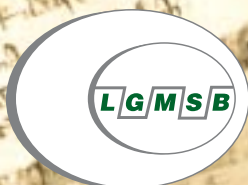
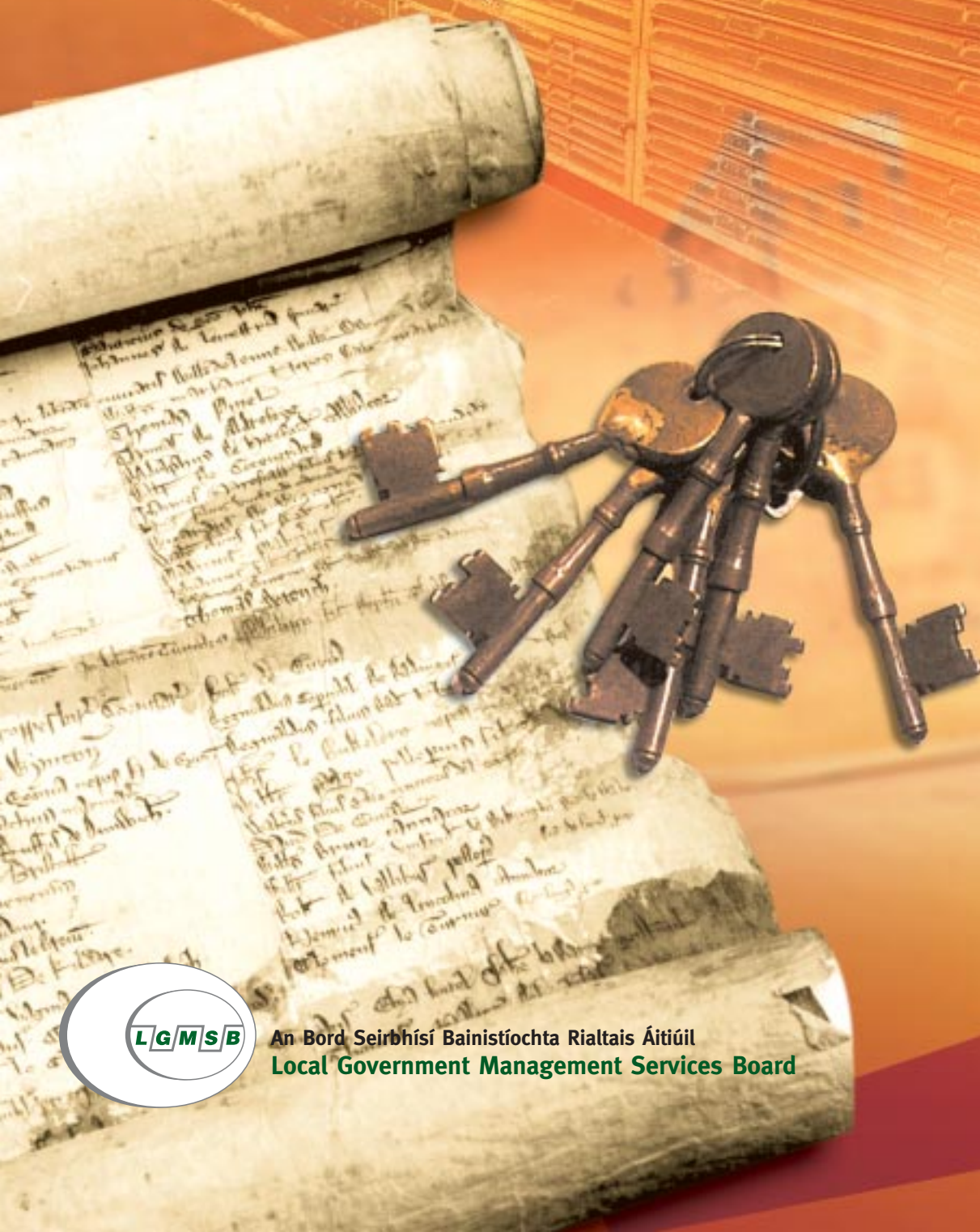


National Retention Policy for Local Authority Records

An Polasaí Náisiúnta Coinneála maidir le Taifid na nÚdarás Áitiúil



An Bord Seirbhísí Bainistíochta Rialtais Áitiúil
Local Government Management Services Board



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

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

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

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

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

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

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

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

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

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

Seamus Dooley,
Chairman,
LGMSB



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

1.0 Introduction

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

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

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

1.2 Terms of Reference

The Committee adopted the following Terms of Reference:-

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

1.3 Members of the Committee:

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

1.4 Methodology

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

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

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

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

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

1.5 The Need for a National Retention Policy

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

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

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

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

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

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

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

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

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

² See Appendix I

1.6 Advantages of a National Retention Policy

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

1.7 Form of the Report

The National Retention Policy

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

Authority for use of the Report

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

Format of Records

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

1.8 Updating the Report

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

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

1.9 Assistance in Using the Report

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

1.10 Acknowledgments

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

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

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

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

2.0 Recommendations for a Records Management System

2.1 Key Recommendations

Key recommendations for best practice in Records Management are:

Records Management System
File Management
Records Centre
Archives Centre
Proper Disposal of Records

2.2 Records Management System

A records management system controls the creation, distribution, filing, retrieval, storage and disposal of records.^{4,5}

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

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

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

⁵ See ISO 15489, the International Standard on Records Management

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

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

A retention recommendation is implemented as follows:

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



Source: Photo Disc Business and Occupations

⁶ See Appendix 3

EXAMPLE of LAYOUT of SCHEDULE:**Series Title: Correspondence**

Description Correspondence received by sections not forming part of existing file series	Documents Letters, e-mails and faxes	Retention Recommendations <table> <tr> <td>Current</td><td>1 Year</td><td>Non-Current</td><td>2 Years</td></tr> </table> Archive ☐ Dispose ☒	Current	1 Year	Non-Current	2 Years	Comments Correspondence relating to projects should be held on project files
Current	1 Year	Non-Current	2 Years				

Series Title: Progress Reports

Description Reports from sections on progress on projects to management	Documents Reports, memos and correspondence	Retention Recommendations <table> <tr> <td>Current</td><td>3 Years</td><td>Non-Current</td><td>4 Years</td></tr> </table> Archive ☒ Dispose ☐	Current	3 Years	Non-Current	4 Years	Comments
Current	3 Years	Non-Current	4 Years				

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

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

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

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

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

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

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

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

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

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

Vital Records

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

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

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

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

Vital Records to be found in Local Authorities include:

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

2.3 File Management

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

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

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

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

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

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

Filing

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

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

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

⁷ See Section 2.5

In-House Library

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

2.4 Records Centre

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

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

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

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

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

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



Source: Clare County Council Record Centre

Resource Implications

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

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

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

Transfer of Records to Records Centre

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

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

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

Files Series Database

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

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

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

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

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

The Disposal Certificate can also be created on the database.

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

⁸ See Appendix 4

⁹ See Electronic Records, 3.1

2.5 Archives Centre

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

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

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

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

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

Resource Implications

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

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

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



Source: Photo Disc Business and Transportation

Transfer of Records to an Archive Centre

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

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

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

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

2.6 Destruction of Records

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

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

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

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

Electronic / Magnetic Media and other non-paper media:

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

¹⁰ See Case 99046- Mr.ABX and the Department of Social, Community and Family Affairs, Office of the Information Commissioner. Available at www.irlgov.ie/oic

2.7 Disposal of Non-Record Material

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

3.0 Electronic Records

3.1 Electronic Records

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

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

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

The EU Forum on Electronic Records recommends:

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

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

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

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

It is apparent that a great deal more investigation is required in order to determine the best course of action to be taken in relation to electronic records and their long-term preservation. It is advised that a team of IS officers, archivists, administrators and other interested parties be established to develop a strategy for the preservation of all electronic records (including e-mails) in local authorities¹¹.

¹¹ Further information on current projects on the creation and preservation of evidential electronic records can be found through the links on the National Archives website www.nationalarchives.ie.

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

3.2 Microfilming and Scanning of Records

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

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

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

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



Source: Photo Disc Business and Industry

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

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

Copy from S12417 A.

S.W.20/15/10.

TURF PRODUCTION.

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

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

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

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

1,000,000 tons approximately.

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

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

Particulars are as follows:-

In Turf Areas.		In Non-Turf Areas.	
	Tons.		Tons.
Kerry ...	100,000	Meath ...	11,000
Leix ...	7,000	Wicklow ...	9,000
Clare ...	30,000	Dublin ...	1,000
Westmeath ..	15,000	Limerick ..	18,000
Offaly ...	5,000	Cork North.	28,000
Mayo ...	100,000	Cork South.	5,000
Roscommon ..	20,000		
Longford ...	20,000	Total ...	70,000
Galway ...	50,000	Total in	
Donegal ...	150,000	Turf areas	497,000
Total ...	497,000	GRAND TOTAL	567,000*

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

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

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

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

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

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

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

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

GENERAL



Series Title: Correspondence

Description

Correspondence received by sections not forming part of existing file series

Documents

Letters, e-mails and faxes

Retention Recommendations**Current****1 Year****Non-Current****2 Years**Archive ☐Dispose ☒**Comments**

Correspondence relating to projects should be held on project files

Series Title: Administration

Description

Files relating to the administration of sections

Documents

Reports, memos and correspondence

Retention Recommendations**Current****2 Years****Non-Current****5 Years**Archive ☐Dispose ☒**Comments**

Series Title: Personnel

Description

Files relating to personnel in sections

Documents

Correspondence with Human Resources section, assessment forms and incident reports

Retention Recommendations**Current**

While person is on staff

Non-Current

5 years after staff member leaves or retires

Archive ☒Dispose ☐**Comment**

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

Series Title: Freedom of Information

Description

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

Documents

Correspondence including copies of requests

Retention Recommendations**Current****2 Years****Non-Current****3 Years**Archive ☐Dispose ☒**Comments**

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

Series Title: Staff Meetings

Description

Files on meetings held among staff in a section

Documents

Minutes, notes and correspondence

Retention Recommendations**Current****5 Years****Non-Current**Archive ☐Dispose ☒**Comments**

Series Title: Progress Reports

Description

Reports from sections on progress on projects to management

Documents

Reports, memos and correspondence

Retention Recommendations**Current****3 Years****Non-Current****4 Years**Archive ☒Dispose ☐**Comments**

Series Title: Information Systems

Description

Systems specifically designed for work carried out in sections

Documents

Manuals, reports and correspondence regarding alterations to the system

Retention Recommendations**Current**

While system is in operation

Non-CurrentArchive ☒Dispose ☐**Comments**

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

Series Title: Maintenance of Buildings

Description

Files relating to the maintenance of buildings

Documents

Maintenance contracts, quotations, invoices and record of repairs

Retention Recommendations**Current****5 Years****Non-Current**

Until issue resolved

Archive ☒Dispose ☐**Comment**

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

Series Title: Office Equipment

Description

Equipment purchased in each section

Documents

Brochures, correspondence, quotations, orders and invoices

Retention Recommendations**Current****2 Years****Non-Current**

For life of equipment

Archive ☒Dispose ☐**Comments**

Maintain a record of any service contracts and dispose of remainder

Series Title: Budget

Description

Files on the calculation of budgets in each section which are submitted to Finance

Documents

Accounts, memos and correspondence

Retention Recommendations

Current

2 Years

Non-Current

Archive



Dispose



Comments

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

Series Title: Accounts - Expenditure

Description

Files on expenditure in each section

Documents

Notes, memos and accounts

Retention Recommendations

Current

2 Years

Non-Current

Until after audit + 1 year

Archive



Dispose



Comments

Series Title: Accounts - Receipts

Description

Files on receipts in each section

Documents

Notes, memos and accounts

Retention Recommendations

Current

2 Years

Non-Current

Until after audit + 1 year

Archive



Dispose



Comments

Series Title: Receipt / Order / Lodgement Books

Description

Books for order, receipts and lodgement in each sector

Documents

Receipts, order and lodgement books

Retention Recommendations

Current

Until book is completed + 1 year

Non-Current

Until after audit + 1 year

Archive



Dispose



Comments

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

Series Title: Travelling Expenses

Description

Files on travelling expenses held in each section

Documents

Travelling expenses sheets

Retention Recommendations

Current

1 Year

Non-Current

Until after audit + 1 year

Archive



Dispose



Comments

Series Title: Audit

Description

Files in each section regarding financial audits

Documents

Queries from auditor; replies to queries and financial accounts

Retention Recommendations

Current

Until audit complete + 2 years

Non-Current

Until following audit is complete

Archive



Dispose



Comments

FINANCE retains general financial account and audit details

Series Title: Agresso / Financial Management System

Description

Electronic accrual system

Documents

Electronic system and metadata

Retention Recommendations

Current

7 Years

Non-Current

Archive



Dispose



Comments

See *Electronic Records*, 3.1

Series Title: Capital Project Files

Description

Files on capital projects held in each section

Documents

Financial records, correspondence and reports

Retention Recommendations

Current

Until end of maintenance period

Non-Current

7 Years

Archive



Dispose



Comments

Archive with weeding. EU Audit

Series Title: Design Build Operation / Public Private Partnership Projects

Description

Files on capital projects funded with public private partnerships funding

Documents

Contract, agreements, correspondence, memos and monitoring of operation of project

Retention Recommendations

Current

Duration of contract including total operational period

Non-Current

12 Years

Archive



Dispose



Comments

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

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

Description

Files relating to ERDF funded projects in local authorities

Documents

Contracts, invoices, bank statements, correspondence and reports

Retention Recommendations

Current

Duration of project

Non-Current

3 years after closure of EU programme

Archive



Dispose



Comments

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

Series Title: Cohesion Funded National Projects

Description

Files relating to cohesion funded projects in local authorities

Documents

Contracts, invoices, bank statements, correspondence and reports

Retention Recommendations

Current

Duration of project

Non-Current

3 years after closure of the project

Archive



Dispose



Comments

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

Series Title: Legal Agreements

Description

Files on property transactions and agreements

Documents

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

Retention Recommendations

Current

10 Years

Non-Current

20 Years

Archive



Dispose



Comments

Series Title: Litigation

Description

Files on litigation in High Court, District and Circuit Courts

Documents

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

Retention Recommendations

Current

10 Years

Non-Current

20 Years

Archive



Dispose



Comments

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

Series Title: Diaries

Description

Diaries of senior officers and all professional and technical staff

Documents

Includes manual and electronic diaries

Retention Recommendations

Current

2 Years

Non-Current

7 Years

Archive



Dispose



Comments

May be required in litigation

Díríodóir na gCúigeach an Bille seo
 is é sin an tAire na hÉireann.

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



AN BILL REALTAS AITHUE (PLEANAIL AGUS
 FORBART). 1962.
 LOCAL GOVERNMENT (PLANNING AND DEVELOPMENT)
 BILL, 1962.

BILL

entitled

AN ACT TO MAKE PROVISION, IN THE INTERESTS OF
 THE COMMON GOOD, FOR THE PROPER PLANNING
 AND DEVELOPMENT OF CITIES, TOWNS AND OTHER
 AREAS, WHETHER URBAN OR RURAL (INCLUDING
 THE PRESERVATION AND IMPROVEMENT OF THE
 AMENITIES THEREOF), TO MAKE CERTAIN PRO-
 VISIONS WITH RESPECT TO ACQUISITION OF LAND,
 TO REPEAL THE TOWN AND REGIONAL PLANNING
 ACTS, 1934 AND 1939, AND CERTAIN OTHER ENACT-
 MENTS AND TO MAKE PROVISION FOR OTHER
 MATTERS CONNECTED WITH THE MATTERS
 AFORESAID.

BE IT ENACTED BY THE OIREACHTAS AS FOLLOWS:—

PART I.

PRELIMINARY AND GENERAL.

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

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

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

(b) sections 36, 37 and 38 and subsection (1) of section 32 shall come into operation on the day fixed for that purpose by the Minister for Local Government by order,

(c) if an order is made under paragraph (a) of subsection (1) of this section, the rest of this Act shall come into operation on the day appointed by that order,

(d) if an order is not made under paragraph (a) of subsection (1) of this section, the rest of this Act shall come into operation in so far as the day appointed with respect to that area by order made under paragraph (b) of that subsection.

(3) The Minister for Local Government—

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

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

ARCHIVE SERVICES



Series Title: Archive Building Accommodation - Temporary

Description

File series relating to sourcing of temporary accommodation for archives as per DoELG Guidelines

Documents

Reports, presentations, briefs, summary surveys and correspondence

Retention Recommendations

Current

Duration of temporary accommodation

Non-Current

5 Years

Archive



Dispose



Comments

Archive reports and presentations only. Dispose of remainder

Series Title: Archive Building - Conversion

Description

Series relating to conversion of a building to house archives

Documents

Reports, draft reports, plans, recommendations and briefs. Includes draft briefs for archives building and correspondence

Retention Recommendations

Current

10 Years

Non-Current

10 Years

Archive



Dispose



Comments

Archive reports, recommendations and plans of building

Series Title: Archive Building - Purpose Built

Description

Series relating to building a premises to house archives

Documents

Reports, plans, recommendations and correspondence

Retention Recommendations

Current

Until building is complete

Non-Current

10 Years

Archive



Dispose



Comments

Archive reports, briefs and plans

Series Title: Records Centre - Temporary Accommodation

Description

File series relating to sourcing of temporary accommodation for documents

Documents

Reports, presentations, briefs, summary surveys and correspondence

Retention Recommendations

Current

Duration of temporary accommodation

Non-Current

5 Years

Archive



Dispose



Comments

Archive reports and presentations only. Dispose of remainder

Series Title: Records Centre - Converted Building

Description

Series relating to conversion of a building to a Records Centre

Documents

Reports, draft reports, recommendations, briefs and correspondence

Retention Recommendations

Current

5 Years

Non-Current

10 Years

Archive



Dispose



Comments

Archive reports, recommendations and plans of building

Series Title: Records Centre - Purpose Built

Description

Series relating to the building of a Records Centre

Documents

Reports, recommendations, correspondence and plans

Retention Recommendations

Current

Until building is complete

Non-Current

10 Years

Archive



Dispose



Comments

Archive reports, plans and recommendations

Series Title: Shelving

Description

Series relating to shelving for archives and records accommodation

Documents

Catalogues, tenders, quotes, contracts and brochures. Includes correspondence regarding storage equipment, such as archival shelving

Retention Recommendations

Current

1 year after payment to shelving company

Non-Current

5 Years

Archive



Dispose



Comments

Dispose of brochures and catalogues when replaced

Series Title: Acquisition

Description

Files on acquisition of archives

Documents

Notes, copies of policies and drafts of policy

Retention Recommendations

Current

Weed annually

Non-Current

Archive



Dispose



Comments

Archive policy document and drafts

Series Title: Acquisition - Private Material

Description

Series of files relating to acquisition by purchase or donation of private material

Documents

Correspondence and deposit agreements

Retention Recommendations

Current

5 Years

Non-Current

Archive



Dispose



Comments

Archive after currency

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

Description

Series of files relating to acquisition of public archives from local authorities and area offices

Documents

Correspondence

Retention Recommendations

Current

5 years/ duration of acquisition of records

Non-Current

Archive



Dispose



Comments

Archive after period of currency

Series Title: Archival Equipment

Description

Files relating to purchase of archival equipment, such as thermohygrometers

Documents

Catalogues, brochures and correspondence regarding archival equipment and supplies

Retention Recommendations

Current

2 Years

Non-Current

Life of equipment

Archive

Dispose



Comments

Catalogues and brochures are reference material

Series Title: Conservation

Description

Files relating to conservation policy and practice

Documents

Correspondence, notes, policy and reports from conservator

Retention Recommendations

Current

Weed every 2 years

Non-Current

Archive

Dispose



Comments

Archive policy and reports. Dispose of remainder

Series Title: Environmental Conditions

Description

Files relating to environmental monitoring

Documents

Charts of temperature and relative humidity

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive

Dispose



Comments

Archive a chart of changes. Useful for reports on improvements

Series Title: Disaster Plan

Description

Files relating to plans for environmental disaster in storage area

Documents

Plan and contacts

Retention Recommendations

Current

Duration of plan / until new plan developed

Non-Current

To Archive

Archive

Dispose



Comments

Archive old plan on creation of new plan

Series Title: Technical Information

Description

Files relating to non-written archives, architecture and electronic records practices

Documents

Reports, talks and publications

Retention Recommendations

Current

Reference

Non-Current

Archive

Dispose



Comments

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

Description

Series relating to Information Systems: used in the Archives and also in relation to policies on electronic records

Documents

Correspondence, quotes, policies, reports and reference material.
Electronic archival description (EAD), electronic records, email, internet, website and databases

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive ☒

Dispose ☐

Comments

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

Series Title: Gaeilge

Description

Files relating to the Irish language, including translation of documents and liaison with Oifigeach Gaeilge

Documents

Correspondence and reports

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive ☒

Dispose ☐

Comments

Archive any reports and dispose of remainder

Series Title: Heritage

Description

Files relating to the Heritage Council, including grant requests and refusals

Documents

Correspondence and policy documents

Retention Recommendations

Current

1 Year

Non-Current

2 Years

Archive ☒

Dispose ☐

Comments

Series Title: Listing - Public and Private Collections

Description

Files relating to listing of public and private documents

Documents

Drafts of lists and finalised lists

Retention Recommendations

Current

Reference

Non-Current

Archive ☐

Dispose ☐

Comments

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

Series Title: Outreach- General Publicity

Description

Series relating to external and internal outreach. Includes radio, newspaper, journals and newsletters interviews and articles. Also talks, workshops and seminars for public and staff

Documents

Presentations, extracts from newspapers, draft speeches and correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

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

Series Title: Outreach - Education

Description

Files relating to archives in schools and colleges. Includes contacts, visits, talks, programmes and projects

Documents

Correspondence, copies of talks and presentations

Retention Recommendations

Current

3 Years

Non-Current

2 Years

Archive ☒

Dispose ☐

Comments

Contacts are reference material. Dispose of drafts

Series Title: Records Management - General

Description

Files relating to records management

Documents

Policy, mission statements, correspondence and reports on progress

Retention Recommendations

Current

Until system is put in place

Non-Current

Archive ☒

Dispose ☐

Comments

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

Series Title: Records Management - Surveys

Description

Series of files relating to the survey of records throughout all offices of the Local Authority

Documents

Descriptions of files and file series and questionnaires

Retention Recommendations

Current

Reference

Non-Current

Archive ☒

Dispose ☐

Comments

Retain an Archive copy and a reference copy

Series Title: Records Management - Retention Schedules

Description

Retention schedules for each section, both national and local

Documents

Drafts of schedules both national and local

Retention Recommendations

Current

1 Year

Non-Current

Archive ☒

Dispose ☐

Comments

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

Series Title: Records Management - Freedom of Information

Description

Series relating to Freedom of Information requests and liaison with Freedom of Information Officer

Documents

Correspondence including copies of requests

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☐

Dispose ☒

Comments

Series Title: Committees and Groups - External

Description

Documentation relating to liaison with external groups and committees, including Development Board, Cultural Sectoral Working Groups and Historical Societies

Documents

Minutes, agenda and correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Archive minutes and dispose of remainder

Series Title: Committees and Groups - Internal

Description

Documentation relating to liaison with internal groups and committees including Archives Steering Group, Cultural Committee, Local Studies, County Museum, Arts Service and other sections

Documents

Minutes, agenda and correspondence

Retention Recommendations

Current

5 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Archive minutes and dispose of remainder

Series Title: Archival Professional and Other Associations

Description

Files relating to - Society of Archivists - Irish Society for Archives - Local Authority Archivists Group

Documents

Minutes of meetings, Journals, newsletters, subscriptions and correspondence

Retention Recommendations

Current

3 Years

Non-Current

Archive ☐

Dispose ☒

Comments

Newsletters and journals are reference material

Series Title: Microfilming

Description

Series relating to microfilming plans/programme

Documents

Correspondence with companies including draft tenders, quotes and correspondence with other local authorities

Retention Recommendations

Current

Until conclusion of each microfilming project

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

Series Title: Archive - Programmes and Plans

Description

Plans and reports from the Archive service, including Strategic Planning for Local Authority and Annual Reports

Documents

Drafts and final copies of reports and plans. Correspondence with managers, minutes and agenda from Strategic Planning meetings

Retention Recommendations

Current

Until programme or plan issued

Non-Current

Archive ☒

Dispose ☐

Comments

Archive plans, reports and minutes of meetings

Series Title: Archive Services - General

Description

Files relating to the operation of the Archive Service, including standards

Documents

Correspondence, notes and standards

Retention Recommendations

Current

2 Years

Non-Current

Archive

Dispose



Comments

Standards are reference material

Series Title: Staff and Volunteers Training and Employment

Description

Files relating to staff including job description, course details and volunteers

Documents

Documents of hours, course details and correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive

Dispose



Comment

Dispose of record of hours on completion of summer work

Series Title: Archival Surveys

Description

Files relating to surveys for archive collections, such as estate records surveys and business records survey

Documents

Correspondence, lists of contacts, information gathered, forms and newspaper reports

Retention Recommendations

Current

Duration of survey + 2 years

Non-Current

5 Years

Archive

Dispose



Comments

Archive list of findings only

Series Title: Researchers

Description

Files in relation to researchers, such as application forms and queries

Documents

Original application forms to conduct research in Archives, correspondence, and information gathered for researchers

Retention Recommendations

Current

5 Years

Non-Current

Archive

Dispose



Comment

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

ARTS



Series Title: Arts Grant / Community Arts Grants

Description

Annual grant scheme for groups and organisations (not individuals)

Documents

Guidelines, application forms, recommendations, list of refusals and request forms. Also acknowledgements of funding and correspondence

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Period of closure in Archive to maintain confidentiality

Series Title: Arts Centre - Building

Description

Files on the Arts Centre building

Documents

Submissions contracts, plans and correspondence

Retention Recommendations

Current

Duration of building project

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Arts Centre - Exhibitions

Description

Files on policies and exhibition plans

Documents

Policy documents, correspondence, plans for exhibitions and exhibition programmes

Retention Recommendations

Current

3-5 Years

Non-Current

5 Years

Archive



Dispose



Comments

Archive policies and record of exhibitions held

Series Title: Arts Plan

Description

Policy and plan

Documents

Policy and plan

Retention Recommendations

Current

Duration of plan

Non-Current

Archive



Dispose



Comments

Archive when new plan produced

Series Title: Arts Programme

Description

Annual Programme

Documents

Memos, correspondence and programme

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Education

Description

Education projects with tutors in schools

Documents

Correspondence, plans and project details

Retention Recommendations

Current

2 Years

Non-Current

Until after audit + 1 year

Archive



Dispose



Comments

Archive record of projects carried out

Series Title: Bursaries

Description

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

Documents

Correspondence, grant requests and approvals

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Archive record of grants provided

Series Title: Literature

Description

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

Documents

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

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Archive with weeding

Series Title: Drama

Description

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

Documents

Correspondence, requests and approvals of grants

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Music Projects/Bands

Description

Music Projects, grants, groups and workshops

Documents

Reports, correspondence, grant requests and approvals

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Exhibitions

Description

Visual Arts projects with Community Groups- grants

Documents

Correspondence, requests and approvals of grants

Retention Recommendations

Current

4 Years

Non-Current

5 Years

Archive



Dispose



Comments

Archive with weeding

Series Title: Events

Description

Files relating to the organisation of events and speeches for events

Documents

Speeches, notes, quotations, invoices and correspondence

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive



Dispose



Comments

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

Series Title: Public Art

Description

Files relating to DoELG scheme for public art

Documents

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

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Civic Art Collection

Description

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

Documents

Correspondence, invoices and bills of sale

Retention Recommendations

Current

1 Year

Non-Current

Until after audit + 1 year

Archive



Dispose



Comments

Important in maintaining provenance of collection

Series Title: Evaluation

Description

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

Documents

Evaluation forms, notes, reports and memos

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Press Releases

Description

Copy of all press releases made to print and radio

Documents

Letters, newspaper cuttings and press releases

Retention Recommendations

Current

2 Years

Non-Current

Archive

Dispose

Comments

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

Series Title: Local Authority Arts Officers Association

Description

Files relating to meetings of Local Authority Arts Officers

Documents

Minutes and correspondence

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose

Comments

The Group should archive minutes of meetings

Series Title: Professional Development

Description

Files relating to conferences and training events

Documents

Conference materials

Retention Recommendations

Current

1 Year

Non-Current

Until after audit + 1 year

Archive

Dispose

Comments

Series Title: Crafts

Description

Files relating to liaison with craft workers

Documents

Correspondence, locations and brochures

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive

Dispose

Comments

Archive with weeding. Possibly COMMUNITY & ENTERPRISE rather than ARTS

Series Title: Arts Committee

Description

Files relating to Arts Committee

Documents

Correspondence, programmes, bursaries, approvals and requests for reports

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive

Dispose

Comments

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

TIRCONNAIL MENTAL HOSPITAL,
LETTERKENNY .

