	А	В	С	D	E	F G	T	ı I	I J K L M	Ν
1	National Record Retention	on Policy for Local Autho	rity Records 2021 - incorporates con	mments & obs and input from CC	CMA 2021					
2	Functional Heading:	Ті	ransportation and Infrast	ructure						
4	Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Le	gislation, Not Comments				
5	Traffic Management		initiatives. Special plans, proposals, reports & correspondence Plans Re: traffic initiatives. AADT Calculations Traffic Modelling Diagrams &	maps/drawings/structural initiatives for 7 years. Then offer to archivist. In the event of no archivist please see comment** Other correspondence and documents can be destroyed after 2 years.	(as amend.) as amended **In the ever records shor or until they future date an archivist otherwise er archivist eith otherwise er notify senior in business s	.8 Road Traffic A by Road Traf	fic Act 1 ivist the ed indefi aised at ival valu yed dire e LA. Th d directly e LA is to ertifying e taking	n the hitely b by ctly or e or officer any		
6			reports/documents/corresponden ce Signal Phasing Capacity Checks	please see comment** Destroy all other documents & correspondence after 2 years.	**In the ever records show or until they future date an an archivist otherwise even archivist eith otherwise even notify senior in business s	ent of no arch uld be retained can be appra for their arch either employ ngaged by the her employed ngaged by the r manager/ce section before her than to pe	hivist the ed indefi aised at ival valu yed dire e LA. Th d directly e LA is to ertifying e taking	hitely b by ctly or c or officer any		
7			Speed Surveys: excel		records shou or until they future date an archivist otherwise en archivist eith otherwise en notify senion in business s	ent of no arch uld be retaine y can be appra for their arch either employed ngaged by the r manager/ce section before her than to pe ords.	ed indefi aised at ival valu yed dire e LA. Th d directly e LA is to ertifying e taking	hitely b e by ctly or e or officer any		

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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						
Road Safety	Road Safety	Road Safety AuditsCollision	Retain studies for 15 years. Then	Road Traffic Acts 2018		
	Audits/Impact	Statistics/ Assessments/Road	offer to archivist. In the event of	**In the event of no archivist then the		
	Assessments	Safety Impact Assessments		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		
0				archivist either employed directly or		
<u> </u>	Accident: Records for	CT 65 (AGS Reports)		otherwise engaged by the LA is to S.I. No. 181/1997 Road Traffic (Signs)		
		RSA Collision Statistics		Regulations, 1997 (revoked 1962 Regs)		
		Collision Studies	event of no archivist please see	**In the event of no archivist then the		
				records should be retained indefinitely		
				or until they can be appraised at a		
9				future date for their archival value by		
	_	Committee mtg.minutes+policies	Retain for 7 years. Then offer to			
	Campaigns/Committee		archivist. In the event of no	**In the event of no archivist then the		
	S			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		
10						
	Traffic Management			**In the event of no archivist then the		
		school wardens		records should be retained indefinitely		
	outside school		-	or until they can be appraised at a future date for their archival value by		
11	T (() 0 .					
	Traffic Calming:	Reports &		Section 38 of Road Traffic Act 1994**In		
	_	correspondence/records of work carried out.		the event of no archivist then the records should be retained indefinitely		
	before speed reduced			or until they can be appraised at a		
				future date for their archival value by		
			-	an archivist either employed directly or		
12	Car Darking:	LA cor porte plane. Dreament C				
LA Schemes	_	LA car parks plans. Procurement & tendering files and reports.	8 Report-planning permission- in	Part 8 - Planning and Development Act		
	Construction			Development Regulations 2001, as		
	(Infrastructure)			amended.		
	, , , , , , , , , , , , , , , , , , , ,		retained. Details of approval	**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		
				archive records.		
13						
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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		Traffic Signs	Traffic Sign Approvals	Retain Traffic signs until these	**In the event of no archivist then the			
		Traffic Signs						
				signs are superseded by new	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			
14					archivist either employed directly or			J
	Byelaws	Speed Limits (reviewed	Record of speed limits: Map road		Road Traffic Act 2004.			
	-			approvals & consents to be held				
					www.speedlimits.ie.			
					Note, Previous Bye Laws on website,			
					-			
					for information purposes only.			
				limits to archivist. In the event				
				of no archivist please see				
				comment** Other documents				
				and records to be destroyed.				
15								
15		Traffic Bye-Laws	Copies of Bye-Laws/Pay & display	All documents including all	DTTAS requirements for review every			
				-				
				approvals & consents to be held	,			
					event of no archivist then the records			
					should be retained indefinitely or until			
				-	they can be appraised at a future date			
				archivist. In the event of no	for their archival value by an archivist			
				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								j l
	Licensing & Permits	Heavy Load Permits	Abnormal Load Permits	Retain permits for 2 years after	Road Traffic (Construction & Use of			
	-	-			Vehicles) Regulations 2003, as			
					amended (S.I. 5/2003)			
17								
		Tow Away Vehicles	Files on towed away vehicles	retain all files on towed vehicles				1
		,	-	for 2 years. Then destroy.				
18								
- 10		Residential Parking	Application forms & supporting	Retain application form and	Parking Bye laws			1 I
		-		permits for 2 years after the				
			-					
				permit expires. Then destroy.				
				Once permit issued then destroy				
			issuance of permits	supporting documentation.				
10								
19				L				1

