal of all current valuation legislation and its replacement by a modern Valuation Code. The operation of a new Valuation Code will differ substantially from the existing Code. The Minister for Finance has decided that the Valuation Act will come into operation on the 2nd May 2002. The new Valuation List will be then introduced across the state on a rolling basis. When the new Valuation List is introduced into a local authority area, the existing Valuation List will become obsolete and all records designated as archival should be transferred to the Archives.

9/9/40. Hestor St Kiltrush  
 Co Clare  
 Sir Kiltrush (b)  
 I May Brew of Hestor St Kiltrush  
 Co Clare would ask Your Lordship  
 for the love of God to leave me  
 in a House that the Kiltrush  
 Urban Council wants me to  
 leave I am an orphan age 25  
 years without Father or Mother  
 and a very delicate girl  
 I am a Dress-maker and if I  
 leave this house I will loose  
 all my Trade and have to go  
 to the Co Home it is belonging  
 to my Grandfather and He is  
 left in His one next to mine  
 waiting a reply  
 And for God sake Sir  
 Dont refuse a poor delicate  
 girl and I will always  
 Pray for You  
 I remain Dear Sir  
 Yours respectfully  
 May Brew Hestor St Kiltrush  
 Co Clare

# ROADS

# ROADS



**Series Title: Road Works Schemes - National Road Works Schemes and Individual Road Works Schemes**

<p><b>Description</b></p> <p>Files on schemes for national road construction and files on individual road works schemes</p>	<p><b>Documents</b></p> <p>Includes archaeology reports, construction, design / drawings, correspondence, grant application and administration, land agreements, progress reports and meetings, photos, submissions from public, supervision of works, tenders and contracts, road markings</p>
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**Retention Recommendations**

Current	10 Years	Non-Current	20 Years
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Archive

Dispose

**Comments**

Required for local government and EU audit. EU Audit - 7 years after the completion of scheme. If records are held electronically, system should be migrated every three years onto a copy format. See *Electronic Records 3.1*. Note: See INFORMATION SYSTEMS regarding use of GIS system in Road Design.

**Series Title: Roads - Surface Contracts**

<p><b>Description</b></p> <p>Files on surface contracts for roads, annual seminar, and Scrim Results</p>	<p><b>Documents</b></p> <p>Scrim results and correspondence</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**

**Series Title: Roads - Extinguishment of Right of Way**

<p><b>Description</b></p> <p>Files relating to the extinguishment of rights of way</p>	<p><b>Documents</b></p> <p>Order and correspondence</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	20 Years
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Archive

Dispose

**Comments**

**Series Title: Road Closures**

<p><b>Description</b></p> <p>Files on closure of roads (file for each closure or annual file)</p>	<p><b>Documents</b></p> <p>Correspondence, reports and copy of notice with alternative route specified</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	5 Years
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Archive

Dispose

**Comments**

Archive any maps and approvals only. Dispose of remainder

**Series Title: Road Openings**

<p><b>Description</b></p> <p>Annual file on road openings</p>	<p><b>Documents</b></p> <p>Application for licence to open footpath, road or street and endorsement of local authority</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	10 Years
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Archive

Dispose

**Comments**

Archive any maps and approvals only. Dispose of remainder

**Series Title: Roads - Recoupable / Private Works**

<p><b>Description</b> Files regarding road works carried out by private parties and refunded by local authority</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>
		Until after audit + 1 year
<b>Archive</b>	<input type="checkbox"/>	<p><b>Comments</b> Archive a register or list of works</p>
<b>Dispose</b>	<input checked="" type="checkbox"/>	

**Series Title: Roads - Compulsory Purchase Orders**

<p><b>Description</b> Compulsory Purchase Orders for road works such as widening</p>	<p><b>Documents</b> Compulsory Purchase Orders</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	<b>10 Years</b>
		Until final compensation payment is made + 2 years
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> May be held with Land Acquisition files</p>
<b>Dispose</b>	<input type="checkbox"/>	

**Series Title: Roads - Rental of Property**

<p><b>Description</b> Files regarding rental of property - e.g. a depot</p>	<p><b>Documents</b> Rental agreements and correspondence</p>
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**Retention Recommendations**

<b>Current</b>	Duration of rental	<b>Non-Current</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b> Archive contracts only</p>
<b>Dispose</b>	<input type="checkbox"/>	

**Series Title: Road Grants - National Roads**

<p><b>Description</b> Files relating to National Roads Authority grants</p>	<p><b>Documents</b> Correspondence, reports and forms</p>
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**Retention Recommendations**

<b>Current</b>	<b>10 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Road Grants - Non-National Roads**

<p><b>Description</b> Files regarding DoELG grants. (These grants relate to a 5 Year Programme that must be prepared for DoELG)</p>	<p><b>Documents</b> Correspondence, reports and forms</p>
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**Retention Recommendations**

<b>Current</b>	Duration of programme	<b>Non-Current</b>	<b>5 Years</b>
<b>Archive</b>	<input checked="" type="checkbox"/>	<p><b>Comments</b></p>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Roads - Machinery**

<p><b>Description</b> Files regarding purchase and maintenance of machinery</p>	<p><b>Documents</b> Brochures, tenders, purchase agreements, invoices and correspondence</p>
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**Retention Recommendations**

Current	5 Years	Non-Current
	<input type="checkbox"/>	Until machine is out of service
Archive	<input type="checkbox"/>	Comments
Dispose	<input checked="" type="checkbox"/>	

**Series Title: Roads - Tenders**

<p><b>Description</b> Files regarding tenders for supply of materials and plant</p>	<p><b>Documents</b> Tenders, contracts and correspondence</p>
---	---

**Retention Recommendations**

Current	Duration of contract	Non-Current	7 Years
Archive	<input type="checkbox"/>	Comments	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Roads - Plant**

<p><b>Description</b> Files regarding hire of plant and plant charges</p>	<p><b>Documents</b> Correspondence, bills and invoices</p>
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**Retention Recommendations**

Current	1 Year	Non-Current
	<input type="checkbox"/>	Until after audit + 1 year
Archive	<input type="checkbox"/>	Comments
Dispose	<input checked="" type="checkbox"/>	

**Series Title: Roads - Purchase of Materials / Stores**

<p><b>Description</b> Files on the purchase and stockpiling of materials for roadworks</p>	<p><b>Documents</b> Correspondence, invoices and memos</p>
--	--

**Retention Recommendations**

Current	1 Year	Non-Current
	<input type="checkbox"/>	Until after audit + 1 year
Archive	<input checked="" type="checkbox"/>	Comments Retain tenders and stores trading account as a permanent record. Dispose of remainder
Dispose	<input type="checkbox"/>	

**Series Title: Bridges**

<p><b>Description</b> File on each bridge - includes general files and specific contracts for works</p>	<p><b>Documents</b> Includes correspondence, reports, contract documents, maps, plans and drawings and tenders</p>
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**Retention Recommendations**

Current	Duration of works	Non-Current
Archive	<input checked="" type="checkbox"/>	Comments
Dispose	<input type="checkbox"/>	



## Series Title: Quarries in Local Authority Ownership

### Description

File on each quarry and register of quarries

### Documents

Quarry agreements, acquisition and agreement documents

### Retention Recommendations

#### Current

Duration of operation of quarry

#### Non-Current

Archive

Dispose

#### Comments

## Series Title: Piers and Harbours

### Description

Files on each pier and harbour

### Documents

Includes statistics from harbour masters, statistics from Central Statistics Office, correspondence and maps

### Retention Recommendations

#### Current

5 Years

#### Non-Current

Archive

Dispose

#### Comments

## Series Title: Coastal Protection Schemes

### Description

Files regarding coastal erosion and coastal protection schemes

### Documents

Correspondence and reports

### Retention Recommendations

#### Current

Duration of contract for works

#### Non-Current

Until after audit + 1 year

Archive

Dispose

#### Comments

## Series Title: Local Improvement Schemes - Rural and Urban

### Description

Files on local improvement schemes

### Documents

Includes applications, correspondence, agreements with landowners, recommendations and estimates of costs