10th April, 1923.

Dear Mr. McCarron,

I have forwarded to-day to the Minister of Local Government the statistical information called for in Circular 11556/1923 miscellaneous, dated 21st March re this Mental Hospital. In this respect you will note that out of a total of 525 patients I have classified 62 as "mentally defective" and 39 "epileptics" (Total 101). The Balance 524 being "mentally deranged". Of the latter classification a number are, in my opinion, harmless, a great many being cases of Dementia due to senile decay. These classes I have always thought do not really require care in a properly equipped Mental Hospital, necessitating the very large expenditure of such an institution - as for instance, here you will notice the average weekly cost per Head calculated on the gross - less in respect of borrowed money, farm and garden superannuation is 3s/4d. To me this would appear very extravagant. But under existing circumstances, with Salaries and Wages at £15,000. 9. 2, our staff being extremely large, and the general high cost of maintenance, what can one do? Surely a better system could be adopted than the present - whereby these classes of the poor afflicted could be very comfortably housed or looked after at a far less cost to the ratepayers. They are cases in which there is absolutely no chance of ultimate recovery. Also they are in no way able to help the finances of the institution by doing useful work such as on the farm or in the workshop (that is the case of the Idiot, Imbecile and Senile). I had a most interesting talk long ago with the Bishop of Ross (Most Rev. Dr. Kealy) on the Youghal Auxiliary Asylum in which he took a great deal of trouble, and certainly I was greatly impressed with the way it was run - both as regards the comfort of the patients and the financial aspect.

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

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

CIVIL DEFENCE



Series Title: Auxiliary Services

Description

Civil Defence
Auxiliary services,
including fire,
kayaking, ambulance
and rescue services

Documents

Forms for sanction of events. This form is signed by the Civil Defence Officer and gives a brief description of the event

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Community Events - Weekend Camps

Description

Files relating to
community events
and weekend camps

Documents

Requests for assistance with events such as Garden Fetes, GAA matches, Milk RAS and St Patrick's Day festival. Includes correspondence and reports

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comment

Series Title: Emergency Plan

Description

Files in relation to
Emergency Plans

Documents

Reports, plans and material in relation to exercises in relation to Plan

Retention Recommendations

Current

Until a new
plan is issued

Non-Current

Archive



Dispose



Comments

Archive when a new plan is introduced

Series Title: Development Plans

Description

Development Plans
for the Civil Defence
Organisation

Documents

Reports and plans

Retention Recommendations

Current

Non-Current

Archive



Dispose



Comments

Archive when a new plan is introduced

Series Title: Plan for Nuclear Explosions

Description

Files on Civil
Defence Radiological
Emergency Plan for
Remote Nuclear
weapons explosions

Documents

Reports and plans

Retention Recommendations

Current

Non-Current

Archive



Dispose



Comments

Archive when a new plan is introduced

Series Title: Monitoring of Events

Description

Files containing official forms monitoring events

Documents

Forms detailing date of event, numbers involved and services involved

Retention Recommendations

Current

2 Years

Non-Current

Archive ☒

Dispose ☐

Comments

Series Title: Grant Claims

Description

Local Authority expenditure on Civil Defence in the financial year

Documents

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

Retention Recommendations

Current

3 Years

Non-Current

4 Years

Archive ☐

Dispose ☒

Comments

Dispose only after audit

Series Title: Department of Defence

Description

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

Documents

Circulars and correspondence

Retention Recommendations

Current

Reference

Non-Current

Archive ☐

Dispose ☐

Comments

Series Title: Civil Defence Vehicles

Description

Files on individual Civil Defence vehicles, including each ambulance

Documents

Correspondence and vehicle documents

Retention Recommendations

Current

Duration of life of vehicle

Non-Current

7 Years

Archive ☐

Dispose ☒

Comments

Series Title: Finance - Journey Logs

Description

Journey Logs for Appliances, Ambulances and Minibuses

Documents

Log Books

Retention Recommendations

Current

2 Years

Current

6 Years

Archive ☐

Dispose ☒

Comments

Series Title: Radio Equipment

Description

Files relating to radio installation and maintenance. Also files on training courses for Radiotelephony certificates

Documents

Correspondence with Department of Defence and Civil Defence Headquarters

Retention Recommendations

Current

3 Years

Non-Current

4 Years

Archive



Dispose



Comments

Dispose only after audit

Series Title: Civil Defence - Water

Description

Files relating to training on water rescue

Documents

Correspondence with Civil Defence Headquarters and original medical certificates for those taking part in training

Retention Recommendations

Current

3 Years

Non-Current

4 Years

Archive



Dispose



Comments

Series Title: Exercises

Description

Files on exercises including national exercises

Documents

Correspondence with Civil Defence Headquarters and lists of names of participants

Retention Recommendations

Current

7 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: First Aid Certificates Register

Description

Registers of first aid certificates

Documents

Registers

Retention Recommendations

Current

5 Years

Non-Current

1 Year

Archive



Dispose



Comments

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

Series Title: Civil Defence Officer

Description

Files relating to the Civil Defence Officer

Documents

Copies of County Managers' Orders relating to the employment of the Civil Defence Officer. Requests for approval to attend courses and correspondence

Retention Recommendations

Current

5 Years

Non-Current

Archive



Dispose



Comments

Duplications of material in HUMAN RESOURCES

Series Title: Civil Defence Officers' Files

Description

Files for officers of the Civil Defence

Documents

Correspondence relating to training, certificates of training, documents of duties and details of employment

Retention Recommendations

Current

Duration of time in office

Non-Current

Archive ☒

Dispose ☐

Comments

Archive with reference to HUMAN RESOURCES files

Series Title: Warden Register

Description

Registers of names and addresses of wardens

Documents

Printouts of names and addresses

Retention Recommendations

Current

Until register is complete

Non-Current

Archive ☒

Dispose ☐

Comments

Archive when register complete or if held electronically, system should be migrated every three years onto a new format.
See *Electronic Records*, 3.1

Series Title: Long Service Medals

Description

Files on medals awarded on completion of 10 or 20 years service in the Civil Defence

Documents

Correspondence and memos

Retention Recommendations

Current

3 years after award presented

Non-Current

Archive ☒

Dispose ☐

Comments

Archive a record of recipients of the medals

Series Title: Requisition of Uniforms

Description

Files relating to requisition of uniforms

Documents

Forms, faxes and correspondence with Civil Defence Headquarters

Retention Recommendations

Current

2 Years

Non-Current

Until after audit

Archive ☐

Dispose ☒

Comments

Series Title: Volunteers - Application Forms

Description

Files containing applications forms from volunteers

Documents

Lists of names and addresses of volunteers and application forms

Retention Recommendations

Current

Non-Current

Archive ☒

Dispose ☐

Comments

Archive final lists of volunteers. Dispose of training lists 2 years after volunteer leaves organisation

Series Title: Courses for Volunteers

Description

Files in relation to training courses for Civil Defence volunteers

Documents

Correspondence and applications for workshops / courses. These give name of volunteer, course title and date of event.

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Volunteer Duties

Description

Files relating to volunteer duties from Civil Defence outside local authority area for particular events and incidents

Documents

Correspondence with Civil Defence Headquarters

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Maps and Drawings

Description

Series of maps, plans and drawings used by the Civil Defence

Documents

Civil Defence Control Centre drawings and maps and copies of OS maps

Retention Recommendations

Current

Until replaced

Non-Current

Archive



Dispose



Comments

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

Series Title: Publicity

Description

Files containing photographs and copies of newspaper articles

Documents

Photographs, newspapers, correspondence and press releases

Retention Recommendations

Current

2 Years

Non-Current

Archive



Dispose



Comments

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

COMMUNITY & ENTERPRISE



Series Title: Presentation Material

Description

Files on presentations made by C&E

Documents

Slides and reports

Retention Recommendations
Current
2 Years
Non-Current
3 Years

Archive ☒

Dispose ☐
Comments

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

Description

Files relating to the development of the strategy

Documents

Minutes of meetings, reports, committee notes, submissions, consultations and research notes

Retention Recommendations
Current

Duration of drawing up of the strategy

Non-Current

Until new strategy introduced

Archive ☒

Dispose ☐
Comments

Series Title: Information Systems

Description

Files relating to LGCSB

Documents

Correspondence

Retention Recommendations
Current
2 Years
Non-Current
3 Years

Archive ☐

Dispose ☒
Comments

Possible duplication in INFORMATION SYSTEMS and MANAGEMENT & ADMINISTRATION

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

Description

Files detailing information on grants

Documents

Correspondence and reports

Retention Recommendations
Current
2 Years
Non-Current
3 Years

Archive ☐

Dispose ☒
Comments

Information on grants held in Department of Social, Community and Family Affairs

Series Title: Funding - Department of Finance

Description

Information on funding from Department of Finance

Documents

Correspondence and circulars

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive

Dispose

Comments

Information on funding held by Department of Finance

Series Title: Public Private Partnership Fund

Description

Files on public private partnership projects

Documents

Correspondence and circulars

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive

Dispose

Comments

May duplicate files in MANAGEMENT & ADMINISTRATION

Series Title: County / City Development Board and Working Groups

Description

Files on County / City Development Board & on Social, Economic and Cultural Working Groups

Documents

Minutes of meetings, agendas, submissions and reports

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive

Dispose

Comments

Series Title: County / City Enterprise Board

Description

Files on County / City Enterprise Board

Documents

Minutes of meetings, agendas and submissions

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive

Dispose

Comments

County / City Enterprise Board holds own documents

Series Title: Area Committees

Description

Files on local area committees

Documents

Minutes, reports and correspondence

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive

Dispose

Comments

Area Committee holds own documents

Series Title: Strategic Policy Committee

Description

Files on strategic policy committees

Documents

Copy of minutes and correspondence

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive ☒
Dispose ☐
Comments

May duplicate files in
MANAGEMENT &
ADMINISTRATION

Series Title: Association of Directors of Community and Enterprise

Description

Files relating to meetings of the Association

Documents

Minutes, correspondence, agendas, submissions and reports

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive ☒
Dispose ☐
Comment

Originals held by Secretary of the Association

Series Title: Director of Community and Enterprise

Description

Files relating to the Director

Documents

Conditions of employment and correspondence

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive ☒
Dispose ☐
Comments

Archive with weeding

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

Description

Files relating to involvement of C & E in this Committee

Documents

Minutes, correspondence and reports

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive ☒
Dispose ☐
Comments

Archive all original minutes.
Minutes held by Committee

Series Title: Integrated Area Management Plan Monitoring Group

Description

Files on meetings of the group

Documents

Minutes and reports

Retention Recommendations
Current
2 Years
Non-Current
3 Years
Archive ☒
Dispose ☐
Comments

Archive minutes unless held by group

Series Title: Decentralisation

Description

Files relating to submission for move of decentralised government agencies to local area

Documents

Draft reports, submissions and correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

May be duplicated in
MANAGEMENT &
ADMINISTRATION

Series Title: Local and National Organisations

Description

Files relating to organisations, such as local and national charities, EPA and government agencies

Documents

Publications, reports, minutes of meetings and programmes

Retention Recommendations

Current

2 Years

Non-Current

Archive ☐

Dispose ☒

Comments

Held by organisation

Series Title: Audit of Service Provision - Community Forum

Description

Files relating to the process of audit of service by public

Documents

Correspondence, forms, reports and minutes of meetings

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Series Title: Community Development Programme

Description

Files relating to development of programmes by C & E staff and community groups

Documents

Correspondence and memos

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Series Title: Community Fora

Description

Files on community groups registered with C&E

Documents

Correspondence, minutes and issues raised. Includes registration forms for various community groups

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒Dispose ☐

Comments

Series Title: Community Groups

Description

Files on lists of community groups in local area

Documents

Listings of groups

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒Dispose ☐

Comments

Series Title: Industrial Promotions

Description

Files relating to promotion of industry in local area

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒Dispose ☐

Comments

Series Title: Urban and Village Renewal

Description

Files relating to renewal plans

Documents

Copies of plans and submissions

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☐Dispose ☒

Comments

Duplicates PLANNING files

Series Title: Arts

Description

Files on arts groups in local area

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒Dispose ☐

Comments

Not a duplication of ARTS Files

Series Title: Reference / Information Files

Description Files containing information on organizations such as FAS, Combat Poverty and IFA. Also on festivals, events, heritage sites and local projects	Documents Correspondence, copies of public reports, brochures and pamphlets
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Retention Recommendations	
Current	Reference
Non-Current	
Archive	☒
Dispose	☐
Comments Weed every two years to remove obsolete information	

Series Title: Projects

Description Files relating to projects	Documents Reports and correspondence
--	--

Retention Recommendations	
Current	
Duration of projects	
Non-Current 5 Years	
Archive	☒
Dispose	☐
Comments Archive with reference to duplication in other sections	

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

APPENDIX D.
ROAD LABOURERS WAGES

Local Authority	1914		1939		1946	
	Hours per week	Wages per week	Hours per week	Wages per week	Hours per week	Permissible wages per week
<u>COUNTY COUNCILS:</u>						
Carlow	-	13/-	48	32/-	48	44/-
Cavan	-	12/-	"	30/-	"	44/-
Clare	-	14/-	"	35/-	"	44/-
						& 47/6
Cork	57	13/- to 15/-	"	35/-	"	44/-
						& 47/6
Donegal	54	16/-	"	30/-	"	44/-
Dublin	55½	16/-	"	48/-	"	50/-
						& 54/-
Galway	54	15/-	"	30/-	"	44/-
Kerry	56	12/- to 15/-	"	35/-	"	44/-
						44/-
Kildare	-	15/-	"	30/-	"	47/6
						& 50/-
Kilkenny	56	15/-	"	30/-	"	44/-
						& 47/6
Leitrim	90	15/-	"	29/-	"	44/-
Laoighis	-	12/-	"	30/-	"	44/-
Limerick	54	14/-	"	30/-	"	44/-
						& 47/6
Longford	60	15/-	"	32/-	"	44/-
Louth	-	12/- to 14/-	"	30/-	"	47/6
Mayo	54	15/-	"	30/-	"	44/-
Meath	-	12/- to 13/-	"	35/-	"	47/6
						& 50/-
Monaghan	60	15/-	"	30/-	"	44/-
Offaly	-	12/-	"	30/-	"	44/-
Roscommon	66	12/-	"	31/-	"	44/-
Sligo	51	15/-	"	28/- to 30/-	"	44/-
Tipperary (N.H.)	-	12/- to 14/-	"	35/-	"	44/-
Tipperary (S.H.)	66	12/-	"	35/-	"	44/-
Waterford	60	12/- to 15/-	"	35/-	"	44/-
						& 47/6
Westmeath	51	12/-	"	32/-	"	44/-
Wexford	60	10/- to 12/6	"	30/-	"	44/-
Wicklow	-	10/- to 15/-	"	30/- to 37/6	"	47/6
						& 54/-

ENVIRONMENT ENVIRONMENT



Series Title: Reference - Legislation and Reports

Description

Reports, booklets and copies of legislation

Documents

Circulars, regulations, legislation, guidelines, EU Directives and reports from external agencies

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Retain until reference use ceases. Review each year

Series Title: Water Pollution Enforcement

Description

Files relating to enforcement of water pollution regulations

Documents

Copy Manager's Order instituting legal proceedings against individual, serving of notice under Section 12 of Local Government Water Pollution Act, 1977 and Section 9 of Water Pollution Act, 1990 relating to commencing and completing works

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

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

Description

Water pollution incidents

Documents

Includes files on reports and cases not prosecuted

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive



Dispose



Comments

Archive reports

Description

Water Pollution Policy and Planning

Documents

Policies, plans and drafts

Retention Recommendations

Current

Until new plan introduced

Non-Current

Archive



Dispose



Comments

Archive old plan

Description

Correspondence

Documents

Correspondence with EPA, environmental groups, community groups and legal advisors

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive



Dispose



Comments

Description

Complaints

Documents

Pollution complaints- register/log book of complaints

Retention Recommendations**Current****2 Years****Non-Current****6 Years**

Archive



Dispose

**Comments**

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

Description

Notices

Documents

Public notices

Retention Recommendations**Current****5 Years****Non-Current****5 Years**

Archive



Dispose

**Comments****Series Title: Water Quality****Description**

Files on water quality

Documents

Reports including river water quality reports

Retention Recommendations**Current****5 Years****Non-Current****5 Years**

Archive



Dispose

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

Files relating to issue of licences for discharge to waters

Documents

General correspondence, application forms, monitoring details and register

Retention Recommendations**Current**

For term of licence + 1 year

Non-Current**6 Years**

Archive



Dispose

**Comments**

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

Series Title: Integrated Pollution Control Licences**Description**

Files on licences

Documents

Licences

Retention Recommendations**Current**

Retain for public display as per EPA requirements

Non-Current

Archive



Dispose

**Comments**

Dispose after licence granted

Series Title: Oil Pollution

Description

Files relating to incidents of oil pollution

Documents

Correspondence, reports and photographs

Retention Recommendations**Current**

Duration of incident + 6 years

Non-Current

Review with reference to litigation

Archive



Dispose

**Comments**

Series Title: Atmospheric Pollution

Description

Files relating to atmospheric pollution and implementation of legislation

Documents

Air pollution notices

Retention Recommendations**Current**

Duration of incident + 6 years

Non-Current

Review with reference to litigation

Archive



Dispose

**Comments****Description**

Air pollution licenses

Documents

Applications and reports

Retention Recommendations**Current**

5 Years

Non-Current

5 Years

Archive



Dispose

**Comments**

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

Description

Monitoring Stations

Documents

Results

Retention Recommendations**Current**

2 Years

Non-Current

5 Years

Archive



Dispose

**Comments****Description**

Air Pollution returns

Documents

Returns under the Air Pollution Act, 1987

Retention Recommendations**Current**

5 Years

Non-Current

5 Years

Archive



Dispose

**Comments**

Description

Correspondence

Documents

Complaints Correspondence

Retention Recommendations**Current****5 Years****Non-Current****5 Years**

Archive



Dispose

**Comments****Series Title: Noise Pollution****Description**

Complaints and correspondence relating to noise pollution

Documents

Correspondence

Retention Recommendations**Current****2 years / Duration of litigation****Non-Current****6 Years**

Archive



Dispose

**Comments****Series Title: Litter Pollution****Description**

Files relating to enforcement of litter pollution legislation

Documents

Enforcement- Nuisance complaints, illegal dumping complaints, investigation report, evidentiary photographs copy Manager's Order initiating legal proceedings

Retention Recommendations**Current****3 years / Duration of litigation****Non-Current****6 Years**

Archive



Dispose

**Comments****Description**

Abandoned Vehicles

Documents

Correspondence and reports

Retention Recommendations**Current****2 years / Duration of litigation****Non-Current**

Archive



Dispose

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

Material relating to litter awareness programs and Schools Environment programme

Documents

Environmental Warden's report, promotional material and litter plan

Retention Recommendations**Current****Life of Plan****Non-Current****Duration of subsequent plan**

Archive



Dispose

**Comments**

Series Title: Waste Management

Description

Waste management
Plans

Documents

Plans and drafts

Retention Recommendations**Current**Duration of
plan**Non-Current**

Duration of subsequent plan

Archive



Dispose

**Comments****Description**

Notices under
Section 18 of Waste
Management Act

Documents

Notices

Retention Recommendations**Current****5 Years****Non-Current****2 Years**

Archive



Dispose

**Comments****Description**

Files relating to
waste disposal

Documents

Permits, applications, copy Manager's
Order and correspondence

Retention Recommendations**Current**Duration of
permit + 2 years**Non-Current****6 Years**

Archive



Dispose

**Comments****Description**

Hazardous Waste and
Toxic Waste

Documents

Permits and applications for permits

Retention Recommendations**Current**Duration of
permit + 2 years**Non-Current****6 Years**

Archive



Dispose

**Comments****Description**

Transfrontier
shipments of
hazardous waste

Documents

Forms and correspondence

Retention Recommendations**Current**Lifetime of
bond + 2 years**Non-Current**

Archive



Dispose

**Comments**

Description

Management of landfill sites

Documents

Tiphead charges, reports and correspondence. Also complaints, statistics and illegal dumping

Retention Recommendations**Current**

Until remediation completed

Non-Current

30 Years

Archive ☒

Dispose ☐

Comments**Description**

Landfill dockets

Documents

Dockets from landfill site

Retention Recommendations**Current**

2 Years

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments**Description**

Site investigations for landfill sites

Documents

Correspondence and reports

Retention Recommendations**Current**

Until site is opened

Non-Current

10 Years

Archive ☒

Dispose ☐

Comments**Series Title: Refuse Collections****Description**

Files on refuse collection in the local authority

Documents

Contracts, complaints, estimates and internal correspondence relating to charges. Also copy Manager's Orders relating to charges and purchasing details for vehicles

Retention Recommendations**Current**

1. Private Contractors - For duration of contract
2. LA Vehicles - Duration of lease / rental agreement
3. Charges - 2 years

Non-Current

1. 6 Years
2. Life of vehicles agreement
3. 5 Years

Archive ☒

Dispose ☐

Comments

Archive contract documents, vehicles agreements and record of charges

Series Title: Recycling**Description**

Files on recycling programme of local authority

Documents

Bottle banks, home composting, reference material, campaigns and correspondence

Retention Recommendations**Current**

Grants - 2 years Promotions - Duration of promotion

Non-Current

Grants - until after audit + 1 year

Archive ☒

Dispose ☐

Comments

Series Title: Water Safety

Description

Files relating to water safety, beaches and swimming pools

Documents

Bathing Areas correspondence, reports / inspections on beaches

Retention Recommendations

Current

5 Years

Non-Current

Archive



Dispose

**Comments****Description**

Blue Flag beaches

Documents

Correspondence and reports

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose

**Comments**

Archive with weeding

Series Title: Water Safety Committee

Description

Swimming pools

Documents

Includes advertising, pool tickets, hats, complaints, monitoring expenditure, income report, proposed extension and special passes

Retention Recommendations

Current

5 Years

Non-Current

Until after audit + 1 year

Archive



Dispose

**Comments**

Archive reports and dispose of remainder

Description

Files on committee

Documents

Minutes of meetings, correspondence and circulars

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose

**Comments**

Series Title: Caravans

Description

Files relate to dealings with the Fire Officer and Health Board regarding the issue of licenses to caravan parks annually

Documents

Applications for caravan licenses, internal correspondence between RATES and PLANNING & DEVELOPMENT

Retention Recommendations

Current

Duration of licence

Non-Current

2 Years

Archive



Dispose

**Comments**

Series Title: Environmental Conservation**Description**

Contains material relating to nature conservation

Documents

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

Retention Recommendations**Current****5 Years****Non-Current****5 Years****Archive****Dispose****Comments**

Archive material created by local authority and dispose of EPA circulars

Series Title: Public Health Nuisances**Description**

Files relating to public health nuisances

Documents

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

Retention Recommendations**Current**

Until the matter has been dealt with

Non-Current**2 Years****Archive****Dispose****Comments**

FINANCE



Series Title: Annual Budget

Description

Annual budgets for each programme group with details of expenditure and previous years budgets and adopted budget with supporting documentation

Documents

Financial documents

Retention Recommendations

Current

3 Years

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

Series Title: Annual Financial Statement

Description

Published report with supporting documentation illustrating in summary the financial position of the local authority

Documents

Annual financial statements

Retention Recommendations

Current

Until after audit + 1 year

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

Series Title: Local Government Auditors Report

Description

Final Report and file on each section

Documents

Includes report on each audit with memos, correspondence and queries

Retention Recommendations

Current

Until completion of subsequent audit

Non-Current

Archive ☒

Dispose ☐

Comments

Series Title: Financial Reports - Income and Expenditure

Description

Monthly and annual reports balancing all income and expenditure

Documents

Printouts in old system

Retention Recommendations

Current

Non-Current

Archive ☐

Dispose ☒

Comments

Pre electronic accrual system. Destroy monthly reports after year-end and destroy annual reports after audit + 1 year. Audit includes EU audit and local government audit

Series Title: Payment Vouchers

Description

Documentation relating to the processing of capital and revenue payments

Documents

Includes original invoice, certificates of payment and payments for travelling expenses

Retention Recommendations

Current

General Payments - Until after audit + 1 year
EU Funded - Until after audit + 1 year

Non-Current

General Payments - 7 years
EU funded - Completion of project + 7 years

Archive ☐

Dispose ☒

Comments

Payment Vouchers relating to EU funded schemes should be held separately from general payment vouchers if possible. In cases where general and EU payment vouchers cannot be separated a 15 year retention period should be considered

Series Title: Invoices and Goods Received Notes

Description

Invoices for goods/services and goods received notes produced by system

Documents

Invoices and goods received notes

Retention Recommendations

Current

Until after audit + 1 year

Non-Current

7 Years

Archive ☐

Dispose ☒

Comments

Series Title: Suppliers Payments History

Description

Annual printout of the total number of payments made to suppliers during one year to enable responses to queries on the date and amount of payments

Documents

Printout of supplier's payment history

Retention Recommendations

Current

Until after audit + 1 year

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

Series Title: Parameter File

Description

Printout of pay codes for various activities

Documents

Printout

Retention Recommendations

Current

Reference

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Payroll Grade Code File

Description

File of grade codes with updates of relevant pay scales for each code

Documents

Retention Recommendations

Current

Reference

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

Series Title: Payroll Records of Deductions

Description

Records of deductions made from staff pay for various payments such as insurance, mortgages etc

Documents

Includes a note or document requesting the deductions and a printout of deductions made

Retention Recommendations

Current

5 Years

Non-Current

Retirement / Resignation

Archive ☒

Dispose ☐

Comment

Document requesting deductions must be retained until deductions are terminated. Dispose of printout after audit

Series Title: Records of Pay, Arrears, Wage Adjustments

Description

Material relating to the payment of holiday pay, arrears on promotion or pay increase

Documents

Includes copy Manager's Order confirming adjustments

Retention Recommendations

Current

Until after audit + 1 year

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

Series Title: Payroll Masterfiles / Histories

Description

Master files printout for each employee's payments. More detailed than payroll history

Documents

Includes deductions, date of payment, expenditure code and total number of payments. Also includes details of pay, deduction, date of birth, previous employment, superannuation payments, start and end date and PRSI payments

Retention Recommendations

Current

5 Years

Non-Current

50 Years

Archive ☐

Dispose ☒

Comments

Review period of currency with regard to use after 5 years. Microfilm or scanning to evidential standards should be considered. See *Microfilming and Scanning of Records* 3.2

Series Title: Records of Pay Rates

Description

Files relating to rates of pay

Documents

Circulars and copy Manager's Orders

Retention Recommendations

Current

Reference + audit

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Records of Overtime

Description

Files on overtime pay

Documents

Includes circulars, forms applying for the payment of overtime with approvals

Retention Recommendations

Current

Until after audit + 1 year

Non-Current

1 Year

Archive ☐

Dispose ☒

Comments

Series Title: Sick Pay Documents

Description

Files on sick pay

Documents

Includes sick pay scheme forms with a description of the period of sickness and certificates of sickness