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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							4
		Visitor Parking Permits		Retain application form and	Parking Bye laws		
				permits for 2 years after the			
				permit expires. Then destroy.			
				Once permit issued then destroy			
			regarding permits. Appeals	supporting documentation.			
			regarding the non-issuance of				
20			permits				
		Roadside Memorials	LA policy/applications	Retain policy documents until	**In the event of no archivist then the		1
				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		
					in business section before taking any		
					decision other than to permanently		
				archivist please see comment**	archive records.		
21							4
					Section 13(10)(b) 1993 Roads Act		
		Regional roads	Correspondence/reports/complain	-	Work must be completed to standard		
			ts. subject to audit for refund		for refund Road Opening Licence (ROL)		
					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			1
		Manage new Traffic		system is in place plus a further			
		Flow		2 years. Then destroy			
23							4
		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.			
24	Communications	Non-statutory		Keep until end of project then	**In the event of no archivist then the		4
	communications						
				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		
25					in business section before taking any		
23			I	1	hat a state of a state of the second state of	1	L

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\vdash	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	1		IVI	IN	
		what tasks do we	Documents	netention needminendation	Comments					
		do/why is the work			connicitio					
		done								
		uone								
4										
		Complaints from public	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							
			anonymised							
26				Detain all this de sum antation						
		-		Retain all this documentation						
		•		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							
27			topic.							
21	Circulars & General	ТІІ	General circulars& general	Retain general correspondence	**In the event of no archivist then the					
	Correspondence		-	- ·	records should be retained indefinitely					
	correspondence		correspondence	-	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					
28					otherwise engaged by the LA is to					
		DTTAS	General circulars& general	Retain general correspondence	**In the event of no archivist then the					
			correspondence		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					
29		Company Lating 1	Circulture		where we do not a second thread to the test of					
		General circulars	Circulars		**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					
30					otherwise engaged by the LA is to					
	Behavioural Schemes	Bike Week	Policies/plans/photographs/publici	Retain for 5 years after	**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					
31				• • • • •	decision other than to normanontly					

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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						
	Mobility Week	Policies, plans,	Retain for 5 years after	**In the event of no archivist then the		
			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		
			compare projects over time.	archivist either employed directly or		
			Offer these to archivist for	otherwise engaged by the LA is to		
32	Park and Stride	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		
	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		
				otherwise engaged by the LA is to		
22			archiving. In the event of no	notify senior manager/certifying officer		
55	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		
			_	otherwise engaged by the LA. The		
			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		
			archivist please see comment**	in business section before taking any		
34				decision other than to permanently		
		Files/reports/surveys/press	Retain for 5 years after	**In the event of no archivist then the		
		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		
			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		
			compare projects over time. Offer these to archivist for	archivist either employed directly or otherwise engaged by the LA is to		
			archiving. In the event of no	notify senior manager/certifying officer		
			archivist please see comment**	in business section before taking any		
35						
Conferences	Traffic Conferences	Correspondence/files	Retain for 2 years Then destroy.			
36						

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Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &				
	what tasks do we			Comments				
	do/why is the work							
	done							
	uone							
4								
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				
		fines/Correspondence Traffic fine	retain for 2 years post audit.	Updated to 15 April 2014 2006 (SI				
		appeals, 1st & 2nd. Strike off of	Then destroy.	136/2006).				
		fines. Court documentation &		Road Traffic Act 2002, as amended.				
		district court listings. WICKLOW	retain 2 years once Court Case is					
		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.						
		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.						
		As per our contract these records						
37		are being held by a third party						-
	_	Permits/applications/corresponde						
	Permits.	nce	completion. Then destroy					
			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:	Retain for duration of	***Road Transport Act 2001EU funded				
Applications	(Primary & Secondary	applications/correspondence	programme under which grant	schemes should be retained to comply				
	Roads)		was sought + a further 7 years.	with EU fund requirements (i.e.) Article				
				140 of REGULATION (EU) No				
				1303/2013 OF THE EUROPEAN				
				PARLIAMENT AND OF THE COUNCIL.				
				There is an absolute legal requirement				
				to retain all relevant documentation				
				relating to EU funding for a minimum				
				period of 3 years after the closure of				
				the Operational Programme under				
				which the funding was provided and				
				letter issued by EU Court of Auditors to				
				that effect				
20								
22								

