A	В	С	D	Е	F G	Н	I J K L M	N
1 National Record Retent	tion Policy for Local Autho	rity Records 2021 - incorporates co	mments & obs and input from CC	MA 2021				
Functional Heading:	Т	 ransportation and Infras	 tructure				-	
3		•						
Sub-Functions	Activities & Description what tasks do we do/why is the work	Documents	Retention Recommendation	L	egislation, Not. Comments			
4	done							
Traffic Management		Maps/drawings/structural initiatives. Special plans, proposals, reports & correspondence Plans Re: traffic initiatives. AADT Calculations Traffic Modelling Diagrams & Reports	Other correspondence and documents can be destroyed after 2 years.	1961 to 20 Section 95 (as amend as amende **In the evercords shoor until the future date an archivis otherwise archivist ei otherwise notify seni in business	Road Traffic A .) by Road Traf	fic Act 1994), ivist then the ed indefinitely aised at a ival value by yed directly or e LA. The directly or e LA is to rtifying office		
5		Maintenance Reports reports/documents/corresponden ce Signal Phasing Capacity Checks Geometric Designs Intergreen Matrices Maps/project specifications.	7 years. Then offer to archivist. In the event of no archivist please see comment** Destroy all other documents & correspondence after 2 years.	**In the e records sho or until the future date an archivis otherwise archivist ei otherwise notify seni in business	ric Acts 1961 to event of no archould be retained by can be apprage for their archot either employed engaged by the for manager/ces section before ther than to pecords.	nivist then the ed indefinitely aised at a ival value by yed directly or e LA. The directly or e LA is to rtifying office e taking any		
7	_	Annual Traffic Surveys Speed Surveys: excel files/reports/videos/photographs		records sho or until the future date an archivis otherwise archivist ei otherwise notify seni in business	vent of no arch ould be retained by can be apprate for their architect et either employed engaged by the ither employed engaged by the for manager/ce as section before ther than to percords.	ed indefinitely aised at a ival value by yed directly or a LA. The directly or a LA is to rtifying office a taking any		

А	В	С	D	E F G H	I	J K L M	N
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &			
	what tasks do we			Comments			
	do/why is the work done						
	done						
4							
Road Safety	Road Safety	Road Safety AuditsCollision	Retain studies for 15 years.	Road Traffic Acts 2018			
	Audits/Impact		Then offer to archivist. In the	**In the event of no archivist then the			
	Assessments	Safety Impact Assessments	event of no archivist please see	records should be retained indefinitely			
			comment**	or until they can be appraised at a			
				future date for their archival value by			
				an archivist either employed directly or otherwise engaged by the LA. The			
				archivist either employed directly or			
8				otherwise engaged by the I A is to			
	Accident: Records for	CT 65 (AGS Reports)	Retain records for 7 years.	S.I. No. 181/1997 Road Traffic (Signs)			
	fatalities	RSA Collision Statistics	Then offer to archivist. In the	Regulations, 1997 (revoked 1962 Regs)			
		Collision Studies	event of no archivist please see comment**	**In the event of no archivist then the			
			comment	records should be retained indefinitely or until they can be appraised at a			
9				future date for their archival value by			
	Road Safety	Committee mtg.minutes+policies	Retain for 7 years. Then offer to	Road Traffic Acts 1961 2018			
	Campaigns/Committee		archivist. In the event of no	**In the event of no archivist then the			
	S		archivist please see comment**	records should be retained indefinitely			
				or until they can be appraised at a			
				future date for their archival value by an archivist either employed directly or			
10				otherwise engaged by the LA. The			
10	Traffic Management	Records on school warning/lights/	Retain for 7 years. Then offer to	**In the event of no archivist then the			
	Schools: Speed limit	school wardens	archivist. In the event of no	records should be retained indefinitely			
	outside school			or until they can be appraised at a			
11				future date for their archival value by			
	Traffic Calming:	Reports &	Retain reports &	Section 38 of Road Traffic Act			
	Measures put on road	1	correspondence for 7 years	1994**In the event of no archivist then			
	to slow people down	carried out.	from time work completed.	the records should be retained			
	before speed reduced		Then offer to archivist. In the	indefinitely or until they can be appraised at a future date for their			
			comment**	archival value by an archivist either			
LA Schemes	Car Parking:	LA car parks plans. Procurement &		·			
LA Schemes	Maintenance &	tendering files and reports.	8 Report-planning permission-	2000 as amended & Panning &			
	Construction		in same way as Planning	Development Regulations 2001, as			
	(Infrastructure)		Application documents are	amended.			
	·		retained. Details of approval	**In the event of no archivist then the			
			should be recorded on the	records should be retained indefinitely			
			Planning Register. Outcome /	or until they can be appraised at a			
			decision on Part 8 recorded in	future date for their archival value by			
				an archivist either employed directly or otherwise engaged by the LA. The			
			no archivist please see	archivist either employed directly or			
			1	otherwise engaged by the LA is to			
			retained indefinitely.	notify senior manager/certifying officer			
			,	in business section before taking any			
				decision other than to permanently			
				archive records.			
13							

	A	P	С	D	E F G H	I J K L M	N
\vdash	Sub-Functions	Activities & Description	_	Retention Recommendation	Legislation, Notes &	I J K L W	IV
	Sub-FullCtions	what tasks do we	Documents	Retention Recommendation			
					Comments		
		do/why is the work					
		done					
4		Traffic Signs	Traffic Sign Approvals	Retain Traffic signs until these	**In the event of no archivist then the		
		Traffic Signs		_	records should be retained indefinitely		
			T (11)	signs are superseded by new	1		
			Traffic Sign Studies	traffic signs. Then offer to	or until they can be appraised at a		
				archivist. In the event of no	future date for their archival value by		
				archivist please see comment**			
					otherwise engaged by the LA. The		
14					archivist either employed directly or		
	Byelaws		Record of speed limits: Map road	All documents including all	Road Traffic Act 2004.		
		every 5years)	(national but local data), GIS	approvals & consents to be held	1 -		
			system	until speed limt(s) superseded.	www.speedlimits.ie.		
				Offer mapped record of	Note, Previous Bye Laws on website,		
				superseded/ historical speed	for information purposes only.		
				limits to archivist. In the event			
				of no archivist please see			
				comment** Other documents			
				and records to be destroyed.			
15							
		Traffic Bye-Laws	Copies of Bye-Laws/Pay & display	All documents including all	DTTAS requirements for review every		
			files	approvals & consents to be held			
				until bye-laws have been	event of no archivist then the records		
				superseded. Then offer	should be retained indefinitely or until		
				superseded documents to	they can be appraised at a future date		
				archivist. In the event of no	for their archival value by an archivist		
					1		
				archivist please see comment**	either employed directly or otherwise		
					engaged by the LA. The archivist either		
					employed directly or otherwise		
					engaged by the LA is to notify senior		
					manager/certifying officer in business		
					section before taking any decision		
					other than to permanently archive		
					records.		
16							
	Licensing & Permits	Heavy Load Permits	Abnormal Load Permits		Road Traffic (Construction & Use of		
			Permits	the permit expires. Then	Vehicles) Regulations 2003, as		
				destroy.	amended (S.I. 5/2003)		
17			en . I III				
		Tow Away Vehicles	Files on towed away vehicles	retain all files on towed vehicles			
				for 2 years. Then destroy.			
18		Desidential De 11	Application forms 0	Datain application f	Dauling Dun laws		
		Residential Parking	Application forms & supporting	Retain application form and	Parking Bye laws		
		Permits	docs/renewal of residential	permits for 2 years after the			
			parking permits. Correspondence	permit expires. Then destroy.			
			re permits. Appeals re the non-	Once permit issued then destroy	1		
			issuance of permits	supporting documentation.			
19							
		Visitor Parking Permits	Application forms and supporting	Retain application form and	Parking Bye laws		
			documents for the	permits for 2 years after the			
			application/renewal of visitor	permit expires. Then destroy.			
			parking permits. Correspondence	Once permit issued then destroy	,		
			regarding permits. Appeals	supporting documentation.			
			regarding the non-issuance of				
20			permits				
20		1	[Permits	İ	i .	1	· · · · · · · · · · · · · · · · · · ·

