

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	National Record Retention Policy for Local Authority Records 2021 - incorporates comments & obs and input from CCMA 2021													
2														
3	Functional Heading:	Transportation and Infrastructure												
4	Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments									
5	Traffic Management	Traffic flow studies	Maps/drawings/structural initiatives. Special plans, proposals, reports & correspondence Plans Re: traffic initiatives. AADT Calculations Traffic Modelling Diagrams & Reports	Retain 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.	The Road Traffic Acts 1961 to 2018 Section 95 Road Traffic Act 1961 (as amend.) by Road Traffic Act 1994), as amended. **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the 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									
6		Traffic Signals	Maintenance Reports reports/documents/correspondence Signal Phasing Capacity Checks Geometric Designs Intergreen Matrices Maps/project specifications.	Retain Maintenance reports for 7 years. Then offer to archivist. In the event of no archivist please see comment** Destroy all other documents & correspondence after 2 years.	Road Traffic Acts 1961 to 2018 **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.									
7		Traffic Surveys	Annual Traffic Surveys Speed Surveys: excel files/reports/videos/photographs	Retain for 15 years. Then offer 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 archive records.									



	A	B	C	D	E	F	G	H	I	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														
14		<b>Traffic Signs</b>	Traffic Sign Approvals T (11) Traffic Sign Studies	Retain Traffic signs until these signs are superseded by new traffic signs. Then offer 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									
15	<b>Byelaws</b>	<b>Speed Limits</b> (reviewed every 5years)	Record of speed limits: Map road (national but local data), GIS system	All documents including all approvals & consents to be held until speed limit(s) superseded. Offer mapped record of superseded/ historical speed limits to archivist. In the event of no archivist please see comment** Other documents and records to be destroyed.	Road Traffic Act 2004. Bye Laws are published on <a href="http://www.speedlimits.ie">www.speedlimits.ie</a> . <b>Note</b> , Previous Bye Laws on website, for information purposes only.									
16		<b>Traffic Bye-Laws</b>	Copies of Bye-Laws/Pay & display files	All documents including all approvals & consents to be held until bye-laws have been superseded. Then offer superseded documents to archivist. In the event of no archivist please see comment**	DTTAS requirements for review every 5years. **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.									
17	<b>Licensing &amp; Permits</b>	<b>Heavy Load Permits</b>	Abnormal Load Permits Permits	Retain permits for 2 years after the permit expires. Then destroy.	Road Traffic (Construction & Use of Vehicles) Regulations 2003, as amended (S.I. 5/2003)									
18		<b>Tow Away Vehicles</b>	Files on towed away vehicles	retain all files on towed vehicles for 2 years. Then destroy.										
19		<b>Residential Parking Permits</b>	Application forms & supporting docs/renewal of residential parking permits. Correspondence re permits. Appeals re the non-issuance of permits	Retain application form and permits for 2 years after the permit expires. Then destroy. Once permit issued then destroy supporting documentation.	Parking Bye laws									

	A	B	C	D	E	F	G	H	I	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														
20		<b>Visitor Parking Permits</b>	Application forms and supporting documents for the application/renewal of visitor parking permits. Correspondence regarding permits. Appeals regarding the non-issuance of permits	Retain application form and permits for 2 years after the permit expires. Then destroy. Once permit issued then destroy supporting documentation.	Parking Bye laws									
21		<b>Roadside Memorials</b>	LA policy/applications	Retain policy documents until reviewed / superseded. Retain applications for 2 years after application for memorial is agreed then destroy. High level description in the form of a spreadsheet detailing the location of memorials can be retained. Retain policy until superseded. Then offer 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 archive records.									
22		<b>Road Openings: Regional roads</b>	Annual file/ Licence applications/ Correspondence/reports/complaints. subject to audit for refund	Retain until works are completed then a further 7 years. Then destroy.	Section 13(10)(b) 1993 Roads Act Work must be completed to standard for refund Road Opening Licence (ROL) has a guaranteed period of 2years (Min) once LA notified works complete, and LA accepts re-instatement. Under statute of limitations a Licence holder liable for latent defects for 6 years +12 months from completion date.									
23		<b>TTM Inspections: Manage new Traffic Flow</b>	Temporary Traffic Management Inspection Reports	Retain for period for which TTM system is in place plus a further 2 years. Then destroy										
24		<b>Traffic Control at Roadworks (Temporary Traffic Management Plans) Part of road resurfacing, e.g. part of project file</b>	Permits	Retain permits for 5 years from time permits issued. Then destroy. Exception being where a legal case/claim has commenced. In these instances retain the permits until legal process including appeals has been exhausted. Then destroy.	Road Traffic Acts 1961 to 2018									
25	<b>Communications</b>	<b>Non-statutory consultation &amp; engagement</b>	press releases, interest groups data bases	Keep until end of project then offer these to archivist for archiving. 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									