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Sub-Function	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
	what tasks do we			Comments		
	do/why is the work					
	done					
4	Road Grants-	Annual Files:	Retain for duration of	***Road Transport Act 2001EU funded		
		applications/correspondence		schemes should be retained to comply		
	Road			with EU fund requirements (i.e.) Article		
	Koau		_	140 of REGULATION (EU) No		
			archivist for archiving. In the	1303/2013 OF THE EUROPEAN		
				PARLIAMENT AND OF THE COUNCIL.		
			comment** Other documents	There is an absolute legal requirement		
				to retain all relevant documentation		
				relating to EU funding for a minimum		
			-	period of 3 years after the closure of		
				the Operational Programme under		
				which the funding was provided and		
				letter issued by EU Court of Auditors to		
				that effect.		
				**In the event of no archivist then the		
				records should be retained indefinitely		
40	Road Grants to	Annual Files: levied as a		**In the event of no archivist then the		
				records should be retained indefinitely or until they can be appraised at a		
	Development	through Planning conditions.	-			
				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		
41						
	Roads Restoration	Plans/minutes/reports/correspond		**In the event of no archivist then the		
	Plans	ence	0,1	records should be retained indefinitely		
	Road Works		-	or until they can be appraised at a		
	Programme			future date for their archival value by		
	Local Roads			an archivist either employed directly or		
	Annually approved by			otherwise engaged by the LA. The		
	Councillors			archivist either employed directly or		
				otherwise engaged by the LA is to		
42				notify senior manager/certifying officer		
	Road Programmes	Data held on the National		in husiness section before taking any **In the event of no archivist then the		
		Pavement Management System		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		
43	I	1		an area where carries employed directly of		

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	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	1		- 191	in in its second
		what tasks do we	Documento		Comments				
		do/why is the work			comments				
		done							
		uone							
4									
				Retain records/files for 7 years.	**In the event of no archivist then the				
			Pavement Management System	Then offer to archivist. In 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				
			for Road marking, signs, signals,		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				
					with EU fund requirements (i.e.) Article				
44					140 of REGULATION (EU) No				
	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				
			animal carcasses from LA Pound		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				
			By-Products) documentation, etc.,		archivist either employed directly or				
					otherwise engaged by the LA is to				
45					notify senior manager/certifying officer				
		Strengthening Works:	Tenders/files for supply of material	Retain Directors & CEs orders in	Section 8 of the 1986 National	Any			
		resurfacing works	/contracts/correspondence	original format for 5 years after	Archives Act and the Amendment Act				
			Data held on the National	current financial year to ends	from 2018				
			Pavement Management System	and AFS audit process	**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				
			acceptance of Contracts exceeding		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.				
				records are considered of					
				significant historical or public					
				interest or will facilitate fair and					
				balanced reporting.					
				A high level description/record					
				(e.g.) spreadsheet, of the					
				location and types of works					
46		1		carried out should be kept for					

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S	Sub-Functions	Activities & Description	-	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		done					
		uone					
4							
		Scrim Reports:	Scrim results/correspondence/	Retain for 7 years. Then destroy	Roads Act 2007 (No. 34) Roads Acts		
			Technical report on road slippage	-	1993 to 2007.		
			level.				
		through the National					
		Pavement					
		Management System					
		(PMS)					
47							
		Non-National Roads	Surface contract files. Tendering	Register of Director Orders held	Roads Act 2007 (No. 34) Roads Acts		
			and work done within the yr.	-	1993 to 2007.		
			tender/procurement	above).Retain for 7years after			
				contract is terminated/expires.			
			Pavement Management System	Then destroy. A high level			
				description/record (e.g.)			
			supplygov.ie. Director's Orders	spreadsheet, of the location and			
			made for purchase of materials	types of works carried out			
				should be kept for operational			
			exceeding a certain threshold.	reasons.			
48			_				
		Macadam Tenders	Tenders/files for supply of material		Statute of limitations for taking a claim		
			/contracts/correspondence		against a product that has been in use		
49					for 10 years.		
45		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							

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	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	i	у IX	2 101	
		what tasks do we			Comments				
		do/why is the work			connicitio				
		done							
		uone							
4									
		Hedge & tree cutting	annual file/reports/maps/minutes	Retain for 7 years after cutting	Roads Act 2007 (No. 34) Roads Acts				
					1993 to 2007. Section 70 Roads Act				
			-		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.					
				operational reasons.					
51		De el Malatana a com	Files we were into weak its weath	Datain 45 years. They destroy	De e de Alet 2007 (Nei 24) De e de Alete				-
					Roads Act 2007 (No. 34) Roads Acts				
			files/flooding & drainage. NB for		1993 to 2007.				
52			flood retention schemes						
					**In the event of no archivist then the				
		Lines			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					
				record of the extent of					
53		Bitumen	Tenders/invoices/contracts/corres	If supply of materials only then	S.I. No. 284 of 2016 EUROPEAN UNION				- I
					(AWARD OF PUBLIC AUTHORITY				
					CONTRACTS) REGULATIONS 2016				
					Framework – As the contracting				
					authority the LA creates the				
					competition and retains the records				
					under which the contract is awarded.				
					Exception would be where under				
					Regulation 84(1) of the Public				
					Contracts Regulations 2015, there is an				
					obligation to create a report on every				
					over-threshold public contract and				
					framework agreement. In these				
					instances SupplyGov will create the				
54					required report.				