A	В	С	D	E F G H	I J K L M	N
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
	what tasks do we			Comments		
	do/why is the work					
	done					
4						
	Roadside Memorials	LA policy/applications	Retain policy documents until	**In the event of no archivist then the		
			reviewed / superceded.Retain	records should be retained indefinitely		
			applications for 2 years after	or until they can be appraised at a		
			application for memorial is	future date for their archival value by		
			agreed then destroy. High level	an archivist either employed directly or		
			description in the form of a	otherwise engaged by the LA. The		
			spreadsheet detailing the	archivist either employed directly or		
			location of memorials can be	otherwise engaged by the LA is to		
			retained. Retain policy until	notify senior manager/certifying officer		
			superseded.Then offer to	in business section before taking any		
			archivist. In the event of no	decision other than to permanently		
21			archivist please see comment**	archive records.		
21	Road Openings:	Annual file/ Licence applications/	Retain until works are	Section 13(10)(b) 1993 Roads Act		
	-	Correspondence/reports/complain	completed then a further 7	Work must be completed to standard		
	_	ts. subject to audit for refund	years. Then destroy.	for refund Road Opening Licence (ROL)		
		to subject to dudit for refund	years. Then destroy.	has a guaranteed period of 2years		
				(Min) once LA notified works		
				complete, and LA		
				accepts re-instatement. Under		
				statue of limitations a Licence holder		
				liable for latent defects for 6 years +12		
				months from completion date.		
22						
	TTM Inspections:	Temporary Traffic Management	Retain for period for which TTM			
	Manage new Traffic	Inspection Reports	system is in place plus a further			
23	Flow		2 years. Then destroy			
П	Traffic Control at	Permits	Retain permits for 5 years from	Road Traffic Acts 1961 to 2018		
	Roadworks (Temporary		time permits issued. Then			
	Traffic Management		destroy. Exception being where			
	Plans) Part of road		a legal case/claim has			
	resurfacing, e.g. part of		commenced. In these instances			
	project file		retain the permits until legal			
			process including appeals has			
24			been exhausted. Then destroy.			
Communications	Non-statutory	press releases, interest groups	Keep until end of project then	**In the event of no archivist then the		
		data bases	offer these to archivist for	records should be retained indefinitely		
	engagement		archiving. In the event of no	or until they can be appraised at a		
			archivist please see comment**	future date for their archival value by		
				an archivist either employed directly or		
				otherwise engaged by the LA. The		
				archivist either employed directly or		
				otherwise engaged by the LA is to		
				notify senior manager/certifying officer in business section before taking any		
25	Complaints from multi-	Pogistor of complaints fra	Potain correspondence for 2	in pasiness section before taking any		
		Register of complaints from	Retain correspondence for 2			
		public/correspondence to be held	years. Then destroy.			
		internally as a spreadsheet, and				
		any personal data to be				
26		anonymised				

Sub-Functions Activities & Description Documents	_		J K L M	
	Retention Recommendation	Legislation, Notes &		N
what tasks do we		Comments		
do/why is the work				
done				
4				
Representations & Files with replies and reports on	Retain all this documentation			
Correspondence representations with	for 2 years.Then destroy.			
letters/emails from Councillors on				
behalf of constituents re road				
complaints				
Note, Rep on specific project: will				
be linked to topic-not separate to				
topic, therefore time specific to				
topic.	<u> </u>			
Circulars & General TII General circulars & general		**In the event of no archivist then the		
Correspondence correspondence	for 2 years. Then Destroy. Retain circulars until	records should be retained indefinitely		
		or until they can be appraised at a future date for their archival value by		
	archivist. In the event of no	an archivist either employed directly or		
	archivist please see comment**	otherwise engaged by the LA. The		
	aremvise pieuse see comment	archivist either employed directly or		
28		athornica angagad by tha I A is to		
DTTAS General circulars& general	Retain general correspondence	**In the event of no archivist then the		
correspondence	for 2 years. Then Destroy.	records should be retained indefinitely		
	I .	or until they can be appraised at a future date for their archival value by		
	-	an archivist either employed directly or		
	archivist please see comment**	otherwise engaged by the LA. The		
20	I .	archivist either employed directly or		
General circulars Circulars		**In the event of no archivist then the		
General streams	for 2 years. Then Destroy.	records should be retained indefinitely		
		or until they can be appraised at a		
		future date for their archival value by		
	archivist. In the event of no	an archivist either employed directly or		
	archivist please see comment**	otherwise engaged by the LA. The		
		archivist either employed directly or		
30		otherwise engaged by the LA is to		
Behavioural Schemes Bike Week Policies/plans/photographs/public	1	**In the event of no archivist then the		
ty material/leaflets	scheme/event is held. Then	records should be retained indefinitely		
	destroy bar useful materials	or until they can be appraised at a		
	such as advertisements of this	future date for their archival value by		
	events in the future alongside	an archivist either employed directly or otherwise engaged by the LA. The		
	contemporary projects to compare projects over time.	archivist either employed directly or		
		otherwise engaged by the LA is to		
	archiving. In the event of no	notify senior manager/certifying officer		
21	archivist please see comment**	in business section before taking any		
Mobility Week Policies, plans,	Retain for 5 years after	**In the event of no archivist then the		
in states, plants,	scheme/event is held. Then	records should be retained indefinitely		
	destroy bar useful materials	or until they can be appraised at a		
	such as advertisements of this	future date for their archival value by		
	events in the future alongside	an archivist either employed directly or		
		otherwise engaged by the LA. The		
		archivist either employed directly or		
32	Offer these to archivist for	otherwise engaged by the LA is to		