Retention Recommendations
Current

Until retirement /
resignation / death

Non-Current

Archive ☒

Dispose ☐

Comments

Archive forms. Hold with HUMAN RESOURCES Employee files series

Series Title: Bank Advice Note

Description

Printout detailing all employees and people paid by the local authority

Documents

Printouts

Retention Recommendations
Current

Until after audit
+ 2 years

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Bank Statements

Description

Bank statements

Documents

Statements

Retention Recommendations
Current

Until after audit + 1 year

Non-Current

Archive ☐

Dispose ☒

Comments

Both EU and local government audit is referred to here

Series Title: Paypath

Description

Bank account details of staff paid through the banks

Documents

Copies of weekly printouts of wages and salaries sent to the bank

Retention Recommendations
Current

Until after audit
+ 2 years

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Payroll Interface

Description

Interface report of all payroll payments

Documents

Shows the balance going on to expenditure in each pay group

Retention Recommendations
Current

Until after audit
+ 2 years

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Timesheets and General Data Payroll

Description

Details for all outdoor staff and temporary staff

Documents

Includes signed timesheets, details relating to change of address, tax-free allowances and deductions

Retention Recommendations

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

Archive ☐

Dispose ☒

Comments

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

Description

Details of PAYE, PRSI and tax credits of personnel. VAT returns for contractors/sub-contractors and professional services. Documents of subcontractors serial identity and all payments and tax paid by each subcontractor

Documents

Details of withholding tax deducted from contractors who have not supplied a C2 form, list of tax paid by contractors (a copy of this is issued to revenue commissioners) and tax returns and credit details for staff

Retention Recommendations

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

Archive ☐

Dispose ☒

Comments

Series Title: Coroners Certificates

Description

Certificates for payment of coroners fees under the Coroners Act, 1962

Documents

Certificates

Retention Recommendations

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

Archive ☐

Dispose ☒

Comments

Series Title: Lease Register

Description

Register of all payments made to companies from whom the local authority has leased equipment

Documents

Register

Retention Recommendations

Current	Non-Current
Until end of lease	Until after audit + 1 year

Archive ☒

Dispose ☐

Comments

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

Series Title: Money Register

Description

Register of revenue collected from local authority car parks

Documents

Register

Retention Recommendations

Current	Until after audit	Non-Current	1 Year
----------------	-------------------	--------------------	---------------

Archive ☐

Dispose ☒

Comments

Series Title: Cancelled Paying Orders / Duplicate / Redated Cheques

Description

Documents of cheques cancelled, duplicate or redated

Documents

Cancelled cheques and paying orders

Retention Recommendations

Current

Until after
audit + 1 year

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Internal Audit

Description

Reports relating to internal financial issues

Documents

Reports

Retention Recommendations

Current

2 years after
report issued

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

Series Title: Internal Investigations

Description

Internal investigations of irregularities

Documents

Correspondence and reports

Retention Recommendations

Current

Until investigation is
complete

Non-Current

Until case completed

Archive ☒

Dispose ☐

Comments

Archive with period of closure

Series Title: Insurance Policies

Description

Files on individual insurance policies. Includes fire insurance policies on local authority properties, motor policy, employers liability insurance, personal accident, professional indemnity etc

Documents

Includes original policy and subsequent updates and correspondence with Irish Public Bodies Insurances Limited

Retention Recommendations

Current

Duration of policy

Non-Current

Archive ☒

Dispose ☐

Comments

Archive original policies. Original Policies are vital records

Series Title: Motor Insurance Claims

Description

Files on claims involving local authority vehicles

Documents

Claims, correspondence and judgements

Retention Recommendations

Current

Until settlement / judgement

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

Series Title: Employers Liability Claims**Description**

Files on claims for accidents at work

Documents

Copy form completed, and reports on incidents

Retention Recommendations**Current**

Until settlement of case

Non-Current**5 Years****Archive****Dispose****Comments****Series Title: Public Liability Claims****Description**

Files on claims made

Documents

Correspondence and case documents

Retention Recommendations**Current**

Until case closed

Non-Current**Archive****Dispose****Comments****Series Title: Legal Costs****Description**

Files relating to solicitors bills and legal costs incurred by the local authority

Documents

Correspondence and bills

Retention Recommendations**Current****5 Years****Non-Current****5 Years****Archive****Dispose****Comments**

COMAIRLE CEANTAIR BUNDORAIN.
BUNDORAN URBAN DISTRICT COUNCIL.

EAMONN UA DÁLAIS,

ceineadóir na comairle,

"feirmeoir an baile,

agus

an coiriseadóir um sláinte
poiblíche.

E. DALY, A. MC. P. & CO. E.

CLERK OF COUNCIL,

TOWN SURVEYOR,

and
EXECUTIVE SANITARY OFFICER.oifisi,
OFFICES.

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Page No. 1.

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

1. The Beach Guard appointed is to attend on Bundoran Beach continuously from 8 oc. am. to 8 oc. pm. on every day during his employment - Sundays included - except while attending to his Religious duties and also during dinner hour from 12.30 pm. to 1.30 pm.
2. He is to take strict care of Council's property placed on the Strand and on the walks around the Beach and report at once to the Council any damage done or abuses that he may observe. He is to have all life-saving appliances ready in case of emergency during the time he is on duty, and have them carefully locked up after 8 oc. pm. each day.
3. The Beach Guard must be courteous to all persons frequenting the Strand and give advice as to when and where the may bathe, when he is applied to.
4. He must use every means at his disposal for the prevention of bathing accidents, at all places within his view and frequented by bathers.
5. If a bather appears to be in an unsuitable place in the water or if to be bathing when the sea is in a dangerous condition, the Beach Guard must immediately warn the person, and if the warning is unheeded, he must take steps for the removal of such person. When the sea is in a dangerous state he must prevent all bathing and order that the dressing boxes be closed. He is to give warning by waving a flag that bathing is prohibited when the sea is not suitable.
6. In case a person attempts to bathe without being attired in a suitable bathing costume, the matter must be reported at once to the Civil Guards.

FIRE SERVICES & BUILDING CONTROL



Series Title: Register

Description

Register regarding changes to structures

Documents

Includes document recording action taken by depositor, local authorities, An Bord Pleanála and the courts relating to administrative decisions pursuant to the Building Regulations

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive ☒Dispose ☐

Comments

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

Series Title: Commencement Notices

Description

Files relating to commencement notices in compliance with Building Control Regulations

Documents

Forms, notice to building control authority pursuant to Part II of Building Control Regulations, 1997; commencement date, money paid as fee, project particulars and planning permission number

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive ☒Dispose ☐

Comments

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

Series Title: Fire Safety Certificates

Description

Fire Safety Certificates - individual file for each application

Documents

Manager's Orders relating to issue of certificates and conditions. Copy of plans also held for all sites

Retention Recommendations

Current

5 Years

Non-Current

Until works completed and approved by fire officer

Archive ☐Dispose ☒

Comments

Building Control Regulations, 1997, Part II

Series Title: Fire Occurrences

Description

Files detailing fire occurrences, false alarms etc.

Documents

Reports include date, time of call, time of turnout, place of fire, fire officers involved, description and extent of fire, property involved, people injured, method of dealing with fire etc. Also includes invoices for costs of call-outs

Retention Recommendations

Current

1 Year

Non-Current

Until after audit + 1 year

Archive ☒Dispose ☐

Comments

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

Series Title: Licensing - General

Description

Files regarding applications for intoxicating liquor, club or dance licences. Individual files for each application

Documents

Notification by fire officer of district court, applications for licences and applications for transfer or renewal of licences

Retention Recommendations

Non-Current

1 year or duration of Licence

Non-Current

Archive ☐Dispose ☒

Comments

Series Title: Inspections of Premises

Description

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

Documents

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

Retention Recommendations

Current

For Lifetime of Premises

Non-Current

2 Years

Archive ☒

Dispose ☐

Comments

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

Series Title: Cinema Licences

Description

Files relating to cinema licences

Documents

Applications, correspondence, reports and recommendations

Retention Recommendations

Current

Non-Current

Archive ☒

Dispose ☐

Comment

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

Series Title: Dangerous Substances

Description

Licences regarding dangerous substances - mainly for petrol stations

Documents

Register of licences

Retention Recommendations

Current

2 Years

Non-Current

6 Years

Archive ☒

Dispose ☐

Comments

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

Description

Licences regarding dangerous substances - mainly for petrol stations

Documents

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

Retention Recommendations

Current

1 Year

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

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

Series Title: Pre-Fire Planning

Description

Files on individual companies and organisations

Documents

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

Retention Recommendations

Current

Until a new plan is made

Non-Current

Archive ☒

Dispose ☐

Comments

Plan should be updated when layout changes. Archive old plans

Series Title: Activity Reports

Description

Quarterly or annual reports detailing call-outs. Includes locations of call-outs, cause, time, damage caused by fire, personnel at scene etc.

Documents

Reports

Retention Recommendations

Current

1 Year

Non-Current

20 Years

Archive ☒

Dispose ☐

Comments

May be required for inquiries

Series Title: Payment Sheets

Description

Sheets detailing payments for call-outs, usually created quarterly

Documents

Financial sheets

Retention Recommendations

Current

2 Years

Non-Current

Archive ☐

Dispose ☒

Comments

Dispose as information is abstracted into Annual Report

Series Title: Fire Appliances / Vehicles

Description

Files relating to fire appliances and fire vehicles

Documents

Brochures, correspondence and log books for appliances

Retention Recommendations

Current

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

Non-Current

Archive ☐

Dispose ☒

Comments

Dispose of log books after period of currency

Series Title: Breathing Apparatus

Description

Files relating to types of breathing apparatus

Documents

Brochures and correspondence

Retention Recommendations

Current

While in service

Non-Current

Archive ☒

Dispose ☐

Comments

Series Title: Fire Hydrants

Description

Files on fire hydrants and their maintenance

Documents

Annual inspections and defect lists

Retention Recommendations

Current

2 Years

Non-Current

Archive ☒

Dispose ☐

Comments

Retain defects sheets permanently in case of Inquiries

Series Title: Brigade

Description

Files on each brigade, assessment of development of fire service in county or city, brigade orders, agreements with adjoining counties regarding attendance at fires

Documents

Correspondence, legal agreements and maps marking boundaries

Retention Recommendations**Current**

Until updated

Non-CurrentArchive ☒Dispose ☐**Comments**

Archive agreement when new one drawn up

Description

Brigade Agreements

Documents

Agreements between fire brigades

Retention Recommendations**Current**

For duration of agreement

Non-CurrentArchive ☒Dispose ☐**Comments**

Archive agreement when new one drawn up

Description

Brigade Orders

Documents

Brigade Orders

Retention Recommendations**Current**

While in operation

Non-CurrentArchive ☒Dispose ☐**Comments**

Archive agreement when new one drawn up

Series Title: Stations

Description

Files on each fire station in the local authority area

Documents

Correspondence, plans, fire insurance details, maintenance and capital works

Retention Recommendations**Current**

Plans - 5 years

Non-Current

For life of building

Archive ☒Dispose ☐**Comments****Description**

Repairs and maintenance

Documents

Maintenance records

Retention Recommendations**Current**

Repairs & maintenance - until work complete

Non-Current

6 Years

Archive ☐Dispose ☒**Comments**

Series Title: Malicious Injuries

Description

Individual files relating to malicious injuries claims

Documents

Correspondence with solicitor, internal correspondence and application forms for compensation for malicious injury to property

Retention Recommendations

Current

Archive ☒

Dispose ☐

Non-Current

Comments

Archive old files immediately. These are now being dealt with by CORPORATE SERVICES or FINANCE

Series Title: Correspondence with Planning

Description

Files regarding communications with Planning section

Documents

Correspondence, officers reports, plans, drawings, copies of decisions in some cases and internal correspondence

Retention Recommendations

Current

While reports being drawn up by Fire Service

Archive ☐

Dispose ☒

Non-Current

Comments

Dispose, as originals of report and correspondence are held on Planning Application file

Series Title: Fire Billing Charges

Description

Accounts

Documents

Charges, accounts, assessed charges, annual receipts and journal transfers

Retention Recommendations

Current

Until account settled

Archive ☐

Dispose ☒

Non-Current 5 Years

Comments

Series Title: Forestry

Description

National Forestry reports, plans of forests and details of fire fighting plans

Documents

Reports and plans

Retention Recommendations

Current

Until updated or changed

Archive ☒

Dispose ☐

Non-Current

Comments

Archive old plans when they are replaced

Series Title: Firemen's Day Books & Drill Sheets

Description

Records of call-outs, including details of those officers called out and fire occurrences. Drill sheets filled out by officers

Documents

Drill sheets and call-out sheets

Retention Recommendations

Current

2 Years

Archive ☒

Dispose ☐

Non-Current

Comments

Archive as vital records

Series Title: Training

Description

Files on training courses, conferences etc. for fire personnel

Documents

Correspondence, course details and brochures

Retention Recommendations

Current

2 Years

Non-Current

Until after audit + 1 year

Archive



Dispose



Comment

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

Series Title: Individual Fire Officers

Description

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

Documents

Correspondence and surveys

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Weed every 5 years and dispose of redundant documentation

Series Title: Fire Officers Diaries / Inspection Sheets

Description

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

Documents

Diaries or inspection sheets

Retention Recommendations

Current

2 Years

Non-Current

20 Years

Archive



Dispose



Comments

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

Series Title: Weekly Drill Sheets

Description

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

Documents

Drill sheets or drill books

Retention Recommendations

Current

1 Year

Non-Current

5 Years

Archive



Dispose



Comments

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

Cómaire Connrae Múiseo.

OFIS

30156

FRIT

23 MEIT 1925

CAPTEÁN A' BAPPAIS.

WESTPORT URBAN DISTRICT COUNCIL.

ELECTIONS.

I desire to call attention to the situation in the Westport Urban area as disclosed by the annexed cuttin from the "Connaught Telegraph" of the 20th inst. It will be remembered that we had considerable in forming an Urban Council in Westprt last year or the year or the year before and that we had to adopt a very unusual procedure in the matter. I was in Westport on the 15th inst. and I understand that the out-going members took to heart very much the usual town gossip that was being circulated viz: that the Council was a set of jobbers and were making "their own" out of the administration. Westport people are, I find, very sensitive in matters such as that. I consider that the Council did good work while in office. In discussing the situation with a member of the late Council I expressed the view that they were now faced with the possibility of the appointment of a Commissioner or de-urbanisation.

"20/6/25.
Seán W. MacGarr

HEALTH & SAFETY



Series Title: Safety Statement**Description**

Parent and sections statement of safety policy

Documents

Policy document

Retention Recommendations**Current**

For duration of statement

Non-Current**Archive****Dispose****Comments**

Policy document reviewed regularly. Archive old statements

Series Title: Safety Training**Description**

Files on safety training courses offered by local authority

Documents

Attendance lists and course outlines/content

Retention Recommendations**Current****10 Years****Non-Current****5 Years****Archive****Dispose****Comments**

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

Series Title: Inoculation Schemes**Description**

Details of inoculation schemes

Documents

Correspondence and list of those inoculated

Retention Recommendations**Current**

12 Years from inoculation

Non-Current**Archive****Dispose****Comments**

Series Title: Health and Safety Committees**Description**

Files on committee meetings for sections and management and monitoring

Documents

Correspondence and minutes

Retention Recommendations**Current****5 Years****Non-Current****Archive****Dispose****Comments**

Archive minutes. Dispose of remainder

Series Title: Incident / Accident Reports**Description**

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

Documents

Reports, correspondence and memos

Retention Recommendations**Current****10 Years****Non-Current****80 Years****Archive****Dispose****Comments**

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

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

Certificates for plant and equipment

Documents

Certificates

Retention Recommendations**Current****10 Years****Non-Current****2 Years****Archive****Dispose****Comments**

HOUSING



Series Title: Housing Applications

Description

Files containing applications for local authority housing, with documentation required for applications

Documents

Files include applications and supplementary material required to assess eligibility requirements and priority status. Also includes medical reports, environmental health officers reports, Health Board reports and relevant correspondence, including application form and certificate of income

Retention Recommendations

Current

Until applicant housed or applicant removed from list or applicant does not supply office with further information on request for assessment

Archive ☒

Dispose ☐

Non-Current 3 Years

Comments

Successful applications are placed on Rented House file. Closure of 100 years recommended for personal information. Details should be abstracted into a register. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Series Title: Housing List

Description

List of people awaiting local authority housing

Documents

Priority lists of people eligible and awaiting local authority housing

Retention Recommendations

Current

Until creation of new list

Archive ☒

Dispose ☐

Non-Current

Comments

Transfer all lapsed lists to Archives. Partial lists are created when a vacancy arises. The annual list should be retained rather than these partial lists

Series Title: Cottage Purchase Annuities

Description

Material relating to the collection of annuities for the long-term purchase of rural dwellings

Documents

Includes site maps, transfer orders, correspondence related to arrears and balance outstanding

Retention Recommendations

Current

Until deed of discharge is completed

Archive ☒

Dispose ☐

Non-Current 3 Years

Comments

Series Title: Tenant Purchase Transfer Orders

Description

Files relate to the purchase of local authority houses by tenants

Documents

Includes tenancy details, purchase applications, transfer orders, correspondence relating to arrears and balance outstanding

Retention Recommendations

Current

2 Years

Non-Current

Until purchase is complete

Archive ☒

Dispose ☐

Comments

Weed and retain application to purchase, approval to purchase loan approval, and general files on the operation of the scheme permanently in archives.
Refusals - destroy 3 years after application to purchase is refused

Series Title: Rented Houses

Description

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

Documents

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

Retention Recommendations

Current

For the period of tenancy + weed

Non-Current

30 Years

Archive ☒

Dispose ☐

Comments

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

Series Title: Disabled Persons Grants

Description

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

Documents

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

Retention Recommendations

Current

Grants - until grant paid + audit + 1 year

Non-Current

Archive ☒

Dispose ☐

Comments

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

Description

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

Documents

Retention Recommendations

Current

Refusals - until decision to refuse is formally made

Non-Current

1 Year

Archive ☐

Dispose ☒

Comments

Series Title: Essential Repairs Grants

Description

Files relating to the allocation of grants for essential repairs

Documents

Material relating to the provision of grants of up to two-thirds of the cost for essential repairs to prolong the useful life of houses occupied by persons, included or eligible for inclusion in a local authority assessment of housing needs. Includes application forms, engineers reports, certificates of approval and copies of payments

Retention Recommendations

Current

Grants - until grant paid + audit + 1 year

Non-Current

Archive ☒

Dispose ☐

Comments

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

Description

Files relating to the allocation of grants for essential repairs

Documents

Retention Recommendations

Current

Refusals - until decision to refuse is formally made

Non-Current 1 Year

Archive ☐

Dispose ☒

Comments

Series Title: Improvement Works in Lieu of Local Authority Housing

Description

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

Documents

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

Retention Recommendations

Current

Until loan is sanctioned and paid (i.e. paid out and recouped from Department)

Non-Current

Archive ☒

Dispose ☐

Comments

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

Description

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

Documents

Retention Recommendations

Current

Refusals - until decision to refuse is formally made

Non-Current 1 Year

Archive ☐

Dispose ☒

Comments

Series Title: Mortgage Allowance Scheme

Description

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

Documents

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

Retention Recommendations

Current

5 years after subsidy is paid

Non-Current

1 Year

Archive ☒

Dispose ☐

Comments

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

Series Title: Housing Finance Loans

Description

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

Documents

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

Retention Recommendations

Current

For term of loan

Non-Current

Archive ☒

Dispose ☐

Comments

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

Series Title: Shared Ownership

Description

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

Documents

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

Retention Recommendations

Current

Until final payment made by local authority

Non-Current

Duration of scheme

Archive ☒

Dispose ☐

Comments

Archive register and all legal documents

Series Title: Home Improvement Loans

Description

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

Documents

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

Retention Recommendations

Current

Until final instalment of loan is paid to recipient

Non-Current

Duration of loan repayments

Archive ☒

Dispose ☐

Comments

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

Series Title: Small Dwellings Acquisition - Housing Loans

Description

Series relates to the provision of finance by the local authority to persons wishing to purchase or construct a house, and who cannot get a loan from a building society or bank

Documents

Includes applications, maps, engineers reports, copies of deeds, correspondence between the local authority, the applicant and solicitors

Retention Recommendations

Current

Until final payment of loan to recipient

Non-Current

For period of loan

Archive ☒

Dispose ☐

Comments

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

Series Title: Housing Construction

Description

Files relate to the construction of local authority housing by the local authority, in consultation with the Department of the Environment

Documents

Includes engineers reports, quantity surveyor reports, architects reports, planning details, Part X notices where applicable, letters advising on layout, tenders, reports on tenders, details on the appointment of a contractor, certificates of payments, expenditure certificates, application of sanction of Minister of the Environment and Local Government to loan and correspondence

Retention Recommendations

Current

Until construction completed + audit + 1 year

Non-Current 20 Years

Archive ☒

Dispose ☐

Comments

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

Series Title: Land Acquisition

Description

Material relating to the purchase of land for local authority housing projects

Documents

Includes requests from landowners to purchase land, engineers reports and acceptance

Retention Recommendations

Current

Non-Current

Archive ☒

Dispose ☐

Comments

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

Series Title: Housing Maintenance - General Records

Description

Files containing records of works carried out in local authority houses

Documents

Includes planned programme of works and lists of repairs carried out on individual houses

Retention Recommendations

Current

Until repairs / works carried out

Non-Current

For lifespan of house

Archive ☒

Dispose ☐

Comments

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

Series Title: Travellers - General

Description

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

Documents

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

Retention Recommendations

Current

3 Years

Non-Current

2 Years

Archive ☒

Dispose ☐

Comments

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

Series Title: Travellers - Halting Sites

Description

Files on the provision of local authority halting sites

Documents

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

Retention Recommendations

Current

Development of site - until site officially opened + 2 years

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

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

Description

Files on the provision of local authority halting sites

Documents

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

Retention Recommendations

Current

Operation of site - 8 years

Non-Current

10 Years

Archive ☒

Dispose ☐

Comments

Series Title: Private Sites

Description

Files on private housing sites

Documents

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

Retention Recommendations

Current

Until sites are sold + 2 years

Non-Current

Period of claw back

Archive ☒

Dispose ☐

Comments

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

Series Title: Private Rented Dwellings Register

Description

Register of rented houses by landlords

Documents

Application to register tenancy of house

Retention Recommendations

Current

Until register completed

Non-Current

10 Years

Archive ☒

Dispose ☐

Comments

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

Series Title: Assessment of Housing Needs

Description

Files on the assessment of housing needs in the local authority area

Documents

Files contain statistical reports and correspondence in relation to the assessment of housing needs in the local authority

Retention Recommendations

Current

Until a new assessment is completed

Non-Current

Archive ☒

Dispose ☐

Comments

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

Description

Files of returns sent to the Department on an annual basis

Documents

Series conveying information sent annually to the Department on housing needs and housing stock

Retention Recommendations

Current

Non-Current

Archive ☒

Dispose ☐

Comment

Transfer to archives when no longer replaced by more up-to-date information

Series Title: Estate Management

Description

Files on the management of housing estates by the local authority in co-operation with the tenants and on dealing with the issues of anti-social behaviour in housing estates

Documents

Grants for housing management initiatives, grant application forms, representations from locals, liaison with other statutory bodies, Housing Associations and residents groups. Also includes files on policy statements and notes on meetings with the public

Retention Recommendations

Current

5 Years

Non-Current

10 Years

Archive ☒

Dispose ☐

Comments

Section 2 Housing Act, 1966 ; Housing (Miscellaneous Provisions) Act, 1992 and Housing (Miscellaneous Provisions) Act, 1997.
Archive with weeding and a period of closure for any files containing personal information

Series Title: Pre-Fabs / Demountable Dwellings

Description

Files on demountable dwellings

Documents

Quotations for demountable dwellings, land certificate, applications under consideration and general files

Retention Recommendations

Current

For lifespan of dwelling

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Maps

Description

Series of ordnance survey maps

Documents

Ordnance survey maps with housing developments marked on them

Retention Recommendations

Current

Non-Current

Archive ☒

Dispose ☐

Comment

Transfer to archives when no longer referenced in Housing section. See *Electronic Records 3.1* and *PLANNING* for GIS recommendations

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

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

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

Chairman's Opinion

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

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

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

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

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

HUMAN RESOURCES



Series Title: Annual Staffing Returns

Description

Annual staffing and national income returns

Documents

Statistical returns to DoELG relating to local authority staff numbers and income

Retention Recommendations

Current

3 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Series Title: Delegation of Functions

Description

Managers' Orders delegating powers to staff

Documents

Copies of Managers' Orders

Retention Recommendations

Current

Until revised

Non-Current

Archive ☐

Dispose ☒

Comments

Original Managers' Orders retained in bound format. See MANAGEMENT & ADMINISTRATION

Series Title: HR Officers Network

Description

Files on meetings

Documents

Minutes and correspondence

Retention Recommendations

Current

2 Years

Non-Current

Archive ☐

Dispose ☒

Comments

Hold for own reference. One set of the minutes of meetings should be archived by the Secretary of Group

Series Title: AVC Retirements Benefits Plan

Description

Files on voluntary saving for pensions-deducted from pay on behalf of employees

Documents

Record of agreement to take deductions and pass on money to pension company on behalf of Unions. Details of participants

Retention Recommendations

Current

Reference

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Retirement Planning Council of Ireland

Description

Files on the retirement council of Ireland

Documents

Correspondence regarding retirement training courses

Retention Recommendations

Current

2 Years

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Superannuation Register

Description

Name and address of each individual contributing to the Superannuation scheme. On retirement, page is transferred to register of former employees

Documents

Includes date of birth, previous reckonable employment, date of starting work, completion date, service record, employee number and grade

Retention Recommendations

Current

Reference

Non-Current

Archive ☒

Dispose ☐

Comments

Archive when register complete or if held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*. Temporary employees have been included in the register since January 1998 when it became compulsory for temporary employees to pay Superannuation

Series Title: Superannuation Income and Expenditure Returns

Description

Annual returns

Documents

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Archive financial records

Series Title: Summer Workers

Description

Files on annual recruitment and employment of beachguards, co-op, Student Work Schemes and summer workers

Documents

Correspondence, CVs and advertisements

Retention Recommendations

Current

2 Years

Non-Current

8 Years

Archive ☒

Dispose ☐

Comments

Archive record of employment. Dispose of annual recruitment and unsuccessful applicant records after currency

Series Title: Community Employment (paid by FÁS)

Description

General and annual files detailing training received, costs etc.