	A	B	C	D	E	F	G	H	I	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														
26		<b>Complaints from public</b>	Register of complaints from public/correspondence to be held internally as a spreadsheet, and any personal data to be anonymised	Retain correspondence for 2 years. Then destroy.										
27		<b>Representations &amp; Correspondence</b>	Files with replies and reports on representations with letters/emails from Councillors on behalf of constituents re road complaints <b>Note</b> , Rep on specific project: will be linked to topic-not separate to topic, therefore time specific to topic.	Retain all this documentation for 2 years.Then destroy.										
28	<b>Circulars &amp; General Correspondence</b>	<b>TII</b>	General circulars& general correspondence	Retain general correspondence for 2 years. Then Destroy. Retain circulars until superceded. Then offer 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									
29		<b>DTTAS</b>	General circulars& general correspondence	Retain general correspondence for 2 years. Then Destroy. Retain circulars until superceded. Then offer 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									
30		<b>General circulars</b>	Circulars	Retain general correspondence for 2 years. Then Destroy. Retain circulars until superceded. Then offer 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									
31	<b>Behavioural Schemes</b>	<b>Bike Week</b>	Policies/plans/photographs/publicity material/leaflets	Retain for 5 years after scheme/event is held. Then destroy bar useful materials such as advertisements of this events in the future alongside contemporary projects to compare projects over time. Offer these to archivist for archiving. 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									





	A	B	C	D	E	F	G	H	I	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														
40		<b>Road Grants- Regional/Non-national Road</b>	Annual Files: applications/correspondence	Retain for duration of programme under which grant was sought + a further 7 years. Then offer capital jobs to archivist for archiving. In the event of no archivist please see comment** Other documents to be destroyed. Exception being where EU funding is involved. In these instances see comment ***	***Road Transport Act 2001EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect. **In the event of no archivist then the records should be retained indefinitely									
41		<b>Road Grants to Facilitate Industrial Development</b>	Annual Files: levied as a contribution. Levies applied through Planning conditions.	Retain 7years. Offer capital jobs to archivist for archiving. 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									
42		<b>Roads Restoration Plans Road Works Programme Local Roads Annually approved by Councillors</b>	Plans/minutes/reports/correspondence	If Reports form part of Minutes of Council meetings, retain indefinitely. Otherwise retain for Plan duration. Then destroy. Offer only reports & plans to archivist for archiving. 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									
43		<b>Road Programmes Surveys reports</b>	Data held on the National Pavement Management System (PMS) Surveys & reports	Retain surveys and reports for 7 years. Then offer to archivist for archiving. 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									





	A	B	C	D	E	F	G	H	I	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														
47		<b>Scrim Reports:</b> These results are recorded nationally through the National Pavement Management System (PMS)	Scrim results/correspondence/ Technical report on road slippage level.	Retain for 7 years. Then destroy	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.									
48		<b>Non-National Roads Surfacing Contracts:</b>	Surface contract files. Tendering and work done within the yr. tender/procurement Data held on the National Pavement Management System (PMS). Tender details on supplygov.ie. Director's Orders made for purchase of materials and acceptance of Contracts exceeding a certain threshold.	Register of Director Orders held indefinitely (see row 46 above).Retain for 7years after contract is terminated/expires. Then destroy. A high level description/record (e.g.) spreadsheet, of the location and types of works carried out should be kept for operational reasons.	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.									
49		<b>Macadam Tenders</b>	Tenders/files for supply of material /contracts/correspondence	Retain for 10 years. Then destroy	Statute of limitations for taking a claim against a product that has been in use for 10 years.									
50		<b>Underground Cables</b>	GIS, maps	Records including maps of the 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 underground cables.	Planning &Dev Act 2000									