А	В	С	D	E F G H	I J K L M	N
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
	what tasks do we			Comments		
	do/why is the work					
	done					
4						
7	Park and Stride	Policies, plans,	Retain for 5 years after	**In the event of no archivist then the		
	initiatives	l'olicies, piaris,	scheme/event is held. Then	records should be retained indefinitely		
	initiatives		destroy bar useful materials	or until they can be appraised at a		
			such as advertisements of this	future date for their archival value by		
			events in the future alongside	an archivist either employed directly or		
			contemporary projects to	otherwise engaged by the LA. The		
			compare projects over time.	archivist either employed directly or		
			Offer these to archivist for	otherwise engaged by the LA is to		
33			archiving. In the event of no	notify senior manager/certifying officer		
33	Park and Ride	Policies, plans,	Retain for 5 years after	**In the event of no archivist then the		
	initiatives		scheme/event is held. Then	records should be retained indefinitely		
			destroy bar useful materials	or until they can be appraised at a		
			such as advertisements of this	future date for their archival value by		
			events in the future alongside	an archivist either employed directly or		
			contemporary projects to	otherwise engaged by the LA. The		
			compare projects over time.	archivist either employed directly or		
			Offer these to archivist for	otherwise engaged by the LA is to		
1 1			archiving. In the event of no archivist please see comment**	notify senior manager/certifying officer in business section before taking any		
34				1		
1 1	Business &Schools	Files/reports/surveys/press	Retain for 5 years after	**In the event of no archivist then the		
	Engagement	releases re: mobility	scheme/event is held. Then	records should be retained indefinitely		
		week/feedback surveys	destroy bar useful materials	or until they can be appraised at a		
1 1			such as advertisements of this	future date for their archival value by		
1 1			events in the future alongside	an archivist either employed directly or		
1 1			contemporary projects to	otherwise engaged by the LA. The		
1 1			compare projects over time.	archivist either employed directly or		
			Offer these to archivist for	otherwise engaged by the LA is to		
			archiving. In the event of no	notify senior manager/certifying officer		
35			archivist please see comment**	in business section before taking any		
Conferences	Traffic Conferences	Correspondence/files	Retain for 2 years Then destroy.			
1 1						
36						
Fines	Traffic Wardens: Fines	Fines	(a) Unpaid fines that cannot be	LOCAL AUTHORITIES (TRAFFIC		
		Files re issued	recouped after 2 year period,	WARDENS) ACT 1975 REVISED		
			retain for 2 years post audit.	Updated to 15 April 2014 2006 (SI		
		· · · · · · · · · · · · · · · · · · ·	Then destroy.	136/2006).		
		fines. Court documentation &		Road Traffic Act 2002, as amended.		
1 1			retain 2 years once Court Case is			
1 1		COCO: Re Para 1 these would only		,		
		hold fines that are the subject of				
		Court Proceedings and as legally				
		we can only commence				
		prosecution within 6 months from				
		the date of issue of the fine there				
		would be no reason for them to				
		retain these any longer than				
		2years post audit completion.				
		zycars post addit completion.				
		Other than Anneals and \$102s				
		Other than Appeals and S103s				
		(letters from Local Tax Office				
		confirming ownership of the				
		vehicle at the time of the offence)				
		all the fines are computer based.				
37		As per our contract these records				

	A	В	С	D	E F G H	I J K L M	N N
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	. , , , , , , , , , , , , , , , , , , ,	
		what tasks do we			Comments		
		do/why is the work					
		done					
1,							
4		Disabled Driver Parking	Permits/applications/corresponde	Retain for 2 years post audit			-
		Permits.	nce	completion. Then destroy			
		remits.	ince	Retain pending court fines			
				7years Then destroy Exception			
				to 7yr. period would be where			
				legal proceedings have been			
				initiated on foot of the			
38				investigation and enforcement.			
	LA Road Grant	Road Grants-National	Annual Files:		***Road Transport Act 2001EU funded		
	Applications		applications/correspondence		schemes should be retained to comply		
		Roads)		was sought + a further 7 years.	with EU fund requirements (i.e.) Article		
				Then offer to archivist. In the	140 of REGULATION (EU) No		
				event of no archivist please see	1303/2013 OF THE EUROPEAN		
				comment** Other documents	PARLIAMENT AND OF THE COUNCIL.		
				to be destroyed. Exception	There is an absolute legal requirement		
				being where EU funding is	to retain all relevant documentation		
				involved. In these instances see	relating to EU funding for a minimum		
				comment ***	period of 3 years after the closure of		
					the Operational Programme under		
					which the funding was provided and		
					letter issued by EU Court of Auditors to		
20					that effect		
39		Road Grants-	Annual Files:	Retain for duration of	***Road Transport Act 2001EU funded		-
			applications/correspondence		schemes should be retained to comply		
		Road	applications, correspondence		with EU fund requirements (i.e.) Article		
				_	140 of REGULATION (EU) No		
					1303/2013 OF THE EUROPEAN		
					PARLIAMENT AND OF THE COUNCIL.		
				1	There is an absolute legal requirement		
					to retain all relevant documentation		
					relating to EU funding for a minimum		
					period of 3 years after the closure of		
1					the Operational Programme under		
					which the funding was provided and		
					letter issued by EU Court of Auditors to		
					that effect.		
					**In the event of no archivist then the		
40		Bood Cronts to	Annual Files: levied as a	Potoin Typogra Office conital inte	**In the event of persons into the control		<u> </u>
1					**In the event of no archivist then the		
			contribution. Levies applied		records should be retained indefinitely or until they can be appraised at a		
		Development	through Planning conditions.	1			
					future date for their archival value by		
					an archivist either employed directly or otherwise engaged by the LA. The		
					archivist either employed directly or		
44							
41]			otherwise engaged by the LA is to		

	А	В	С	D	E F G H	1	J K L M	N
П	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &			
11		what tasks do we			Comments			
11		do/why is the work						
11		done						
11								
11								
11								
4								
П		Roads Restoration	Plans/minutes/reports/correspond	If Reports form part of Minutes	**In the event of no archivist then the			
		Plans	ence	of Council meetings, retain	records should be retained indefinitely			
		Road Works		indefinitely.	or until they can be appraised at a			
		Programme		Otherwise retain for Plan	future date for their archival value by			
		Local Roads		duration. Then destroy. Offer	an archivist either employed directly or			
		Annually approved by		only reports & plans to archivist	otherwise engaged by the LA. The			
		Councillors		for archiving. In the event of no	archivist either employed directly or			
				archivist please see comment**	otherwise engaged by the LA is to			
42					notify senior manager/certifying officer			
		Road Programmes	Data held on the National	Retain surveys and reports for 7	**In the event of no archivist then the			
		Surveys reports			records should be retained indefinitely			
		' '			or until they can be appraised at a			
				=	future date for their archival value by			
43					an archivist either employed directly or			
П		Low Cost Remedial	Data held on the National	Retain records/files for 7 years.	**In the event of no archivist then the			
		Measures	Pavement Management System	Then offer to archivist. In the	records should be retained indefinitely			
			(PMS)	event of no archivist please see	or until they can be appraised at a			
			Annual grant for safety	comment** Exception being	future date for their archival value by			
			improvement works: Records/files	where EU funding is involved. In	an archivist either employed directly or			
			for Road marking, signs, signals,	these instances see comment	otherwise engaged by the LA. The			
			enforcement	***	archivist either employed directly or			
			(a) File on grant and procurement		otherwise engaged by the LA is to			
			and (b) file on work		notify senior manager/certifying officer			
					in business section before taking any			
					decision other than to permanently			
					archive records.			
					***Road Transport Act 2001EU funded			
					schemes should be retained to comply			
44					with EU fund requirements (i.e.) Article			
	Roads Maintenance	Carcass Removal	Licensed operator of a controlled	Retain ABP documentation for	**In the event of no archivist then the			
			•		records should be retained indefinitely			
					or until they can be appraised at a			
			once animals are removed from		future date for their archival value by			
			the road. Record inlcude invoices,	duration of contract + further	an archivist either employed directly or			
			contracts, stamped ABP (Animal		otherwise engaged by the LA. The			
			By-Products) documentation, etc.,		archivist either employed directly or			
					otherwise engaged by the LA is to			
45					notify senior manager/certifying officer			