### Retention Recommendations

#### Current

Until scheme completed + 1 year

#### Non-Current

Until after audit + 1 year

Archive

Dispose

#### Comments

Archive list or register of schemes. Dispose of remainder

## Series Title: Roads Taken in Charge

### Description

Roads taken over by local authority

### Documents

Correspondence

### Retention Recommendations

#### Current

Review every 5 years

#### Non-Current

Archive

Dispose

#### Comments

**Series Title: Community Employment Schemes**

<p><b>Description</b> Files on individual schemes detailing works carried out</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

<p><b>Current</b> <small>Until all expenditure recouped</small></p> <p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Non-Current</b> Until after audit + 1 year</p> <p><b>Comments</b></p>
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**Series Title: Community Schemes**

<p><b>Description</b> Files on community schemes</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

<p><b>Current</b> <b>2 Years</b></p> <p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Non-Current</b> <b>3 Years</b></p> <p><b>Comments</b> Archive register and dispose of remainder</p>
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**Series Title: Road Safety - Committees**

<p><b>Description</b> Files on committees and policies</p>	<p><b>Documents</b> Minutes of meetings, policy statements and correspondence</p>
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**Retention Recommendations**

<p><b>Current</b> <b>5 Years</b></p> <p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Non-Current</b> <b>10 Years</b></p> <p><b>Comments</b> Archive minutes and policy statements only. Dispose of remainder</p>
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**Series Title: Road Safety - Traffic Accidents**

<p><b>Description</b> Files on traffic accidents</p>	<p><b>Documents</b> Reports and correspondence</p>
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**Retention Recommendations**

<p><b>Current</b> <b>5 Years</b></p> <p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Non-Current</b> <b>10 Years</b></p> <p><b>Comments</b></p>
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**Series Title: Road Safety - Traffic Calming on National and Non-National Roads**

<p><b>Description</b> Files on traffic calming</p>	<p><b>Documents</b> Reports and correspondence</p>
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**Retention Recommendations**

<p><b>Current</b> <b>5 Years</b></p> <p><b>Archive</b> <input checked="" type="checkbox"/></p> <p><b>Dispose</b> <input type="checkbox"/></p>	<p><b>Non-Current</b> <b>10 Years</b></p> <p><b>Comments</b></p>
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**Series Title: Road Safety - Low Cost Accident Remedial Measures**

<p><b>Description</b> Files on remedial measures taken on national and non-national roads to reduce accidents</p>	<p><b>Documents</b> Reports and correspondence</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	10 Years
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Archive

Dispose

**Comments**

**Series Title: Essential Services / Blizzard Conditions / Weather Warnings**

<p><b>Description</b> Reports on weather warnings and plans for dealing with snow and floods</p>	<p><b>Documents</b> Reports, plans and correspondence</p>
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**Retention Recommendations**

Current	Non-Current
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Duration of plan

Archive

Dispose

**Comments**  
Archive reports and plans only. Dispose of remainder

**Series Title: Work Accidents**

<p><b>Description</b> Files regarding claims for accidents that occurred at work</p>	<p><b>Documents</b> Includes copy form, correspondence from solicitors and reports on incident</p>
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**Retention Recommendations**

Current	Until settlement of case	Non-Current	5 Years
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Archive

Dispose

**Comments**

**Series Title: Traffic Management Plans**

<p><b>Description</b> Files on traffic management plans</p>	<p><b>Documents</b> Plans and correspondence</p>
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**Retention Recommendations**

Current	10 Years	Non-Current	10 Years
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Archive

Dispose

**Comments**

**Series Title: Traffic Management - Traffic Census**

<p><b>Description</b> Files on National Roads Authority census and county / city / town census</p>	<p><b>Documents</b> Census</p>
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**Retention Recommendations**

Current	2 Years	Non-Current
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Archive

Dispose

**Comments**  
Archive summary sheets only. Dispose of remainder

**Series Title: Traffic Management - Bye-Laws**

<b>Description</b> Bye-Laws	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b>	Until new bye-laws issued	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Traffic Signals and Signs**

<b>Description</b> Traffic signals, Community Alert signs, Neighbourhood Watch signs and finger post signs	<b>Documents</b> Regulations, maps, drawings, specifications for projects, correspondence and reports
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**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Traffic Management - Schools**

<b>Description</b> Files on school warning lights and school wardens	<b>Documents</b> Correspondence and reports
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**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Traffic Management - Car Parking**

<b>Description</b> Files on local authority car parks	<b>Documents</b> Correspondence, plans and reports
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**Retention Recommendations**

<b>Current</b>	5 years or duration of private contract	<b>Non-Current</b>	5 Years
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

**Series Title: Traffic Management - Speed Limits**

<b>Description</b> Files on speed limits	<b>Documents</b> Correspondence and orders
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**Retention Recommendations**

<b>Current</b>	Until new speed limit approved	<b>Non-Current</b>	
<b>Archive</b>	<input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Dispose</b>	<input type="checkbox"/>		

### Series Title: Public Lighting

<p><b>Description</b> Files on public lighting</p>	<p><b>Documents</b> Correspondence with locals and ESB, maps and drawings</p>
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**Retention Recommendations**

<b>Current</b>	3 years or currency of contract	<b>Non-Current</b>	10 Years
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- Archive
- Dispose

**Comments**  
Archive maps and drawings only. Dispose of remainder

### Series Title: Bogs

<p><b>Description</b> Files on bogs and conservation</p>	<p><b>Documents</b> Correspondence and reports</p>
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**Retention Recommendations**

<b>Current</b>	1 Year	<b>Non-Current</b>	5 Years
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- Archive
- Dispose

**Comments**

### Series Title: Road Maintenance Files

<p><b>Description</b> Files regarding damage / repair to public roads, drainage, flooding etc.</p>	<p><b>Documents</b> Memos, reports, correspondence, accounts, maps, case files and agreements</p>
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**Retention Recommendations**

<b>Current</b>	5 Years	<b>Non-Current</b>	10 Years
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- Archive
- Dispose

**Comments**  
Archive maps, case files and agreements only. Dispose of remainder

### Series Title: Hedge Cutting

<p><b>Description</b> Annual file on hedge cutting and horticulture files</p>	<p><b>Documents</b> Correspondence, reports, maps, minutes and manager's orders</p>
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**Retention Recommendations**

<b>Current</b>	2 Years	<b>Non-Current</b>	5 Years
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- Archive
- Dispose

**Comments**  
Archive maps and reports only. Dispose of remainder

### Series Title: Vehicle (Heavy) Permits

<p><b>Description</b> Annual files</p>	<p><b>Documents</b> Applications for permits</p>
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**Retention Recommendations**

<b>Current</b>	2 Years	<b>Non-Current</b>	7 Years
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- Archive
- Dispose

**Comments**

### Series Title: Representations

<p><b>Description</b> Files based on electoral areas containing letters from Councillors on behalf of constituents regarding road complaints</p>	<p><b>Documents</b> Files include replies and reports on representations</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
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Archive

Dispose

**Comments**  
May also include representations from community groups

### Series Title: Notices of Motions

<p><b>Description</b> Files on notices of motions for each Council Meeting so that reports requested from Roads Section can be prepared</p>	<p><b>Documents</b> Notices of motions and reports</p>
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**Retention Recommendations**

Current	1 Year	Non-Current	
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Archive

Dispose

**Comments**  
Original notices of motions held by CORPORATE SERVICES

### Series Title: Road Maps and Classification of Roads

<p><b>Description</b> Maps showing roads and classification of roads</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive

Dispose

**Comments**  
Archive when no longer required for reference

### Series Title: Townlands Register

<p><b>Description</b> List of townlands</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

Current	Reference	Non-Current	
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Archive

Dispose

**Comments**  
Archive when no longer required for reference

### Series Title: Soils Laboratory

<p><b>Description</b> Files on soils laboratory</p>	<p><b>Documents</b> Expenditure and correspondence</p>
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**Retention Recommendations**

Current	5 years or until final account is paid	Non-Current	2 Years
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Archive

Dispose

**Comments**  
Refers to local authorities with own laboratory only

# SANITARY SERVICES



**Series Title: Well Grants**

<p><b>Description</b> Files relating to the creation of bored wells and provision of pumps and treatment units</p>	<p><b>Documents</b> Applications for grants / assistance provided by the DoELG towards the boring of wells, correspondence relating to the awarding of grants, maps, and area engineers reports regarding water quality</p>
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**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>	<b>3 Years</b>
<b>Archive</b>	<input type="checkbox"/>	<p><b>Comments</b> Retain a register of grants permanently. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i></p>	
<b>Dispose</b>	<input checked="" type="checkbox"/>		