Documents

Project plans and record of training events

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

Review after 5 years of non-currency, checking number of times files called back

Series Title: Construction Summer Placement Grants

Description

Annual grants for the employment of undergraduate students

Documents

Grant records

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

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

Description

Files of requests for work experience from at home and abroad. Some work experience requests from local government in other countries

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

Archive

Dispose



Comments

Series Title: Interviews

Description

Files on interviews for administrative, technical, general operative and related staff, craft and related staff, waterworks and sewerage caretakers and general service supervisors

Documents

Advertisements of posts, applications received and panel details

Retention Recommendations

Current

Hold until panel expires

Non-Current

1 Year

Archive

Dispose



Comments

Details on successful applicants are moved to their employee file

Series Title: Recruitment - General

Description

Details of ongoing recruitment

Documents

Copies of advertisements, recommendations from advertising agency and copy of invoices

Retention Recommendations

Current

2 Years

Non-Current

Archive

Dispose



Comments

Series Title: Training

Description

General and annual files on courses and seminars available for staff

Documents

Details of courses including Institute of Public Administration courses

Retention Recommendations

Current

2 Years

Non-Current

4 Years

Archive



Dispose



Comments

Archive training plan and registers. Dispose of details of courses

Series Title: Safety Training for Employees

Description

Training and participants

Documents

List of training events and participants at training events

Retention Recommendations

Current

3 Years

Non-Current

5 Years

Archive



Dispose



Comments

Required under Health and Safety Acts

Series Title: Health and Safety

Description

Files on health and safety in the workplace

Documents

Statement, meetings and representations

Retention Recommendations
Current
5 Years
Non-Current
5 Years
Archive ☒
Dispose ☐
Comments

See HEALTH AND SAFETY

Series Title: Health Checks

Description

Periodic medical checks for staff

Documents

Correspondence

Retention Recommendations
Current
3 Years
Non-Current
Archive ☐
Dispose ☒
Comments

Series Title: Employee Files

Description

Files on individual employees

Documents

Contacts, references, medical, sick leave certificates, maternity leave information, career breaks, Manager's Orders (copies), increments, transfer applications and doctors' correspondence, grievance procedures and investigations

Retention Recommendations
Current

Duration of employment

Non-Current

On pension /resignation /retirement until pension payments and all forms of payment cease

Archive ☒
Dispose ☐
Comments

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

Series Title: Staff Support Programmes / Staff Welfare

Description

Files on support programmes and staff welfare, counsellor, scheme for provision of personal computers and leisure centre membership

Documents

Correspondence

Retention Recommendations
Current
2 Years
Non-Current
5 Years
Archive ☒
Dispose ☐
Comments

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

Series Title: Register of Pensionable Officers

Description

Register of Pensionable Officers

Documents

Register

Retention Recommendations
Current

Reference

Non-Current
Archive ☒
Dispose ☐
Comments

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

Series Title: Staff Duties and Responsibilities

Description

Details of staff duties

Documents

Procedure manuals

Retention Recommendations

Current

5 Years

Non-Current

30 Years

Archive ☒

Dispose ☐

Comments

Series Title: Staff Schedule

Description

Internal list of staff

Documents

List

Retention Recommendations

Current

1 Year

Non-Current

Archive ☒

Dispose ☐

Comments

Series Title: Staff Transfers - Requests

Description

Files relating to requests for transfers

Documents

Letters of requests

Retention Recommendations

Current

2 Years

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Staff Educational Tours

Description

Files relating to tours by staff of projects in the Local Authority's functional area

Documents

Correspondence and list of staff attending tours

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Series Title: Staff Uniforms

Description

Files relating to staff uniforms

Documents

Letters, invoices and orders

Retention Recommendations

Current

1 Year

Non-Current

Archive ☐

Dispose ☒

Comments

Dispose after new uniforms have been introduced

Series Title: Sports and Social Club

Description

Employee sports and social club

Documents

Contributions, members, activities

Retention Recommendations

Current

2 Years

Non-Current

Archive ☒

Dispose ☐

Comments

Series Title: Staff Correspondence

Description

Files containing staff correspondence to HR

Documents

Letters relating to leave etc.

Retention Recommendations

Current

2 Years

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Leave Files

Description

Sick pay scheme, sick leave register, special leave, maternity / paternity leave

Documents

Sick leave certificates, calculation on sick pay due, doctors' correspondence, dates of leave

Retention Recommendations

Current

1 Year

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

Series Title: Register of Annual Leave

Description

Record of leave and training for all officers

Documents

Leave sheets for every permanent and temporary officer showing officers' names, dates of annual and special leave, cumulative number of days taken etc.

Retention Recommendations

Current

1 Year

Non-Current

3 Years

Archive ☐

Dispose ☒

Comments

Section 25 of the Organisation of Working Time Act, 1997 requires records to be retained for at least 3 years to show compliance with the Act. **Section 27** of the Act requires that a complaint of contravention of the Act must be made within months of the alleged contravention.

Series Title: Leave - Recoupment of Salaries and Charges

Description

Files on recoupment of salaries and charges relating to leave

Documents

Financial record

Retention Recommendations

Current

1 Year

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

Required for audit

Series Title: Overtime

Description

Rules regarding payment for overtime

Documents

Rules for overtime, record of overtime worked each year, approvals for overtime

Retention Recommendations**Current****2 Years****Non-Current****Archive****Dispose****Comments**

Required for audit. Dispose after audit

Series Title: Union Files

Description

Labour relations. Files on each union. Issues include grading, job vacancies, acting positions, performance management, leave, overtime, sick pay, health and safety, unfair dismissal claims, productivity agreements, rationalisation agreements and remuneration etc.

Documents

Correspondence, minutes, agendas and agreements

Retention Recommendations**Current****3 Years****Non-Current****10 Years****Archive****Dispose****Comments**

Archive with a 30 year closure period

Series Title: Labour Relations and Employment Appeals

Description

Files on cases sent to labour courts

Documents

Case files

Retention Recommendations**Current**

2 years after court hearing

Non-Current

10 years and Review

Archive**Dispose****Comments**

Series Title: Disciplinary and Grievance Procedures

Description

Policy on discipline and grievance procedures

Documents

Reports and policy documents

Retention Recommendations**Current**

Retain as current until replaced by a new policy

Non-Current**Archive****Dispose****Comments**

Archive old policy when replaced by a new policy

Series Title: National Wage Agreements

Description

Files on national wage agreements and partnership committees

Documents

Framework document and correspondence

Retention Recommendations**Current**

Framework document: Until revised. Remainder: 5 years

Non-Current

Remainder: 5 years

Archive**Dispose****Comments**

Archive framework document when replaced by a new document and archive remainder after period of non-currency

Series Title: Equality Matters

Description

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

Documents

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

Retention Recommendations

Current

3 Years

Non-Current

Cases: 10 years Other: 3 years

Archive ☒

Dispose ☐

Comments

Archive case files and other records on equality matters

Series Title: Employment of People with Disabilities

Description

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

Documents

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

Retention Recommendations

Current

3 Years

Non-Current

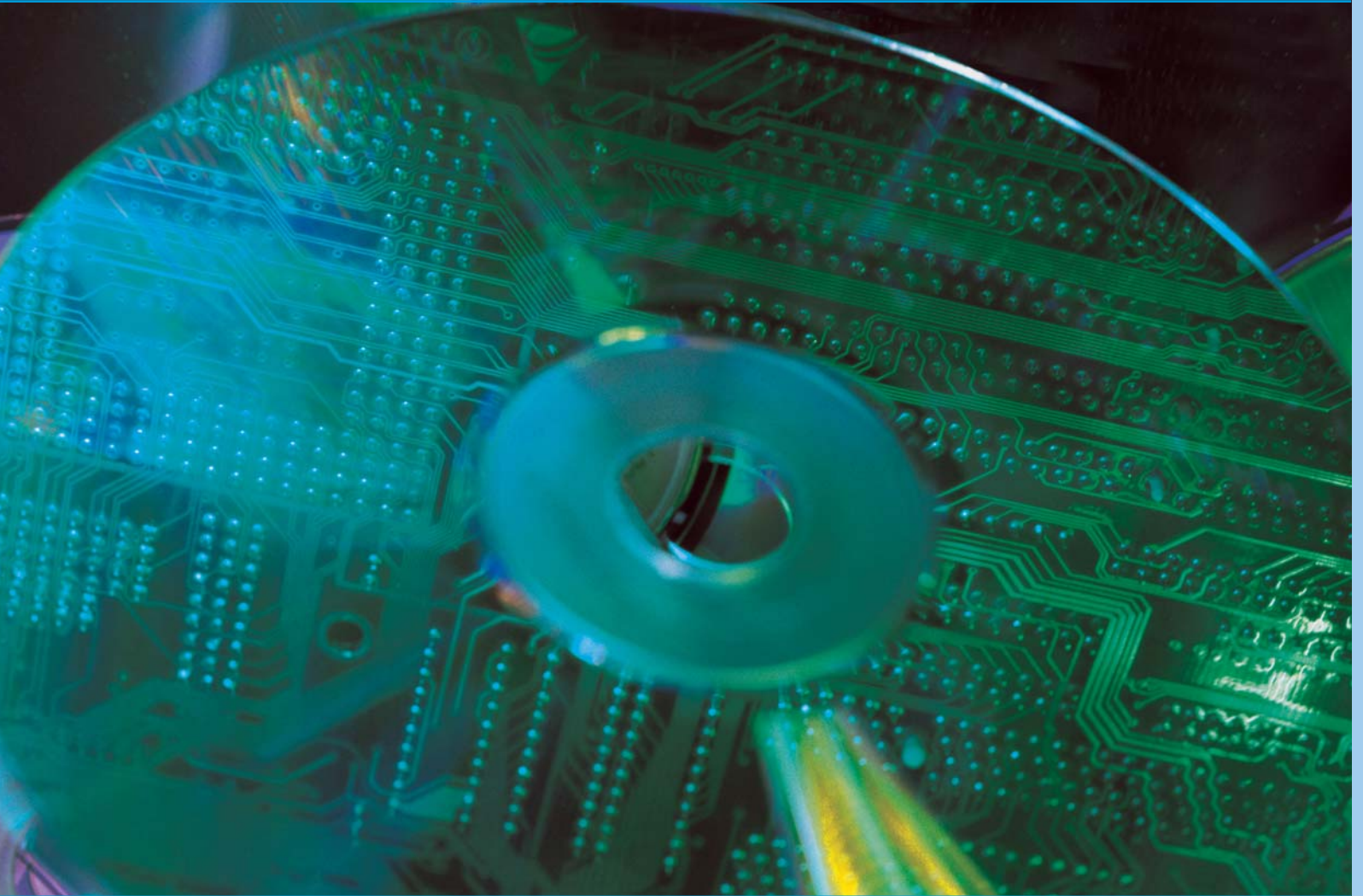
3 Years

Archive ☒

Dispose ☐

Comments

INFORMATION SYSTEMS



Series Title: Reports

Description

Files relating to reports made to management and Councillors relating to IS matters

Documents

Reports, correspondence and memos

Retention Recommendations

Current 3 Years

Non-Current 4 Years

Archive ☒

Dispose ☐

Comments

Reports contain information about new technology and use of technology in Local Authorities

Series Title: HVX Systems

Description

Files on systems used prior to the introduction of FMS for Finance, Housing Loans and Rents and Rates

Documents

Correspondence, manuals and systems

Retention Recommendations

Current

Non-Current

Archive ☒

Dispose ☐

Comments

Systems no longer in use. Archive immediately. Strategy required to Archive. See *Electronic Records 3.1*

Series Title: Register of Electors System

Description

Files on register of electors system

Documents

Manuals, information, reports and changes on system

Retention Recommendations

Current While system is in operation

Non-Current

Archive ☒

Dispose ☐

Comments

Strategy required to Archive. See *Electronic Records 3.1*

Series Title: Register of Electors - General

Description

Files with information on register of electors requirements

Documents

Legislation, correspondence and memos

Retention Recommendations

Current Reference

Non-Current

Archive ☐

Dispose ☐

Comments

Series Title: Local Government Computer Services Board

Description

Files containing documents regarding relations with LGCSB

Documents

Correspondence, information on systems developed, training events and minutes of meetings

Retention Recommendations

Current 2 Years

Non-Current 3 Years

Archive ☒

Dispose ☐

Comments

Archive a record of systems purchased by Local Authority from LGCSB

Series Title: GIS

Description

Files on GIS system and its operations

Documents

Correspondence, queries on system and reports

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Strategy on archiving this system is urgently required

Series Title: GIS - General

Description

Files containing information on GIS system

Documents

Manuals and guidelines

Retention Recommendations

Current

Reference

Non-Current

Archive ☐

Dispose ☐

Comments

Series Title: PCs and Equipment

Description

Files containing records on maintenance and upgrading of equipment and purchase of equipment

Documents

Correspondence, reports, recommendations and repairs

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Archive reports and recommendations

Series Title: Security and Back-ups

Description

Files on security and back-ups for IS systems

Documents

Correspondence, policies and drafts of policies

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive ☒

Dispose ☐

Comments

Archive record of security and back-up policy. Policy for security back ups required. See *Electronic Records 3.1*

Series Title: Local Authorities

Description

Files relating to co-operation and exchange of information on IS matters between Local Authorities

Documents

Correspondence, reports and memoranda

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Archive reports

Series Title: Department of the Environment and Local Government

Description

Files containing information on IS matters from DoELG

Documents

Correspondence, reports and publications

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive

Dispose



Comments

Reports archived by DoELG

Series Title: Training - General

Description

Files on IS training courses

Documents

Correspondence and brochures

Retention Recommendations

Current

2 Years

Non-Current

Archive

Dispose



Comments

Series Title: Training - IS Staff

Description

Files on training courses attended by IS staff

Documents

Correspondence, brochures and course notes

Retention Recommendations

Current

1 Year

Non-Current

Archive

Dispose



Comments

Record of attendance at training events held by HUMAN RESOURCES

Series Title: Training - Internal Courses

Description

Files on training courses on IS provided by Local Authorities

Documents

Course notes and correspondence

Retention Recommendations

Current

2 Years

Non-Current

Archive

Dispose



Comments

Record of attendance at training courses held by HUMAN RESOURCES

Series Title: Training - Elected Representatives

Description

Files on training courses on IS provided for elected representatives

Documents

Course notes and correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive

Dispose



Comments

Archive record of courses offered

Series Title: Public Access Systems

Description

Software utilised by local authority for public access, e.g. PLANNING, MOTOR TAXATION etc.

Documents

Manuals and correspondence on system

Retention Recommendations

Current

Lifetime of hardware or software

Non-Current

Archive



Dispose



Comments

Archive register of systems

Dáil Éireann's Minister for Labour, Constance Markievicz, reminds Limerick County Council of their obligations regarding employment directives. September 1920.

199A
Limerick Co
8TH. September, 1920.

A Chara,

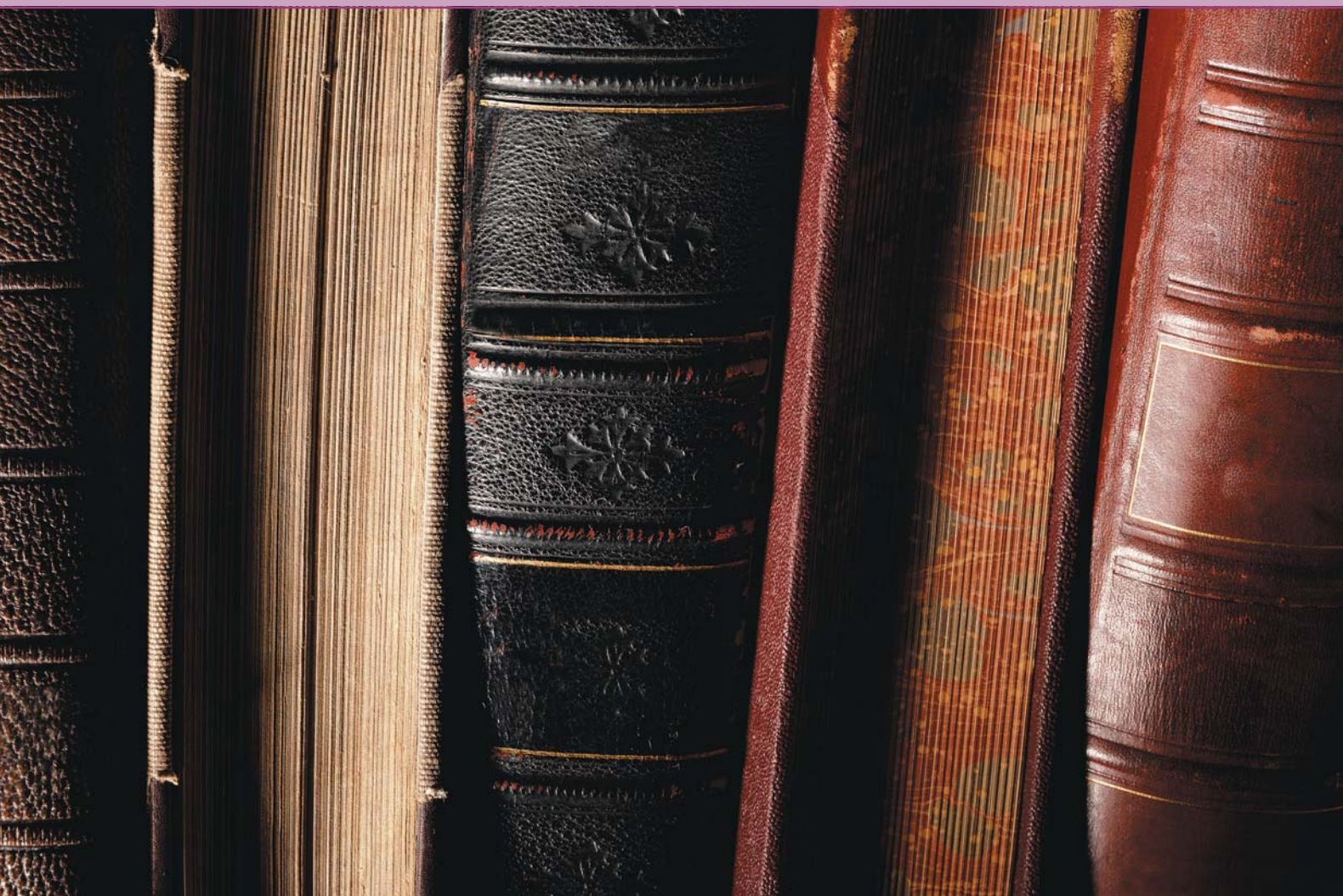
It has been reported to me by Official Labour that at a recent Meeting of the Limerick Co. Council Mr. Cahill tabled a motion that "None but Trade Union Labour be employed under the Council" and that he subsequently withdrew the motion owing to the objections raised by the Chairman (Mr. J. Wall) and Mr. De Lacy, the latter saying if his principle were adopted, it would be a coercive measure and contrary to the principles of Bill Birsean.

I am sure that gentleman expressed this opinion in ignorance of the fact that this principle has been adopted wherever the will of the people was strong enough to make itself felt. Labour has found it necessary to adopt it for its own protection, and far from being a coercive measure it is a measure for the protection of the worker against the constant encroachment on their liberties by the employing classes. It has been accepted and approved by all lovers of fair play in all countries, and it surprised me that such a well known and approved principle was not even allowed a fair discussion in a democratic Council composed of lovers of liberty. Of course I realise that there must be some mistake and I hasten to assure you that this principle has already been recognized by those Republican Bodies before whom it has been brought that it is the usual rule in all Branches of Labour and is accepted by Employers of all classes of labour.

C. de V.

LIBRARIES

LIBRARIES



Series Title: Statistics - Quarterly and Annual

Description

Statistics of library issues and use of library facilities and programmes for adult literacy service. Local studies service, statistical returns for each branch and returns relating to issues. Also annual statistics, showing managerial development and operation of service for year - giving percentage loss, book stock outstanding and non-book material etc.

Documents

Detailed statistics on the following: Internet use, P.C. use, Exhibitions programmes, School visits, and Outreach programmes

Retention Recommendations

Current

2 years

Non-Current

4 years

Archive ☒

Dispose ☐

Comments

Statistics returned annually to DoELG and An Chomhairle Leabharlanna

Series Title: Library Automation

Description

Files relating to the establishment, purchase and operation of the library system

Documents

Agreements with systems suppliers, contract and maintenance documents and files relating to operational use

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

May also be in INFORMATION SYSTEMS

Series Title: Library Cataloguing / Classification

Description

Files relating to the cataloguing of library materials

Documents

Queries on system

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

Reference at discretion of section staff

Series Title: Branch Libraries - General Files

Description

General files relating to the establishment of branch libraries and maintenance and operation of each branch

Documents

Plans, correspondence, estimates, quotations, invoices, resources and internet programmes

Retention Recommendations

Current

Until branch is established / 5 years for branches already in existence

Non-Current

5 years

Archive ☒

Dispose ☐

Comments

Series Title: Branch Libraries - Premises

Description

Capital Development

Documents

Estimates, quotations, invoices and plans

Retention Recommendations

Non-Current

Until completion of project + 1 year

Non-Current

5 years

Archive ☒

Dispose ☐

Comments

Series Title: Schools

Description

Files relating to the provision of a library service to schools. Includes visits by schools to libraries, distribution/ advisory service/ supply of stock etc.

Documents

Correspondence, plans and reports. Includes school statistics, list of schools and number of teachers/pupils. Also includes correspondence with Department of Education and Science

Retention Recommendations

Current	5 Years	Non-Current	5 Years
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Archive ☒

Dispose ☐

Comments

Archive with weeding

Series Title: Accessions Registers

Description

Registers of all accessions to the library. Registers include details of date, invoice number, vendor, reference, price, code, last accession number and total

Documents

Register of Accessions (general), register for books, register for tapes / videos / talking books and register for acquisition of local studies material

Retention Recommendations

Current	10 Years	Non-Current	
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Archive ☒

Dispose ☐

Comment

Archive all manual registers on transfer to electronic system. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Series Title: Booksellers and Publishers

Description

Files of library suppliers of books / videos / software / media. Also files relating to suppliers of binding. Includes Agency (SWETS) which handles purchase of periodicals and chases publishers for back issues on behalf of library service. Includes periodicals relating to history, heritage and culture purchased by library

Documents

Correspondence with suppliers, brochures, quotations

Retention Recommendations

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

Archive ☒

Dispose ☐

Comments

Archive summary reports and statistics. Dispose of remainder

Series Title: Inter-Library Loans / British Library

Description

Documentation relating to Inter-Library Loans statistics

Documents

Correspondence with borrowers relating to overdue Inter-Library Loans items, final demands from British Library and recoupment forms (application for replacements / refunds). Also remittance advice notes / invoices, annual statistics and records of application

Retention Recommendations

Current	3 Years	Non-Current	4 Years
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Archive ☒

Dispose ☐

Comments

Archive annual statistical returns. Dispose of remainder

Series Title: Defaulters

Description

Documentation relating to defaulters in each branch library - grouped by branch library and year. Includes summary lists of defaulters for each branch and overall summary. Also files relating to the payment of fines by defaulters - filed on an annual basis

Documents

A digitised record of defaulters on an annual basis, giving name and address, code, book prices and codes, fine, total and date due. Also correspondence with and relating to defaulters requesting return of overdue books-manual and digitised

Retention Recommendations

Current	7 Years	Non-Current
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Archive ☒

Dispose ☐

Comments

Archive statistics. This information could be extracted from library management system but care should be taken to ensure the electronic record is maintained as evidence over time. See *Electronic Records 3.1*. Dispose of book cards after 7 years (statute of limitations)

Series Title: County Library Internal Arts Programme / Exhibitions / Events (including internal / external projects)

Description

Library arts programme detailing support for Arts office, book launches, voluntary and community groups. Activities in all art forms and exhibitions. Series of projects undertaken by the library service, including publications, graveyard / newspaper projects. Also files relating to projects initiated by other organisations, e.g. partnership projects (ICT)

Documents

Minutes, agendas, newsletters and press cuttings relating to events. Also catalogues (relating to art exhibitions) and list of members and artists. Documents concerning the library's role in such partnerships

Description

Events

Documents

See above

Retention Recommendations

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

Until after audit

Archive ☒

Dispose ☐

Comments

Archive annual list of events

Description

Internal projects

Documents

See above

Retention Recommendations

Current	Duration of project	Non-Current	5 Years
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Archive ☒

Dispose ☐

Comments

Description

External projects

Documents

See above

Retention Recommendations

Current	Duration of project	Non-Current	5 Years
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Archive ☐

Dispose ☒

Comments

Description

EU projects

Documents

See above

Retention Recommendations**Current**

Duration of project

Non-Current**3 Years****Archive****Dispose****Comments**

Archive with weeding

Series Title: Funding**Description**

Documentation relating to applications by library for funding / grant schemes from various institutions, e.g. Dúchas and County Enterprise Board

Documents

Applications, correspondence and reports

Retention Recommendations**Current**

Until application refused / granted

Non-Current**5 Years****Archive****Dispose****Comments**

Some EU funding - subject to EU audit and must be retained for 7 years after conclusion of project or programme. Dispose of refusals

Series Title: National Agencies**Description**

Files relating to associations with national agencies, such as Library Association of Ireland, An Chomhairle Leabharlanna, National Library and Historical Manuscripts Commission. Includes Committee on Library Co-operation in Ireland

Documents

Correspondence, pamphlets, requests under the scheme made from library headquarters to branches and loan request forms

Description

National Library

Documents

See above

Retention Recommendations**Current****2 Years****Non-Current**

5 Years or until after audit

Archive**Dispose****Comments****Description**

Library Committee

Documents

See above

Retention Recommendations**Current****2 Years****Non-Current**

Term of office + 1 year

Archive**Dispose****Comments**

Archive with reference to file in MANAGEMENT

Description

Library Council

Documents

See above

Retention Recommendations**Current****5 Years****Non-Current****5 Years****Archive****Dispose****Comments**

Archive with weeding

Description Library Association of Ireland	Documents See above
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Retention Recommendations

Current	2 Years	Non-Current	
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Archive ☐

Dispose ☒

Comments

Description Other Agencies	Documents See above
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Retention Recommendations

Current	5 Years	Non-Current	5 Years
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Archive ☒

Dispose ☐

Comments

Archive with weeding

Series Title: Library Representation on Other Organisations

Description Files include Vocational Education Committee, Adult Education Board, County Strategy Group for Refugees and Asylum Seekers	Documents Minutes and correspondence
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Retention Recommendations

Current	2 Years	Non-Current	2 Years
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Archive ☒

Dispose ☐

Comments**Series Title: Branch Administration**

Description Documentation relating to the administration of branch libraries and Library Headquarters. Includes ESB / telephone / internet administration	Documents ESB invoices - direct debit system, copies of ESB bills for each branch and record of telephone account in each branch library
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Retention Recommendations

Current	2 years	Non-Current	5 Years
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Archive ☐

Dispose ☒

Comments**Series Title: Mobile Library / Delivery Van**

Description Files relating to mobile library	Documents Vehicle documents and services of vehicle
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Retention Recommendations

Current		Non-Current	2 Years
Duration of vehicle use			

Archive ☐

Dispose ☒

Comments

Series Title: Microfilming / Scanning Programme

Description

Files relating to the microfilming / scanning of material in library / local studies, e.g. newspapers

Documents

Correspondence and accounts

Retention Recommendations

Current

Duration of filming programme

Non-Current

2 Years

Archive ☐

Dispose ☒

Comment

Series Title: Book Binding

Description

Files relating to book binding and professional repairs

Documents

Correspondence, estimates and invoices

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☐

Dispose ☒

Comments

Series Title: Publications

Description

Material relating to publications by library staff or involving library sponsorship or funding

Documents

Correspondence with publishers, quotations, copy publications and draft publications

Retention Recommendations

Current

Duration of publication / project

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

Series Title: Staff

Description

County Librarian's files regarding library staff, staff relations and agreements in relation to opening hours etc. Also includes forms for leave entitlements and staff training and education (external)

Documents

Correspondence, minutes of staff meetings, annual leave forms and applications from staff to attend Librarian courses, distance learning courses and IPA courses

Description

Leave

Documents

See Above

Retention Recommendations

Current

1 Year

Non-Current

Archive ☐

Dispose ☐

Comments

Transfer to HUMAN RESOURCES after 1 year

Description

Staff Relations

Documents

See above

Retention Recommendations**Current****5 Years****Non-Current****30 years****Archive****Dispose****Comments**

Dispose of any duplication of HUMAN RESOURCES files

Series Title: Work Experience**Description**

Includes files relating to applications and employment of individuals on work experience in libraries

Documents

Correspondence and applications

Retention Recommendations**Current**

Duration of employment experience

Non-Current**Archive****Dispose****Comments**

Duplication of records in HUMAN RESOURCES

Series Title: Maintenance / Security / Technical Infrastructure**Description**

Files relating to fire protection alarm systems, keyholders and maintenance of library buildings

Documents

Correspondence with alarm company, service record / call out records, service engineer's reports relating to fire security, incident reports and schedules of annual maintenance programmes

Retention Recommendations**Current****2 Years****Non-Current****3 Years****Archive****Dispose****Comments**