4	A Sub-Functions	B Activities & Description what tasks do we do/why is the work done	C Documents	D Retention Recommendation	E F G H Legislation, Notes & Comments	I	J	K	L	M	N
51		<b>Hedge &amp; tree cutting</b>	annual file/reports/maps/minutes CE orders/tender docs	Retain for 7 years after cutting has taken place. <b>Note</b> , Where legal proceedings taken for 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.	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007. Section 70 Roads Act 1993						
52		<b>Road Maintenance:</b>	Files re: repair to public roads files/flooding & drainage. NB for flood retention schemes	Retain 15 years. Then destroy	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.						
53		<b>Overground Telegraph Lines</b>	Maps of the overground telegraph line network	Records (held by utility companies) including maps of the overground telegraph line 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 underground cables	**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						
54		<b>Bitumen</b>	Tenders/invoices/contracts/corres pondence (Supply Gov) Kerry Co Co.	If supply of materials only then retain for 2 years post audit being completed. Then destroy. If supply and lay contract then retain 7years after contract expires. Then destroy. High level description in spreadsheet of bitumen surfacing works carried out detailing location and description of works can be retained.	S.I. No. 284 of 2016 EUROPEAN UNION (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 required report.						

4	A Sub-Functions	B Activities & Description what tasks do we do/why is the work done	C Documents	D Retention Recommendation	E F G H Legislation, Notes & Comments	I	J	K	L	M	N
55		<b>Landscaping</b>	Tenders/invoices/contracts/correspondence	Retain successful tenders and contracts for duration of contract + 7 years. Then Destroy. Exception being policies & reports which should be offered to archivist for archiving. 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						
56		<b>Chip Stocks</b>	Invoices	Retain evidence of quotation(s) obtained from SupplyGov.ie until contract covering supply of chips has been delivered in full + a further 7 years.							
57		<b>Road Works Return</b>	Expenditure/correspondence	Retain 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.							
58		<b>Site Investigations:</b>	files re: justification for start of scheme/start of contract (before design of scheme). Part of files for scheme/correspondence reports (archaeological/topographical/ground investigation	Where related to a scheme that commences then retain for duration of the project/works + a further 7 years. Then offer to archivist. In the event of no archivist please see comment** For site investigations where project is not proceeded with then retain for 7 years. Then destroy. A high level description in spreadsheet format detailing location of sites and description of findings can be retained indefinitely.	**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						

4	A Sub-Functions	B Activities & Description what tasks do we do/why is the work done	C Documents	D Retention Recommendation	E F G H Legislation, Notes & Comments	I	J	K	L	M	N
59		<p><b>Damage to Roads re to legal proceedings taken Sometimes linked to road openings: Road Opening Licence records retained on the Road Opening Licence System.</b></p> <p><b>Note, Roads Authority can seek recovery of costs for damage done to road surface or road infrastructure or for mud on road.</b></p>	<p>Complaints about damage done by farmers/contractors-<i>e.g.</i> (a) if large quantities of mud brought from fields onto roads these are dealt by Litter Wardens as a litter offense(see environment). (b) if road excavated/damaged to lay a pipe/service; an ROL should have been applied for(if they are not retrospectively applied for, apply 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.</p>	<p>Retention time: Where legal proceedings being taken, retain records until legal process concluded. Retain 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.</p>	<p>Section 13 (10) (b) Roads Act 1993</p>						
60		<p><b>Road Markings Road Surfacing Contract</b></p>	<p>Data contained in Returns to Department and on the Pavement Management System (PMS)Files/correspondence/contracts/files for safety improvement scheme</p>	<p>Retain documents for 7 years. Then destroy. Retain high level description of location and description of road surfacing works carried out.</p>							
61		<p><b>Surface Dressing Return:</b></p>	<p>Data contained in Returns to Department and on the Pavement Management System (PMS)Tenders/files for supply of material/contracts/correspondence</p>	<p>Retain 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.</p>							
62		<p><b>Soils Laboratory</b></p>	<p>Files on LAs own soils laboratory expenditure &amp; correspondence</p>	<p>Retain documents (re operation of soil lab) for the period that it is in use + a further 7 years after it closes. Then destroy</p>							
63		<p><b>Road Maps: OSI</b></p>	<p>Road Maps/ Classification of Roads docs/ maps</p>	<p>Retain for as long as needed for 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**</p>	<p>**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to</p>						
64	<p><b>Bridges</b></p>	<p><b>Bridges: Survey&amp; Reports</b></p>	<p>Survey&amp; Reports</p>	<p>Retain surveys &amp; reports for duration for which the bridge contract is in operation + further 7 years. Then offer to archivist. In the event of no archivist please see comment**</p>	<p>**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The</p>						