**Series Title: Capital Schemes: Sewerage**

<p><b>Description</b> Files on capital funded sewerage schemes</p>	<p><b>Documents</b> Contract Documents</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Retain set of contract documents and drawings permanently in a strong room / fire proof safe	
<b>Archive</b>	<input type="checkbox"/>
<b>Dispose</b>	<input type="checkbox"/>
<p><b>Comments</b> For EU Audit, retain all documentation for schemes carried out with EU funds for 7 years after the completion of the scheme. Documents such as the preliminary reports will have to be retained throughout the scheme, and then for a further 7 years</p>	

<p><b>Description</b> Active scheme. Files on capital funded sewerage schemes</p>	<p><b>Documents</b> Preliminary Reports</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Until scheme commences	Duration of scheme
<b>Archive</b>	<input checked="" type="checkbox"/>
<b>Dispose</b>	<input type="checkbox"/>
<p><b>Comments</b> For EU Audit, retain all documentation for schemes carried out with EU funds for 7 years after the completion of the scheme. Documents such as the preliminary reports will have to be retained throughout the scheme, and then for a further 7 years</p>	

<p><b>Description</b> Dormant scheme. Files on capital funded sewerage schemes</p>	<p><b>Documents</b> Preliminary Reports</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>	<b>10 Years</b>
Dormant scheme: 5 years		
<b>Archive</b>	<input checked="" type="checkbox"/>	
<b>Dispose</b>	<input type="checkbox"/>	
<p><b>Comments</b> Archive only reports</p>		



<p><b>Description</b> Successful tender. Files on capital funded sewerage schemes</p>	<p><b>Documents</b> Tenders</p>
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<p><b>Description</b> Unsuccessful tenders. Files on capital funded sewerage schemes</p>	<p><b>Documents</b> Tenders</p>
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<p><b>Description</b> Files on wayleaves, maps, and compensations paid</p>	<p><b>Documents</b> Wayleaves and associated copies of maps and correspondence</p>
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<p><b>Description</b> Files containing financial records</p>	<p><b>Documents</b> Financial estimates of costs associated with the construction of sewerage schemes</p>
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<p><b>Description</b> Plans and drawings for sewerage schemes</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

<p><b>Current</b> For duration of scheme and until monies paid are recouped from DoELG</p>	<p><b>Non-Current</b> 6 Years</p>
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Archive

Dispose

**Comments**

**Retention Recommendations**

<p><b>Current</b> Until completion of scheme and final account + 1 year</p>	<p><b>Non-Current</b></p>
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Archive

Dispose

**Comments**

**Retention Recommendations**

<p><b>Current</b> Duration of scheme</p>	<p><b>Non-Current</b> 20 Years</p>
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Archive

Dispose

**Comments**

**Retention Recommendations**

<p><b>Current</b> Until scheme completed and monies paid are recouped from DoELG</p>	<p><b>Non-Current</b> 15 Years</p>
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Archive

Dispose

**Comments**

**Retention Recommendations**

<p><b>Current</b> Duration of scheme</p>	<p><b>Non-Current</b></p>
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Archive

Dispose

**Comments**

<b>Description</b> Successful quotation	<b>Documents</b> Quotations for materials and specifications for same
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**Retention Recommendations**

<b>Current</b> Until completion of scheme and final account + 1 year	<b>Non-Current</b> 20 Years
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Archive

Dispose

Comments

<b>Description</b> Unsuccessful quotations	<b>Documents</b> Quotations for materials and specifications of same
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**Retention Recommendations**

<b>Current</b> Until completion of scheme and final account + 1 year	<b>Non-Current</b>
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Archive

Dispose

Comments

<b>Description</b>	<b>Documents</b> Progress reports and returns to DoELG
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**Retention Recommendations**

<b>Current</b> 10 Years	<b>Non-Current</b>	
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Archive

Dispose

Comments

<b>Description</b>	<b>Documents</b> Material relating to the approval of works, sanctioning of funds and payments to contractors, and quarterly returns
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**Retention Recommendations**

<b>Current</b> Until completion of scheme	<b>Non-Current</b> 10 Years
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Archive

Dispose

Comments

<b>Description</b> Land acquisition	<b>Documents</b>
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**Retention Recommendations**

<b>Current</b> Duration of scheme	<b>Non-Current</b>
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Archive

Dispose

Comments

<b>Description</b>	<b>Documents</b> Files on civil, mechanical and electrical contracts. Also, files on site investigations, artistic features, complaints, claims and public consultation process
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**Retention Recommendations**

<b>Current</b> Until final account is sanctioned by DoELG + 1 year	<b>Non-Current</b> 10 Years
<b>Archive</b> <input checked="" type="checkbox"/>	<b>Comments</b> Archive only reports
<b>Dispose</b> <input type="checkbox"/>	

**Series Title: Capital Schemes: Water**

<b>Description</b> Files on capital funded water schemes	<b>Documents</b> See Capital Scheme Sewerage
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
<b>Archive</b> <input type="checkbox"/>	<b>Comments</b> See Capital Schemes: Sewerage
<b>Dispose</b> <input type="checkbox"/>	

**Series Title: Sewerage Treatment Works**

<b>Description</b>	<b>Documents</b> Plans and drawings for works and invoices from consultants. Also, material relating to the approval of works and the sanctioning of funds
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**Retention Recommendations**

<b>Current</b> Duration of scheme	<b>Non-Current</b> 5 Years
<b>Archive</b> <input checked="" type="checkbox"/>	<b>Comments</b> Archive only reports
<b>Dispose</b> <input type="checkbox"/>	

<b>Description</b> Successful quotations	<b>Documents</b> Quotations for materials and specifications for same
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**Retention Recommendations**

<b>Current</b> Successful quotations: until completion of works and final account + 1 year	<b>Non-Current</b>
<b>Archive</b> <input checked="" type="checkbox"/>	<b>Comments</b>
<b>Dispose</b> <input type="checkbox"/>	

<b>Description</b> Unsuccessful quotations	<b>Documents</b> Quotations for materials and specifications for same
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**Retention Recommendations**

<b>Current</b> Until completion of scheme and final account + 1 year	<b>Non-Current</b>
<b>Archive</b> <input type="checkbox"/>	<b>Comments</b>
<b>Dispose</b> <input checked="" type="checkbox"/>	

**Series Title: Applications for Connection to Public Mains (water and sewerage)**

<p><b>Description</b> Files relating to connections to public mains</p>	<p><b>Documents</b> Applications for domestic, agricultural or industrial connections to the public water mains / sewerage schemes, engineers reports and application approvals</p>
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<b>Retention Recommendations</b>	
Current	1 Year
Non-Current	3 Years
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p><b>Comments</b> There is no legislation specifically requiring local authorities to retain these applications indefinitely. However, the forms are written signed documents in the event of cases going to court. Therefore, information should be abstracted onto a database and / or register and maintained permanently. If held electronically, system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i></p>

**Series Title: Administration of Sanitary Services**

<p><b>Description</b> Files relating to sanitary services schemes</p>	<p><b>Documents</b> Progress reports, cohesion funding, and capital allocations</p>
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<b>Retention Recommendations</b>	
Current	1 Year
Non-Current	3 Years
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p><b>Comments</b></p>

<p><b>Description</b> Files relating to sanitary services schemes</p>	<p><b>Documents</b> Small schemes programmes</p>
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<b>Retention Recommendations</b>	
Current	1 Year
Non-Current	3 Years
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p><b>Comments</b></p>

<p><b>Description</b> Files relating to sanitary services schemes</p>	<p><b>Documents</b> Financial returns which are sent to government departments</p>
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<b>Retention Recommendations</b>	
Current	1 Year
Non-Current	3 Years
<p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p>	<p><b>Comments</b></p>

**Series Title: Water Quality**

<p><b>Description</b> Files on monitoring of water quality</p>	<p><b>Documents</b> Reports on water samples for bacteriological and chemical tests in laboratory and observations by engineers</p>
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<b>Retention Recommendations</b>	
Current	Non-Current
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p><b>Comments</b> Retain all original sample data and reports on water quality permanently, but destroy copies of reports from Health Boards and EPA after 3 years</p>