	А	В	С	D	E F G H	I J K L M	Ν
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		done					
4		Landscaping	Tenders/invoices/contracts/corres	Retain successful tenders and	**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		
55					notify senior manager/certifying officer		
		Chip Stocks	Invoices	Retain evidence of quotation(s)			
				obtained from SupplyGov.ie			
				until contract covering supply of			
				chips has been delivered in full +			
56		Road Works Return	Expenditure/correspondence	a further 7 years. Retain until the audit for the			
		Road works Return	experiature/correspondence	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.			
57				men destroy.			
		Site Investigations:	files re: justification for start of	Where related to a scheme that	**In the event of no archivist then the		
			scheme/start of contract (before	commences then retain for	records should be retained indefinitely		
			design of scheme). Part of files for		or until they can be appraised at a		
					future date for their archival value by		
			(archaeological/topographical/		an archivist either employed directly or		
			ground investigation	archivist please see comment**	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		
				location of sites and decsription			
				of findings can be retained			
58				indefinitely.			

	А	В	С	D	E F G H	I J K L M	Ν
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		done					
		uone					
1							
4		Damage to Beads ro to	Complaints about damage done by	Rotantian time: Whore legal	Section 13 (10) (b) Roads Act 1993		
		_		-	Section 15 (10) (b) Roads Act 1995		
				proccedings being taken, retain			
				records until legal process			
				concluded. Retain until the audit			
				for the calendar year in which			
		records retained on the	offense(see environment). (b) if	the application/transaction			
		Road Opening Licence	road excavated/damaged to lay a	record took place has been			
		System.	pipe/service; an ROL should have	completed and signed off plus			
		-		the remainder of that calendar			
				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				
		mud on road.	records are kept as other				
			complaints.				
59							
		Road Markings	Data contained in Returns to	Retain documents for 7 years.			
		Road Surfacing	Department and on the Pavement	Then destroy. Retain high level			
		_		description of location and			
			(PMS)Files/correspondence/contra				
				works carried out.			
			scheme	works carried out.			
60							
		J. J		Retain until the audit for the			
			Department and on the Pavement				
			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.			
61		Calle Laboratory					
		-		Retain documents (re operation			
				of soil lab) for the period that it			
				is in use + a further 7 years after			
				it closes. Then destroy			
62							
52		Road Maps: OSI	Road Mans/ Classification of Roads	Retain for as long as needed for	**In the event of no archivist then the		
		-		-	records should be retained indefinitely		
				Older versions of maps once	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		
					archivist either employed directly or		
					otherwise engaged by the LA is to		
63					notify conjor managor/cortifying officer		
	Bridges	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		
		.		-	or until they can be appraised at a		
					future date for their archival value by		
					an archivist either employed directly or		
C A							
04		1		please see comment**	otherwise engaged by the LA. The	1	

	А	В	C	D	E F G H	I J K L M	Ν
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		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		
					or until they can be appraised at a		
			e/Files on works		future date for their archival value by		
			drawings/maps/plans/drawings	-	an archivist either employed directly or		
65					otherwise engaged by the LA. The		
05		Weighbridges	CEs orders/contract/tender +	Retain operational records for	archivist either employed directly or Road Traffic Act, 1961, section 16, as		-
		(to weigh vehicle loads)			amended		
		(to weigh vehicle loads)		-	Road Transport Act 1999. Road Traffic		
					(Construction & Use of Vehicles)		
					Regulations 2003 (S.I. 5/2003). CE /		
					Directors Orders retained indefinitely		
				should be retained for the			
				duration of the works plus a			
				further 7 years. In the event of			
				no archivist please see			
				comment**			
66				comment			
	mergency	Emergency Road	Annual file/ Licence applications/	Retain documents for duration	S.I. No. 119/1994 - Roads Regulations,		
	/lanagement Plan	Closures: annual file/	Correspondence/reports/annual	of the closure + a further 7	1994.		
	0	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.			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		
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			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		
68					notify senior manager/certifying officer		
	oad Programmes	Road Programmes	Surveys & reports	Retain for 7 years. Then offer to	**In the event of no archivist then the		
		Surveys reports		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		
69					archivist either employed directly or		
				•			·