A	В	С	D	E F G H	1 1	J K L M	N
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	·		·
	what tasks do we			Comments			
	do/why is the work			Comments			
	-						
	done						
4							
7	Strengthening Works:	Tenders/files for supply of	Retain Directors & CEs orders in	Section 8 of the 1986 National	Any		
	resurfacing works	1		Archives Act and the Amendment Act	Ally		
	resurracing works		-	1			
		I ·	current financial year to ends	from 2018			
			and AFS audit process	**In the event of no archivist then the			
			completed then offer to	records should be retained indefinitely			
		(PMS). Tender details on	Archivist. If no archivist then	or until they can be appraised at a			
		supplygov.ie.	see comment** Archive on	future date for their archival value by			
			quality archival paper. Closure	an archivist either employed directly or			
		Director's Orders made for	period of 30yrs for all CE and	otherwise engaged by the LA. The			
		I .	Directors orders. Exceptions	archivist either employed directly or			
1 1		acceptance of Contracts exceeding		otherwise engaged by the LA is to			
			personnel which should be	notify senior manager/certifying officer			
			archived with closure period of	· · · · · · · · · · · · · · · · · ·			
			-	in business section before taking any			
			50yrs; and	decision other than to permanently			
			(ii) 20 years in cases where	archive records.			
			records are considered of				
			significant historical or public				
			interest or will facilitate fair and				
			balanced reporting.				
		I .	A high level description/record				
		I .	(e.g.) spreadsheet, of the				
46			location and types of works				
46	Scrim Reports:			Roads Act 2007 (No. 34) Roads Acts			
	-		Retain for 7 years. Then destroy				
	These results are	Technical report on road slippage		1993 to 2007.			
	recorded nationally	level.					
	through the National						
	Pavement						
	Management System						
	(PMS)						
47		Conference and the Conference an	Paristan of Division Color Inc.	Decide Ast 2007 (N. 24) 7			
				Roads Act 2007 (No. 34) Roads Acts			
	Surfacing Contracts:	· · · · · · · · · · · · · · · · · · ·	indefinitely (see row 46	1993 to 2007.			
		1	above).Retain for 7years after				
		Data held on the National	contract is terminated/expires.				
		Pavement Management System	Then destroy. A high level				
			description/record (e.g.)				
		1: -	spreadsheet, of the location and				
			types of works carried out				
		· ·	should be kept for operational				
48			reasons.				
1 1	Macadam Tenders	Tenders/files for supply of	Retain for 10 years. Then	Statute of limitations for taking a claim			
		material	destroy	against a product that has been in use			
1.1		/contracts/correspondence		for 10 years.			
49				,			

	А	R	C	D	E F G H	I .	J K L M	N
\vdash	Sub-Functions	Activities & Description		Retention Recommendation	Legislation, Notes &		, IVI	IX
	Sub Tunctions	what tasks do we	Documents	Neterition Recommendation	Comments			
		do/why is the work			Comments			
		done						
		done						
4								
		Underground Cables	GIS, maps	Records including maps of the	Planning &Dev Act 2000			
				underground cables network				
				are to be retained permanently.				
				Older versions of maps once				
				superseded should be offered to				
				the archivist. If no archivist				
				then see comment**. If				
				network maps are maintained in				
				GIS format a time specific				
				snapshot of the network should				
				be taken periodically and then				
				archived or permanently stored.				
				It is essential to be able to take				
				a snapshot of GIS records at any				
				time for retention as an archival				
				record of the extent of				
				undeground cables.				
				_				
50								
			annual file/reports/maps/minutes		Roads Act 2007 (No. 34) Roads Acts			
			CE orders/tender docs	has taken place. Note, Where	1993 to 2007. Section 70 Roads Act			
				legal proceedings taken for	1993			
				compliance with Hedge cutting				
				notices, retain correspondence				
				until process concluded.Then				
				destroy. A high level				
				description/record (e.g.)				
				spreadsheet, of the location and				
				types of cutting works carried				
				out should be kept for				
				operational reasons.				
51								
			Files re: repair to public roads	Retain 15 years. Then destroy	Roads Act 2007 (No. 34) Roads Acts			
			files/flooding & drainage. NB for		1993 to 2007.			
52	_		flood retention schemes					
			Maps of the overground telegraph		**In the event of no archivist then the			
		Lines		companies) including maps of	records should be retained indefinitely			
					or until they can be appraised at a			
					future date for their archival value by			
					an archivist either employed directly or			
					otherwise engaged by the LA. The			
- [archivist either employed directly or			
					otherwise engaged by the LA is to			
- [notify senior manager/certifying officer			
					in business section before taking any			
					decision other than to permanently			
				be taken periodically and then				
				archived or permanently stored.				
				It is essential to be able to take				
				a snapshot of GIS records at any				
				time for retention as an archival				
53				record of the extent of				

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p-Functions /	Activities & Description		Retention Recommendation	Legislation, Notes &			·	
/ /	what tasks do we			Comments				
	do/why is the work			Comments				
	done							
	uone							
	_	Complaints about damage done by	_	Section 13 (10) (b) Roads Act 1993				
			proccedings being taken, retain					
	Sometimes linked to		records until legal process					
			concluded. Retain until the audit					
(Opening Licence	dealt by Litter Wardens as a litter	for the calendar year in which					
r			the application/transaction					
F	Road Opening Licence	road excavated/damaged to lay a	record took place has been					
٤	System.	pipe/service; an ROL should have	completed and signed off plus					
		been applied for(if they are not	the remainder of that calendar					
l l	Note, Roads Authority	retrospectively applied for, apply	year. Then destroy.					
		for one), see road openings.	_					
		(c) if road <i>broken-up</i> by heavy						
		vehicles-over a time period-it is						
		dealt with by Area Engineer, and						
		records are kept as other						
		complaints.						
		Complaints.						
Ļ								
	•		Retain documents for 7 years.					
		Department and on the Pavement						
(Contract		description of location and					
		(PMS)Files/correspondence/contra	_					
		cts/files for safety improvement	works carried out.					
		scheme						
L								
!	Surface Dressing	Data contained in Returns to	Retain until the audit for the					
F	Return:	Department and on the Pavement	calendar year in which the					
		Management System	application/transaction record					
		(PMS)Tenders/files for supply of	took place has been completed					
		material/contracts/correspondenc	and signed off plus the					
		-	remainder of that calendar year.					
			Then destroy.					
<u>.</u>	Soils Laboratory		Retain documents (re operation					
		-	of soil lab) for the period that it					
		1 .	is in use + a further 7 years after					
			it closes. Then destroy					
ļ,	Road Mans: OSI	Road Mans/ Classification of	Retain for as long as needed for	**In the event of no archivist then the				
["	=							
		1	I -	1				
			· ·	1 7 7				
			archivist please see comment**					
				1				
				otherwise engaged by the LA is to				
	Bridges: Survey&	Survey& Reports	Retain surveys & reports for	**In the event of no archivist then the				
	Reports		duration for which the bridge	records should be retained indefinitely				
			contract is in operation +	or until they can be appraised at a				
			I	1 7 7				
			archivist. In the event of no					
			l .	otherwise engaged by the LA The				
E	Bridges: Survey&	Roads docs/ maps Survey& Reports	reference and until supeseded. Older versions of maps once superseded should be offered to the archivist. In the event of no archivist please see comment** Retain surveys & reports for duration for which the bridge contract is in operation + further 7 years. Then offer to archivist. In the event of no	records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or				