**Series Title: Group Schemes**

<p><b>Description</b> Files on planning and monitoring of group water schemes</p>	<p><b>Documents</b> Schedules calculating water supply requirements to proposed group schemes</p>
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<p><b>Description</b> Files on planning and monitoring of group water schemes</p>	<p><b>Documents</b> Plans, reports, estimates, specifications, maps, recommendations and memoranda relating to the approval and monitoring of schemes</p>
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<p><b>Description</b> Files in relation to applications for connections to group water schemes</p>	<p><b>Documents</b> Application forms completed by individuals for connection to group schemes. Includes requests for the local authority to take over the maintenance of schemes: requirements for this issued by the local authority, including information regarding grants for upgrading systems for takeover by the local authority, analysis of schemes for approval, complaints regarding leaks and maintenance</p>
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<p><b>Description</b> Files common to group sewerage and water schemes</p>	<p><b>Documents</b> Managers Order sealing agreement, map, certificate of approval to state grants for schemes, register of payment, and recoupment of subsidy from DoELG</p>
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**Retention Recommendations**

<b>Current</b>	Duration of schemes	<b>Non-Current</b>
Archive <input checked="" type="checkbox"/>		Comments
Dispose <input type="checkbox"/>		

**Retention Recommendations**

<b>Current</b>	Duration of schemes	<b>Non-Current</b> "As constructed" documents, until changes made to system
Archive <input checked="" type="checkbox"/>		Comments
Dispose <input type="checkbox"/>		

**Retention Recommendations**

<b>Current</b>	Until final accounts are approved	<b>Non-Current</b>
Archive <input checked="" type="checkbox"/>		Comments
Dispose <input type="checkbox"/>		

**Retention Recommendations**

<b>Current</b>	Until completion of scheme	<b>Non-Current</b>
Archive <input checked="" type="checkbox"/>		Comments Archive only records of payments made
Dispose <input type="checkbox"/>		

**Series Title: Public Toilets**

<p><b>Description</b> Files on the provision of public toilets</p>	<p><b>Documents</b> Correspondence, complaints, EU Directives and contracts</p>
--	---

**Retention Recommendations**

<b>Current</b>	Duration of contract	<b>Non-Current</b> Lifetime of facility
Archive <input type="checkbox"/>		Comments
Dispose <input checked="" type="checkbox"/>		

**Series Title: Burial Grounds**

<p><b>Description</b> Administration of burial grounds files</p>	<p><b>Documents</b> Administration files on capital projects to develop new burial grounds</p>
--	--

**Retention Recommendations**

<b>Current</b>	Duration of works	<b>Non-Current</b> Until after audit + 1 year
<b>Archive</b> <input checked="" type="checkbox"/>	<b>Comment</b>	
<b>Dispose</b> <input type="checkbox"/>		

<p><b>Description</b> Administration of burial grounds files</p>	<p><b>Documents</b> Administration files on the scheme of grants to community groups providing new burial grounds for their localities</p>
--	--

**Retention Recommendations**

<b>Current</b>	Duration of scheme	<b>Non-Current</b> Until after audit + 1 year
<b>Archive</b> <input checked="" type="checkbox"/>	<b>Comments</b> Archive only record of amount spent / group grant paid	
<b>Dispose</b> <input type="checkbox"/>		

<p><b>Description</b> Administration of burial grounds files</p>	<p><b>Documents</b> Burial Grounds Registers</p>
--	--

**Retention Recommendations**

<b>Current</b>		<b>Non-Current</b>
<b>Archive</b> <input checked="" type="checkbox"/>	<b>Comments</b> Registers should be microfilmed on completion of a volume and original sent to Archive. If held electronically, system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i>	
<b>Dispose</b> <input type="checkbox"/>		

<p><b>Description</b> Complaints</p>	<p><b>Documents</b> Includes correspondence regarding general maintenance of cemeteries, headstones wrongly erected, internment errors etc.</p>
--	---

**Retention Recommendations**

<b>Current</b> Until complaint is dealt with		<b>Non-Current</b> 2 Years
<b>Archive</b> <input checked="" type="checkbox"/>	<b>Comments</b> Extensive weeding of routine complaints required before transfer to Archives. Local authorities operate a scheme of grants to voluntary and cemetery committees for cemetery maintenance. A small number of complaints may be of historical / cultural importance and worthy of retention	
<b>Dispose</b> <input type="checkbox"/>		

<p><b>Description</b> Complaints</p>	<p><b>Documents</b> Checking / audit files which monitor ongoing work of registrars and caretakers in each burial ground under local authority control in the authority's functional area</p>
--	---

**Retention Recommendations**

Current	2 Years	Non-Current	1 Year
Archive	<input type="checkbox"/>	Comments	
Dispose	<input checked="" type="checkbox"/>		

**Series Title: Exhumation Licences**

<p><b>Description</b> Licences to exhume bodies from burial grounds</p>	<p><b>Documents</b> Correspondence and licences</p>
---	---

**Retention Recommendations**

Current	2 Years	Non-Current	
Archive	<input checked="" type="checkbox"/>	Comments	
Dispose	<input type="checkbox"/>		

D/Env, general, housing 1948-60, box 49:  
 It was clear by the early 1950s that few local authorities were interested  
 in employing direct labour for housing schemes, August 1952.

LEATAÍN MIONCHAIRISCE

DIRECT LABOUR HOUSING SCHEMES.

Returns of local authorities for half-year ended  
 31st March, 1952.

1. Mr. O'Donoghue (on leave)  
 2. ~~Mr. O'Donoghue~~

*in flag pouch, folded.*

*first Embassy (on Monday) you may wish to see. 2/24/52*

*Leahy any so see. I do not think there is any reason to take any specific action. Our Circ of 18th July last is adequate to control the*

Summary of returns made by housing authorities, and statement showing the results graded according to the level of cost of houses completed by direct labour in the half-year are attached. The completion of these documents was delayed by the inability of the Kilkenny Corporation to supply the required information during the absence on sick leave until recently of the Borough Surveyor. The summary of replies does not include housing authorities who had previously engaged in direct labour work but gave up before the half-year under consideration. These have, however, been included under the review of results in a special class, so that complete particulars of operations will be maintained. Buncrana U.D. has not been included in the summary of replies since the scheme of repairs there was not considered appropriate for inclusion on the last occasion. No new names appear i.e. no local authority commenced direct labour work in the half-year, but a number brought their work to a conclusion.

The following figures show how local authorities participated in direct labour housing activities in the half-year. The figures for the previous half-year are shown in brackets - Cork County Council is shown as heretofore as three separate authorities:-

	Building only	Building & Development	Development only.
County Councils	6 (7)	10 (11)	2 (2)
County Boroughs	1 (1)	3 (3)	- (-)
Urban District Councils, including Boroughs	5 (6)	7 (7)	6 (7)
Town Commissioners	- (1)	1 (2)	- (-)
<b>Totals</b>	<b>12 (15)</b>	<b>23 (23)</b>	<b>8 (9)</b>

Progress is shown by the following figures:-

Total number of dwellings completed up to 31st March, 1950	.. 852
No. completed in 1/2-year ended 30th September, 1950	.. 827
" " " " " 31st March, 1951	.. 726
" " " " " 30th September, 1951	.. 806
" " " " " 31st March, 1952	.. 884
Total number of houses in progress on 1st April, 1952	-2,112

The number of houses completed by direct labour in the half-year is a little in excess of that for the preceding one, and exceeds that for any preceding half-year.