4	B Activities & Description what tasks do we do/why is the work done		Retention Recommendation	E F G H Legislation, Notes & Comments	· · · · ·	J K	L M	N
4	what tasks do we do/why is the work done enders			-				
4 T	do/why is the work done	Tandar files: tandars /files for						
4 T	done	Tandar files: tandars /files for						
4 T	enders	Tandar files: tandars /files for						
4 T		Tandar files: tandars /files for						
4 T		Tender files: tenders /files for						
4		Tandar files: tendors/files for						
4 T		Tender files: tenders/files for						
T		Tandar tilas, tandars/tilas tar						
		-		Roads Act 2007 (No. 34) Roads Acts				
			contract is signed then destroy	1993 to 2007.				
			unsuccessful tenders after a	***EU funded schemes should be				
			further 2 years. Retain	retained to comply with EU fund				
			successful tender and contracts for duration of the contract + a	requirements (i.e.) Article 140 of				
			further 7 years. Then offer to	REGULATION (EU) No 1303/2013 OF 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				
			-	re: EU funding for a minimum period of				
				3 years post closure of the Operational				
				Programme under which the funding				
			-	was provided and letter issued by EU				
				Court of Auditors to that effect.				
70								
Т	II Schemes		Retain for 7 years. Then offer to	Roads Act 2007 (No. 34) Roads Acts				
			archivist. In the event of no	1993 to 2007.				
			archivist please see comment**	**In the event of no archivist then the				
71		reports/photos/tenders&contracts		records should be retained indefinitely				
P	ublic Right of Way	Right of way files		Planning &Dev Act 2000 to 2015				
			permanently or until it is	**In the event of no archivist then the				
				records should be retained indefinitely				
72				or until they can be appraised at a				
	xtinguishment of		Retain Register (high level	Section 73 of the Roads Act 1993				
	light of Way (on a		Spreadsheet) with details of	**In the event of no archivist then the				
p	ublic road)		extinguishment orders made	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. In the event of no	archivist either employed directly or				
				otherwise engaged by the LA is to				
73	ommulaam, Duuchaa-	CDOs public potion anonaud bu Ar						
	ompulsory Purchase Orders	CPOs public notice, approval by An		Housing Act, 1966, S78. As amended				
	nuels	Bord Pleanala, file per land owner	LAs and ultimately transferred	**In the event of no archivist then the records should be retained indefinitely				
			to new owner. Individual CPOs must be retained until the	or until they can be appraised at a				
				future date for their archival value by				
			objection has expired and any	an archivist either employed directly or				
				otherwise engaged by the LA. The				
			-					
			-					
			made + 7 years. Then offer to					
74			archivist. In the event of no					
			to take a claim for judicial review to the HC.Retain until final compensation payment is	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				

A	В	С	D	E F G H	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						
	done						
	uone						
4							
	Land Acquisition	Correspondence & reports	Retain until completion of	Land Conveyancing Act, 2009			
			transfer + 7 yrs. If no archivist	**In the event of no archivist then the			
			then see comment**.	records should be retained indefinitely			
			Register of sale of land: Title	or until they can be appraised at a			
			deeds for land acquired by LA to	future date for their archival value by			
			be kept in archive/given to	an archivist either employed directly or			
			archivist	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							
	Land Dedication	Agreement files: Owner dedicates	Retain until dedication has been	IG Act. No. 2, 1966. As amended			1
	Agreement.	-	effected plus for duration that	**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			
76				an archivist either employed directly or			
	Road Widening	Contracts/tenders/invoices		Planning & Dev Act 2000, as amended			
				and Planning & Development			
			the event of no archivist please	Regulations 2001, as amended (Part 8)			
			see comment**	**In the event of no archivist then the			
77				rocords should be retained indefinitely			-
	Road Realignment		-	Planning & Dev Act 2000, as amended			
				and Planning & Development			
			archivist please see comment**	Regulations 2001, as amended (Part 8)			
78				**In the event of no archivist then the			4
	Agreements:			LG Act, 2001 Section 85 Agreements			
	concerning functions	Agreements (where one takes over		**In the event of no archivist then the			
	with other LAs: at		-	records should be retained indefinitely			
	county boundaries.	-		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			
79							
LI		1	1				1

А	АВ	С	D	E F G H		JKL	M
Sub-Fun	nctions Activities & Description	Documents	Retention Recommendation	Legislation, Notes &			
	what tasks do we			Comments			
	do/why is the work						
	done						
4							
			Retain for 7 years after works	Roads Act 2007 (No. 34) Roads Acts			
	Schemes		completed. Then offer to	1993 to 2007.			
			archivist. In the event of no	**In the event of no archivist then the			
			archivist please see	records should be retained indefinitely			
			comment**A high level	or until they can be appraised at a			
			description/record (e.g.)	future date for their archival value by			
				an archivist either employed directly or			
			types of works carried out	otherwise engaged by the LA. The			
			should be kept for operational	archivist either employed directly or			
			reasons.	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	Datain until the audit for the	**In the event of no archivist then the			
		by private parties and refunded by		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			
			description of works in	notify senior manager/certifying officer			
			spreadheet format can be	in business section before taking any			
			retained. This high level	decision other than to permanently			
			description can be offered	archive records.			
			periodically to archivist for				
			archiving. In the event of no				
			archivist please see comment**				
81							
	Off-Road Dumps		Retain updated maps/lists of	**In the event of no archivist then the			
			sites until sites are no longer in	records should be retained indefinitely			
			operation. Older versions of	or until they can be appraised at a			
				future date for their archival value by			
			as historical lists should be	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	Site and Chin Departs	Correspondence	Dotain for duration that does the	in business section before taking anv			—
	Site and Chip Depots	-	Retain for duration that depot is				
			in operation + a further 7 years.				
83			Then destroy				