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Sub-Functions	Activities & Description	-	Retention Recommendation	Legislation, Notes &	1 7 1 " 1 - 1 "	•
2 7 4.101.0110	what tasks do we			Comments		
	do/why is the work					
	done					
	done					
4						
	Bridges: Building &	General files on each bridge incl.	Retain surveys & reports for	**In the event of no archivist then the		
	Maintenance	work	duration of the works + further	records should be retained indefinitely		
		contracts/tenders/Correspondenc		or until they can be appraised at a		
		e/Files on works	In the event of no archivist	future date for their archival value by		
		drawings/maps/plans/drawings	please see comment**	an archivist either employed directly or		
65				otherwise engaged by the LA. The		
05	Weighbridges	CEs orders/contract/tender +	Retain operational records for	Road Traffic Act, 1961, section 16, as		
	(to weigh vehicle loads)		duration for which the weigh	amended		
	(10 MCIBIL ACTURIE IOGUS)	operational records	bridge is in operation + further 7	1		
			years. Then offered to the	(Construction & Use of Vehicles)		
			archivist. Records of	Regulations 2003 (S.I. 5/2003). CE /		
			constructuion of weighbridges	Directors Orders retained indefinitely		
			should be retained for the	Directors Orders retained indefinitely		
			duration of the works plus a			
			1			
			further 7 years. In the event of			
			no archivist please see			
66			comment**			
Emergency	Emergency Road	Annual file/ Licence applications/	Retain documents for duration	S.I. No. 119/1994 - Roads Regulations,		
Management Plan	Closures: annual file/	Correspondence/reports/annual	of the closure + a further 7	1994.		
	copy of notice with	plan	years. Then offer maps &	**In the event of no archivist then the		
	alternate route		approvals only to archivist for	records should be retained indefinitely		
	specified.		archiving. In the event of no	or until they can be appraised at a		
			archivist please see comment**	future date for their archival value by		
			Other documents to be	an archivist either employed directly or		
			destroyed.	otherwise engaged by the LA. The		
				archivist either employed directly or		
67				otherwise engaged by the LA is to		
	Essential	Reports on weather	Retain these docs for duration	**In the event of no archivist then the		
	Services/Blizzard	warnings/plans for dealing with	of emergency plan. Then offer	records should be retained indefinitely		
	Conditions /Weather	snow & floods		or until they can be appraised at a		
	Warnings		for archiving. In the event of	future date for their archival value by		
			no archivist please see	an archivist either employed directly or		
			comment** Other documents	otherwise engaged by the LA. The		
			to be destroyed.	archivist either employed directly or		
				otherwise engaged by the LA is to		
68	2 12			and if a continuous and a setting affice a		
Road Programmes	Road Programmes	Surveys & reports	1	**In the event of no archivist then the		
	Surveys reports		archivist. In the event of no	records should be retained indefinitely		
			archivist please see comment**			
				future date for their archival value by		
				an archivist either employed directly or		
				otherwise engaged by the LA. The		
69				archivist either employed directly or		

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	Sub-Functions	Activities & Description	č	Retention Recommendation	Legislation, Notes &	'	J K L 1VI	IV
	Sub Functions	what tasks do we	Documents	Retention recommendation	Comments			
		do/why is the work			Comments			
		done						
		uone uone						
4		Tenders	Tender files: tenders/files for	Retain all tender docs until	Roads Act 2007 (No. 34) Roads Acts			-
		Tellueis	supply of material/	contract is signed then destroy	1993 to 2007.			
			contracts/correspondence	unsuccessful tenders after a	***EU funded schemes should be			
			contracts/ correspondence	further 2 years. Retain	retained to comply with EU fund			
				-	requirements (i.e.) Article 140 of			
				for duration of the contract + a	REGULATION (EU) No 1303/2013 OF			
				further 7 years. Then offer to	THE EUROPEAN PARLIAMENT AND OF			
				archivist for archiving. In the	THE COUNCIL. There is a legal			
				event of no archivist please see	requirement to retain all relevant docs			
				comment**	re: EU funding for a minimum period of			
				Exception being where EU	3 years post closure of the Operational			
				funding is involved. In these	Programme under which the funding			
				instances see comment ***	was provided and letter issued by EU			
					Court of Auditors to that effect.			
70								
70		TII Schemes	Archaeology/construction reports	Retain for 7 years. Then offer to	Roads Act 2007 (No. 34) Roads Acts			1
			public submissions/land	archivist. In the event of no	1993 to 2007.			
			agreements/progress	archivist please see comment**				
71			reports/photos/tenders&contracts		records should be retained indefinitely			
		Public Right of Way	Right of way files	Retain details of Rights of way	Planning &Dev Act 2000 to 2015			1
				permanently or until it is	**In the event of no archivist then the			
				extinguished (see below).	records should be retained indefinitely			
72					or until they can be appraised at a			
		Extinguishment of	Extinguishment of Right of Way	Retain Register (high level	Section 73 of the Roads Act 1993			
		Right of Way (on a	files. Advert, get submission, go to		**In the event of no archivist then the			
		public road)	LA for approval, answer queries	extinguishment orders made	records should be retained indefinitely			
				including date of Council	or until they can be appraised at a			
			on GIS	meeting.Retain for 7years after	future date for their archival value by			
				the right of way is officaly	an archivist either employed directly or			
				extinguished. Then offer to	otherwise engaged by the LA. The			
				archivist. In the event of no	archivist either employed directly or			
73		Compulson: Dunches	CDOs public notice, approval by Ar	archivist please see comment**				
		Compulsory Purchase	CPOs public notice, approval by An		Housing Act, 1966, S78. As amended **In the event of no archivist then the			
		Orders	Bord Pleanala, file per land owner	_				
				to new owner. Individual CPOs	records should be retained indefinitely			
				must be retained until the	or until they can be appraised at a future date for their archival value by			
				1	-			
				objection has expired and any	an archivist either employed directly or otherwise engaged by the LA. The			
				Once ABP have confirmed the	archivist either employed directly or			
				1	otherwise engaged by the LA is to			
				to take a claim for judicial	notify senior manager/certifying officer			
				review to the HC.Retain until	in business section before taking any			
				final compensation payment is	decision other than to permanently			
				made + 7 years. Then offer to	decision other than to permanently			
74				made + / years. Hierroller to				