Archive contract agreement. Retain details of system for reference

Description

Files on building works / plumbers / repairs

Documents

Quotes, estimates, correspondence and brochures

Retention Recommendations**Current****5 Years****Non-Current**

Until issue resolved

Archive**Dispose****Comments**

Archive a record of any persistent problems

Description

Relating to technical infrastructure and cabling of branches

Documents

Quotes, estimates and correspondence

Retention Recommendations**Current****3 Years****Non-Current**

Until system is updated

Archive**Dispose****Comments**

Series Title: Archives

Description

Material relating to archive collections held by library service

Documents

Includes correspondence relating to participation in local government surveys, material relating to participation in regional archives and secondment reports

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive



Dispose



Comments

Many Librarians have an Archives file regardless of whether or not an archivist is employed by the Local Authority

Series Title: Local Studies

Description

Files relating to areas and items of local interest and significance. Database of holdings in local studies

Documents

Register of readers

Retention Recommendations

Current

Until register is completed

Non-Current

Archive



Dispose



Comments

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

Description

Local studies queries

Documents

Queries

Retention Recommendations

Current

3 Years

Non-Current

2 Years

Archive



Dispose



Comments

A database of queries would be very useful

Series Title: Disaster Planning

Description

Disaster Plan

Documents

Plans and correspondence

Retention Recommendations

Current

Duration of plan

Non-Current

Duration of next plan

Archive



Dispose



Comments

Archive disaster plan

Series Title: Copyright

Description

Files on implementation of copyright legislation

Documents

Includes photocopy application forms and legislation

Retention Recommendations

Current

1 Year

Non-Current

Archive



Dispose



Comments

Copyright and Related Rights Act 2000 Photocopying Regulations. Application Forms: archive as evidence of compliance with the legislation. Legislation is reference material

Series Title: Public Relations

Description

Files on public relations

Documents

List of patrons of library, includes mailing list for various events and letters of complaints

Retention Recommendations

Current

2 Years / Until list updated

Non-Current

3 Years

Archive



Dispose



Comments

Archive with weeding

Series Title: Local Government Computer Services Board

Description

Files relating to correspondence with the LGCSB and Systems Users Groups

Documents

Minutes and correspondence

Retention Recommendations

Current

5 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Internet / Information Technology Public Access

Description

Documentation relating to library users of the Internet / electronic access to catalogue system in library branches

Documents

Correspondence, booking records and metadata

Retention Recommendations

Current

3 Years

Non-Current

4 Years

Archive



Dispose



Comments

Archive with weeding

MANAGEMENT & ADMINISTRATION



Series Title: Management

Description

Files relating to management team meetings and strategic management

Documents

Minutes, agendas, reports and correspondence

Retention Recommendations

Current

1 Year

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: County / City Manager - Conferences, Invitations and Committees

Description

Files relating to conferences, openings, committees and meetings attended by County / City Manager

Documents

Invitations, conference details, correspondence, minutes of meetings and expenses

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Archive delegations and significant events. Dispose of routine invitations after 1 year

Series Title: Manager's Orders

Description

Manager's Orders

Documents

Bound volumes of Manager's Orders

Retention Recommendations

Current

2 Years

Non-Current

Archive



Dispose



Comments

Retain in bound format on archival quality paper. Closure of 30 years for all orders, with exception of orders relating to personnel which should be archived with closure of 50 years

Series Title: Councillors

Description

Files concerning relations with councillors. Includes agendas, correspondence, Local Authority Member Gratuity Scheme, notices of motions, party whips, requests for reports, representations from councillors, standing orders and training for elected members

Documents

Correspondence, reports, agendas, conferences and allocations

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Archive with weeding. Standing orders and tender procedures are current until replaced by new procedures. Agendas, notices of motions and requests for reports are maintained on PC. See *Electronic Records 3.1*

Series Title: Council Meetings

Description

Minutes of council meetings, including special meetings

Documents

Minutes and correspondence

Retention Recommendations

Current

2 Years

Non-Current

Archive



Dispose



Comments

Retain in bound format, signed by Chairperson and County Secretary or Director of Corporate Services

Series Title: County / City Committees

Description

Files relating to committees etc. that councillors sit on- includes strategy groups, Library Committee, Vocational Education Committee, Rural Water Monitoring Committee, Regional Authorities, Tourism Committees and Traveller Accommodation Advisory Committee

Documents

Notices of meetings, minutes, agendas, reports and requests for information

Retention Recommendations

Current

Term of council / until committee changes (5 years)

Non-Current

1 Year

Archive



Dispose



Comments

Series Title: Land and Property

Description

Files relating to land and property held by local authority- includes courthouses and council buildings

Documents

Register of lands / property, correspondence, deeds and plans

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Archive deeds and all legal material until property or land sold. Archive registers. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*. Registers of all property and land maintained in sections. A central and complete register of ALL property and land purchased would be of value in relation to future queries / FMS Register.

Series Title: Local Development and County / City / Town Projects

Description

Files relating to renewal schemes, tidy towns, strategy groups and development plans

Documents

Agendas, minutes of meetings, correspondence, press statements, copies of development plans and renewal projects

Retention Recommendations

Current

5 years / until completion of project

Non-Current

3 Years

Archive



Dispose



Comments

May duplicate plans and urban renewal schemes in PLANNING. Dispose of duplicates

Series Title: Industry, Economic Development and Infrastructure

Description

Files on airports, business parks, business development groups, structural funds, IDA, enterprise groups, roads and railways

Documents

Minutes, agendas, plans, reports and correspondence

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive



Dispose



Comments

Structural funds / railways may be located with Local Development Officer

Series Title: Register of Interests

Description

Register of interests of employees in land and properties etc.

Documents

Register

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

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

Series Title: Local Authorities and Local Authority Organisations

Description

Files relating to town councils, partnerships, strategic policy groups and City and County Managers' Association

Documents

Minutes, agendas, correspondence and reports

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

These can include files relating to other local authorities. Dispose of records of CCMA meetings as documents originate in CCMA offices and will be archived by the CCMA

Series Title: National / Regional Groups and Organisations

Description

Files relating to Local Government Management Services Board, IPA, Irish Public Bodies Mutual Insurances Limited, Health Boards, National Social Services Board, Regional Assemblies and Authorities

Documents

Correspondence files, agendas and minutes

Retention Recommendations

Current

1 Year

Non-Current

2 Years

Archive



Dispose



Comments

Description

Regional Authorities

Documents

See above

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comment

Due to 6 year funding plans

Series Title: European Union

Description

Files relating to funding- LIFE, Interreg, liaison office, structural funds, operational programmes and committees

Documents

Correspondence, reports and financial returns

Retention Recommendations

Current

For life of each programme / project

Non-Current

3 Years

Archive



Dispose



Comments

Archive with weeding and reference to duplications. May be dispersed or duplicated in files in sections, especially ENVIRONMENT and ROADS

Series Title: Local Government Reform

Description

Files relating to reform of local government. Includes BLG, SMI, corporate plan, Agenda 21 and one-stop-shop concept

Documents

Correspondence, minutes, memoranda, guidelines, circulars and reports

Retention Recommendations

Current

3 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Agriculture, Health and Safety

Description

Files relating to Food Safety Authority of Ireland, Health and Safety Authority, premises registered for keeping explosives and abattoirs

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

1 Year

Archive



Dispose



Comments

Series Title: Heritage, Culture and Entertainment

Description

Files relating to local museums, theatres, Heritage Council, heritage officer, national monuments, arts, archives and events

Documents

Correspondence, financial information and reports

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Public Relations and Advertising

Description

Files relating to public relations and advertising schemes

Documents

Correspondence

Retention Recommendations

Current

3 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Amenities

Description

Files relating to amenity sites and amenity schemes. Includes correspondence with local action groups

Documents

Correspondence and reports

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Tourism

Description

Files relating to tourism authorities, tourism initiatives, operational programmes, sites for tourist offices, Tourism Committee and Bord Fáilte

Documents

Correspondence and reports

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Archive with weeding. May be located with Tourism Officer

Series Title: Travellers

Description

Files relating to travellers and traveller groups

Documents

Correspondence and reports

Retention Recommendations

Current

3 Years

Non-Current

2 Years

Archive



Dispose



Comments

Check for duplication in HOUSING files

Series Title: Waste Management and Environment

Description

Files relating to landfills, waste water treatment, water supply, environment services and Waste Strategy / Waste Management Plan

Documents

Correspondence and reports

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive



Dispose



Comments

Check for duplication in ENVIRONMENT files

Series Title: Emergencies

Description

Files relating to fire service, Fire Services Council, major emergency plan and civil defence

Documents

Plans and correspondence

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive



Dispose



Comments

Dispose of emergency plans where duplicated

Series Title: Staff Relations and Interview Boards

Description

Files concerning staff relations. Includes files on Equality Action Committee, Partnership Committee, interview boards and staff development and training

Documents

Correspondence, minutes and interview questions

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive



Dispose



Comments

Correspondence from staff may be referred to HUMAN RESOURCES

Series Title: Ombudsman

Description

Files relating to role of Ombudsman. Includes correspondence with sections and complaints to Ombudsman

Documents

Correspondence and reports

Retention Recommendations

Current

Duration of case

Non-Current

4 Years

Archive



Dispose



Comments

Some cases remain current for 10 years

Series Title: Gaeltacht

Description

Files relating to provision of state services through Irish, Irish Officer, Bord na Gaeilge and Choiste na Gaeilge

Documents

Correspondence and reports

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

These files relate to local authorities in Gaeltacht areas

Series Title: Cross Border Groups

Description

Files relating to peace and reconciliation bodies

Documents

Correspondence, minutes, submissions and reports

Retention Recommendations

Current

3 Years

Non-Current

5 Years

Archive



Dispose



Comments

These files relate to border counties only

Series Title: Programme of Local Decentralisation

Description

Files relating to liaison with County / City Manager concerning funding of shared premises / joint accommodation with other organisations, e.g. Health Board

Documents

Correspondence, building programmes, staffing and minutes of project team meetings

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

These files may not be relevant to all local authorities

Series Title: Special Aid Packages and Funding

Description

Files relating to Special Aid for certain areas of the country from EU, USA etc.

Documents

Correspondence and reports

Retention Recommendations

Current

Duration of project

Non-Current

2 Years

Archive



Dispose



Comments

Archive with weeding. These files are only relevant to local authorities that fall within special aid areas

Series Title: Malicious Injuries**Description**

Files on individual claims and court cases

Documents

Case files and correspondence

Retention Recommendations**Current**

Duration of court case

Non-Current**2 Years**Archive ☒Dispose ☐**Comments****Series Title: Freedom of Information - Operation****Description**

Files relating to FOI requests, FOI meetings, FOI training and FOI Committee

Documents

Requests, correspondence, reports, agendas and minutes

Retention Recommendations**Current****5 Years****Non-Current****5 Years**Archive ☒Dispose ☐**Comments**

Archive reports, register of requests and random sample of original requests. If held electronically system should be migrated every 3 years onto a new format.
See *Electronic Records 3.1*

Series Title: Freedom of Information - Legislation**Description**

Files relating to FOI Act and the operation of the Act

Documents

Copy of Act, reports, judgements of Office of the Information Commissioner and articles

Retention Recommendations**Current**

Reference

Non-CurrentArchive ☐Dispose ☐**Comments****Series Title: Data Protection - Operation****Description**

Files relating to operation of Data Protection Act

Documents

Requests, correspondence and reports

Retention Recommendations**Current****5 Years****Non-Current****5 Years**Archive ☒Dispose ☐**Comments**

Archive reports and random sample of requests

Series Title: Data Protection - General**Description**

Files relating to Data Protection Act

Documents

Legislation, published reports and articles

Retention Recommendations**Current**

Reference

Non-CurrentArchive ☐Dispose ☐**Comments**

Series Title: Information Systems

Description

Files relating to the Information Systems Steering Committee, Data Protection Commission, Local Government Computer Services Board, Intranet and Internet website and staff training

Documents

Correspondence and reports

Retention Recommendations

Current

Reference

Non-Current

5 Years

Archive



Dispose



Comments

Archive minutes of meetings and website plans with reference to duplication in INFORMATION SYSTEMS

Series Title: Higher Education Grant Schemes

Description

General files relating to annual scheme and foreign exchange

Documents

Correspondence with Department of Education and Science, exam results, recoupment, renewal of grants, departmental sanctions, booklets of schemes, questionnaires and statistics

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Description

Register of Students

Documents

Register

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Archive register of students when register is complete. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Description

Student files

Documents

Retention Recommendations

Current

Until course is completed

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Register of Electors - Preparation of Register

Description

Files relate to correspondence on the preparation of register. Includes advertisements, list of polling stations, post offices, libraries etc. Files also include polling schemes which are drawn up every 10 years detailing polling places for each electoral area

Documents

Correspondence and polling schemes

Retention Recommendations

Current

Until next register published

Non-Current

2 Years

Archive



Dispose



Comments

Description

Electoral Advertisements

Documents

Retention Recommendations

Current

Year of election

Non-Current

3 years after election

Archive



Dispose



Comments

Description Polling Stations	Documents
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Description Polling Schemes	Documents
---------------------------------------	------------------

Description List of post offices, libraries etc	Documents
---	------------------

Retention Recommendations

Current	1 Year	Non-Current Until next election
Archive	☐	Comments
Dispose	☒	

Retention Recommendations

Current	Year of new scheme	Non-Current 9 Years
Archive	☒	Comments
Dispose	☐	

Retention Recommendations

Current	Reference	Non-Current
Archive	☐	Comments
Dispose	☐	

Series Title: Register of Electors - Administration

Description Details of revision court dates held in order to hear any applications for changes to draft register	Documents Revision Courts / claims
--	--

Description Claims	Documents Claims
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Description Constituency Revision	Documents Maps, plans, correspondence, memos and circulars
---	--

Description Franchise Fees. Files relating to correspondence with revenue collectors in August requesting that they start compiling register and correspondence relating to claims and complaints, including copy of pay-related agreements and circulars relating to payments	Documents Revenue Collectors - payment of franchise fees and correspondence
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Retention Recommendations

Current	1 Year	Non-Current 1 Year
Archive	☐	Comments
Dispose	☒	

Retention Recommendations

Current	2 Years	Non-Current 1 Year
Archive	☐	Comments
Dispose	☒	

Retention Recommendations

Current	Reference	Non-Current
Archive	☐	Comments Weed and dispose after a new revision
Dispose	☐	

Retention Recommendations

Current	5Years	Non-Current 1 Year
Archive	☐	Comments
Dispose	☒	

Description Correspondence	Documents Correspondence
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Retention Recommendations

Current	2 Years	Non-Current	2 Years
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Archive ☐

Dispose ☒

Comments

Description Statistics and control totals	Documents Correspondence and circulars
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Retention Recommendations

Current	2 Years	Non-Current	5 Years
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Archive ☐

Dispose ☐
Comments

Review for reference requirement after period of non-currency

Description Computer system (metadata)	Documents Manuals from LGCSB and correspondence relating to system
--	--

Retention Recommendations

Current	Non-Current
Until new system introduced	Permanently as metadata

Archive ☐

Dispose ☐

Comments

Series Title: Register of Electors - Elections and Electors

Description Local elections	Documents Files relating to the various descriptions of elections held and the voters eligible to take part
---------------------------------------	---

Retention Recommendations

Current	Year of election	Non-Current	1 Year
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Archive ☐

Dispose ☒
Comments

Local Elections Regulations, 1995 Article 92 (3). Election documentation to be retained for a period of months (from date of certificate of return which is made as soon as practicable after the result of the poll has been declared).

Údarás na Gaeltachta Elections Regulations, 1979 Regulation 75 (3), Local Elections Regulations. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Description Seanad / General elections	Documents
--	------------------

Retention Recommendations

Current	Reference	Non-Current	
----------------	------------------	--------------------	--

Archive ☐

Dispose ☐
Comments

See Local Elections above

Description

Presidential elections

Documents

Retention Recommendations

Current

1 Year

Non-Current

Archive

Dispose



Comments

See Local Elections above

Description

Údarás na Gaeltachta elections

Documents

Retention Recommendations

Current

Year of election

Non-Current

1 year after next election

Archive

Dispose



Comments

See Local Elections above

Description

Local electors

Documents

Retention Recommendations

Current

1 Year

Non-Current

Archive

Dispose



Comments

See Local Elections above

Description

Special voters

Documents

Retention Recommendations

Current

2 Years

Non-Current

1 Year

Archive

Dispose



Comments

See Local Elections above

Description

European Parliament electors

Documents

Retention Recommendations

Current

Until next EU election

Non-Current

Until the following EU election

Archive

Dispose



Comments

Electors in this category must be contacted under EU directives. See Local Elections above

Series Title: Register of Electors - Registers

Description Draft register	Documents

Retention Recommendation

Current	1 Year	Non-Current
Archive	☐	Comments Computer only maintains February version of register and current live version, not final version for each year. Archive final version onto a new format and retain in Archive. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i>
Dispose	☒	

Description Final register	Documents Final register

Retention Recommendations

Current	2 Years	Non-Current	2 Years
Archive	☒	Comments Computer only maintains February version of register and current live version, not final version for each year. Archive final version onto a new format and retain in Archive. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i>	
Dispose	☐		

Series Title: Register of Electors - Disclosure of Donations

Description Statements of donations and election expenses and files relating to the opening of donation accounts to members of local authorities	Documents Statements, declarations and account information

Retention Recommendations

Current	3 Years	Non-Current	4 Years
Archive	☒	Comments Local Elections (Disclosure of Donations and Expenditure) Act, 1999 Section 19(1). Retention period of 3 years from the latest date of furnishing statements of donations and election expenses which is 90 days following the polling day at election. Electoral (Amendment) Act, 2001 Section 58 applies the provisions in relation to the opening of donation accounts to members of local authorities. Retention period of 3 years. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i>	
Dispose	☐		

Series Title: Licences - Casual Trading

Description Files relating to enquiries, bye-laws and register of licences	Documents Register of Licences

Retention Recommendations

Current		Non-Current	
Archive	☒	Comments Archive register once completed. If held electronically system should be migrated every 3 years onto a new format. See <i>Electronic Records 3.1</i>	
Dispose	☐		

Description	Documents
Correspondence	

Retention Recommendations

Current	2 Years	Non-Current	2 Years
Archive	☐	Comments	
Dispose	☒		

Description	Documents
Application forms	

Retention Recommendations

Current	3 Years	Non-Current	2 Years
Archive	☐	Comments	
Dispose	☒		

Description	Documents
Bye-laws	

Retention Recommendations

Current	Reference	Non-Current	
Archive	☐	Comments Reference material	
Dispose	☐		

Series Title: Dogs and Dog Control

Description	Documents
Files relating to the administration of dogs in local authority area. Includes licences, pound charges, recoupment from An Post, dog wardens' expenditure, receipts, fines and correspondence	Dog licences and pound charges

Retention Recommendations

Current	2 Years	Non-Current	
Archive	☐	Comments Annual reports, acts and regulations held as reference material	
Dispose	☒		

Description	Documents
Dog wardens	

Retention Recommendations

Current	2 Years	Non-Current	5 Years
Archive	☐	Comments	
Dispose	☒		

Description

Recoupment from
An Post

Documents

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose



Comments

Description

Fines

Documents

Retention Recommendations

Current

During court case / until
fine paid

Non-Current

Until after audit + 1 year

Archive

Dispose



Comments

Description

Expenditure and
receipts

Documents

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive

Dispose



Comments

Description

Returns to DoELG
and statistics

Documents

Retention Recommendations

Current

5 Years

Non-Current

2 Years

Archive

Dispose



Comments

Description

Correspondence
(includes with ISPCA)

Documents

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive

Dispose



Comments

Series Title: Weighbridges, Weights and Measures

Description

Files relating to the maintenance of weighbridges and general files relating to weighbridges

Documents

Weights and Measures Book

Retention Recommendations

Current

5 Years

Non-Current

Archive ☒

Dispose ☐

Comments

Archive, with weeding, weights and measures records, as this is no longer a function of the Local Authority

Series Title: Correspondence

Description

Files containing correspondence - includes queries / complaints from the public, ESB, water safety, special areas of conservation, Court Services Board and jet ski operation

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

1 Year

Archive ☒

Dispose ☐

Comments

Archive with weeding and reference to duplications. These files contain letters on a broad range of matters, some of which may be passed on to relevant sections and others which are addressed to Senior Managers and warrant a reply from them

Series Title: Partnership Committee Facilitator

Description

Files relating to Partnership Facilitator

Documents

Correspondence from Facilitator

Retention Recommendations

Current

2 Years

Non-Current

Archive ☐

Dispose ☒

Comments

Documents held by Facilitator

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

Philip Monahan, the first city manager to be appointed, writes from Cork to the Department expressing annoyance with the behaviour of elected councillors. January 1930.



πύλις ὁ μὴνεαζόν,
Δαμπτειρ na Cárpaí.

PHILIP MONAHAN,
CITY MANAGER.

Οἶκός an Δαμπτειρῶν,
City Manager's Office,

Πάρκ an Σεανάλτς,
Fitzgerald Park,

CORCAG. 22nd 11 1930.
Cork.

Dear Mr. McCann,

I enclose query sheet from Bureau for
Research in Local Government, Harvard University.
The questions are well thought out and you may
find them suggestive. I enclose, too, copy of my laconic
reply.

There is talk of our Councillors holding a
private meeting to discuss their position. Two or
three of the old brigade are not settling down, nor
so I think them likely to do so. The business
party is pretty useless. Its members are not attending
well and two of them are quite stupid. Foley, I
think wants to go a bit of the way with everyone. Leonard
of course wants to go back to old regime. If the meeting
comes off, I cannot see it coming to any conclusion. We
had a meeting last night when every one was in bad humor.
This time of the year means a bit of trying for everybody and
our Councillors are a little put out that their Manager
should be so prominent in public eye as recent events
have made him. I fear you were a bit unfortunate in
your first Manager but at any rate he has erred on a pretty
safe side.

Sincerely Yours
Monahan

MOTOR TAX

MOTOR TAX



Series Title: Driving Licences

Description

Documentation regarding application / renewal of driving licences

Documents

Application / renewal of provisional driving licence. Includes medical reports (including eyesight and health and fitness), birth certificates, endorsements and certificate of competency

Retention Recommendations

Current

For period of licence + 1 year

Non-Current

10 Years

Archive



Dispose



Comments

Archive only original documentation. Arranged by reference number but alphabetical index also held electronically. Includes details of vintage vehicles

Series Title: Tax Renewals

Description

Files relating to renewal of motor tax

Documents

Includes notification of transfer of vehicle ownership and declaration form (where applying for replacement registration book / replacement vehicle licensing certificate or replacement licence / tax disc)

Retention Recommendations

Current

Until after audit + 1 year

Non-Current

10 Years

Archive



Dispose



Comments

Archive only original documentation. Arranged by registration number

Series Title: Notification of Transfer of Vehicle Ownership to a Motor Dealer

Description

File containing notifications of transfer of vehicle ownership

Documents

Copy of vehicle licensing certificate

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive



Dispose



Comments

Database for reference use. This form is only used in cases where ownership of vehicle first registered after 1 January 1993 was transferred to a motor dealer - completed by person selling vehicle

Series Title: Registration Numbers Allocated Outside County

Description

Files containing details of vehicles purchased outside of county

Documents

New Numbers Registers - details the registration number, chassis number, name and address of owner, engine number, make of vehicle, date of issue and date of taxation. Motor tax application for new vehicle, vehicle registration certificate (copy), vehicle excise duties (miscellaneous receipts), first motor tax application for used vehicle and public weighing ticket

Retention Recommendations

Current

5 years. Registers: 2 years

Non-Current

10 Years

Archive



Dispose



Comments

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

Series Title: Registers of Registration and Licences for Road Vehicles

Description

Records of every new car that had to be registered with Motor Tax prior to the VRU in 1993

Documents

Includes details of registration number, name and address of owner, cc, chassis number, make, body, colour, date booked, date taxed and certificate number

Retention Recommendations

Current

Until volume completed + 1 year

Non-Current

Archive



Dispose



Comments

A microfilm copy should be made for preservation purposes. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Series Title: Registers of Annual, Quarterly and Half-Yearly Licences issued for Road Vehicles

Description

Registers detailing date of issue and serial number of licence, vehicle number, description of vehicle and total for road vehicles

Documents

Includes Register of Duplicate Vehicle Licences (a replacement disc register)

Retention Recommendations

Current

Until volume completed + 1 year

Non-Current

Archive



Dispose



Comments

A microfilm copy should be made for preservation purposes. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Series Title: Register of Vintage and Veteran Vehicles

Description

Files regarding vintage licences are amalgamated in driving licence files but a separate register of all vintage vehicles taxed in the local authority is retained

Documents

The register contains information similar to that recorded in the Registers of Cars

Retention Recommendations

Current

Until volume completed + 1 year

Non-Current

Archive



Dispose



Comments

Under **Road Vehicles (Registration and Licensing) (Amendment) (No. 2) Regulations, 1991** each licensing authority must keep a separate register to record the number of vintage and veteran vehicles in the county. A microfilm copy should be made for preservation purposes. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Series Title: Public Service Vehicles

Description

Files relating to the licensing of public service vehicles

Documents

List of names and addresses / registration number of vehicle / period of validity of PSV. Also correspondence between local authority and Gardaí. Enquiry and report form (on application for a public service vehicle licence - An Garda Síochána). DoELG circulars regarding PSVs. Also correspondence with individuals on non-payment of balance of tax due on vehicles

Retention Recommendations

Current

For period of licence + 1 year

Non-Current

10 Years

Archive



Dispose



Comments

Where a Public Service Vehicles Register is not maintained, the above files should be retained as for driving licence files

Series Title: Trade Plate Licences

Description

Files relating to application and renewal by garages of trade plate licences. The register contains details of plate number, name, address, fee paid and conditions notified

Documents

Registers of Trade Plates. Also application form for a general trade licence, application for renewal of licence and vehicle tax renewal form

Retention Recommendations

Current

1 Year

Non-Current

5 Years

Archive



Dispose



Comments

Archive the Register of Trade Plates once volume completed. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Series Title: Trailer / Semi-Trailer Licences

Description

Annually held files on trailer and semi-trailer licences. Identification certificate details the description of trailer, make, model, year of manufacture, chassis letters and numbers, number of axles and gross vehicle weight

Documents

Register of Annual Licences for Trailers. Register details date issued, serial number of licence, trailer number and amount. Also trailer weight identification certificate, application form to licence trailer and certificate of roadworthiness. Includes trailer renewal form and notification of transfer of vehicle ownerships

Retention Recommendations

Current

1 Year

Non-Current

5 Years

Archive



Dispose



Comments

Under **Road Traffic (Licensing of Trailers and Semi-Trailers) Regulations, 1982**, all licensing authorities must maintain a local register of all trailers and semi-trailers registered with their authority. Archive the Register of Annual Licences for Trailers once volume completed. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Series Title: Recoupment Claims from DoELG

Description

Files on recoupment of expenses from DoELG, showing amount of receipts, lodgements etc. in respect of motor licence duties on an annual basis. Also includes expenditure and stock return to DoELG (under salaries, superannuation commitments, overtime and miscellaneous)

Documents

Recoupment of expenses form, statement of expenses, claim for recoupment and form relating to repayment of motor licence duty. Also form relating to serial numbers of motor vehicle licences (including duplicates) accounted for by local authority during year, form relating to vehicle excise licences accounted for by local authority, insurances and breakdown of fees due by local authority to bank. Includes expenditure history report printouts

Retention Recommendations

Current

Until after audit + 2 years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Monthly Returns to DoELG

Description

Files on European Communities (Vehicle Testing) Regulations - account of income from road worthiness testing

Documents

Number of driving licences issued, details of account statement from bank, reconciliation statement and statement of income