А	В	C	D	E F G H	I J K L M	Ν
Sub-Functions	Activities & Description		Retention Recommendation	Legislation, Notes &	, J N L IVI	N
Sub-Functions	what tasks do we	Documents		Comments		
	do/why is the work			comments		
	done					
	uone					
4						
	Hazardous Materials on	Incident reports/correspondence	Records detailing	Safety, Health and Welfare at Work		
	Roads		accident/incident or dangerous	(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		
			_	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		
04	Temporary Road	Road closure file: one file for all	Register of Director's Orders	Roads Act 1993 & Roads Regulations		
		road closures per yr. Keep same as				
		road scheme file that it is part of	closure orders 5 years from time			
		under Road Works	of road closure. Then destroy.			
			or road closure. Then destroy.			
85						
		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				
		road scheme file that it is part of	closure orders 5 years from time			
86		under Road Works	of road closure. Destroy			
Plant & Machinery	Hire of Plant and	Invoices/Bills	Retain records relating to the			
	Machinery		hiring of equipment/machinery			
			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.			
07						
0/	Repairs to Plant	Expenditure/invoices/accounts	Retain records relating to	Safety, Health & Welfare at Work		
	Machinery: Works &		maintenance of equipment for	(General Application) Regulations 2007-		
	Maintenance					
	wantendite					
				Regulation 30(d)		
			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.			
88						

Δ	В	C	D	E F G H	I J K L M	Ν
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		iv iv
	what tasks do we			Comments		
	do/why is the work					
	done					
	uone					
4						
	Purchase of Plant &	Certificates for Machinery/	Retain records relating to plant			
	Machinery	Brochures/tenders/purchase	& machinery equipment			
		agreements/invoices	purchsed by the LA <u>for the</u>			
			lifetime of the equipment plus a			
			further period of 5 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.			
89						
	Hire/Rental of Yard	Agreement/correspondence	Retain records relating to the	**In the event of no archivist then the		
		/contracts	hiring or leasing of the	records should be retained indefinitely		
		, contracts	machinery yard for the period	or until they can be appraised at a		
			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		
				otherwise engaged by the LA. The		
			of machimery yards can be	archivist either employed directly or		
				otherwise engaged by the LA is to		
			periodically. If no archivist	notify senior manager/certifying officer		
			please see comment** All other			
			records can be destroyed.	decision other than to permanently		
			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.			
90						
	Annual Tenders List	Tenders List (Supply Gov)	Retain SupplyGov tender list	**In the event of no archivist then the		
	(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		
				an archivist either employed directly or		
			until contract covering plant	otherwise engaged by the LA. The		
			hire has been delivered in full +	archivist either employed directly or		
			a further 7 years. Then offer to	otherwise engaged by the LA is to		
				notify senior manager/certifying officer		
			the please see comment**	in business section before taking any		
				decision other than to permanently		
91						

А	В	C	D	E F G H	1	J K L M	Ν
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &			
	what tasks do we			Comments			
	do/why is the work						
	done						
	Commodities List	Relevant files/correspondence	Correspondence to be retained				
	Commodities List	-	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.				
			Then destroy.				
1							
1	Purchase of	Invoices/memos/correspondence	Correspondence to be retained	**In the event of no archivist then the			
1	Maintenance		for duration of contract plus 2	records should be retained indefinitely			
1	Materials:			or until they can be appraised at a			
			records to be retained until the	future date for their archival value by			
			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			
				decision other than to permanently			
			archivist for archiving as				
			permanent record.Destroy rest.				
			In the event of no archivist				
			please see comment**				
	Stocktaking	Accounts/memos/	Retain for 7 years. Then destroy				
		,					
	Sale of Plant	Accounts/memos/	Financial records to be retained				
1	Machinery/ Disposal of		until the audit for the calendar				
1	Plant Machinery		year in which the transaction				
1			record took place has been				
1			completed and signed off plus				
1			the remainder of that calendar				
1			year. Then destroy.				
1	Fuel						
1	Fuel	-	Financial records to be retained				
1			until the audit for the calendar				
1			year in which the transaction				
1			record took place has been				
1			completed and signed off plus				
1			the remainder of that calendar				
1			year. Then destroy. Exception being registerwhich should be				
1			offered to archivist periodically.				
1			Then offer to archivist. In the				
1			event of no archivist please see				
1			event of no archivist please see comment**				
1			comment				
Į.						1	