12941.WY.2654.D.4215.D.G.Bo.220.1.500.002.6/11.D.00.P.5.2.6

*105m 21 #8/52*



# STORES & MACHINERY YARD



**Series Title: Stores - Fuel Accounts**

<p><b>Description</b> Financial records of oil and gas issued</p>	<p><b>Documents</b> Copy orders, goods received notes, issue documents, invoices and copy vouchers</p>
---	--

**Retention Recommendations**

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b> 3 Years</p>
<p>Archive <input checked="" type="checkbox"/></p> <p>Dispose <input type="checkbox"/></p>	<p>Comments</p>

**Series Title: Stores - Direct Charge Material Accounts**

<p><b>Description</b> Financial records of water chemicals, heating oils etc.</p>	<p><b>Documents</b> Copy orders, goods received notes, issue documents, invoices and copy vouchers</p>
---	--

**Retention Recommendations**

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b> 3 Years</p>
<p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p>	<p>Comments</p>

**Series Title: Stores Requisitions**

<p><b>Description</b> Goods requisitioned by area offices</p>	<p><b>Documents</b> Original requisitions</p>
---	---

**Retention Recommendations**

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b> 3 Years</p>
<p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p>	<p>Comments</p>

**Series Title: Material Expense Account Reports**

<p><b>Description</b> Reports of engineer to Finance Officer who reports to Local Government Auditor</p>	<p><b>Documents</b> Reports</p>
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**Retention Recommendations**

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b> 3 Years</p>
<p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p>	<p>Comments</p>

**Series Title: Rock Salt Material Accounts**

<p><b>Description</b> Direct charge accounts</p>	<p><b>Documents</b> Copy orders, goods received notes, issue documents, invoices and copy vouchers</p>
--	--

**Retention Recommendations**

<p><b>Current</b> Until after audit + 1 year</p>	<p><b>Non-Current</b> 3 Years</p>
<p>Archive <input type="checkbox"/></p> <p>Dispose <input checked="" type="checkbox"/></p>	<p>Comments</p>

**Series Title: Tar Files**

**Description**

Files relating to surface dressing, tar used etc.

**Documents**

Copy vouchers, docket, NRA schedules, results of surface dressing tests carried out by NRA, reports of engineers regarding surface dressing and tar plant equipment documents

**Retention Recommendations**

**Current**

Until after audit + 1 year

**Non-Current**

**10 Years**

Archive

Dispose

**Comments**

**Series Title: Quarry Results**

**Description**

Results from Laboratory tests

**Documents**

Copies of tenders, Construction Industry Federation correspondence and recommendations, British Standards etc.

**Retention Recommendations**

**Current**

**2 Years**

**Non-Current**

**15 Years**

Archive

Dispose

**Comments**

Apart from the laboratory tests, all the other material is for reference only

**Series Title: Materials Information**

**Description**

Includes files on chemicals, explosives and gas

**Documents**

Correspondence, reports and articles

**Retention Recommendations**

**Current**

Reference

**Non-Current**

Archive

Dispose

**Comments**

Dispose at end of reference use

**Series Title: Radio System**

**Description**

Files on radios

**Documents**

Correspondence, names of operations system used, location of system, serial no., etc.

**Retention Recommendations**

**Current**

Until replaced by a new system

**Non-Current**

**5 Years**

Archive

Dispose

**Comments**

**Series Title: Testing of Vehicles**

**Description**

Local authority fleet of heavy goods vehicles

**Documents**

Individual files on each vehicle maintained by Technical Services Supervisor

**Retention Recommendations**

**Current**

Until new certificate of competency issued

**Non-Current**

**6 Years**

Archive

Dispose

**Comments**

# VALUATIONS

# VALUATIONS



**Series Title: Valuation Lists**

<p><b>Description</b> Valuation lists updated to present commercial rates</p>	<p><b>Documents</b> Held for each townland and electoral division</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
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Archive

Dispose

**Comments**  
Archive as soon as volumes are no longer required in office

**Series Title: Revision of Valuations**

<p><b>Description</b> Revision requests</p>	<p><b>Documents</b> R2 Forms and Notifications</p>
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**Retention Recommendations**

<b>Current</b> 2 Years	<b>Non-Current</b> 6 Years
------------------------	----------------------------

Archive

Dispose

**Comments**

<p><b>Description</b> Revised valuations</p>	<p><b>Documents</b> Revision lists, correspondence and revision of valuation balance</p>
--	--

**Retention Recommendations**

<b>Current</b> Until a new valuation is made	<b>Non-Current</b> 6 Years
---	----------------------------

Archive

Dispose

**Comments**

**Series Title: Revision of Valuation Appeals**

<p><b>Description</b> Files on valuations appeals</p>	<p><b>Documents</b> Notice of appeal hearings, correspondence from Valuation Tribunal, notices of appeals, letter in relation to entry on Register of Appeals and appeal number</p>
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**Retention Recommendations**

<b>Current</b> Until audit + 5 years	<b>Non-Current</b> 6 Years
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Archive

Dispose

**Comments**  
Notification of appeal, decision received and all original documentation held in Dublin by Valuation Tribunal

**Series Title: Valuation Maps**

<p><b>Description</b> Valuation Office Maps</p>	<p><b>Documents</b> Ordnance Survey maps from Valuation Office, with properties in valuation books numbered according to books</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
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Archive

Dispose

**Comments**  
Archive at end of reference use or when replaced in office

**NOTE:**  
The Valuation Act, 2001 was enacted by the President in June 2001. The new Act provides for the repeal of all current valuation legislation and its replacement by a modern Valuation Code. The operation of a new Valuation Code will differ substantially from the existing Code. The Minister for Finance has decided that the Valuation Act will come into operation on the 2nd May 2002. The new Valuation List will be then introduced across the state on a rolling basis. When the new Valuation List is introduced into a local authority area, the existing Valuation List will become obsolete and all records designated as archival should be transferred to the Archives.

26 Sanhain, 1946.

A Chars,

I am directed by the Minister for Local Government and Public Health to state that an engineering inspector of the Department recently inspected roads in the county and has noted the following matters as requiring attention:

L. 10. Cavan - Butler's Bridge: There is a bad bump on the bridge over the railway line.

L. 24. Butler's Bridge-Balturbet: Further extensive patching is necessary to eliminate waviness where the road traverses boggy terrain.

L. 50. Balturbet-Ballyconnell: The first  $1\frac{1}{2}$  miles from Balturbet is very corrugated and the sides of the road need to be made up.

L. 17. Ballyconnell to Leitrim border or Ballinamore road: It is some years since the first mile from Ballyconnell was rolled and surface-dressed and the sealing coat is almost completely worn off. Portion of the remainder of the road is to be dealt with under an Employment Scheme.

L. 3. Leitrim Border-Killeshandra: The first  $3\frac{1}{4}$  miles from the border have not been surfaced and the road is very bumpy.

L. 24. Virginia-Ballisborough: The first 3 miles from Virginia require patching and sealing; the surface is bumpy. The next mile has not been rolled and has a very poor surface. The remainder of the road requires patching and sealing in many places.

L. 24. Ballisborough-Shercock: The first 2 miles are very bumpy and will require reconstruction, as will also the last mile into Shercock. Some patching is required on the section in between.

Mise, le meas,

a.s. Ními.

County Surveyor,  
County Council Offices,  
Cavan.

# VETERINARY OFFICE & ANIMAL CONTROL



**Series Title: Milk and Dairies**

<p><b>Description</b> Files on bringing premises up to standard</p>	<p><b>Documents</b> Includes Veterinary Report on liquid milk holding inspection under Act (original), Veterinary report on liquid milk production and holding inspections under directive 92/4 /EEC on hygienic milk production. Includes official form and letter to dairy. File per premises</p>
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**Retention Recommendations**

Current	5 Years	Non-Current	5 Years
---------	---------	-------------	---------

- Archive
- Dispose

**Comments**  
Archive register and dispose of remainder. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1. Milk and Dairies Act, 1935* and **EC Regulations, 1996**. All dairy herds registered centrally in Department of Agriculture, Food and Rural Development

**Series Title: Abattoirs: General**

<p><b>Description</b> Files on abattoirs</p>	<p><b>Documents</b> Post mortem inspection certificates, prosecutions, correspondence with solicitor and with owner relating to movement and disposal of offal, reports on premises and refusals to renew abattoir licence</p>
--	--

**Retention Recommendations**

Current	3 Years	Non-Current	5 Years
---------	---------	-------------	---------

- Archive
- Dispose

**Comments**  
Archive sample of standard forms and dispose of remainder. **Abattoirs Act, 1988** and **Abattoirs Regulations, 1996**

**Series Title: Abattoirs: Licences**

<p><b>Description</b> Files on licences: one file per owner</p>	<p><b>Documents</b> Files include correspondence with Department of Agriculture, Food and Rural Development relating to the issuing of licences. Also correspondence concerning the disposal of risk material</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	3 Years
---------	---------	-------------	---------

- Archive
- Dispose

**Comments**  
Department of Agriculture, Food and Rural Development retains original applications / licences. Local Authority has copies only, including conditions and veterinarian recommendation. **Slaughter of Animals Act, 1935, Abattoirs Act, 1988** and **Disease of Animals Order, 1997**