Retention Recommendations

Current

Until after audit + 2 years

Non-Current

7 Years

Archive



Dispose



Comments

Under a new system in 1996, licensing authorities can deduct from proceeds of motor tax, on a monthly basis, an amount calculated in respect of expenses incurred in collecting and administering the tax

Series Title: Monthly Accounts of Income

Description

Files containing details of income received on a monthly basis from motor licence duty

Documents

Includes the description of vehicle, number and value of licences issued during month, cumulative totals since January, total replacement licences, total vehicle licences and grand total

Retention Recommendations

Current

Until after audit + 1 year

Non-Current 5 Years

Archive ☐

Dispose ☒

Comments

Series Title: Refunds

Description

Files on refunds of motor vehicle licence duty

Documents

Extract from registration book, details of registered owner, copy of paying order, application for repayment of motor duty and certificate of road worthiness

Retention Recommendations

Current

Until after audit + 2 years

Non-Current 5 Years

Archive ☐

Dispose ☒

Comment

Registration book remains on motor tax file and cannot be issued again

Series Title: Cash Books

Description

Cash books used by Motor Tax Section

Documents

Details of serial letter and numbers of licences issued; vehicle licences and replacements, cancellations, registration charges, arrears of duty; drivers' licences and duplicates, replacement registration books, vehicle testing fees, enquiry fees, total receipts and lodgements to Motor Tax account

Retention Recommendations

Current

Until after audit + 1 year

Non-Current 5 Years

Archive ☐

Dispose ☒

Comments

Series Title: Lodgement Books

Description

Lodgements to Motor Tax account

Documents

Lodgement Books

Retention Recommendations

Current

Until after audit + 1 year

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Stubs of Tax Books and Licence Books

Description

Files of stubs from tax books and provisional licences

Documents

Includes details of serial number, index mark and date stamp. Also provisional licence stubs - including counterfoil of licence issued (name and date of birth)

Retention Recommendations

Current

3 Years

Non-Current 2 Years

Archive ☐

Dispose ☒

Comments

Series Title: Discrepancy Queries - Vehicle Registration Unit

Description

Query forms from VRU, Shannon, Co. Clare to authorised officer of local authority regarding discrepancies that have emerged in respect of vehicles and requesting local authority to confirm action taken

Documents

Discrepancy forms. Includes correspondence between local authority and garages / private individuals regarding confirmation of correct registration numbers

Retention Recommendations

Current

Until after audit + 2 years

Non-Current

2 Years

Archive ☐

Dispose ☒

Comments

Series Title: Vehicle Licensing Certificates / Amendments

Description

Amendment advice from VRU to motor tax relating to change of ownership etc. - computerised nationally

Documents

Vehicle licensing certificates (original), certificate of destruction, notification of change of colour of vehicle and notification of change of address of individual

Retention Recommendations

Current

Until after audit + 2 years

Non-Current

Archive ☒

Dispose ☐

Comments

Retain original documentation only (VLC and tax disc). VLCs have replaced the old registration books

Series Title: Vehicle Registration Unit (VRU) Computer Report Register

Description

Details dates of batches sent from Motor Tax to the VRU, with number of forms and cash book total for each day

Documents

Register

Retention Recommendations

Current

Until Register completed

Non-Current

Archive ☒

Dispose ☐

Comments

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

Series Title: Cancelled Discs

Description

Documentation regarding discs which have been sent to individuals in error / incorrect discs / wrong expiry date on discs

Documents

Vehicle licensing certificate, registration book, vehicle excise duties and miscellaneous receipts. Also certificate of road worthiness and tax renewal form

Retention Recommendations

Current

Until after audit + 2 years

Non-Current

5 Years

Archive ☐

Dispose ☒

Comments

Each individual disc marked 'cancelled'

Series Title: Alert Forms Conversion of Vehicle

Description

Notification of NVDF that vehicles have been converted. Advice of conversion certificate from Revenue Commissioner

Documents

Amendment advice forms

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☐

Dispose ☒

Comments

Series Title: Enquiries Relating to Scrapped Vehicles

Description

Notification from NVDF that a car has been scrapped

Documents

Correspondence from insurance company / motor dealer regarding refunds of taxation

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

May be filed under Refunds

Series Title: Notification of Endorsement of Licences

Description

Notifications of endorsements

Documents

Printed notice forwarded from circuit and district courts

Retention Recommendations

Current

Until endorsement has expired + 1 year

Non-Current

Archive



Dispose



Comments

Information also held by the courts. Important to hold locally as namesakes occur. While an endorsement is valid for 3 years, it is possible that it could carry on to next licence if person does not apply for a licence during the immediate 3 years that follow

Series Title: Enquiry Form S103

Description

Form signed by authorised officer authorising return of registration documents

Documents

Forms

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Archive sample and dispose of remainder

Series Title: Certificate of Road Worthiness

Description

Certificates of road worthiness received

Documents

Certificates

Retention Recommendations

Current

1 Year

Non-Current

2 Years

Archive



Dispose



Comments

Series Title: DoELG Test Centres

Description

Records relating to Local Authority supervision of DoELG test centres

Documents

Retention Recommendations

Current

Non-Current

Archive



Dispose



Comments

Recommended that test results be e-mailed to the DoELG monthly. Recommended that the printed summary of test results be retained for two years after the test. If held electronically system should be migrated every 3 years onto a new format.

See *Electronic Records 3.1*

Description Manual System	Documents <i>Manual System:</i> VT-L5 Application / Test report form, VT7 fail statement, VTC8 certificate of roadworthiness (counterfoils held in the test centre)
-------------------------------------	---

Description <i>Electronic System:</i> Software programme approved by DoELG: ASC Software Ltd. CVT Version LGV 101D	Documents <i>Electronic System:</i> Vehicle test reports, test results forms, fail statements and printed summary of test results
---	---

Retention Recommendations

Current	2 Years	Non-Current	5 Years
Archive	☐	Comments	
Dispose	☒		

Retention Recommendations

Current	2 Years	Non-Current	5 Years
Archive	☐	Comments	
Dispose	☒		

MUSEUMS



Series Title: Museum Committees

Description

Includes any committees, internal and external, such as Museum Steering Group, on which the museum is represented

Documents

Minutes and correspondence

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive ☒Dispose ☐**Comments**

Archive minutes of Museum Steering Group and other meetings chaired / convened by Curator

Series Title: Museum Security

Description

Records of security system in museum

Documents

Correspondence, original contracts with firms

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive ☒Dispose ☐**Comments**

Archive policies and contracts. Dispose of correspondence. Some of the material is reference

Series Title: Public

Description

Files relating to enquiries

Documents

Requests from researchers, public etc.

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive ☒Dispose ☐**Comments**

Series Title: Policy

Description

Files on museum policies

Documents

Policy papers, drafts etc.

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive ☒Dispose ☐**Comment**

Archive policies and drafts of policies

Series Title: Advertising

Description

Files relating to advertising

Documents

Correspondence with various companies regarding advertising of museum, costs, copies of advertisements

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive ☐Dispose ☒**Comments**

Series Title: Publicity

Description

Material relating to publicity for the Museum

Documents

Newspaper cuttings, advertisements, press releases, articles of historical interest

Retention Recommendations

Current

3 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Archive a copy of newspaper articles (not newspaper cuttings) containing date and newspaper from which it was taken and press releases

Series Title: Acquisition

Description

Records of artefacts acquired by the Museum

Documents

Official Acquisition (Loan and Gift) forms and related correspondence

Retention Recommendations

Current

5 Years

Non-Current

Archive ☒

Dispose ☐

Comments

Copies to be retained for reference. Originals to be sent to the Archive

Series Title: Museums, Galleries, Arts Centres, Heritage Centres, Libraries

Description

Files on other museums, galleries, heritage centres and libraries in Ireland and abroad

Documents

Correspondence and queries regarding exhibitions

Retention Recommendations

Current

5 Years

Non-Current

Archive ☐

Dispose ☒

Comments

Some material is reference

Series Title: Local Heritage Centres / Development Groups

Description

Files on individual local museums, centres, community and development groups

Documents

Correspondence and plans for development

Retention Recommendations

Current

3 Years

Non-Current

2 Years

Archive ☒

Dispose ☐

Comments

Series Title: National Museum

Description

Subjects include items donated; queries, requests

Documents

Correspondence and loan agreements

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Archive loan agreements and weed correspondence

Series Title: Exhibitions - Equipment

Description

Includes files on exhibition furniture, partition systems, display cases, lighting etc.

Documents

Correspondence and circulars

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Exhibition - Themes

Description

Files on local artists, textiles, archaeology etc.

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Exhibitions / Events - Individual

Description

Individual files on exhibitions and museum events

Documents

Correspondence, brochures, photographs and slides

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Conservation

Description

Files on various suppliers and equipment, conservation policies and organisations, e.g. An Taisce

Documents

Correspondence and brochures

Retention Recommendations

Current

Mainly reference

Non-Current

Archive



Dispose



Comments

Weed every 2 years. Archive conservation policy and conservation reports only and dispose of remainder

Series Title: Tourism

Description

Tourist organisations, e.g. Bord Fáilte and local tourist offices

Documents

Brochures, circulars and correspondence

Retention Recommendations

Current

Reference brochures, circulars

Non-Current

Archive



Dispose



Comments

Weed every 2 years. Archive tourism policy and tourism reports drawn up by curator and dispose of remainder

Series Title: Artists

Description

Files on Art groups,
Arts organiser, Arts
Centres etc.

Documents

Correspondence, photographs
and slides

Retention Recommendations

Current

2 Years

Current

2 Years

Archive ☒Dispose ☐

Comments

Series Title: Heritage Council

Description

Files on liaison with
Heritage Council

Documents

Reports and correspondence
regarding role of museums, funding,
training etc.

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive ☒Dispose ☐

Comments

Series Title: Conferences and Courses

Description

Files relating to
applications to attend
courses and
conferences for
curator and staff

Documents

Applications and correspondence with
Human Resources

Retention Recommendations

Current

2 Years

2 Years

Archive ☐Dispose ☒

Comments

Series Title: Staffing

Description

Files on FÁS, SES
schemes, museum
assistants, research
assistants etc.

Documents

Timesheets, applications,
recommendations, CVs,
correspondence with Human
Resources, County Librarian etc.

Retention Recommendations

Current

Current for duration of
employment of staff member.
Financial Documentation: 7 years

Non-Current

Financial Documentation: 3 years.
Other documentation: 5 years

Archive ☐Dispose ☒

Comments

Hold 1 FÁS application form for
ongoing reference (material duplicated)

Series Title: Societies and Organisations

Description

Files on Military
History Society, Irish
Museums Trust, Royal
Society of Antiquaries
and other
organisations

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

2 Years

Archive ☒Dispose ☐

Comments

Series Title: Local Authority Curators' Group**Description**

Files on Group

Documents

Minutes, agenda and correspondence

Retention Recommendations**Current****2 Years****Non-Current****3 Years****Archive** ☒**Dispose** ☐**Comments**

Archive one copy of minutes, agenda and policy documents

Series Title: Artefacts**Description**

Files on artefacts

Documents

Correspondence

Retention Recommendations**Current****Reference****Non-Current****Archive** ☒**Dispose** ☐**Comments**

Ultimately archive

Series Title: Private Collections**Description**

Individual files on private collectors from around the country

Documents

Correspondence with collectors, lists of items donated and returned

Retention Recommendations**Current****2 Years****Non-Current****3 Years****Archive** ☒**Dispose** ☐**Comments****Series Title: Archaeological Sites****Description**

Files on individual excavations

Documents

Correspondence with engineers, academics and site owners

Retention Recommendations**Current****2 Years****Non-Current****3 Years****Archive** ☒**Dispose** ☐**Comments****Series Title: Archaeology - Planning Permission Requests****Description**

File on planning permission - implications for sites

Documents

Correspondence with Planning Section etc.

Retention Recommendations**Current****5 Years****Non-Current****Archive** ☒**Dispose** ☐**Comments**

Series Title: **Dúchas****Description**

Files regarding various monuments and archaeological sites

Documents

Includes copies of reports sent to Dúchas and correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☐Dispose ☒**Comment**

Originals retained by Dúchas

Series Title: **Canoes and Boats****Description**

Files on canoes and boat finds

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☒Dispose ☐**Comments**Series Title: **Funding****Description**

Files on sources for funding - such as Interreg and grant-aid

Documents

Correspondence, circulars, brochures. Including application for Museum building and extensions

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive ☒Dispose ☐**Comments**

EU Funding files to be held for 7 years after completion of programme. Archive applications and correspondence regarding applications for funding

Series Title: **Schools****Description**

Specific files on schools

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive ☐Dispose ☒**Comments**Series Title: **Industries****Description**

Files on industries regarding donations and exhibitions

Documents

Correspondence with owners

Retention Recommendations

Current

Reference

Non-Current

Archive ☒Dispose ☐**Comments**

Ultimately archive

Series Title: Festivals

Description

Files on festivals

Documents

Correspondence

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Folklife / Folklore

Description

Files on folklore

Documents

Correspondence

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Dispose when no longer required for reference

Series Title: IPCRA

Description

Irish Professional Conservators and Restorers Association

Documents

Correspondence, journals and minutes of meetings

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Duplicated elsewhere. Dispose when no longer required for reference

Series Title: Heritage Council Pilot Project

Description

Files on standardisation project for Museums

Documents

Correspondence with Heritage Council regarding project, meetings and ongoing project documentation

Retention Recommendations

Current

3 Years

Non-Current

Archive



Dispose



Comment

Archive drafts and final standard

Series Title: Museum - Catalogues and Brochures

Description

Files on the creation of catalogues and brochures for the Museum

Documents

Brochures and catalogues

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Dispose when replaced

Series Title: Museum Collection

Description

Database of list of items donated / sold to / received by Museum

Documents

List

Retention Recommendations**Current**

Copy of database to be upgraded when necessary

Non-Current

Archive ☒

Dispose ☐

Comments

See *Electronic Records 3.1*

Series Title: Archaeological Survey

Description

Files on implementation of Survey

Documents

Drawings, site plans, Ordnance Survey marked maps and slides generated by the survey; 'Field Record' giving site number and description; notebooks and draft material for survey

Retention Recommendations**Current**

Retain copy as reference where required

Non-Current

Archive ☒

Dispose ☐

Comments

Public access required, therefore copy should be available in Museum for consultation and a copy also held in Archive for long-term preservation. Archive original. Photocopy held by Dúchas

Series Title: Researchers

Description

Series of files on research for exhibitions. Examples are migration, hiring fairs, famine, workhouses, Great War and historical events

Documents

Mainly photocopied information, cuttings and some correspondence

Retention Recommendations**Current**

Reference

Non-Current

Archive ☐

Dispose ☒

Comments

Weed and dispose when no longer required

The Catholic Hierarchy, through its secretary, Dr Staunton, Bishop of Ferns, express opposition to holding local elections on a Sunday in a letter to 'His Excellency', Eamon de Valera. June 1942.

30th June, 1942.

His Excellency Eamon de Valera, T.D.

An Taoiseach agus Aire Gnóthaí Eachtracha.

Your Excellency,

At their General Meeting, held on the 23rd inst., the Bishops considered the question raised in your Excellency's letter with regard to the holding of a General Election or Local Government Elections on a Sunday or Church Holiday. They considered this question with a realisation of the important reasons which motivated it and in the desire to be helpful to the Government. They were however of opinion that polling on a Sunday or Church Holiday was not desirable.

With my prayers and good wishes for the members of the Government and for your Excellency personally,

I remain

Very sincerely yours

+ James Staunton, Bp of Ferns.

Secretary.

PLANNING & DEVELOPMENT CONTROL



Series Title: Development Plans

Description

Files on development plans for cities, towns and counties

Documents

Files include reports, local submissions, maps, plans and drawings, correspondence, draft plans and copies of relevant minutes on adoption of plan

Retention Recommendations

Non-Current

Duration of plan + 1 year

Non-Current

7 Years

Archive



Dispose



Comments

Archive plans, major objections, contributions, background files and ancillary information

Series Title: Security Bonds from Developers

Description

Files on security bonds

Documents

Bonds

Retention Recommendations

Current

Until development is certified

Non-Current

Archive



Dispose



Comments

The Bond Register should be retained permanently

Series Title: Urban and Town Renewal Incentive Schemes

Description

Files relating to integrated area plans and town renewal plans

Documents

Reports, local submissions, records of certificates granted for tax purposes and registers of time extensions

Retention Recommendations

Current

Duration of plan

Non-Current

11 Years

Archive



Dispose



Comments

11 years required to facilitate potential queries from Revenue Commissioners

Series Title: EU Supported Urban and Village Renewal Measures

Description

Files on urban and village renewal measures

Documents

Reports, local submissions, designs, drawings, estimates, correspondence, grant applications, administration and EU funding records

Retention Recommendations

Current

Duration of EU programme + 3 years

Non-Current

4 Years

Archive



Dispose



Comments

Retain all documentation required for EU audit 7 years after the end of the programme

Series Title: Derelict Sites

Description

Files on individual derelict sites listed in the register held under the Derelict Sites Act, 1990

Documents

Legislation, departmental notices, intentions to enter sites listed in the register, correspondence relating to complaints made by members of the public regarding unsightly premises and action taken by the local authority

Retention Recommendations

Current

Until conclusion of the issue

Non-Current

3 years from conclusion of the issue

Archive



Dispose



Comments

Issue is concluded when site is rendered non-derelict or is acquired by the local authority by means of Compulsory Purchase Order

Series Title: Part X Development Proposals

Description

Files relating to planning aspects of local authority developments

Documents

See Planning Applications

Retention Recommendations

Current

5 Years

Non-Current

25 Years

Archive



Dispose



Comments

Series Title: Unauthorised Developments

Description

Files relating to correspondence and litigation in respect of developments carried out without or in contravention of planning permission

Documents

Files include warning and enforcement notices, correspondence and legal advice

Retention Recommendations

Current

Until issue is resolved

Non-Current

7 Years

Archive



Dispose



Comments

Archive at discretion of archivist. Retain a sample of files and any files regarding significant litigation

Series Title: Unauthorised Developments - Register

Description

Files on unauthorised developments

Documents

Register contains main details with relevant planning application or unauthorised file reference

Retention Recommendations

Current

Duration of register

Non-Current

Archive



Dispose



Comments

Archive on completion or if held electronically system should be migrated every 3 years onto a new format.

See Electronic Records 3.1

Series Title: Forestry, Fishing and Mining Licences

Description

Licences renewed each year

Documents

Files include request from relevant external authority for observations relating to application and response

Retention Recommendations

Current

1 Year

Non-Current

2 Years

Archive



Dispose



Comments

Series Title: Permits for Signs

Description

Permits renewed annually

Documents

Files include documentation regarding applications for and issue of permits for the erection of sign posts

Retention Recommendations

Current

Duration of permit

Non-Current

1 Year

Archive



Dispose



Comments

Database of permits held in some local authorities

Series Title: Planning Applications

Description

Files on planning applications

Documents

Application form, copy of public notice, site maps and plans, reports, objections, decisions, environmental impact statements and correspondence

Retention Recommendations

Current

5 Years

Non-Current

25 Years

Archive



Dispose



Comments

Section 38(5) of the Planning and Development Act, 2000 states that "At the end of the period for the availability of documents referred to in subsection (2), a planning authority shall retain at least one **original** copy of each of these documents in a local archive in accordance with section 5 of the **Local Government Act, 1994**". See Act for details of records to be retained. For security and preservation purposes, microfilm is recommended in preference to scanning, which should only be used to obtain a second reference copy for ease of access

Series Title: Planning Register

Description

Register of Planning Applications

Documents

Details include applicant's name and address, reference number, description of application, document and location of proposed development

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Retain register in office for duration of reference use, transfer to Archive. If held electronically, system should be migrated every three years onto a new format. May be part of OPENPLAN DATABASE (LGCSB). This is a **vital record** and back-ups should be retained off-site. See *Electronic Records 3.1*

Series Title: Maps Register

Description

Register of maps in local authority

Documents

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Retain register in office for duration of reference use, transfer to Archive. For preservation purposes, a microfilm copy should be made for public inspection. If held electronically, system should be migrated every three years onto a new format. See *Electronic Records 3.1*

Series Title: Maps

Description

Special Area of Conservation Maps and National Monument Maps

Documents

Maps

Retention Recommendations

Current

Reference

Non-Current

Archive



Dispose



Comments

Retain maps in office for duration of reference use and transfer to Archive when map is replaced

Series Title: GIS System

Description

Ordnance Survey area maps showing site location of each planning application, roads and other infrastructure works carried out

Documents

Retention Recommendations

Current

Reference

Non-Current

Archive ☒

Dispose ☐

Comments

The GIS system is an electronic system and guidelines on archiving these are required. In addition, as they are **vital records**, back-ups need to be stored off-site to ensure the records survive in the event of a disaster.

See *Electronic Records 3.1*

Series Title: Building Control

Description

Documents

Retention Recommendations

Current

Non-Current

Archive ☐

Dispose ☐

Comments

See FIRE SERVICES AND BUILDING CONTROL

Series Title: Heritage Officer

Description

Files relating to the obligations of local authorities as specified under the Heritage Act, 1995

Documents

Files include queries, correspondence, reference material and photographs

Retention Recommendations

Current

2 years or duration of heritage project

Non-Current 7 Years

Archive ☒

Dispose ☐

Comments

Transfer negatives to Photographic Archive with file reference and details

Series Title: Heritage Plan

Description

Files on drawing up of heritage plan by local authority

Documents

Correspondence, reports and plan. Includes list of heritage sites

Retention Recommendations

Current

Duration of plan

Non-Current 5 Years

Archive ☒

Dispose ☐

Comments

Archive plan and database of heritage sites

Series Title: Conservation Office

Description

Files on protection of buildings or sites of historic or architectural merit

Documents

Files include information on sites, Conservation Officer's reports, correspondence with owners of premises, notification of "listing", documents regarding objections and electronic register

Retention Recommendations

Current

1 Year

Non-Current 7 Years

Archive ☒

Dispose ☐

Comments

Archive register. If held electronically, system should be migrated every three years onto a new format. As a register is a **vital record**, retain back-up off-site.

See *Electronic Records 3.1*

Series Title: Conservation - EU Funded Grants

Description

Grant application files

Documents

Reports, estimates, photographs and grant administration

Retention Recommendations

Current

Duration of programme
+ 3 years

Non-Current

4 Years

Archive



Dispose



Comments

Retain all documentation for EU funded projects for 7 years following the end of the programme

Series Title: Conservation - Non-EU Funded Grants

Description

Grant application files

Documents

Reports, estimates, photographs and grant administration

Retention Recommendations

Current

5 Years

Non-Current

Archive



Dispose



Comments

Series Title: Development Control - Sites Taken in Charge and Estate Management

Description

Files regarding sites taken in charge

Documents

As constructed drawings submitted by developer, correspondence between solicitor for developer and Development Control section regarding wayleaves, vesting documents and transfer of open spaces, schedules of tree planting and soil test results

Retention Recommendations

Current

Until taken in charge
+ 3 years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Development Control - Abandoned Estates

Description

Files regarding estates abandoned by developers

Documents

Photographs, correspondence with Finance Section regarding redemption of bond, invoices for works carried out by local authority, correspondence with developer and solicitors

Retention Recommendations

Current

Until work completed

Non-Current

5 Years

Archive



Dispose



Comments

RATES



Series Title: Rate Book

Description

Rate Books for each electoral area

Documents

Rate Books

Retention Recommendations

Current

7 Years

Non-Current

Archive ☒

Dispose ☐

Comments

Held for legal reasons

Series Title: Copy Rate Demands

Description

Demands by district and year

Documents

Copies of demands for rates issued by local authority

Retention Recommendations

Current

6 Years

Non-Current

7 Years

Archive ☐

Dispose ☒

Comment

Series Title: Calculation of Rates

Description

Calculation of rates

Documents

Synopsis of rate book

Retention Recommendations

Current

6 years or until after audit + 1 year

Non-Current

10 Years

Archive ☒

Dispose ☐

Comments

Gives net effective valuation

Series Title: Refund of Rates

Description

Files on refunds of rates

Documents

Includes application for refund, correspondence with solicitor, owner and local authority and original certification from Rate Collector

Retention Recommendations

Current

Until after audit + 5 years

Non-Current

Archive ☐

Dispose ☒

Comments

Series Title: Rates General

Description

Files regarding rates matters

Documents

Includes files on IDA and other bodies in relation to rates due, uncollectable rates, remissions of rates, legal advice, direct debits, certificates of valuation (PLV certificates), and rateable property held by local authority

Retention Recommendations

Current

5 Years

Non-Current

2 Years

Archive ☐

Dispose ☒

Comments

Series Title: Rates Balancing Files

Description

Files by year regarding balancing of rates accounts

Documents

Includes details of receipts transfers and cancelled receipts and decisions of Valuation Tribunal

Retention Recommendations

Current

Until after audit + 1 year

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Domestic Rate Relief Amendments Register

Description

Register of domestic rate relief

Documents

Register

Retention Recommendations

Current

Non-Current

Archive



Dispose



Comments

No longer in use - archive immediately

Series Title: Legal Proceedings

Description

Proceedings taken for non-payment of rates

Documents

Includes correspondence and judgements

Retention Recommendations

Current

Until after audit + 1 year
(post settlement / judgement)

Non-Current

10 Years

Archive



Dispose



Comments

NOTE:

The Valuation Act, 2001 was enacted by the President in June 2001. The new Act provides for the repeal of all current valuation legislation and its replacement by a modern Valuation Code. The operation of a new Valuation Code will differ substantially from the existing Code. The Minister for Finance has decided that the Valuation Act will come into operation on the 2nd May 2002. The new Valuation List will be then introduced across the state on a rolling basis. When the new Valuation List is introduced into a local authority area, the existing Valuation List will become obsolete and all records designated as archival should be transferred to the Archives.

9/9/40. Hestor St Kiltrush
 Sir Kiltrush ^{no} Co Clare
 (b)
 I May Brew of Hestor St Kiltrush
 Co Clare would ask Your Lordship
 for the love of God to leave me
 in a House that the Kiltrush
 Urban Council wants me to
 leave I am an orphan age 25
 years without Father or Mother
 and a very delicate girl
 I am a Dress-maker and if I
 leave this house I will loose
 all my Trade and have to go
 to the Co Home it is belonging
 to my Grand father and He is
 left in His one next to mine
 waiting a reply
 And for God sake Sir
 Dont refuse a poor Delicate
 Girl and I will always
 Pray for You
 I remain Dear Sir
 Yours respectfully
 May Brew Hestor St Kiltrush
 Co Clare

ROADS



Series Title: Road Works Schemes - National Road Works Schemes and Individual Road Works Schemes

Description

Files on schemes for national road construction and files on individual road works schemes

Documents

Includes archaeology reports, construction, design / drawings, correspondence, grant application and administration, land agreements, progress reports and meetings, photos, submissions from public, supervision of works, tenders and contracts, road markings

Retention Recommendations

Current

10 Years

Non-Current

20 Years

Archive ☒Dispose ☐**Comments**

Required for local government and EU audit. EU Audit - 7 years after the completion of scheme. If records are held electronically, system should be migrated every three years onto a copy format. See *Electronic Records 3.1*. Note: See INFORMATION SYSTEMS regarding use of GIS system in Road Design.