Δ	В	C	D	E F G H		JKL	М	Ν
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	1	J K L	IVI	IN IN
	what tasks do we			Comments				
	do/why is the work							
	done							
	uone							
4								
	Machinery Expense A/C	Expense reports	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					
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								
Quarries	LA Quarries (own)	Planning Directorate: Register of	Retain register of quarry for the	**In the event of no archivist then the				
				records should be retained indefinitely				
			-	or until they can be appraised at a				
		agreements/acquisition/agreemen	-	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	Planning Directorate: Negotiations	Retain until sale of guarries has	**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				
100			-	an archivist either employed directly or				
Η̈́	Lease of Quarries	Planning Directorate: Individual	Retain for duration of lease +	**In the event of no archivist then the				
		Quarry files/Register of Quarries/		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				
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				
				records should be retained indefinitely				
		-		or until they can be appraised at a				
				future date for their archival value by				
102			-	an archivist either employed directly or				
П	Gravel Pits (Leases)	Planning Directorate: Lease		**In the event of no archivist then the				
		agreements/correspondence		records should be retained indefinitely				
			1	or until they can be appraised at a				
103				future date for their archival value by				
H	Bogs	Conservation files		**In the event of no archivist then the				
	0-		-	records should be retained indefinitely				
				or until they can be appraised at a				
104				future date for their archival value by				
104	1	1	1 1					1

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Sub-Functions	Activities & Description	-	Retention Recommendation	Legislation, Notes &	· · · · · · · · · · · · · · · · · · ·	
	what tasks do we			Comments		
	do/why is the work					
	done					
	uone					
4						
Community	Community Schemes	Data contained in Returns to	Retain successful grants for	**In the event of no archivist then the		
Involvement Schemes		Department and works carried out		records should be retained indefinitely		
	amenity grants out of		•••	or until they can be appraised at a		
	LA's Operations Budget			future date for their archival value by		
		(PMS).Register/reports/application		an archivist either employed directly or		
		s/ correspondence/newspaper ads		otherwise engaged by the LA. The		
		funding applications & associated		archivist either employed directly or		
		documents, invoices, p. orders.		otherwise engaged by the LA is to		
105		Most work relates to drawing		notify senior manager/certifying officer		
		Correspondence/Applications/App		**In the event of no archivist then the		
	involvement scheme		-	records should be retained indefinitely		
		schemes		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 please see comment**	archivist either employed directly or		
106				otherwise engaged by the LA is to		
	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.			
107	Local improvement	Correspondence/Applications/App		Local Government Act 2001 Section 81.		
				Retain Register with details of what		
	Schemes	schemes		roads were improved. **In the event		
		schemes		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		
108				manager/certifying officer in business		
Public Lighting Scheme	es Target (under Energy	Database of new lights on	Retain for 7 years. Then destroy.			
	Efficiency) driven by	Pavement Management System	A high level description in			
	maintenance of lights.	(PMS). Maintenance of lights on	spreadsheet format can be			
	Central National plan	Deadsure database.Lights	retained to maintain a record of			
	from Cork.	upgraded each year to LEDs as per				
	HOIL COIR.	resources through general	milere appraues took place.			
		maintenance).				
109	Dille fee Dublic 11 Let		Datain agus su dan 6 7			
	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.			

	А	В	С	D	E F G H	I	J K	L	М	Ν
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &					
		what tasks do we			Comments					
		do/why is the work								
		done								
4		Foult Domonto via	Foult non outprogram in the source	Retain details of fault reports						
		-		-						
			Deadsure (Public can log a fault, LA staff manage it, a contractor can	plus a further 7 years then						
		-	-	destroy. Retain previous						
			off case. Useful for maintenance)							
			or Sugar CRM.Procurement file for	-						
			contractor Inc. tender, awarding of							
			contract, payments. 2yr contract +	men destroy.						
			2 x 1yr extensions (max 4 years)							
111										
		Lighting at	Plans& drawings/correspondence	-	Planning pass copies to T&I who make					
		Developments		comments supplied to P&D.	comments and drawings and send back					
				Then destroy.	to Planning. T&I don't retain anything.					
112										
					Section 38 of Local Government Act					
					1994. **In the event of no archivist					
			-		then the records should be retained					
					indefinitely or until they can be					
					appraised at a future date for their					
					archival value by an archivist either					
			-	-	employed directly or otherwise					
					engaged by the 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					
113										4
		Purchase Order No.		Retain for 7 years after repairs						
114				carried out. Then destroy						4
				Retain for 7 years after repairs						
				carried out. Then destroy						
			charge and ongoing work is							
			required maintain roadworks							
			standard levels.							
115		Na salaha sa sa		Details found at the termination						4
				Retain for duration of contract						
		-	monthly bill, total number of lights							
				destroy.						
			monthly, H&S reports							
116		electronically								