**Series Title: Abattoirs: Water Quality**

<p><b>Description</b> File per abattoir owner</p>	<p><b>Documents</b> Includes copies of analytical water reports and correspondence</p>
---	--

**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
---------	---------	-------------	---------

- Archive
- Dispose

**Comments**  
Archive reports and dispose of remainder. **Abattoirs Act, 1988**

**Series Title: Abattoirs: Hygiene Reports**

<p><b>Description</b> Monthly hygiene reports</p>	<p><b>Documents</b> Includes official forms filled out relating to the condition of premises, per month</p>
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**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
---------	---------	-------------	---------

- Archive
- Dispose

**Comments**  
**Abattoirs Act, 1988**



**Series Title: Abattoirs: Specified Risk Material (SRM)**

<p><b>Description</b> Files on SRM (Specified Risk Material)</p>	<p><b>Documents</b> Records include reports of SRM Audits on premises, correspondence internal and with owner, relating to compliance, laboratory reports (colic forms, results of bacteriological analyses from chemist etc.) Also original pre-licence declarations signed by owner relating to number of animals slaughtered per week and times of slaughtering. And copies of Medical Certificates for workers in laboratories</p>
--	--

**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
----------------	----------------	--------------------	----------------

- Archive
- Dispose

**Comments**  
Abattoirs Act, 1988

**Series Title: Abattoirs: Non-compliance**

<p><b>Description</b> Non-compliance records</p>	<p><b>Documents</b> Correspondence and records of compliance</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
----------------	----------------	--------------------	----------------

- Archive
- Dispose

**Comments**  
Maintained on database mainly. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1. Abattoirs Act, 1988*

**Series Title: Foot and Mouth**

<p><b>Description</b> Foot and Mouth files</p>	<p><b>Documents</b> Includes guidelines from Department of Agriculture, Food and Rural Development, lists of approved disinfectants, draft Contingency Plan on Foot and Mouth, instructions to each Local Authority on actions and symptoms to look out for and reports from VetNews (newsletter of Veterinary Ireland)</p>
--	---

**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
Until Foot and Mouth Crisis over +1 year	

- Archive
- Dispose

**Comment**  
Archive Contingency Plan. **Foot and Mouth Disease Order, 195** and **EU Regulations**

**Series Title: Food Safety Authority: Reference and Statistics**

<p><b>Description</b> Files on Food Safety Authority</p>	<p><b>Documents</b> File includes correspondence from FSAI concerning training, act and amendments and regulations on slaughter of animals. Mainly information and circulars. Statistics: monthly return to FSAI [Schedule 4]. Records number of examinations (of abattoirs, food vehicles, and manufacturing premises), hygiene inspection, number of samples and major non-compliance</p>
--	---

**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
----------------	----------------	--------------------	----------------

- Archive
- Dispose

**Comments**  
**Food Safety Authority of Ireland Act, 1988**

**Series Title: Slaughtermen's Licences**

<p><b>Description</b> Annual Licences</p>	<p><b>Documents</b> Includes original application for licence, report on suitability by Veterinary Officer, copies of letters, reminders etc. relating to the renewal of licence and copy Managers Order for licence. Also includes 'Health Screening Questionnaire for Abattoir Workers', originals and receipts</p>
---	---

*Note that a Slaughter Licence to enable a person to legally slaughter animals in an Abattoir is distinct and separate from an Abattoir Licence which allows the premises to be used as an abattoir under the Abattoir Act, 1988*

**Retention Recommendations**

Current	2 Years	Non-Current	10 Years
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Archive   
 Dispose

**Comments**  
 Archive register and dispose of remainder. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1. Slaughter of Animals Act 1935*

**Series Title: Statistical Returns Central Statistics Office**

<p><b>Description</b> Files on statistics from the Central Statistics Office</p>	<p><b>Documents</b> Monthly return of slaughtering in premises other than licensed meat-exporting premises (in compliance with EU directives). Compiled from Veterinary Inspector's returns to Veterinary Office</p>
--	--

**Retention Recommendations**

Current	2 Years	Non-Current	5 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**

**Series Title: Central Meat Control Laboratory**

<p><b>Description</b> Files on Central Meat Control Laboratory</p>	<p><b>Documents</b> Forms from CMC Laboratory concerning samples for testing from animals slaughtered at plants. Originals and copies of forms</p>
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**Retention Recommendations**

Current	3 Years	Non-Current	5 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**

**Series Title: Meat Production Plants**

<p><b>Description</b> Files on stand alone meat premises</p>	<p><b>Documents</b> Includes reports, microbiological analysis and results</p>
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**Retention Recommendations**

Current	3 Years	Non-Current	5 Years
---------	---------	-------------	---------

Archive   
 Dispose

**Comments**

**Series Title: Control of Animals: Dead Animals on Road**

<p><b>Description</b> Files relating to procedures for removing dead animals from roads</p>	<p><b>Documents</b> Correspondence and procedures</p>
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**Retention Recommendations**

Current	Reference	Non-Current	10 Years
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Archive   
 Dispose

**Comments**

**Series Title: Control of Animals: Horses**

<p><b>Description</b> Files relating to the control of horses</p>	<p><b>Documents</b> Correspondence and procedures</p>
---	---

**Retention Recommendations**

<b>Current</b>	Until problem solved	<b>Non-Current</b>	<b>2 Years</b>
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**Archive**   
**Dispose**

**Comments**  
Archive record of statistics on horses. **Control of Horses Act, 1996**

**Series Title: Sheep Dipping**

<p><b>Description</b> These are files relating to the former function of the Local Authority and are no longer applicable</p>	<p><b>Documents</b> Purchase of dip, returns and certificates from sheep dipping inspectors and counterfoils of certificates</p>
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**Retention Recommendations**

<b>Current</b>		<b>Non-Current</b>	
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**Archive**   
**Dispose**

**Comments**  
Archive a sample to record the administration of the function by the Local Authority. Dispose of remainder

**Series Title: Sheep Dipping Pens**

<p><b>Description</b> Files relating to dipping pens (Baths)</p>	<p><b>Documents</b> Includes lists of locations of baths, assessment of conditions etc.</p>
--	---

**Retention Recommendations**

<b>Current</b>	Once Local Authority has given back responsibility to owner	<b>Non-Current</b>	<b>2 Years</b>
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**Archive**   
**Dispose**

**Comments**  
**Sheep Dipping Orders 1965 - 1991**  
Dipping no longer compulsory so baths being returned to owners

**Series Title: Sheep Scab**

<p><b>Description</b> Files on outbreaks of sheep scab</p>	<p><b>Documents</b> Correspondence and reports of outbreaks</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
----------------	----------------	--------------------	----------------

**Archive**   
**Dispose**

**Comments**  
Archive specimen of standard forms. Although sheep dipping is now deregulated, the veterinary officer has a role in control of outbreaks of sheep scab

**Series Title: General: Standard Operating Procedures**

<p><b>Description</b> File for ante-mortem inspections, giving purpose, policy, procedures etc. Also recommended animal cleanliness levels under DoELG Guidelines and procedures for disposal of offal</p>	<p><b>Documents</b> Policy and procedures</p>
--	---

**Retention Recommendations**

<b>Current</b>	Until new policy and procedures produced	<b>Non-Current</b>	
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**Archive**   
**Dispose**

**Comments**  
Archive when replaced by new policy and procedures. Not under legislation

# WATER CHARGES



**Series Title: Metered Water Charges**

<p><b>Description</b> Meter reading schedule: One printout per billing period - generally 3 monthly</p>	<p><b>Documents</b> Reading gives name, address, meter number, location, previous reading, connection number, current reading and date</p>
---	--

**Retention Recommendations**

<b>Current</b>	<b>1 Year</b>	<b>Non-Current</b>
		5 years or until after audit + 1 year

Archive

Dispose

**Comments**

**Series Title: Water Charges Copy Demands: Metered and Domestic**

<p><b>Description</b> Copy demands to each ratepayer. Commercial, agricultural and metered charges - listings for 3 month periods</p>	<p><b>Documents</b> Gives consumer number, balance, connection on, previous and current reading, amount charged, meter rental amount and total demanded</p>
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**Retention Recommendations**

<b>Current</b>	<b>3 Years</b>	<b>Non-Current</b>	<b>1 Year</b>
----------------	----------------	--------------------	---------------