Series Title: Roads - Surface Contracts

Description

Files on surface contracts for roads, annual seminar, and Scrim Results

Documents

Scrim results and correspondence

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive ☐Dispose ☒**Comments**

Series Title: Roads - Extinguishment of Right of Way

Description

Files relating to the extinguishment of rights of way

Documents

Order and correspondence

Retention Recommendations

Current

5 Years

Non-Current

20 Years

Archive ☒Dispose ☐**Comments**

Series Title: Road Closures

Description

Files on closure of roads (file for each closure or annual file)

Documents

Correspondence, reports and copy of notice with alternative route specified

Retention Recommendations

Current

1 Year

Non-Current

5 Years

Archive ☒Dispose ☐**Comments**

Archive any maps and approvals only. Dispose of remainder

Series Title: Road Openings

Description

Annual file on road openings

Documents

Application for licence to open footpath, road or street and endorsement of local authority

Retention Recommendations

Current

2 Years

Non-Current

10 Years

Archive ☒Dispose ☐**Comments**

Archive any maps and approvals only. Dispose of remainder

Series Title: Roads - Recoupable / Private Works

Description

Files regarding road works carried out by private parties and refunded by local authority

Documents

Correspondence and reports

Retention Recommendations

Current

2 Years

Non-Current

Until after audit + 1 year

Archive



Dispose



Comments

Archive a register or list of works

Series Title: Roads - Compulsory Purchase Orders

Description

Compulsory Purchase Orders for road works such as widening

Documents

Compulsory Purchase Orders

Retention Recommendations

Current

Until final compensation payment is made + 2 years

Non-Current

10 Years

Archive



Dispose



Comments

May be held with Land Acquisition files

Series Title: Roads - Rental of Property

Description

Files regarding rental of property - e.g. a depot

Documents

Rental agreements and correspondence

Retention Recommendations

Current

Duration of rental

Non-Current

Archive



Dispose



Comments

Archive contracts only

Series Title: Road Grants - National Roads

Description

Files relating to National Roads Authority grants

Documents

Correspondence, reports and forms

Retention Recommendations

Current

10 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Road Grants - Non-National Roads

Description

Files regarding DoELG grants. (These grants relate to a 5 Year Programme that must be prepared for DoELG)

Documents

Correspondence, reports and forms

Retention Recommendations

Current

Duration of programme

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Roads - Machinery

Description

Files regarding purchase and maintenance of machinery

Documents

Brochures, tenders, purchase agreements, invoices and correspondence

Retention Recommendations

Current

5 Years

Non-Current

Until machine is out of service

Archive

Dispose



Comments

Series Title: Roads - Tenders

Description

Files regarding tenders for supply of materials and plant

Documents

Tenders, contracts and correspondence

Retention Recommendations

Current

Duration of contract

Non-Current

7 Years

Archive

Dispose



Comments

Series Title: Roads - Plant

Description

Files regarding hire of plant and plant charges

Documents

Correspondence, bills and invoices

Retention Recommendations

Current

1 Year

Non-Current

Until after audit + 1 year

Archive

Dispose



Comments

Series Title: Roads - Purchase of Materials / Stores

Description

Files on the purchase and stockpiling of materials for roadworks

Documents

Correspondence, invoices and memos

Retention Recommendations

Current

1 Year

Non-Current

Until after audit + 1 year

Archive

Dispose



Comments

Retain tenders and stores trading account as a permanent record. Dispose of remainder

Series Title: Bridges

Description

File on each bridge - includes general files and specific contracts for works

Documents

Includes correspondence, reports, contract documents, maps, plans and drawings and tenders

Retention Recommendations

Current

Duration of works

Non-Current

Archive

Dispose



Comments

Series Title: Quarries in Local Authority Ownership

Description

File on each quarry and register of quarries

Documents

Quarry agreements, acquisition and agreement documents

Retention Recommendations

Current

Duration of operation of quarry

Non-Current

Archive ☒

Dispose ☐

Comments

Series Title: Piers and Harbours

Description

Files on each pier and harbour

Documents

Includes statistics from harbour masters, statistics from Central Statistics Office, correspondence and maps

Retention Recommendations

Current

5 Years

Non-Current

Archive ☒

Dispose ☐

Comments

Series Title: Coastal Protection Schemes

Description

Files regarding coastal erosion and coastal protection schemes

Documents

Correspondence and reports

Retention Recommendations

Current

Duration of contract for works

Non-Current

Until after audit + 1 year

Archive ☒

Dispose ☐

Comments

Series Title: Local Improvement Schemes - Rural and Urban

Description

Files on local improvement schemes

Documents

Includes applications, correspondence, agreements with landowners, recommendations and estimates of costs

Retention Recommendations

Current

Until scheme completed + 1 year

Non-Current

Until after audit + 1 year

Archive ☒

Dispose ☐

Comments

Archive list or register of schemes.
Dispose of remainder

Series Title: Roads Taken in Charge

Description

Roads taken over by local authority

Documents

Correspondence

Retention Recommendations

Current

Review every 5 years

Non-Current

Archive ☒

Dispose ☐

Comments

Series Title: Community Employment Schemes

Description

Files on individual schemes detailing works carried out

Documents

Correspondence and reports

Retention Recommendations

Current

Until all expenditure recouped

Non-Current

Until after audit + 1 year

Archive



Dispose



Comments

Series Title: Community Schemes

Description

Files on community schemes

Documents

Correspondence and reports

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose



Comments

Archive register and dispose of remainder

Series Title: Road Safety - Committees

Description

Files on committees and policies

Documents

Minutes of meetings, policy statements and correspondence

Retention Recommendations

Current

5 Years

Non-Current

10 Years

Archive



Dispose



Comments

Archive minutes and policy statements only. Dispose of remainder

Series Title: Road Safety - Traffic Accidents

Description

Files on traffic accidents

Documents

Reports and correspondence

Retention Recommendations

Current

5 Years

Non-Current

10 Years

Archive



Dispose



Comments

Series Title: Road Safety - Traffic Calming on National and Non-National Roads

Description

Files on traffic calming

Documents

Reports and correspondence

Retention Recommendations

Current

5 Years

Non-Current

10 Years

Archive



Dispose



Comments

Series Title: Road Safety - Low Cost Accident Remedial Measures

Description

Files on remedial measures taken on national and non-national roads to reduce accidents

Documents

Reports and correspondence

Retention Recommendations

Current

5 Years

Non-Current

10 Years

Archive ☒

Dispose ☐

Comments

Series Title: Essential Services / Blizzard Conditions / Weather Warnings

Description

Reports on weather warnings and plans for dealing with snow and floods

Documents

Reports, plans and correspondence

Retention Recommendations

Current

Duration of plan

Non-Current

Archive ☒

Dispose ☐

Comments

Archive reports and plans only. Dispose of remainder

Series Title: Work Accidents

Description

Files regarding claims for accidents that occurred at work

Documents

Includes copy form, correspondence from solicitors and reports on incident

Retention Recommendations

Current

Until settlement of case

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

Series Title: Traffic Management Plans

Description

Files on traffic management plans

Documents

Plans and correspondence

Retention Recommendations

Current

10 Years

Non-Current

10 Years

Archive ☒

Dispose ☐

Comments

Series Title: Traffic Management - Traffic Census

Description

Files on National Roads Authority census and county / city / town census

Documents

Census

Retention Recommendations

Current

2 Years

Non-Current

Archive ☒

Dispose ☐

Comments

Archive summary sheets only. Dispose of remainder

Series Title: Traffic Management - Bye-Laws

Description Bye-Laws	Documents	Retention Recommendations	
		Current Until new bye-laws issued Non-Current	Comments
Archive	☒		
Dispose	☐		

Series Title: Traffic Signals and Signs

Description Traffic signals, Community Alert signs, Neighbourhood Watch signs and finger post signs	Documents Regulations, maps, drawings, specifications for projects, correspondence and reports	Retention Recommendations			
		Current	5 Years	Non-Current	5 Years
		Archive	☒	Comments	
		Dispose	☐		

Series Title: Traffic Management - Schools

Description Files on school warning lights and school wardens	Documents Correspondence and reports	Retention Recommendations <table><tr><td>Current</td><td>5 Years</td><td>Non-Current</td><td>5 Years</td></tr><tr><td>Archive</td><td>☒</td><td colspan="2" rowspan="2">Comments</td></tr><tr><td>Dispose</td><td>☐</td></tr></table>	Current	5 Years	Non-Current	5 Years	Archive	☒	Comments		Dispose	☐
Current	5 Years	Non-Current	5 Years									
Archive	☒	Comments										
Dispose	☐											

Series Title: Traffic Management - Car Parking

Description Files on local authority car parks	Documents Correspondence, plans and reports	Retention Recommendations <table><tr><td>Current</td><td>5 years or duration of private contract</td><td>Non-Current</td><td>5 Years</td></tr><tr><td>Archive</td><td>☒</td><td colspan="2" rowspan="2">Comments</td></tr><tr><td>Dispose</td><td>☐</td></tr></table>		Current	5 years or duration of private contract	Non-Current	5 Years	Archive	☒	Comments		Dispose	☐
Current	5 years or duration of private contract	Non-Current	5 Years										
Archive	☒	Comments											
Dispose	☐												

Series Title: Traffic Management - Speed Limits

Description Files on speed limits	Documents Correspondence and orders	Retention Recommendations <table><tr><td>Current</td><td>Until new speed limit approved</td><td>Non-Current</td><td></td></tr><tr><td>Archive</td><td>☒</td><td colspan="2" rowspan="2">Comments</td></tr><tr><td>Dispose</td><td>☐</td></tr></table>		Current	Until new speed limit approved	Non-Current		Archive	☒	Comments		Dispose	☐
Current	Until new speed limit approved	Non-Current											
Archive	☒	Comments											
Dispose	☐												

Series Title: Public Lighting

Description

Files on public lighting

Documents

Correspondence with locals and ESB, maps and drawings

Retention Recommendations

Current

3 years or currency of contract

Non-Current

10 Years

Archive



Dispose



Comments

Archive maps and drawings only. Dispose of remainder

Series Title: Bogs

Description

Files on bogs and conservation

Documents

Correspondence and reports

Retention Recommendations

Current

1 Year

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Road Maintenance Files

Description

Files regarding damage / repair to public roads, drainage, flooding etc.

Documents

Memos, reports, correspondence, accounts, maps, case files and agreements

Retention Recommendations

Current

5 Years

Non-Current

10 Years

Archive



Dispose



Comments

Archive maps, case files and agreements only. Dispose of remainder

Series Title: Hedge Cutting

Description

Annual file on hedge cutting and horticulture files

Documents

Correspondence, reports, maps, minutes and manager's orders

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Archive maps and reports only. Dispose of remainder

Series Title: Vehicle (Heavy) Permits

Description

Annual files

Documents

Applications for permits

Retention Recommendations

Current

2 Years

Non-Current

7 Years

Archive



Dispose



Comments

Series Title: Representations

Description

Files based on electoral areas containing letters from Councillors on behalf of constituents regarding road complaints

Documents

Files include replies and reports on representations

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive

Dispose



Comments

May also include representations from community groups

Series Title: Notices of Motions

Description

Files on notices of motions for each Council Meeting so that reports requested from Roads Section can be prepared

Documents

Notices of motions and reports

Retention Recommendations

Current

1 Year

Non-Current

Archive

Dispose



Comments

Original notices of motions held by CORPORATE SERVICES

Series Title: Road Maps and Classification of Roads

Description

Maps showing roads and classification of roads

Documents

Retention Recommendations

Current

Reference

Non-Current

Archive

Dispose



Comments

Archive when no longer required for reference

Series Title: Townlands Register

Description

List of townlands

Documents

Retention Recommendations

Current

Reference

Non-Current

Archive

Dispose



Comments

Archive when no longer required for reference

Series Title: Soils Laboratory

Description

Files on soils laboratory

Documents

Expenditure and correspondence

Retention Recommendations

Current

5 years or until final account is paid

Non-Current

2 Years

Archive

Dispose



Comments

Refers to local authorities with own laboratory only

SANITARY SERVICES



Series Title: Well Grants

Description

Files relating to the creation of bored wells and provision of pumps and treatment units

Documents

Applications for grants / assistance provided by the DoELG towards the boring of wells, correspondence relating to the awarding of grants, maps, and area engineers reports regarding water quality

Retention Recommendations

Current

1 Year

Non-Current

3 Years

Archive



Dispose



Comments

Retain a register of grants permanently. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Series Title: Capital Schemes: Sewerage

Description

Files on capital funded sewerage schemes

Documents

Contract Documents

Retention Recommendations

Current

Retain set of contract documents and drawings permanently in a strong room / fire proof safe

Non-Current

Archive



Dispose



Comments

For EU Audit, retain all documentation for schemes carried out with EU funds for 7 years after the completion of the scheme. Documents such as the preliminary reports will have to be retained throughout the scheme, and then for a further 7 years

Description

Active scheme. Files on capital funded sewerage schemes

Documents

Preliminary Reports

Retention Recommendations

Current

Until scheme commences

Non-Current

Duration of scheme

Archive



Dispose



Comments

For EU Audit, retain all documentation for schemes carried out with EU funds for 7 years after the completion of the scheme. Documents such as the preliminary reports will have to be retained throughout the scheme, and then for a further 7 years

Description

Dormant scheme. Files on capital funded sewerage schemes

Documents

Preliminary Reports

Retention Recommendations

Current

Dormant scheme: 5 years

Non-Current

10 Years

Archive



Dispose



Comments

Archive only reports

Description

Successful tender.
Files on capital funded sewerage schemes

Documents

Tenders

Retention Recommendations

Current

For duration of scheme and until monies paid are recouped from DoELG

Non-Current

6 Years

Archive



Dispose



Comments

Description

Unsuccessful tenders.
Files on capital funded sewerage schemes

Documents

Tenders

Retention Recommendations

Current

Until completion of scheme and final account + 1 year

Non-Current

Archive



Dispose



Comments

Description

Files on wayleaves, maps, and compensations paid

Documents

Wayleaves and associated copies of maps and correspondence

Retention Recommendations

Current

Duration of scheme

Non-Current

20 Years

Archive



Dispose



Comments

Description

Files containing financial records

Documents

Financial estimates of costs associated with the construction of sewerage schemes

Retention Recommendations

Current

Until scheme completed and monies paid are recouped from DoELG

Non-Current

15 Years

Archive



Dispose



Comments

Description

Plans and drawings for sewerage schemes

Documents

Retention Recommendations

Current

Duration of scheme

Non-Current

Archive



Dispose



Comments

Description

Successful quotation

Documents

Quotations for materials and specifications for same

Retention Recommendations

Current

Until completion of scheme and final account + 1 year

Non-Current

20 Years

Archive



Dispose



Comments

Description

Unsuccessful quotations

Documents

Quotations for materials and specifications of same

Retention Recommendations

Current

Until completion of scheme and final account + 1 year

Non-Current

Archive



Dispose



Comments

Description

Documents

Progress reports and returns to DoELG

Retention Recommendations

Current

10 Years

Non-Current

Archive



Dispose



Comments

Description

Documents

Material relating to the approval of works, sanctioning of funds and payments to contractors, and quarterly returns

Retention Recommendations

Current

Until completion of scheme

Non-Current

10 Years

Archive



Dispose



Comments

Description

Land acquisition

Documents

Retention Recommendations

Current

Duration of scheme

Non-Current

Archive



Dispose



Comments

Description

Documents

Files on civil, mechanical and electrical contracts. Also, files on site investigations, artistic features, complaints, claims and public consultation process

Retention Recommendations

Current

Until final account is sanctioned by DoELG + 1 year

Non-Current

10 Years

Archive



Dispose



Comments

Archive only reports

Series Title: Capital Schemes: Water

Description

Files on capital funded water schemes

Documents

See Capital Scheme Sewerage

Retention Recommendations

Current

Non-Current

Archive



Dispose



Comments

See Capital Schemes: Sewerage

Series Title: Sewerage Treatment Works

Description

Documents

Plans and drawings for works and invoices from consultants. Also, material relating to the approval of works and the sanctioning of funds

Retention Recommendations

Current

Duration of scheme

Non-Current

5 Years

Archive



Dispose



Comments

Archive only reports

Description

Successful quotations

Documents

Quotations for materials and specifications for same

Retention Recommendations

Current

Successful quotations: until completion of works and final account + 1 year

Non-Current

Archive



Dispose



Comments

Description

Unsuccessful quotations

Documents

Quotations for materials and specifications for same

Retention Recommendations

Current

Until completion of scheme and final account + 1 year

Non-Current

Archive



Dispose



Comments

Series Title: Applications for Connection to Public Mains (water and sewerage)

Description

Files relating to connections to public mains

Documents

Applications for domestic, agricultural or industrial connections to the public water mains / sewerage schemes, engineers reports and application approvals

Retention Recommendations

Current

1 Year

Non-Current

3 Years

Archive



Dispose



Comments

There is no legislation specifically requiring local authorities to retain these applications indefinitely. However, the forms are written signed documents in the event of cases going to court. Therefore, information should be abstracted onto a database and / or register and maintained permanently. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1*

Series Title: Administration of Sanitary Services

Description

Files relating to sanitary services schemes

Documents

Progress reports, cohesion funding, and capital allocations

Retention Recommendations

Current

1 Year

Non-Current

3 Years

Archive



Dispose



Comments

Description

Files relating to sanitary services schemes

Documents

Small schemes programmes

Retention Recommendations

Current

1 Year

Non-Current

3 Years

Archive



Dispose



Comments

Description

Files relating to sanitary services schemes

Documents

Financial returns which are sent to government departments

Retention Recommendations

Current

1 Year

Non-Current

3 Years

Archive



Dispose



Comments

Series Title: Water Quality

Description

Files on monitoring of water quality

Documents

Reports on water samples for bacteriological and chemical tests in laboratory and observations by engineers

Retention Recommendations

Current

1 Year

Non-Current

3 Years

Archive



Dispose



Comments

Retain all original sample data and reports on water quality permanently, but destroy copies of reports from Health Boards and EPA after 3 years

Series Title: Group Schemes

Description

Files on planning and monitoring of group water schemes

Documents

Schedules calculating water supply requirements to proposed group schemes

Retention Recommendations

Current

Duration of schemes

Non-Current

Archive



Dispose



Comments

Description

Files on planning and monitoring of group water schemes

Documents

Plans, reports, estimates, specifications, maps, recommendations and memoranda relating to the approval and monitoring of schemes

Retention Recommendations

Current

Duration of schemes

Non-Current

"As constructed" documents, until changes made to system

Archive



Dispose



Comments

Description

Files in relation to applications for connections to group water schemes

Documents

Application forms completed by individuals for connection to group schemes. Includes requests for the local authority to take over the maintenance of schemes: requirements for this issued by the local authority, including information regarding grants for upgrading systems for takeover by the local authority, analysis of schemes for approval, complaints regarding leaks and maintenance

Retention Recommendations

Current

Until final accounts are approved

Non-Current

Archive



Dispose



Comments

Description

Files common to group sewerage and water schemes

Documents

Managers Order sealing agreement, map, certificate of approval to state grants for schemes, register of payment, and recoupment of subsidy from DoELG

Retention Recommendations

Current

Until completion of scheme

Non-Current

Archive



Dispose



Comments

Archive only records of payments made

Series Title: Public Toilets

Description

Files on the provision of public toilets

Documents

Correspondence, complaints, EU Directives and contracts

Retention Recommendations

Current

Duration of contract

Non-Current

Lifetime of facility

Archive



Dispose



Comments

Series Title: Burial Grounds

Description

Administration of burial grounds files

Documents

Administration files on capital projects to develop new burial grounds

Retention Recommendations**Current**

Duration of works

Non-Current

Until after audit + 1 year

Archive ☒

Dispose ☐

Comment**Description**

Administration of burial grounds files

Documents

Administration files on the scheme of grants to community groups providing new burial grounds for their localities

Retention Recommendations**Current**

Duration of scheme

Non-Current

Until after audit + 1 year

Archive ☒

Dispose ☐

Comments

Archive only record of amount spent / group grant paid

Description

Administration of burial grounds files

Documents

Burial Grounds Registers

Retention Recommendations**Current****Non-Current**

Archive ☒

Dispose ☐

Comments

Registers should be microfilmed on completion of a volume and original sent to Archive. If held electronically, system should be migrated every 3 years onto a new format.
See *Electronic Records 3.1*

Description

Complaints

Documents

Includes correspondence regarding general maintenance of cemeteries, headstones wrongly erected, internment errors etc.

Retention Recommendations**Current**

Until complaint is dealt with

Non-Current 2 Years

Archive ☒

Dispose ☐

Comments

Extensive weeding of routine complaints required before transfer to Archives. Local authorities operate a scheme of grants to voluntary and cemetery committees for cemetery maintenance. A small number of complaints may be of historical / cultural importance and worthy of retention

Description

Complaints

Documents

Checking / audit files which monitor ongoing work of registrars and caretakers in each burial ground under local authority control in the authority's functional area

Retention Recommendations

Current

2 Years

Non-Current

1 Year

Archive



Dispose

**Comments****Series Title: Exhumation Licences****Description**

Licences to exhume bodies from burial grounds

Documents

Correspondence and licences

Retention Recommendations

Current

2 Years

Non-Current

Archive



Dispose

**Comments**

Leatán MIONCHAIRISCE

DIRECT LABOUR HOUSING SCHEMES.Returns of local authorities for half-year ended
31st March, 1952.

1. Mr. O'Sullivan (on leave)

2. Mr. O'Sullivan

Summary of returns made by housing authorities, and statement showing the results graded according to the level of cost of houses completed by direct labour in the half-year are attached. The completion of these documents was delayed by the inability of the Kilkenny Corporation to supply the required information during the absence on sick leave until recently of the Borough Surveyor. The summary of replies does not include housing authorities who had previously engaged in direct labour work but gave up before the half-year under consideration. These have, however, been included under the review of results in a special class, so that complete particulars of operations will be maintained. Buncrana U.D. has not been included in the summary of replies since the scheme of repairs there was not considered appropriate for inclusion on the last occasion. No new names appear i.e. no local authority commenced direct labour work in the half-year, but a number brought their work to a conclusion.

The following figures show how local authorities participated in direct labour housing activities in the half-year. The figures for the previous half-year are shown in brackets - Cork County Council is shown as heretofore as three separate authorities:-

	Building only	Building & Development	Development only.
County Councils	6 (7)	10 (11)	2 (2)
County Boroughs	1 (1)	3 (3)	- (-)
Urban District Councils, including Boroughs	5 (6)	7 (7)	6 (7)
Town Commissioners	- (1)	1 (2)	- (-)
Totals	12 (15)	23 (23)	8 (9)

Progress is shown by the following figures:-

Total number of dwellings completed up to	
31st March, 1950	.. 852
No. completed in 1/2-year ended 30th September, 1950	.. 827
" " " " " 31st March, 1951	.. 726
" " " " " 30th September, 1951	.. 808
" " " " " 31st March, 1952	.. 884
Total number of houses in progress on 1st April, 1952	-2,112

The number of houses completed by direct labour in the half-year is a little in excess of that for the preceding one, and exceeds that for any preceding half-year,

12041, WY.3254.D.4275 (1) G.B.320.1,300,000.6/11.D.00.F.5.2.00

STORES & MACHINERY YARD



Series Title: Stores - Fuel Accounts

Description

Financial records of oil and gas issued

Documents

Copy orders, goods received notes, issue documents, invoices and copy vouchers

Retention Recommendations**Current**

Until after audit + 1 year

Non-Current

3 Years

Archive ☒

Dispose ☐

Comments

Series Title: Stores - Direct Charge Material Accounts

Description

Financial records of water chemicals, heating oils etc.

Documents

Copy orders, goods received notes, issue documents, invoices and copy vouchers

Retention Recommendations**Current**

Until after audit + 1 year

Non-Current

3 Years

Archive ☐

Dispose ☒

Comments

Series Title: Stores Requisitions

Description

Goods requisitioned by area offices

Documents

Original requisitions

Retention Recommendations**Current**

Until after audit + 1 year

Non-Current

3 Years

Archive ☐

Dispose ☒

Comments

Series Title: Material Expense Account Reports

Description

Reports of engineer to Finance Officer who reports to Local Government Auditor

Documents

Reports

Retention Recommendations**Current**

Until after audit + 1 year

Non-Current

3 Years

Archive ☐

Dispose ☒

Comments

Series Title: Rock Salt Material Accounts

Description

Direct charge accounts

Documents

Copy orders, goods received notes, issue documents, invoices and copy vouchers

Retention Recommendations**Current**

Until after audit + 1 year

Non-Current

3 Years

Archive ☐

Dispose ☒

Comments

Series Title: Tar Files

Description

Files relating to surface dressing, tar used etc.

Documents

Copy vouchers, dockets, NRA schedules, results of surface dressing tests carried out by NRA, reports of engineers regarding surface dressing and tar plant equipment documents

Retention Recommendations**Current**

Until after audit + 1 year

Non-Current

10 Years

Archive ☐

Dispose ☒

Comments

Series Title: Quarry Results

Description

Results from Laboratory tests

Documents

Copies of tenders, Construction Industry Federation correspondence and recommendations, British Standards etc.

Retention Recommendations**Current**

2 Years

Non-Current

15 Years

Archive ☐

Dispose ☒

Comments

Apart from the laboratory tests, all the other material is for reference only

Series Title: Materials Information

Description

Includes files on chemicals, explosives and gas

Documents

Correspondence, reports and articles

Retention Recommendations**Current**

Reference

Non-Current

Archive ☐

Dispose ☒

Comments

Dispose at end of reference use

Series Title: Radio System

Description

Files on radios

Documents

Correspondence, names of operations system used, location of system, serial no., etc.