	A	B	C	D	E	F	G	H	I	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														
65		<b>Bridges: Building &amp; Maintenance</b>	General files on each bridge incl. work contracts/tenders/Correspondence/Files on works drawings/maps/plans/drawings	Retain surveys & reports for duration of the works + further 7 years. Then offer 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									
66		<b>Weighbridges</b> (to weigh vehicle loads)	CEs orders/contract/tender + operational records	Retain operational records for duration for which the weigh bridge is in operation + further 7 years. Then offered to the archivist. Records of constructuion of weighbridges should be retained for the duration of the works plus a further 7 years. In the event of no archivist please see comment**	Road Traffic Act, 1961, section 16, as amended Road Transport Act 1999. Road Traffic (Construction & Use of Vehicles) Regulations 2003 (S.I. 5/2003). CE / Directors Orders retained indefinitely									
67	<b>Emergency Management Plan</b>	<b>Emergency Road Closures:</b> annual file/ copy of notice with alternate route specified.	Annual file/ Licence applications/ Correspondence/reports/annual plan	Retain documents for duration of the closure + a further 7 years. Then offer maps & approvals only to archivist for archiving. In the event of no archivist please see comment** Other documents to be destroyed.	S.I. No. 119/1994 - Roads Regulations, 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									
68		<b>Essential Services/Blizzard Conditions /Weather Warnings</b>	Reports on weather warnings/plans for dealing with snow & floods	Retain these docs for duration of emergency plan. Then offer reports & plans only to archivist for archiving. In the event of no archivist please see comment** Other documents to be destroyed.	**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 <u>notify senior manager/certifying officer</u>									
69	<b>Road Programmes</b>	<b>Road Programmes Surveys reports</b>	Surveys & reports	Retain for 7 years. Then offer 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									

4	A Sub-Functions	B Activities & Description what tasks do we do/why is the work done	C Documents	D Retention Recommendation	E F G H Legislation, Notes & Comments	I	J	K	L	M	N
70		<b>Tenders</b>	Tender files: tenders/files for supply of material/ contracts/correspondence	Retain all tender docs until contract is signed then destroy unsuccessful tenders after a further 2 years. Retain successful tender and contracts for duration of the contract + a further 7 years. Then offer to archivist for archiving. In the event of no archivist please see comment** Exception being where EU funding is involved. In these instances see comment ***	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007. ***EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is a legal 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.						
71		<b>TII Schemes</b>	Archaeology/construction reports public submissions/land agreements/progress reports/photos/tenders&contracts	Retain for 7 years. Then offer to archivist. In the event of no archivist please see comment**	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007. **In the event of no archivist then the records should be retained indefinitely						
72		<b>Public Right of Way</b>	Right of way files	Retain details of Rights of way permanently or until it is extinguished (see below).	Planning & Dev Act 2000 to 2015 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a						
73		<b>Extinguishment of Right of Way (on a public road)</b>	Extinguishment of Right of Way files. Advert, get submission, go to LA for approval, answer queries Order/correspondence. Updated on GIS	Retain Register (high level Spreadsheet) with details of extinguishment orders made including date of Council meeting. Retain for 7 years after the right of way is officially extinguished. Then offer to archivist. In the event of no archivist please see comment**	Section 73 of the Roads Act 1993 **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						
74		<b>Compulsory Purchase Orders</b>	CPOs public notice, approval by An Bord Pleanala, file per land owner	Register of all CPOs enacted by LAs and ultimately transferred to new owner. Individual CPOs must be retained until the period specified in the notice for objection has expired and any arbitration has been exhausted. Once ABP have confirmed the scheme an objector has 8 weeks to take a claim for judicial review to the HC. Retain until final compensation payment is made + 7 years. Then offer to archivist. In the event of no	Housing Act, 1966, S78. As amended **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the 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						