А	В	С	D	E F G H	K L M	Ν
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	<u>_</u> ····	
	what tasks do we			Comments		
	do/why is the work					
	done					
4	· · · · ·					
	Maps/ drawings of	Maps/ drawings only	Retain for duration of contract	**In the event of no archivist then the		
	public lighting network		with the term assessment	records should be retained indefinitely		
	(i.e.) Deadsure is			or until they can be appraised at a		
	currently used as asset			future date for their archival value by		
	management system			an archivist either employed directly or		
	and lights location are		sites until maps/drawings are	otherwise engaged by the LA. The		
	on it and updated		superseded Older versions of	archivist either employed directly or		
	continuously.			otherwise engaged by the LA is to		
				notify senior manager/certifying officer		
			-	in business section before taking any decision other than to permanently		
				decision other than to permanently		
			network at any given point in time should be offered to the			
			archivist. If no archivist then			
			see comment**			
117			see comment			
			Retain file(s) for 7 years. A high	**In the event of no archivist then the		
	LA ESB application	agreement with billing details. LA		records should be retained indefinitely		
		retains agreement part.		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		
118			comment**	notify senior manager/certifying officer		
Piers & Harbours	River/Sea Inlet	Relevant correspondence &	Retain for duration of works +	**In the event of no archivist then the		
	Drainage works	reports	7years. A high level description	records should be retained indefinitely		
			in spreadsheet format capturing	or until they can be appraised at a		
				future date for their archival value by		
				an archivist either employed directly or		
			should be maintained. Then	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		
119				decision other than to permanently		
	Reports on Piers &	Day to day operational	Retain for 7 years. A high level	**In the event of no archivist then the		
			description in spreadsheet	records should be retained indefinitely		
			format capturing location and	or until they can be appraised at a		
			and description of the dredging	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		
120				in business section before taking any		
120	I	1	1			

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Sub-Functions	Activities & Description what tasks do we	Documents	Retention Recommendation	Legislation, Notes & Comments		•	•	•	
	do/why is the work done								
	uone								
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						
121			comment**						
	Harbour Development	Programme/correspondence	Retain for duration programme	**In the event of no archivist then the					
	Programme		+ 7years. A high level	records should be retained indefinitely					
			description in spreadsheet	or until they can be appraised at a					
			format capturing location and	future date for their archival value by					
			and description of the harbour	an archivist either employed directly or					
			development works carried out should be maintained. Then	otherwise engaged by the LA. The archivist either employed directly or					
				otherwise engaged by the LA is to					
			In the event of no archivist	notify senior manager/certifying officer					
			please see comment**	in business section before taking any					
122				decision other than to permanently					
Completed Safety Files	Schemes & Projects	Schemes & Projects Safety Files	Retain for completion of project	H&S Construction Regulations &					
	Safety Files: issue to		+ 7 years, then destroy. Once	HSA					
Schemes &	future consultants &		capital projects completed: To						
Maintenance	contractors		be transferred from all projects						
Liaise with H&S for a			(Capital and Non Capital) for						
particular project			H&S Dept/ Operations Dept. To be retained indefinitely,						
			electronically & hard copy for						
			ease of reference. Retained for						
			lifetime of the elements						
			contained in the file acc. with						
			the construction regulations						
123									
	1		1	1					

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	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legis	lation, Note	es &					
		what tasks do we			Comments							
		do/why is the work										
		done										
4												
	Capital Projects	Including all	All PM and Finance, including	Retain all records relating to	* Personal dat	a may be co	llected and					
		-		capital projects for duration of	processed in t							
			Plans, Programmes etc.	the project and/or service	in relation to T	enders or C	ontractors					
		Project Management		contract expires plus a further 7	the only perso	nal data inv	olved will be					
		records; public		yrs. * Then offer to the	if (i) the comp	any submitt	ing are sole					
		consultation; Reports;		archivist. If no archivist then see	traders or unli	mited comp	anies; and/or					
		designs and drawings;		comment**	(ii) they includ	e the CVs of	the					
		procurement; contracts		Exception being where (i) where	company staff	who will be	engaged in					
		issued; H&S files, etc.		the contract for delivery of the	delivering the							
				capital project is a contract	** In the ev							
				under seal in which case its	the records sh							
				duration plus 12 yrs.; (ii) where	indefinitely or	until they ca	an be					
				-	appraised at a							
					archival value	•						
					employed dire							
					engaged by th							
					archivist eithe							
					otherwise eng							
				funds. There is an absolute legal	Authority is to	•						
					manager/certi							
				relevant documentation relating								
12.1				-	other than to	permanently	y archive					
124			1	period of 3 vrs. after the closure	Irecords.							