Retention Recommendations**Current**

Until replaced by a new system

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

Series Title: Testing of Vehicles

Description

Local authority fleet of heavy goods vehicles

Documents

Individual files on each vehicle maintained by Technical Services Supervisor

Retention Recommendations**Current**

Until new certificate of competency issued

Non-Current

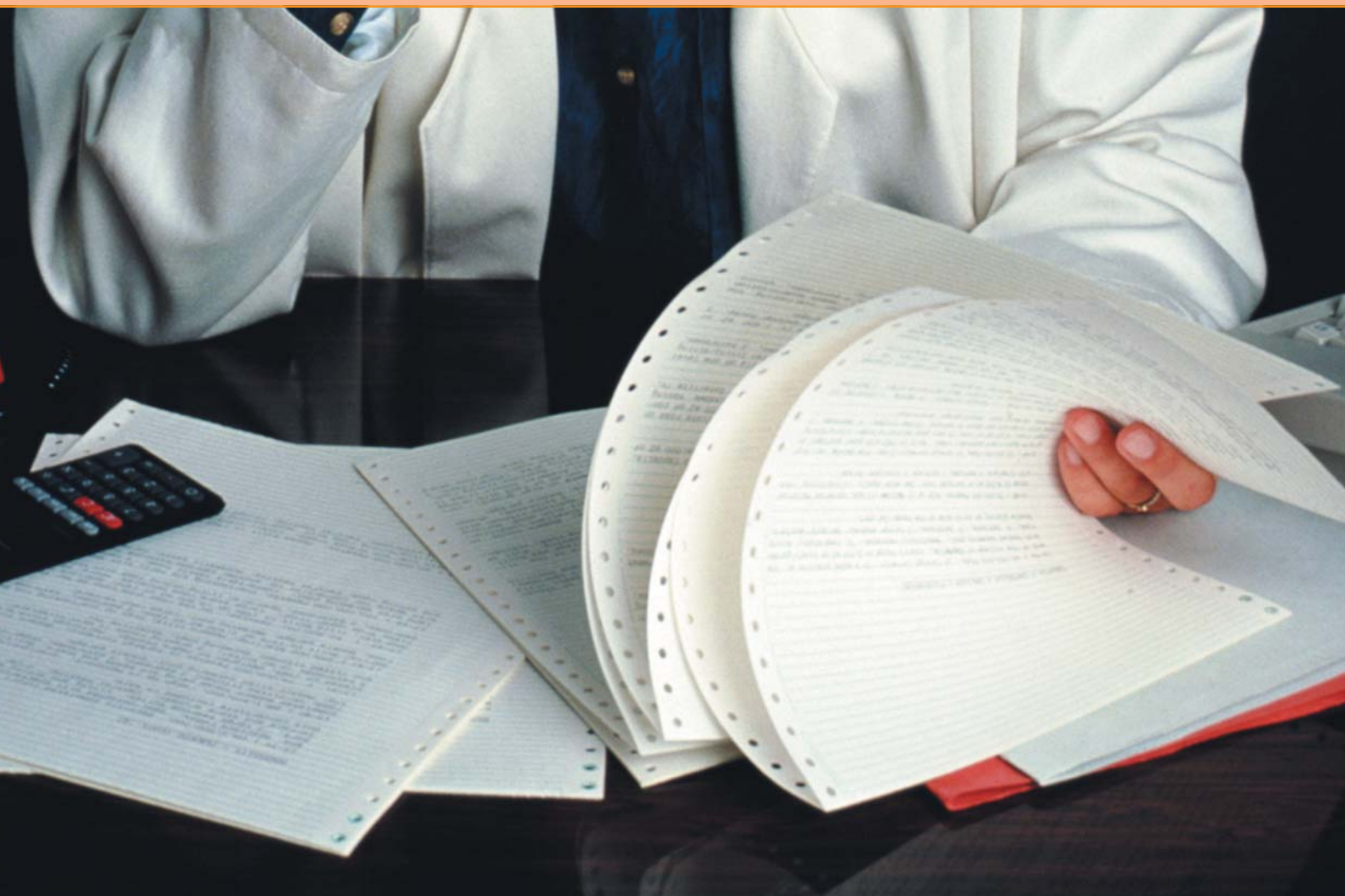
6 Years

Archive ☐

Dispose ☒

Comments

VALUATIONS



Series Title: Valuation Lists

Description

Valuation lists updated to present commercial rates

Documents

Held for each townland and electoral division

Retention Recommendations

Current

Non-Current

Archive ☒

Dispose ☐

Comments

Archive as soon as volumes are no longer required in office

Series Title: Revision of Valuations

Description

Revision requests

Documents

R2 Forms and Notifications

Retention Recommendations

Current

2 Years

Non-Current

6 Years

Archive ☒

Dispose ☐

Comments

Description

Revised valuations

Documents

Revision lists, correspondence and revision of valuation balance

Retention Recommendations

Current

Until a new valuation is made

Non-Current

6 Years

Archive ☒

Dispose ☐

Comments

Series Title: Revision of Valuation Appeals

Description

Files on valuations appeals

Documents

Notice of appeal hearings, correspondence from Valuation Tribunal, notices of appeals, letter in relation to entry on Register of Appeals and appeal number

Retention Recommendations

Current

Until audit + 5 years

Non-Current

6 Years

Archive ☒

Dispose ☐

Comments

Notification of appeal, decision received and all original documentation held in Dublin by Valuation Tribunal

Series Title: Valuation Maps

Description

Valuation Office Maps

Documents

Ordnance Survey maps from Valuation Office, with properties in valuation books numbered according to books

Retention Recommendations

Current

Non-Current

Archive ☒

Dispose ☐

Comments

Archive at end of reference use or when replaced in office

NOTE:

The Valuation Act, 2001 was enacted by the President in June 2001. The new Act provides for the repeal of all current valuation legislation and its replacement by a modern Valuation Code. The operation of a new Valuation Code will differ substantially from the existing Code. The Minister for Finance has decided that the Valuation Act will come into operation on the 2nd May 2002. The new Valuation List will be then introduced across the state on a rolling basis. When the new Valuation List is introduced into a local authority area, the existing Valuation List will become obsolete and all records designated as archival should be transferred to the Archives.

26 Ganham, 1946.

A Chas,

I am directed by the Minister for Local Government and Public Health to state that an engineering inspector of the Department recently inspected roads in the county and has noted the following matters as requiring attention:

T. 10. Cavan - Butler's Bridge: There is a bad bump on the bridge over the railway line.

L. 24. Butler's Bridge-Balturbet: Further extensive patching is necessary to eliminate waviness where the road traverses boggy terrain.

L. 50. Balturbet-Ballyconnell: The first $1\frac{1}{2}$ miles from Balturbet is very corrugated and the sides of the road need to be made up.

L. 17. Ballyconnell to Leitrim border or Ballinamore road: It is some years since the first mile from Ballyconnell was rolled and surface-dressed and the sealing coat is almost completely worn off. Portion of the remainder of the road is to be dealt with under an Employment Scheme.

L. 3. Leitrim Border-Killeshandra: The first $3\frac{1}{4}$ miles from the border have not been surfaced and the road is very bumpy.

T. 24. Virginia-Ballisborough: The first 3 miles from Virginia require patching and sealing; the surface is bumpy. The next mile has not been rolled and has a very poor surface. The remainder of the road requires patching and sealing in many places.

L. 24. Ballisborough-Shercock: The first 2 miles are very bumpy and will require reconstruction, as will also the last mile into Shercock. Some patching is required on the section in between.

Hise, la mees,

a.s. Rimi.

County Surveyor,
County Council Offices,
Cavan.

VETERINARY OFFICE & ANIMAL CONTROL



Series Title: Milk and Dairies

Description

Files on bringing premises up to standard

Documents

Includes Veterinary Report on liquid milk holding inspection under Act (original), Veterinary report on liquid milk production and holding inspections under directive 92/4 /EEC on hygienic milk production. Includes official form and letter to dairy. File per premises

Retention Recommendations

Current

5 Years

Non-Current

5 Years

Archive



Dispose

**Comments**

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

Milk and Dairies Act, 1935 and **EC Regulations, 1996**. All dairy herds

registered centrally in Department of Agriculture, Food and Rural

Development

Series Title: Abattoirs: General

Description

Files on abattoirs

Documents

Post mortem inspection certificates, prosecutions, correspondence with solicitor and with owner relating to movement and disposal of offal, reports on premises and refusals to renew abattoir licence

Retention Recommendations

Current

3 Years

Non-Current

5 Years

Archive



Dispose

**Comments**

Archive sample of standard forms and dispose of remainder. **Abattoirs Act, 1988** and **Abattoirs Regulations, 1996**

Series Title: Abattoirs: Licences

Description

Files on licences: one file per owner

Documents

Files include correspondence with Department of Agriculture, Food and Rural Development relating to the issuing of licences. Also correspondence concerning the disposal of risk material

Retention Recommendations

Current

2 Years

Non-Current

3 Years

Archive



Dispose

**Comments**

Department of Agriculture, Food and Rural Development retains original applications / licences. Local Authority has copies only, including conditions and veterinarian recommendation. **Slaughter of Animals Act, 1935, Abattoirs Act, 1988** and **Disease of Animals Order, 1997**

Series Title: Abattoirs: Water Quality

Description

File per abattoir owner

Documents

Includes copies of analytical water reports and correspondence

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose

**Comments**

Archive reports and dispose of remainder. **Abattoirs Act, 1988**

Series Title: Abattoirs: Hygiene Reports

Description

Monthly hygiene reports

Documents

Includes official forms filled out relating to the condition of premises, per month

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose

**Comments**

Abattoirs Act, 1988

Series Title: **Abattoirs: Specified Risk Material (SRM)****Description**

Files on SRM
(Specified Risk
Material)

Documents

Records include reports of SRM Audits on premises, correspondence internal and with owner, relating to compliance, laboratory reports (colic forms, results of bacteriological analyses from chemist etc.) Also original pre-licence declarations signed by owner relating to number of animals slaughtered per week and times of slaughtering. And copies of Medical Certificates for workers in laboratories

Retention Recommendations**Current****2 Years****Non-Current****5 Years****Archive** ☒**Dispose** ☐**Comments**

Abattoirs Act, 1988

Series Title: **Abattoirs: Non-compliance****Description**

Non-compliance
records

Documents

Correspondence and records of
compliance

Retention Recommendations**Current****2 Years****Non-Current****5 Years****Archive** ☐**Dispose** ☒**Comments**

Maintained on database mainly. If held electronically, system should be migrated every 3 years onto a new format. See *Electronic Records 3.1. Abattoirs Act, 1988*

Series Title: **Foot and Mouth****Description**

Foot and Mouth files

Documents

Includes guidelines from Department of Agriculture, Food and Rural Development, lists of approved disinfectants, draft Contingency Plan on Foot and Mouth, instructions to each Local Authority on actions and symptoms to look out for and reports from VetNews (newsletter of Veterinary Ireland)

Retention Recommendations**Current**

Until Foot and Mouth Crisis
over +1 year

Non-Current**Archive** ☒**Dispose** ☐**Comment**

Archive Contingency Plan. **Foot and Mouth Disease Order, 195** and **EU Regulations**

Series Title: **Food Safety Authority: Reference and Statistics****Description**

Files on Food Safety
Authority

Documents

File includes correspondence from FSAI concerning training, act and amendments and regulations on slaughter of animals. Mainly information and circulars. Statistics: monthly return to FSAI [Schedule 4]. Records number of examinations (of abattoirs, food vehicles, and manufacturing premises), hygiene inspection, number of samples and major non-compliance

Retention Recommendations**Current****2 Years****Non-Current****5 Years****Archive** ☐**Dispose** ☒**Comments**

Food Safety Authority of Ireland Act, 1988

Series Title: Slaughtermen's Licences

Description

Annual Licences

Documents

Includes original application for licence, report on suitability by Veterinary Officer, copies of letters, reminders etc. relating to the renewal of licence and copy Managers Order for licence. Also includes 'Health Screening Questionnaire for Abattoir Workers', originals and receipts

Note that a Slaughter Licence to enable a person to legally slaughter animals in an Abattoir is distinct and separate from an Abattoir Licence which allows the premises to be used as an abattoir under the Abattoir Act, 1988

Retention Recommendations

Current

2 Years

Non-Current

10 Years

Archive ☒Dispose ☐**Comments**

Archive register and dispose of remainder. If held electronically system should be migrated every 3 years onto a new format. See *Electronic Records 3.1. Slaughter of Animals Act 1935*

Series Title: Statistical Returns Central Statistics Office

Description

Files on statistics from the Central Statistics Office

Documents

Monthly return of slaughtering in premises other than licensed meat-exporting premises (in compliance with EU directives). Compiled from Veterinary Inspector's returns to Veterinary Office

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive ☒Dispose ☐**Comments**

Series Title: Central Meat Control Laboratory

Description

Files on Central Meat Control Laboratory

Documents

Forms from CMC Laboratory concerning samples for testing from animals slaughtered at plants. Originals and copies of forms

Retention Recommendations

Current

3 Years

Non-Current

5 Years

Archive ☐Dispose ☒**Comments**

Series Title: Meat Production Plants

Description

Files on stand alone meat premises

Documents

Includes reports, microbiological analysis and results

Retention Recommendations

Current

3 Years

Non-Current

5 Years

Archive ☒Dispose ☐**Comments**

Series Title: Control of Animals: Dead Animals on Road

Description

Files relating to procedures for removing dead animals from roads

Documents

Correspondence and procedures

Retention Recommendations

Current

Reference

Non-Current

10 Years

Archive ☐Dispose ☐**Comments**

Series Title: Control of Animals: Horses

Description

Files relating to the control of horses

Documents

Correspondence and procedures

Retention Recommendations**Current**

Until problem solved

Non-Current**2 Years****Archive****Dispose****Comments**

Archive record of statistics on horses. **Control of Horses Act, 1996**

Series Title: Sheep Dipping

Description

These are files relating to the former function of the Local Authority and are no longer applicable

Documents

Purchase of dip, returns and certificates from sheep dipping inspectors and counterfoils of certificates

Retention Recommendations**Current****Non-Current****Archive****Dispose****Comments**

Archive a sample to record the administration of the function by the Local Authority. Dispose of remainder

Series Title: Sheep Dipping Pens

Description

Files relating to dipping pens (Baths)

Documents

Includes lists of locations of baths, assessment of conditions etc.

Retention Recommendations**Current**

Once Local Authority has given back responsibility to owner

Non-Current**2 Years****Archive****Dispose****Comments**

Sheep Dipping Orders 1965 - 1991
Dipping no longer compulsory so baths being returned to owners

Series Title: Sheep Scab

Description

Files on outbreaks of sheep scab

Documents

Correspondence and reports of outbreaks

Retention Recommendations**Current****2 Years****Non-Current****5 Years****Archive****Dispose****Comments**

Archive specimen of standard forms. Although sheep dipping is now deregulated, the veterinary officer has a role in control of outbreaks of sheep scab

Series Title: General: Standard Operating Procedures

Description

File for ante-mortem inspections, giving purpose, policy, procedures etc. Also recommended animal cleanliness levels under DoELG Guidelines and procedures for disposal of offal

Documents

Policy and procedures

Retention Recommendations**Current**

Until new policy and procedures produced

Non-Current**Archive****Dispose****Comments**

Archive when replaced by new policy and procedures. Not under legislation

WATER CHARGES



Series Title: Metered Water Charges

Description

Meter reading schedule: One printout per billing period - generally 3 monthly

Documents

Reading gives name, address, meter number, location, previous reading, connection number, current reading and date

Retention Recommendations

Current

1 Year

Non-Current

5 years or until after audit + 1 year

Archive



Dispose



Comments

Series Title: Water Charges Copy Demands: Metered and Domestic

Description

Copy demands to each ratepayer. Commercial, agricultural and metered charges - listings for 3 month periods

Documents

Gives consumer number, balance, connection on, previous and current reading, amount charged, meter rental amount and total demanded

Retention Recommendations

Current

3 Years

Non-Current

1 Year

Archive



Dispose



Comment

In both electronic and printout format

Series Title: Water Charges - Direct Debits

Description

Printouts - name, account numbers etc.

Documents

Retention Recommendations

Current

Reference

Non-Current

20 Years

Archive



Dispose



Comments

Series Title: Water Charges - Transaction History

Description

Printouts per half year of transactions histories

Documents

Credit histories, names, addresses, account and credit / debit details

Retention Recommendations

Current

2 Years

Non-Current

5 Years

Archive



Dispose



Comments

Series Title: Water Charges - Write-offs (strike-offs)

Description

Filed per area and year

Documents

A total summary of strike-offs for the year, adjustments per area per year and recommendations. Older files have copies of demand, internal correspondence regarding history of charges and correspondence with solicitors of consumers

Retention Recommendations

Current

Until after audit

Non-Current

10 Years

Archive



Dispose



Comments

Archive a sample of cases. Dispose of remainder

Series Title: Water Charges - Waivers

Description

This scheme is designed to help those for whom payment of the full charge would cause personal hardship. Filed per area and per year. Includes amount of waiver and signed approval / refusal

Documents

Waiver, reconciliation per area, per year and waivers balanced. Also original application for partial waiver of water charges (per year)

Retention Recommendations

Current

Until arrears sorted

Non-Current

10 Years

Archive

Dispose



Comment

Only domestic charges were waived, and as they were abolished in 1996, there have been no waivers since

Series Title: Register of Water Charges - Non-metered Supplies

Description

Records of non-metered supplies. Volume per district

Documents

Gives name and address of occupier, valuation map number, document (e.g. 'house', 'garda station'), valuation, arrears, year charge, total due, demand note number and record of payment received during year

Retention Recommendations

Current

Reference

Non-Current

Archive

Dispose



Comments

Ultimately volumes should be sent to Archive. Microfilming recommended

Series Title: Register of Water Charges - Metered Supplies

Description

Records of metered supplies. Volume per district

Documents

Printouts giving details of supplies

Retention Recommendations

Current

Reference

Non-Current

Archive

Dispose



Comments

Ultimately volumes should be sent to Archive. Microfilming recommended

Series Title: Water Charges - New Accounts

Description

Files on new accounts

Documents

Original / copy waterworks caretakers' certificates stating whether connection is domestic, commercial, agricultural or industrial. Gives title of water scheme, name, address of occupier and premises and date of connection

Retention Recommendations

Current

4 Years

Non-Current

20 Years

Archive

Dispose



Comments

Series Title: Water Charges - Individual Accounts

Description

Series of files on metered and domestic water charges

Documents

Copies of court proceedings and correspondence, including correspondence with consumers and solicitors, complaints, disputes over amounts owed, final notices and notices of disconnection

Retention Recommendations

Current

Until account is paid off or after 6 years (statute barred after six years)

Non-Current

A further 10 Years

Archive

Dispose



Comments

Section 5A, Public Health (Ireland) Act 1878; Section 7 Local Government (Sanitary Services) Act 1962 and Section 22 Courts Act 1981. Some local authorities hold these files in 'General' series

Series Title: Water Charges - Old Domestic Court Files

Description

Files on court cases regarding domestic (abolished) rates

Documents

Correspondence regarding warning of court case being taken and 'Instalment Order' issued by District Court ordering consumer to pay sum due by monthly instalments. Also correspondence regarding further sums still unpaid following judgement

Retention Recommendations

Current

Non-Current

Archive ☒

Dispose ☐

Comments

Series has ceased to exist and should be transferred to Archive immediately.

Enforcement of Court Orders Acts 1926 and 1940

Series Title: Metered Water Charges - Court Files

Description

Filed per area

Documents

Letters and demands, copy summons and pre-summons correspondence, e.g. Copy District Court Decree (summary Judgment) ordering plaintiff to recover sum owed and costs

Retention Recommendations

Current

Until court case complete

Non-Current

A further 20 years

Archive ☒

Dispose ☐

Comments

Archive a sample and dispose of remainder

Series Title: Consumers' Surveys

Description

Survey of unlisted consumers and General Consumer List for each area

Documents

Statistical information - account number; name, address, location, pipe number; pipe branch and water connection

Retention Recommendations

Current

6 Years

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

Series Title: Consumers' Surveys - Comments

Description

Gives name, address and comments

Documents

Correspondence and survey comments

Retention Recommendations

Current

6 Years

Non-Current

5 Years

Archive ☒

Dispose ☐

Comments

The Case for Good Records Management

The Age, a newspaper in New South Wales, Australia reported that according to a report of the Auditor General in New South Wales, deficient records and poor staff management were responsible for a \$19m [€10.5m] payment by NSW government agencies to resolve legal disputes in 1999.

In January 2001, *the Miami Herald* reported that the town of Golden Beach, Miami, USA paid out \$18,000 dollars [€21,000] to a resident because the town could not find and therefore, provide, the large volume of records requested under Freedom of Information legislation.

In May 2001, *Federal Computer Week* in the United States reported that FBI Director, Louis Freeh, blamed the loss of documents in the case of convicted Oklahoma City bomber Timothy McVeigh, on a lack of leadership attention on records management. He stated that the FBI would create a new organisation focused entirely on the issue of records collection. He stated 'The dizzying pace of the evolution of crime, terrorism and technology, I believe, has caused us to lessen our focus [on records management], a function so basic that perhaps we have taken it for granted. Not any more.'

In May 2001, *The Guardian* reported that Transco, the privatised monopoly operating Britain's gas pipe network, had admitted that it had lost its regional records of the numbers of gas leaks awaiting repair. Without the records, it was not possible to determine what leaks were awaiting repair or to identify the exact location of pipes requiring repair.

In May 2001, *Newsday.com* reported on the audit of the Nassau Comptroller in the United States. The report stated that taxpayers may be losing millions of dollars a year because of the failure of Nassau county to manage its property. This failure was said to be due to a number of problems, one of which was inefficient record-keeping.

In September 2001, *The Irish Times* reported that a substantial number of negligence claims against hospitals have had to be paid because medical records had been mislaid. St. Paul Ireland Insurance, the company that provides medical indemnity for doctors, accused hospitals of poor standards in record-keeping over the past 30 years.

Non-Current Records Centre Survey

Results and Analysis

Methodology

The survey was chiefly intended to ascertain the present state of development of records management services throughout local authorities.

- ◆ The extent to which provision had been made in local authorities for non-current record storage.
- ◆ The extent to which the File Series Database, developed by the Local Government Computer Services Board was in use in local authorities.

Questionnaires were sent out to the Freedom of Information Officers of each local authority. Questions related also to any Town Council for which the Freedom of Information Officer may have responsibility.

Local Authorities Returning the Questionnaire:

Cork City Council	Cork County Council
Clare County Council	Donegal County Council
Dublin City Council	Fingal County Council
Galway City Council	Kerry County Council
Kildare County Council	Laois County Council
Limerick County Council	Limerick City Council
Longford County Council	Meath County Council
Monaghan County Council	Offaly County Council
Roscommon County Council	Sligo County Council
South Dublin County Council	North Tipperary County Council
South Tipperary County Council	Waterford County Council
Westmeath County Council	Wicklow County Council
Wexford County Council	

Survey Results

I. Provision of Managed Non-Current Record Storage

Seven counties indicated that provision had been made for non-current record storage. These are: Clare County Council, Galway City Council, Louth County Council, Laois County Council, Waterford County Council, South Dublin County Council and North Tipperary County Council.

In addition, some authorities indicated a commitment to do so within the next three years. These are: Dublin City Council, Donegal County Council, Fingal County Council, Kildare County Council, Kerry County Council, Limerick County Council, Limerick City Council and Roscommon County Council. It was indicated that the storage would be part of new civic premises in the case of Donegal County Council. Wexford County Council has included plans for the development of an archives and records management service in their Corporate Plan.

Management Issues

2.A Use of File Series Database.

The Local Government Computer Services Board has developed this database as a file management tool to assist with Freedom of Information queries.

Clare County Council is using the database as part of its records management service. Limerick County Council, Limerick City Corporation and Waterford County Council are presently populating the database. Dublin City Council, Kerry County Council and Monaghan County Council noted that they intended that it would be used within an unspecified time period. Use was under discussion in Laois County Council, Longford County Council, Louth County Council, Meath County Council, Offaly County Council and Wicklow County Council.

2.B Commercial Record Storage Services

Cork County Council, Cork City Council, Dublin City Council, Limerick County Council and Limerick City Council indicated that they used commercial records storage services. The estimated cost for the combined authorities in Cork was noted at c.€127,000 per annum. No information on costs was provided from the other respondents.

Concluding Comments

- ◆ There is some movement towards development of records management services in 47% of the local authorities surveyed.
- ◆ Definite commitments are in place in Clare County Council, Donegal County Council, South Dublin County Council, Dublin City Council, Limerick County Council, Limerick City Council, Waterford County Council, Waterford City Council and Wexford County Council.



Source: digitalvision SoHo (Small office Home office)

**CLARE COUNTY COUNCIL
RECORDS DISPOSAL CERTIFICATE****No.** _____**Local Government Act, 2001, Section 80
FORM TO BE USED WHEN AUTHORISING THE
DISPOSAL OF RECORDS****CERTIFICATE BY ARCHIVIST**

I hereby certify that I am satisfied that the records or classes of records described below / in the attached schedule do not warrant preservation as archives, subject to the conditions (if any) stated below.

Description of archives or records:

Conditions (if any):

Archivist

Date:

**CERTIFICATE AND AUTHORISATION BY
CERTIFYING OFFICER**

I hereby certify that the records or classes of records referred to above are not required in connection with the administration of this authority, and hereby authorise their disposal, subject to the conditions (if any) specified above.

Certifying Officer

Date:

WATERFORD COUNTY COUNCIL RECORDS CENTRE TRANSFER LIST

For Office Use Only ☐ Boxes Checked ☐ FSDB Checked		Date of Transfer to Records Centre: Section: Signature: Signature of Record Assistant: Box Number:	
File Title	File Code	Covering Dates	File Series Title

DEFINITIONS OF TERMS

Archives

Records retained permanently in order to preserve the evidence of the functions, actions and transactions of local authorities and to maintain accessibility of those records held electronically, through changes in hardware and software for future generations, and to meet the needs of researchers.

Archive Centre

Building equipped to specific standards to ensure the preservation of records of long-term value and to enable these records to be accessible to the public.

Archivist

Professionally qualified person trained to devise systems to ensure the permanent preservation of the archives of the institution and to effectively manage, organise and dispose of the records generated in the course of an institution's business.

CCMA

County and City Managers' Association.

Certifying Officer

Officer responsible for granting permission for the disposal of files, (this is often the Director of Corporate Affairs or the head of the section to which the files for disposal belong).

Closure

Specified period of time during which records are held in the Archives Centre but are unavailable for public inspection due to the personal and confidential nature of the information contained within the records.

Conversion

Act of converting electronic records from one format to another or one medium to another, in order to assist in their long-term preservation.

Current

Records that are required frequently, in order to carry out day-to-day actions and transactions of a local authority.

DoELG

Department of the Environment and Local Government.

Destruction

Act of disposing of records in all formats in such a manner as to ensure that they cannot be reconstructed.

Disposal

The destruction, usually by shredding, of records that no longer have any administrative or archival value.

Disposal Form

Form of authorisation which lists the files intended to be disposed of by a local authority, giving the date and title of the files.

Electronic Records

Records where the information is communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways – on the database (the main database or a special archives database); on magnetic media; on optical disks; or on separate hardcopy. Electronic records must be readily accessible for the length of the specified retention period. Conversion, migration and refreshing are the required methods of maintaining accessibility to electronic records, whatever their storage medium. Routine treatment (such as wiping, updating, alterations or rerecording), does constitute disposal. *NSW Government Record-keeping Manual.*

File

An organised unit of documents grouped together.

File Closure

Files should be no greater than 2.5cm in depth, or alternatively, should be closed 5 years after opening. If an issue remains 'live' after the appropriate closure of a file, a continuation file or subsequent part should be opened. The actions recommended within should be taken from the date of the first document/opening of the file.

FMS

Financial Management System, an electronic accrual accounts system in operation in many local authorities.

LGCSB

Local Government Computer Services Board.

LGMSB

Local Government Management Services Board.

Metadata

Information which facilitates the management, accessibility and meaning of records through time by identifying, authenticating and contextualising records and the people, processes and systems that create and keep them. *NSW Record-keeping Metadata Standard*

In the context of this report, the term metadata is used to denote manuals, reports, correspondence and memoranda relating to electronic systems used in local authorities which can be used to identify, authenticate and contextualise the electronic records through time.

Migration

Act of moving electronic records to newer systems, while preserving the authenticity, integrity and evidential value of the record.

Non-Current

Records which are not frequently referred to in order to conduct current business but which need to be retained in case of a revival of the issue/matter, or in order to comply with legislation or regulations.

Public Record

Records created and received by public offices in the course of official business: 'any record made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office, whether before or after the commencement of this section'.

NSW State Records Act, 1998.

Record

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such an activity.

Australian Standard on Records Management Part 1.

Records Centre

Off-site storage facility for non-current records.

Records Management

Records management is the discipline and organisational function of managing records to meet operational needs, accountability requirements and community expectations.

Australian Standard on Records Management Part 1.

Records Manager

Professionally qualified person trained to devise systems for the effective management, organisation and disposal of the records generated in the course of an organisation's business.

Records Schedule

A list of records, detailing the length of time they should be kept by local authorities and stating whether the records should be retained permanently or destroyed at the conclusion of their usefulness to the administration of functions within a local authority.

Reference

In the context of this report, the term "reference" is used to indicate documents retained due to their informational value for staff, such as, reports from other organisations, contact lists and circulars. This material is not considered a record and may be disposed of without the approval of the archivist or certifying officer, when the document is no longer required for information purposes by staff.

Refreshing

Act of moving a stream of bits in an electronic from one location to another, without necessarily moving them from one physical medium to another.

Retention Periods

Retention periods specify how long records should be kept by the organisation either in the office or in off-site storage before disposing of them. *NSW Government Record-keeping Manual.*

Routine Correspondence

Correspondence of a minor nature held separately from other records.

NSW Government Record-keeping Manual.

Sampling

A process of appraisal, whereby certain records from a large series of files, usually case files, are selected by the Archivist for preservation as archives. There are different methods of sampling, including statistical and non-statistical.

Series

A group of records created in a like format, maintained in a sequence and usually relating to a particular function or activity. The disposal classes listed in this schedule may consist of one series, several series or part of a series. *NSW Government Record-keeping Manual*.

A group of records/files relating to a particular function or activity of a local authority, for example, an organic sequence of records/files relating to a particular water supply scheme or frequently occurring correspondence with another organisation on a particular matter.

Vital Records

Records that contain information needed to re-establish or maintain the work of an institution in the event of a disaster.

Weed

Removal of documents that are misfiled, ephemeral or of no long-term value, such as brochures, the removal of multiple copies of documents and routine documents.

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An Bord Seirbhísí Bainistíochta Rialtais Áitiúil
Local Government Management Services Board