Archive

Dispose

**Comment**  
In both electronic and printout format

**Series Title: Water Charges - Direct Debits**

<p><b>Description</b> Printouts - name, account numbers etc.</p>	<p><b>Documents</b></p>
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**Retention Recommendations**

<b>Current</b>	Reference	<b>Non-Current</b>	<b>20 Years</b>
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Archive

Dispose

**Comments**

**Series Title: Water Charges - Transaction History**

<p><b>Description</b> Printouts per half year of transactions histories</p>	<p><b>Documents</b> Credit histories, names, addresses, account and credit / debit details</p>
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**Retention Recommendations**

<b>Current</b>	<b>2 Years</b>	<b>Non-Current</b>	<b>5 Years</b>
----------------	----------------	--------------------	----------------

Archive

Dispose

**Comments**

**Series Title: Water Charges - Write-offs (strike-offs)**

<p><b>Description</b> Filed per area and year</p>	<p><b>Documents</b> A total summary of strike-offs for the year, adjustments per area per year and recommendations. Older files have copies of demand, internal correspondence regarding history of charges and correspondence with solicitors of consumers</p>
---	---

**Retention Recommendations**

<b>Current</b>	Until after audit	<b>Non-Current</b>	<b>10 Years</b>
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Archive

Dispose

**Comments**  
Archive a sample of cases. Dispose of remainder

**Series Title: Water Charges - Waivers**

**Description**

This scheme is designed to help those for whom payment of the full charge would cause personal hardship. Filed per area and per year. Includes amount of waiver and signed approval / refusal

**Documents**

Waiver, reconciliation per area, per year and waivers balanced. Also original application for partial waiver of water charges (per year)

**Retention Recommendations**

**Current** Until arrears sorted

**Non-Current** 10 Years

**Archive**

**Dispose**

**Comment**

Only domestic charges were waived, and as they were abolished in 1996, there have been no waivers since

**Series Title: Register of Water Charges - Non-metered Supplies**

**Description**

Records of non-metered supplies. Volume per district

**Documents**

Gives name and address of occupier, valuation map number, document (e.g. 'house', 'garda station'), valuation, arrears, year charge, total due, demand note number and record of payment received during year

**Retention Recommendations**

**Current** Reference

**Non-Current**

**Archive**

**Dispose**

**Comments**

Ultimately volumes should be sent to Archive. Microfilming recommended

**Series Title: Register of Water Charges - Metered Supplies**

**Description**

Records of metered supplies. Volume per district

**Documents**

Printouts giving details of supplies

**Retention Recommendations**

**Current** Reference

**Non-Current**

**Archive**

**Dispose**

**Comments**

Ultimately volumes should be sent to Archive. Microfilming recommended

**Series Title: Water Charges - New Accounts**

**Description**

Files on new accounts

**Documents**

Original / copy waterworks caretakers' certificates stating whether connection is domestic, commercial, agricultural or industrial. Gives title of water scheme, name, address of occupier and premises and date of connection

**Retention Recommendations**

**Current** 4 Years

**Non-Current** 20 Years

**Archive**

**Dispose**

**Comments**

**Series Title: Water Charges - Individual Accounts**

**Description**

Series of files on metered and domestic water charges

**Documents**

Copies of court proceedings and correspondence, including correspondence with consumers and solicitors, complaints, disputes over amounts owed, final notices and notices of disconnection

**Retention Recommendations**

**Current** Until account is paid off or after 6 years (statute barred after six years)

**Non-Current** A further 10 Years

**Archive**

**Dispose**

**Comments**

Section 5A, Public Health (Ireland) Act 1878; Section 7 Local Government (Sanitary Services) Act 1962 and Section 22 Courts Act 1981. Some local authorities hold these files in 'General' series

**Series Title: Water Charges - Old Domestic Court Files**

<p><b>Description</b> Files on court cases regarding domestic (abolished) rates</p>	<p><b>Documents</b> Correspondence regarding warning of court case being taken and 'Instalment Order' issued by District Court ordering consumer to pay sum due by monthly instalments. Also correspondence regarding further sums still unpaid following judgement</p>
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**Retention Recommendations**

<b>Current</b>	<b>Non-Current</b>
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Archive

Dispose

**Comments**  
Series has ceased to exist and should be transferred to Archive immediately.  
**Enforcement of Court Orders Acts 1926 and 1940**

**Series Title: Metered Water Charges - Court Files**

<p><b>Description</b> Filed per area</p>	<p><b>Documents</b> Letters and demands, copy summons and pre-summons correspondence, e.g. Copy District Court Decree (summary Judgment) ordering plaintiff to recover sum owed and costs</p>
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**Retention Recommendations**

<b>Current</b>	Until court case complete	<b>Non-Current</b>	A further 20 years
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Archive

Dispose

**Comments**  
Archive a sample and dispose of remainder

**Series Title: Consumers' Surveys**

<p><b>Description</b> Survey of unlisted consumers and General Consumer List for each area</p>	<p><b>Documents</b> Statistical information - account number, name, address, location, pipe number, pipe branch and water connection</p>
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**Retention Recommendations**

<b>Current</b>	6 Years	<b>Non-Current</b>	5 Years
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Archive

Dispose

**Comments**

**Series Title: Consumers' Surveys - Comments**

<p><b>Description</b> Gives name, address and comments</p>	<p><b>Documents</b> Correspondence and survey comments</p>
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**Retention Recommendations**

<b>Current</b>	6 Years	<b>Non-Current</b>	5 Years
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Archive

Dispose

**Comments**

## The Case for Good Records Management

*The Age*, a newspaper in New South Wales, Australia reported that according to a report of the Auditor General in New South Wales, deficient records and poor staff management were responsible for a \$19m [€10.5m] payment by NSW government agencies to resolve legal disputes in 1999.

In January 2001, *the Miami Herald* reported that the town of Golden Beach, Miami, USA paid out \$18,000 dollars [€21,000] to a resident because the town could not find and therefore, provide, the large volume of records requested under Freedom of Information legislation.

In May 2001, *Federal Computer Week* in the United States reported that FBI Director, Louis Freeh, blamed the loss of documents in the case of convicted Oklahoma City bomber Timothy McVeigh, on a lack of leadership attention on records management. He stated that the FBI would create a new organisation focused entirely on the issue of records collection. He stated 'The dizzying pace of the evolution of crime, terrorism and technology, I believe, has caused us to lessen our focus [on records management], a function so basic that perhaps we have taken it for granted. Not any more.'

In May 2001, *The Guardian* reported that Transco, the privatised monopoly operating Britain's gas pipe network, had admitted that it had lost its regional records of the numbers of gas leaks awaiting repair. Without the records, it was not possible to determine what leaks were awaiting repair or to identify the exact location of pipes requiring repair.

In May 2001, *Newsday.com* reported on the audit of the Nassau Comptroller in the United States. The report stated that taxpayers may be losing millions of dollars a year because of the failure of Nassau county to manage its property. This failure was said to be due to a number of problems, one of which was inefficient record-keeping.

In September 2001, *The Irish Times* reported that a substantial number of negligence claims against hospitals have had to be paid because medical records had been mislaid. St. Paul Ireland Insurance, the company that provides medical indemnity for doctors, accused hospitals of poor standards in record-keeping over the past 30 years.



## Non-Current Records Centre Survey

### Results and Analysis

#### Methodology

The survey was chiefly intended to ascertain the present state of development of records management services throughout local authorities.

- ◆ The extent to which provision had been made in local authorities for non-current record storage.
- ◆ The extent to which the File Series Database, developed by the Local Government Computer Services Board was in use in local authorities.

Questionnaires were sent out to the Freedom of Information Officers of each local authority. Questions related also to any Town Council for which the Freedom of Information Officer may have responsibility.

#### Local Authorities Returning the Questionnaire:

Cork City Council	Cork County Council
Clare County Council	Donegal County Council
Dublin City Council	Fingal County Council
Galway City Council	Kerry County Council
Kildare County Council	Laois County Council
Limerick County Council	Limerick City Council
Longford County Council	Meath County Council
Monaghan County Council	Offaly County Council
Roscommon County Council	Sligo County Council
South Dublin County Council	North Tipperary County Council
South Tipperary County Council	Waterford County Council
Westmeath County Council	Wicklow County Council
Wexford County Council	

### Survey Results

#### I. Provision of Managed Non-Current Record Storage

Seven counties indicated that provision had been made for non-current record storage. These are: Clare County Council, Galway City Council, Louth County Council, Laois County Council, Waterford County Council, South Dublin County Council and North Tipperary County Council.