4	A Sub-Functions	B Activities & Description what tasks do we do/why is the work done	C Documents	D Retention Recommendation	E F G H Legislation, Notes & Comments	I	J	K	L	M	N
89		<b>Purchase of Plant &amp; Machinery</b>	Certificates for Machinery/ Brochures/tenders/purchase agreements/invoices	Retain records relating to plant & machinery equipment purchased by the LA <u>for the lifetime of the equipment plus a further period of 5 years.</u> 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.							
90		<b>Hire/Rental of Yard</b>	Agreement/correspondence /contracts	Retain records relating to the hiring or leasing of the machinery yard for the period for which the hire period exists plus a further 7 years. A high level description of the location of machinery yards can be retained and offered to archivist periodically. If no archivist please see comment** All other records can be 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.	**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						
91		<b>Annual Tenders List (Plant Hire)</b>	Tenders List (Supply Gov)	Retain SupplyGov tender list until it expires or new one issued by SupplyGov. Retain evidence of quotation(s) obtained from SupplyGov.ie until contract covering plant hire has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist the 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						

	A Sub-Functions	B Activities & Description what tasks do we do/why is the work done	C Documents	D Retention Recommendation	E F G H Legislation, Notes & Comments	I	J	K	L	M	N
4											
92		<b>Commodities List</b>	Relevant files/correspondence	Correspondence to be retained for 2 year 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.							
93		<b>Purchase of Maintenance Materials:</b>	Invoices/memos/correspondence	Correspondence to be retained for duration of contract plus 2 years then destroyed. 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 offer successful Tenders & Stores Trading Account to archivist for archiving as permanent record.Destroy rest. 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						
94		<b>Stocktaking</b>	Accounts/memos/	Retain for 7 years. Then destroy							
95		<b>Sale of Plant Machinery/ Disposal of Plant Machinery</b>	Accounts/memos/	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.							
96		<b>Fuel</b>	Maintain Register Record of total annual usage and expenditure	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. Exception being registerwhich should be offered to archivist periodically. Then offer to archivist. In the event of no archivist please see comment**							

	A	B	C	D	E	F	G	H	I	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														
97		<b>Machinery Expense A/C</b>	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 year. Then destroy.										
98		<b>Salt Barn</b>	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.										
99	<b>Quarries</b>	<b>LA Quarries (own)</b>	Planning Directorate: Register of Quarries/file on each Quarry/ Quarry agreements/acquisition/agreements docs.	Retain register of quarry for the duration of its operation + further 7 years Then offer 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									
100		<b>Sale of Quarries</b>	Planning Directorate: Negotiations files/correspondence	Retain until sale of quarries has completed + 7 years. Then offer 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									
101		<b>Lease of Quarries</b>	Planning Directorate: Individual Quarry files/Register of Quarries/ agreements/correspondence	Retain for duration of lease + 7years. Then offer high level details of quarry location, etc 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									
102		<b>Surveys &amp; Reports</b>	Planning Directorate: Register of Quarries/file on each Quarry	Retain for the duration of Quarry operation. Then offer 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									
103		<b>Gravel Pits (Leases)</b>	Planning Directorate: Lease agreements/correspondence	Retain for duration of lease + 7 years. Then offer 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									
104		<b>Bogs</b>	Conservation files	Retain for 7 years. Then offer 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									