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П	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		,			
		what tasks do we			Comments					
		do/why is the work								
		done								
4		Land Acquisition	Correspondence & reports	Retain until completion of	Land Conveyancing Act, 2009					
		Land Acquisition		transfer + 7 yrs. If no archivist	**In the event of no archivist then the					
				1	records should be retained indefinitely					
					or until they can be appraised at a					
				•	future date for their archival value by					
					an archivist either employed directly or					
				-	otherwise engaged by the LA. The					
					archivist either employed directly or					
					otherwise engaged by the LA is to notify senior manager/certifying officer					
					in business section before taking any					
					decision other than to permanently					
					archive records.					
75										
П		Land Dedication	Agreement files: Owner dedicates	Retain until dedication has been	LG Act, No. 2, 1966. As amended					
		Agreement.	land for public use but the original	effected plus for duration that	**In the event of no archivist then the					
			land owner retains ownership.	agreement is in place + a	records should be retained indefinitely					
				further 7 years Then offer to	or until they can be appraised at a					
				archivist. In the event of no	future date for their archival value by					
76		D. Luci I.		archivist nlease see comment**	an archivist either employed directly or					
		Road Widening		-	Planning & Dev Act 2000, as amended					
					and Planning & Development					
				-	Regulations 2001, as amended (Part 8)					
77				see comment**	**In the event of no archivist then the					
		Road Realignment	Correspondence &	Retain for 7 years. Then offer to	Planning & Dev Act 2000, as amended					
			reports/contracts	archivist. In the event of no	and Planning & Development					
					Regulations 2001, as amended (Part 8)					
78		_			**In the event of no archivist then the					
		Agreements:			LG Act, 2001 Section 85 Agreements					
		concerning functions			**In the event of no archivist then the					
				duration that agreement is in	records should be retained indefinitely					
		_			or until they can be appraised at a					
			construction scheme		future date for their archival value by					
					an archivist either employed directly or					
					otherwise engaged by the LA. The					
					archivist either employed directly or					
					otherwise engaged by the LA is to					
					notify senior manager/certifying officer					
					in business section before taking any					
					decision other than to permanently					
70										
79				I						

	A	В	С	D	E F G H	I J K L M	N
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
1 1		what tasks do we			Comments		
		do/why is the work					
1 1		done					
1 1							
4		Individual Deeds Medule	Country at a /t and and /invaigne	Datain for 7 was as after weather	Roads Act 2007 (No. 34) Roads Acts		
		Schemes	Contracts/tenders/invoices	Retain for 7 years after works completed. Then offer to			
		Schemes		1 -	1993 to 2007. **In the event of no archivist then the		
				archivist. In the event of no	records should be retained indefinitely		
				· ·			
				_	or until they can be appraised at a future date for their archival value by		
					an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
					in business section before taking any decision other than to permanently		
					archive records.		
80							
		Recoupable/private	Files Re to road works carried out		**In the event of no archivist then the		
			by private parties and refunded by		records should be retained indefinitely		
			LA/Register of works		or until they can be appraised at a		
				took place has been completed	future date for their archival value by		
					an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or		
					otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
					in business section before taking any decision other than to permanently		
				_	archive records.		
				periodically to archivist for	archive records.		
				archiving. In the event of no			
				archivist please see comment**			
0.4				archivist please see comment			
81		Off Boad Dumas	Maps/Lists	Retain updated maps/lists of	**In the event of no archivist then the		
		Off-Road Dumps		sites until sites are no longer in	records should be retained indefinitely		
				operation. Older versions of	or until they can be appraised at a		
				maps once superseded as well	future date for their archival value by		
					an archivist either employed directly or		
				offered to the archivist. If no	otherwise engaged by the LA. The		
				archivist then see comment**	archivist either employed directly or		
					otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
82					to be a to a constant of the fact that the constant		
		Site and Chip Depots	Correspondence	Retain for duration that depot is			
				in operation + a further 7 years.			
83				Then destroy			

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\Box	Sub-Functions	Activities & Description	· · · · · · · · · · · · · · · · · · ·	Retention Recommendation	Legislation, Notes &		8
	ous runctions	what tasks do we	2 ocuments	neterition necommendation	Comments		
		do/why is the work			Comments		
		done					
4							
		Hazardous Materials on	Incident reports/correspondence	Records detailing	Safety, Health and Welfare at Work		
		Roads			(General Applications) Regulations		
				occurrence should be retained	2016		
				for 10 years from the date the	**In the event of no archivist then the		
				accident/incident or dangerous	records should be retained indefinitely		
				occurrence is reported or or	or until they can be appraised at a		
				1			
				until investigation and legal	future date for their archival value by		
				proceeding has been	an archivist either employed directly or		
					otherwise engaged by the LA. The		
				incident files to archivist for	archivist either employed directly or		
					otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
				no archivist please see	in business section before taking any		
84		T	Dandalasura filas (1. f	Commont**	docicion other than to normanontly		
				Register of Director's Orders	Roads Act 1993 & Roads Regulations		
			road closures per yr. Keep same as				
				closure orders 5 years from time			
			under Road Works	of road closure. Then destroy.			
85							
		Temporary Road	Road closure file: one file for all	Register of Director's Orders	Roads Act 1993 & Roads Regulations		
		Closure: Road works	road closures per yr. Keep same as				
				closure orders 5 years from time			
0.6			-	of road closure. Destroy			
00 E	Plant & Machinery	Hire of Plant and		Retain records relating to the			
Ιľ	iant & Machinery	Machinery		hiring of equipment/machinery			
		iviacililery		for the period for which the			
				hire period exists plus a further			
				7 years. Then destroy. Financial			
				records to be retained until the			
				audit for the calendar year in			
				which the			
				application/transaction record			
				took place has been completed			
				and signed off plus the			
				remainder of that calendar year.			
				Then destroy.			
87							
Ħ		Repairs to Plant	Expenditure/invoices/accounts	Retain records relating to	Safety, Health & Welfare at Work		
1		Machinery: Works &		maintenance of equipment for	(General Application) Regulations 2007-		
1		Maintenance			2020		
		i i i anicenance		plus a further period of 5 years.			
					neguiation so(u)		
				Then destroy. Financial records			
1 1				to be retained until the audit for			
1 1				the calendar year in which the			
1 1				application/transaction record			
1				took place has been completed			
				and signed off plus the			
				remainder of that calendar year.			
				Then destroy.			
				·			
1							
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Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
	what tasks do we			Comments		
	do/why is the work			Comments		
	done					
4	Bounds as a f Black 0	Contification for NATION in any /	Datain as a sada aslatina ta alaut			-
	Purchase of Plant &	Certificates for Machinery/	Retain records relating to plant			
	Machinery	Brochures/tenders/purchase	& machinery equipment			
		agreements/invoices	purchsed by the LA for the			
			lifetime of the equipment plus a			
			further period of 5 years. Then			
			destroy. Financial records to be			
			retained until the audit for the			
11			•			
			calendar year in which the			
			application/transaction record			
			took place has been completed			
			and signed off plus the			
11			remainder of that calendar year.			
			Then destroy.			
			,			
89	/5					-
11	Hire/Rental of Yard	Agreement/correspondence	Retain records relating to the	**In the event of no archivist then the		
11		/contracts	hiring or leasing of the	records should be retained indefinitely		
11			machinery yard for the period	or until they can be appraised at a		
11			for which the hire period exists	future date for their archival value by		
			plus a further 7 years. A high	an archivist either employed directly or		
11				otherwise engaged by the LA. The		
			of machimery yards can be	archivist either employed directly or		
			* *	otherwise engaged by the LA is to		
				notify senior manager/certifying officer		
				in business section before taking any		
			records can be destroyed.	decision other than to permanently		
			Financial records to be retained			
			until the audit for the calendar			
11			year in which the			
11			application/transaction record			
			took place has been completed			
			and signed off plus the			
			remainder of that calendar year.			
			1			
			Then destroy.			
90						
П	Annual Tenders List	Tenders List (Supply Gov)	Retain SupplyGov tender list	**In the event of no archivist then the		1
	(Plant Hire)	() () () ()	until it expires or new one	records should be retained indefinitely		
	(or until they can be appraised at a		
				future date for their archival value by		
1 1				an archivist either employed directly or		
1 1				otherwise engaged by the LA. The		
1 1			hire has been delivered in full +	archivist either employed directly or		
				otherwise engaged by the LA is to		
				notify senior manager/certifying officer		
				in business section before taking any		
91				decision other than to permanently		
		1		ı		l .