In addition, some authorities indicated a commitment to do so within the next three years. These are: Dublin City Council, Donegal County Council, Fingal County Council, Kildare County Council, Kerry County Council, Limerick County Council, Limerick City Council and Roscommon County Council. It was indicated that the storage would be part of new civic premises in the case of Donegal County Council. Wexford County Council has included plans for the development of an archives and records management service in their Corporate Plan.

## Management Issues

### 2.A Use of File Series Database.

The Local Government Computer Services Board has developed this database as a file management tool to assist with Freedom of Information queries.

Clare County Council is using the database as part of its records management service. Limerick County Council, Limerick City Corporation and Waterford County Council are presently populating the database. Dublin City Council, Kerry County Council and Monaghan County Council noted that they intended that it would be used within an unspecified time period. Use was under discussion in Laois County Council, Longford County Council, Louth County Council, Meath County Council, Offaly County Council and Wicklow County Council.

### 2.B Commercial Record Storage Services

Cork County Council, Cork City Council, Dublin City Council, Limerick County Council and Limerick City Council indicated that they used commercial records storage services. The estimated cost for the combined authorities in Cork was noted at c.€127,000 per annum. No information on costs was provided from the other respondents.

#### Concluding Comments

- ◆ There is some movement towards development of records management services in 47% of the local authorities surveyed.
- ◆ Definite commitments are in place in Clare County Council, Donegal County Council, South Dublin County Council, Dublin City Council, Limerick County Council, Limerick City Council, Waterford County Council, Waterford City Council and Wexford County Council.



Source: digitalvision SoHo (Small office Home office)

**CLARE COUNTY COUNCIL  
RECORDS DISPOSAL CERTIFICATE**

No. \_\_\_\_\_

**Local Government Act, 2001, Section 80  
FORM TO BE USED WHEN AUTHORISING THE  
DISPOSAL OF RECORDS****CERTIFICATE BY ARCHIVIST**

I hereby certify that I am satisfied that the records or classes of records described below / in the attached schedule do not warrant preservation as archives, subject to the conditions (if any) stated below.

Description of archives or records:

Conditions (if any):

\_\_\_\_\_

Archivist

Date:

**CERTIFICATE AND AUTHORISATION BY  
CERTIFYING OFFICER**

I hereby certify that the records or classes of records referred to above are not required in connection with the administration of this authority, and hereby authorise their disposal, subject to the conditions (if any) specified above.

\_\_\_\_\_

Certifying Officer

Date:

**WATERFORD COUNTY COUNCIL RECORDS CENTRE TRANSFER LIST**

<b>For Office Use Only</b> <input type="checkbox"/> Boxes Checked <input type="checkbox"/> FSDB Checked		Date of Transfer to Records Centre: Section: Signature: Signature of Record Assistant: Box Number:	
File Title	File Code	Covering Dates	File Series Title

## DEFINITIONS OF TERMS

### Archives

Records retained permanently in order to preserve the evidence of the functions, actions and transactions of local authorities and to maintain accessibility of those records held electronically, through changes in hardware and software for future generations, and to meet the needs of researchers.

### Archive Centre

Building equipped to specific standards to ensure the preservation of records of long-term value and to enable these records to be accessible to the public.

### Archivist

Professionally qualified person trained to devise systems to ensure the permanent preservation of the archives of the institution and to effectively manage, organise and dispose of the records generated in the course of an institution's business.

### CCMA

County and City Managers' Association.

### Certifying Officer

Officer responsible for granting permission for the disposal of files, (this is often the Director of Corporate Affairs or the head of the section to which the files for disposal belong).

### Closure

Specified period of time during which records are held in the Archives Centre but are unavailable for public inspection due to the personal and confidential nature of the information contained within the records.

### Conversion

Act of converting electronic records from one format to another or one medium to another, in order to assist in their long-term preservation.

### Current

Records that are required frequently, in order to carry out day-to-day actions and transactions of a local authority.

### DoELG

Department of the Environment and Local Government.

### Destruction

Act of disposing of records in all formats in such a manner as to ensure that they cannot be reconstructed.

### Disposal

The destruction, usually by shredding, of records that no longer have any administrative or archival value.

### Disposal Form

Form of authorisation which lists the files intended to be disposed of by a local authority, giving the date and title of the files.

**Electronic Records**

Records where the information is communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways – on the database (the main database or a special archives database); on magnetic media; on optical disks; or on separate hardcopy. Electronic records must be readily accessible for the length of the specified retention period. Conversion, migration and refreshing are the required methods of maintaining accessibility to electronic records, whatever their storage medium. Routine treatment (such as wiping, updating, alterations or rerecording), does constitute disposal. *NSW Government Record-keeping Manual.*

**File**

An organised unit of documents grouped together.

**File Closure**

Files should be no greater than 2.5cm in depth, or alternatively, should be closed 5 years after opening. If an issue remains 'live' after the appropriate closure of a file, a continuation file or subsequent part should be opened. The actions recommended within should be taken from the date of the first document/opening of the file.

**FMS**

Financial Management System, an electronic accrual accounts system in operation in many local authorities.

**LGCSB**

Local Government Computer Services Board.

**LGMSB**

Local Government Management Services Board.

**Metadata**

Information which facilitates the management, accessibility and meaning of records through time by identifying, authenticating and contextualising records and the people, processes and systems that create and keep them. *NSW Record-keeping Metadata Standard*

In the context of this report, the term metadata is used to denote manuals, reports, correspondence and memoranda relating to electronic systems used in local authorities which can be used to identify, authenticate and contextualise the electronic records through time.

**Migration**

Act of moving electronic records to newer systems, while preserving the authenticity, integrity and evidential value of the record.

**Non-Current**

Records which are not frequently referred to in order to conduct current business but which need to be retained in case of a revival of the issue/matter, or in order to comply with legislation or regulations.

**Public Record**

Records created and received by public offices in the course of official business: 'any record made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office, whether before or after the commencement of this section'.

*NSW State Records Act, 1998.*

**Record**

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such an activity.

*Australian Standard on Records Management Part 1.*

**Records Centre**

Off-site storage facility for non-current records.

**Records Management**

Records management is the discipline and organisational function of managing records to meet operational needs, accountability requirements and community expectations.

*Australian Standard on Records Management Part 1.*

**Records Manager**

Professionally qualified person trained to devise systems for the effective management, organisation and disposal of the records generated in the course of an organisation's business.

**Records Schedule**

A list of records, detailing the length of time they should be kept by local authorities and stating whether the records should be retained permanently or destroyed at the conclusion of their usefulness to the administration of functions within a local authority.

**Reference**

In the context of this report, the term "reference" is used to indicate documents retained due to their informational value for staff, such as, reports from other organisations, contact lists and circulars. This material is not considered a record and may be disposed of without the approval of the archivist or certifying officer, when the document is no longer required for information purposes by staff.

**Refreshing**

Act of moving a stream of bits in an electronic from one location to another, without necessarily moving them from one physical medium to another.

**Retention Periods**

Retention periods specify how long records should be kept by the organisation either in the office or in off-site storage before disposing of them. *NSW Government Record-keeping Manual.*

**Routine Correspondence**

Correspondence of a minor nature held separately from other records.

*NSW Government Record-keeping Manual.*

**Sampling**

A process of appraisal, whereby certain records from a large series of files, usually case files, are selected by the Archivist for preservation as archives. There are different methods of sampling, including statistical and non-statistical.

**Series**

A group of records created in a like format, maintained in a sequence and usually relating to a particular function or activity. The disposal classes listed in this schedule may consist of one series, several series or part of a series. *NSW Government Record-keeping Manual*.

A group of records/files relating to a particular function or activity of a local authority, for example, an organic sequence of records/files relating to a particular water supply scheme or frequently occurring correspondence with another organisation on a particular matter.

**Vital Records**

Records that contain information needed to re-establish or maintain the work of an institution in the event of a disaster.

**Weed**

Removal of documents that are misfiled, ephemeral or of no long-term value, such as brochures, the removal of multiple copies of documents and routine documents.



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An Bord Seirbhísí Bainistíochta Rialtais Áitiúil  
**Local Government Management Services Board**