4	A Sub-Functions	B Activities & Description what tasks do we do/why is the work done	C Documents	D Retention Recommendation	E F G H Legislation, Notes & Comments	I	J	K	L	M	N
111		<b>Fault Reports via Deadsure</b> (asset management database system in LAs since 2014).	Fault reports come in through Deadsure (Public can log a fault, LA staff manage it, a contractor can log in, carry out repairs and close off case. Useful for maintenance) or Sugar CRM.Procurement file for contractor Inc. tender, awarding of contract, payments. 2yr contract + 2 x 1yr extensions (max 4 years)	Retain details of fault reports until fault has been corrected plus a further 7 years then destroy. Retain previous procurement/ contractor file for duration of current contract. Then destroy.							
112		<b>Lighting at Developments</b>	Plans& drawings/correspondence	Retain for 2 years after comments supplied to P&D. Then destroy.	Planning pass copies to T&I who make comments and drawings and send back to Planning. T&I don't retain anything.						
113		<b>Low Cost Accident Remedial Measures:</b> (e.g. to make a poorly lit junction safer)	Files/reports/correspondence on accident reduction Grant aided works under Safety Improvement (Low Cost) Schemes recorded on Pavement Management System (PMS). May be linked with Traffic Calming Schemes -	Retain for 7 years after remedial measures put in place. Then destroy. A high level description in spreadsheet format can be retained to maintain a record of where remedial measures were taken.Then offer high level description periodically to archivist. In the event of no archivist please see comment**	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						
114		<b>Purchase Order No. Repairs</b>	LA has an order no for contract and all works are on it.	Retain for 7 years after repairs carried out. Then destroy							
115		<b>Non-Contract Repairs</b>	Road not included in contract repairs report have to be taken in charge and ongoing work is required maintain roadworks standard levels.	Retain for 7 years after repairs carried out. Then destroy							
116		<b>Monthly maintenance contract reports from contractor sent by email, kept electronically</b>	Correspondence & reports monthly bill, total number of lights maintained, total lights scouted monthly, H&S reports	Retain for duration of contract plus a further 7 years. Then destroy.							

	A	B	C	D	E	F	G	H	I	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														
117		<b>Maps/ drawings of public lighting network</b> (i.e.) Deadsure is currently used as asset management system and lights location are on it and updated continuously.	Maps/ drawings only	Retain for duration of contract with the term assessment management system plus a further 7 years. Then destroy. Retain updated maps/lists of sites until maps/drawings are superseded Older versions of maps once superseded as well as historical drawings plus a periodic extract from Deadsure which details the public lighting network at any given point in time should be offered to the archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the 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									
118		<b>New connections LA ESB application</b>	LA application to ESB, connection agreement with billing details. LA retains agreement part.	Retain file(s) for 7 years. A high level description in spreadsheet format capturing location and description of new connections 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									
119	<b>Piers &amp; Harbours</b>	<b>River/Sea Inlet Drainage works</b>	Relevant correspondence & reports	Retain for duration of works + 7years. A high level description in spreadsheet format capturing location and description of the drainage 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									
120		<b>Reports on Piers &amp; Harbours</b>	Day to day operational files/dredging reports	Retain for 7 years. A high level description in spreadsheet format capturing location and description of the dredging 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									



	A	B	C	D	E	F	G	H	I	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														
121		<b>Works &amp; Maintenance</b>	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**										
122		<b>Harbour Development Programme</b>	Programme/correspondence	Retain for duration programme + 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									
123	<b>Completed Safety Files for Future Schemes &amp; Maintenance Liaise with H&amp;S for a particular project</b>	<b>Schemes &amp; Projects Safety Files:</b> issue to future consultants & contractors	Schemes & Projects Safety Files	Retain for completion of project + 7 years, then destroy. Once capital projects completed: To be transferred from all projects (Capital and Non Capital) for 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	H&S Construction Regulations & HSA									

	A	B	C	D	E	F	G	H	I	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	<b>Capital Projects</b>	Including all correspondence; records of meetings; Project Management records; public consultation; Reports; designs and drawings; procurement; contracts issued; H&S files, etc.	All PM and Finance, including Project Control Documents, PEPs, Plans, Programmes etc.	Retain all records relating to capital projects for duration of the project and/or service contract expires plus a further 7 yrs. * Then offer to the archivist. If no archivist then see comment** Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure	* Personal data may be collected and processed in these activities. However in relation to Tenders or Contractors the only personal data involved will be if (i) the company submitting are sole traders or unlimited companies; and/or (ii) they include the CVs of the company staff who will be engaged in delivering the service. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.									