	Δ	R	С	D	E F G H	I J K L M	N
	Sub-Functions	Activities & Description	_	Retention Recommendation	Legislation, Notes &		
	- Jan Tanotions	what tasks do we	3000		Comments		
		do/why is the work			Comments		
		-					
		done					
4							
		Commodities List	Relevant files/correspondence	Correspondence to be retained			
				for 2 yeasr then destroyed.			
				Financial records to be retained			
				until the audit for the calendar			
				year in which the			
				application/transaction record			
				took place has been completed			
				and signed off plus the			
				remainder of that calendar year.			
00				Then destroy.			
92	1	Purchase of	Invoices/memos/correspondence	Correspondence to be retained	**In the event of no archivist then the		
			invoices/memos/correspondence				
		Maintenance		for duration of contract plus 2	records should be retained indefinitely		
		Materials:			or until they can be appraised at a		
				records to be retained until the	1		
				audit for the calendar year in	an archivist either employed directly or		
				which the transaction record	otherwise engaged by the LA. The		
				took place has been completed	archivist either employed directly or		
				and signed off plus the	otherwise engaged by the LA is to		
				remainder of that calendar year.	notify senior manager/certifying officer		
					in business section before taking any		
				Stores Trading Account to	decision other than to permanently		
				archivist for archiving as	consist that to permanently		
				permanent record.Destroy rest.			
				In the event of no archivist			
				please see comment**			
93							
		Stocktaking	Accounts/memos/	Retain for 7 years. Then destroy			
94							
		Sale of Plant	Accounts/memos/	Financial records to be retained			
		Machinery/ Disposal of		until the audit for the calendar			
		Plant Machinery		year in which the transaction			
				record took place has been			
				completed and signed off plus			
				the remainder of that calendar			
				year. Then destroy.			
95							
		Fuel	Maintain Register Record of total	Financial records to be retained			
			annual usage and expenditure	until the audit for the calendar			
				year in which the transaction			
				record took place has been			
				completed and signed off plus			
				the remainder of that calendar			
				year. Then destroy. Exception			
				being registerwhich should be			
				offered to archivist periodically.			
				Then offer to archivist. In the			
				event of no archivist please see			
				comment**			
96							
			i e e e e e e e e e e e e e e e e e e e	·	•	•	

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	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		done					
4							
			Expense reports	Financial records to be retained			
		A/C		until the audit for the calendar			
				year in which the transaction			
				record took place has been			
				completed and signed off plus			
				the remainder of that calendar			
97				year. Then destroy.			
		Salt Barn	Expense reports	Retain records of operation as			
				long as salt barn is in use.			
				Financial records to be retained until the audit for the calendar			
				year in which the transaction			
				record took place has been			
				completed and signed off plus			
				the remainder of that calendar			
				year. Then destroy.			
98				, ,			
Qua	rries	LA Quarries (own)	Planning Directorate: Register of	Retain register of quarry for the	**In the event of no archivist then the		
			_	duration of its operation +	records should be retained indefinitely		
				further 7 years Then offer to	or until they can be appraised at a		
			agreements/acquisition/agreemen	archivist. In the event of no	future date for their archival value by		
			t docs.	archivist please see comment**	an archivist either employed directly or		
99					otherwise engaged by the LA. The		
		Sale of Quarries		Retain until sale of quarries has			
					records should be retained indefinitely		
				to archivist. In the event of no	or until they can be appraised at a		
				archivist please see comment**	future date for their archival value by		
100		Lanca of Ossawina	Diamaina Diamatanata Individual	Detain for direction of loans	an archivist either employed directly or		
			_	Retain for duration of lease + 7years. Then offer high level	**In the event of no archivist then the records should be retained indefinitely		
				-	or until they can be appraised at a		
				archivist. In the event of no	future date for their archival value by		
					an archivist either employed directly or		
101					otherwise engaged by the LA. The		
П		Surveys & Reports	Planning Directorate: Register of	Retain for the duration of	**In the event of no archivist then the		
				Quarry operation. Then offer to	records should be retained indefinitely		
				archivist. In the event of no	or until they can be appraised at a		
				archivist please see comment**	future date for their archival value by		
102					an archivist either employed directly or		
			Planning Directorate: Lease		**In the event of no archivist then the		
			agreements/correspondence	1.	records should be retained indefinitely		
					or until they can be appraised at a		
				see comment**	future date for their archival value by		
103		D	Consequentian 61	Database from 7	an archivist either employed directly or		
		Bogs	Conservation files		**In the event of no archivist then the		
				archivist. In the event of no	records should be retained indefinitely		
				archivist please see comment**	or until they can be appraised at a		
104					future date for their archival value by		

A	В	С	D	E F G H	I J K L M	N
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
	what tasks do we			Comments		
	do/why is the work					
	done					
4						
	Community Schemes	Data contained in Returns to	Retain successful grants for	**In the event of no archivist then the		
	Grants from Dept and	Department and works carried out	1 · ·	records should be retained indefinitely		
	amenity grants out of		application forms+ register to	or until they can be appraised at a		
	LA's Operations Budget		archivist for archiving. In the	future date for their archival value by		
			1	an archivist either employed directly or		
		ns/ correspondence/newspaper	comment**	otherwise engaged by the LA. The		
		ads		archivist either employed directly or		
105		funding applications & associated		otherwise engaged by the LA is to		
105	Community	documents invoices n orders Correspondence/Applications/App	Retain until Scheme completed	notify senior manager/certifying officer **In the event of no archivist then the		
	involvement scheme		Then retain until post audit	records should be retained indefinitely		
	voivement sellellle	schemes	completion + 1 yr. Offer list of	or until they can be appraised at a		
			applications and register of	future date for their archival value by		
			approved schemes to archivist	an archivist either employed directly or		
			1	otherwise engaged by the LA. The		
			aremine precise see seminent	otherwise engaged by the LA is to		
106				notify senior manager/certifying officer		
100	Local improvement	Funding application forms	Retain Register with details of	Local Government Act 2001 - Section		
	Schemes		what reads were improved for 7			
			years. Then destroy once file			
			closed, or once any Audit			
107			concluded.			
1.00	Local improvement	Correspondence/Applications/App	1	Local Government Act 2001 Section 81.		
	Schemes		Post audit + 1 yr. Offer list of	Retain Register with details of what		
			applications and register of	roads were improved. **In the event		
			approved schemes to archivist	of no archivist then the records should		
			for archiving. In the event of no	be retained indefinitely or until they		
			archivist please see comment**	can be appraised at a future date for		
				their archival value by an archivist		
				either employed directly or otherwise		
				engaged by the LA. The archivist either		
				employed directly or otherwise		
100				engaged by the LA is to notify senior		
Public Lighting Schemes	Target (under Energy	Database of new lights on	Retain for 7 years. Then destroy.	managar/aartifuing afficar in husinass		
	Efficiency) driven by	_	A high level description in			
	maintenance of lights.		spreadsheet format can be			
	Central National plan		retained to maintain a record of			
	from Cork.	upgraded each year to LEDs as per	1			
		resources through general	The applicated took place.			
		maintenance).				
109						
	Bills for Public Lighting	Bills & correspondence	Retain correspondence for 7			
			years. Then destroy.Financial			
			records to be retained until the			
			audit for the calendar year in			
			which the transaction record			
			took place has been completed			
			and signed off plus the			
			remainder of that calendar year.			
110			Then destroy			

Δ	R	ſ	D	E F G H	I J K L M I	N
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	. , , , , , , , , , , , , , , , , , , ,	**
Sub Functions	what tasks do we	Documents	netention recommendation	Comments		
	do/why is the work			Comments		
	-					
	done					
4						
	Fault Reports via	Fault reports come in through	Retain details of fault reports			
		Deadsure (Public can log a fault,	until fault has been corrected			
			plus a further 7 years then			
	_	can log in, carry out repairs and	destroy. Retain previous			
	I		procurement/ contractor file for			
	2014).		duration of current contract.			
		_	l .			
		CRM.Procurement file for	Then destroy.			
		contractor Inc. tender, awarding of				
		contract, payments. 2yr contract +				
		2 x 1yr extensions (max 4 years)				
111						
	Lighting at	Plans& drawings/correspondence	Retain for 2 years after	Planning pass copies to T&I who make		
	Developments	,g.,g.,		comments and drawings and send back		
	2010.00		1	to Planning. T&I don't retain anything.		
112			men destroy.	to riaming. For don't retain anything.		
112	Low Cost Accident	Files/reports/correspondence on	Datain for 7 years ofter remodial	Section 38 of Local Government Act		
		accident reduction		1994. **In the event of no archivist		
		I -		then the records should be retained		
	a poorly lit junction		I	indefinitely or until they can be		
	safer)	recorded on Pavement		appraised at a future date for their		
			l .	archival value by an archivist either		
		May be linked with Traffic Calming		employed directly or otherwise		
				engaged by the LA. The archivist either		
			l .	employed directly or otherwise		
				engaged by the LA is to notify senior		
				manager/certifying officer in business		
113				section before taking any decision		
	Purchase Order No.	LA has an order no for contract	Retain for 7 years after repairs			
	Repairs	and all works are on it.	carried out. Then destroy			
114						
	Non-Contract Repairs	Road not included in contract	Retain for 7 years after repairs			
1 1			carried out. Then destroy			
		charge and ongoing work is	,			
		required maintain roadworks				
		standard levels.				
1 1		Standard revers.				
115						
ΗΉ	Monthly maintenance	Correspondence & reports	Retain for duration of contract			
1 1	contract reports from	monthly bill, total number of lights	l .			
1 1		_				
1 1		_	destroy.			
1 1		monthly, H&S reports				
1 1	electronically					
116						

Sub-Functions Activities & Description what tasks do we do, why is the work done Maps/ drawings or public lighting network (i.e.) Desdays is currently used as asset with the term assessment variety used as asset with the stream assessment and in a contract variety used as asset with the stream assessment and in a contract variety used as asset with the stream assessment and in a contract variety used as asset with the stream assessment and the contract of t	 N	I J K L M I	E F G H	D	С	В	A
what tasks do use do /etys the work doine Maps/ drawings of public lighting network (i.e.) Drasduum is currently used as asset unamement system pin a o furnament and lights bocation are and lights bocation are on it and updated continuously. New connections. LA 588 application A 588 application A 588 application Rever / See Intext Drainage works Rever/ See Intext Drainage works Rever/ See Intext Drainage works Rever/ See Intext Drainage works Revery See Intext Revery S			Legislation, Notes &	Retention Recommendation	Documents	Activities & Description	Sub-Functions
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Reports on Piers & Day to day operational Retain for 7 years. A high level **In the event of no archivist then the				-		Reports on Piers &	
Harbours files/dredging reports description in spreadsheet records should be retained indefinitely			- 1		files/dredging reports	Harbours	
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in business section before taking any							120

A	В	С	D	E F G H	ı	J K L M	N
Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments			
4	Works & Maintenance	Works & maintenance files	Duration of works + 7years. A high level description in spreadsheet format capturing location and and description of the works and maintenance carried out should be maintained. Then offered periodically to archivist.In the event of no archivist please see comment**				
121	Harbour Development Programme	Programme/correspondence	+ 7years. A high level description in spreadsheet format capturing location and and description of the harbour development works carried out should be maintained. Then offered periodically to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently			
Completed Safety File: for Future Schemes & Maintenance Liaise with H&S for a particular project	Schemes & Projects Safety Files: issue to future consultants & contractors	Schemes & Projects Safety Files		H&S Construction Regulations & HSA			

	А	В	С	D	E F	F G	Н	J	K	L M	N
П	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legi	islation, Not	es &				
11		what tasks do we				Comments					
11		do/why is the work									
11		done									
11											
11											
ш											
4											_
	apital Projects	_	All PM and Finance, including	Retain all records relating to	* Personal da						
			Project Control Documents, PEPs,	capital projects for duration of	processed in t						
		0,	Plans, Programmes etc.	the project and/or service	in relation to						
		Project Management		contract expires plus a further 7							
		records; public		1.	if (i) the comp		-				
		consultation; Reports;		archivist. If no archivist then see							
		designs and drawings;		l .	and/or (ii) the	•					
		procurement; contracts		Exception being where (i) where			e engaged in				
		issued; H&S files, etc.		the contract for delivery of the	delivering the						
				capital project is a contract	** In the e						
					the records sh						
				duration plus 12 yrs.; (ii) where	indefinitely or						
				a legal case has been initiated.	appraised at a						
				In these instances records	archival value	•					
				should be retained until the	employed dire	•					
					engaged by th		•				
				exhausted; and (iii) where	archivist eithe		•				
				1 '	otherwise eng						
				funds. There is an absolute legal	-						
				requirement to retain all	manager/cert						
				relevant documentation relating							
124				to EU funding for a minimum	other than to	permanenti	y archive				