Functional Record Retention Policy for Local Authority Records 2021 - approved by LGMA for use	
Sub-Functions Activities & Description what tasks do we do/why is the work done Traffic Management Traffic flow studies Maps/drawings/structural initiatives. Special plans, proposals, proposals, reports & correspondence Plans Re: traffic initiatives. AADT Calculations Traffic Modelling Diagrams & Reports Reports Reports Retain The Road Traffic Acts 1 The Road Traffic Acts 1 Section S Road Traffic Act 1961 1 can carchivist. Inthe event of no archivist then the event of no archivist then the event of should be retained indefinitely or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to noutly senior manager/certifying office in business section before taking any	
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otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any	
notify senior manager/certifying officer in business section before taking any	
in business section before taking any	
decision other than to permanently	
Traffic Signals Maintenance Reports Retain Maintenance reports for Road Traffic Acts 1961 to 2018	
reports/documents/corresponden 7 years. Then offer to archivist. **In the event of no archivist then the ce In the event of no archivist records should be retained indefinitely	
Signal Phasing please see comment** or until they can be appraised at a	
Capacity Checks Destroy all other documents & future date for their archival value by	
Geometric Designs correspondence after 2 years. an archivist either employed directly or	
Intergreen Matrices otherwise engaged by the LA. The Maps/project specifications. archivist either employed directly or	
otherwise engaged by the LA is to	
notify senior manager/certifying officer	
in business section before taking any decision other than to permanently	
archive records.	
Traffic Surveys Annual Traffic Surveys Retain for 15 years. Then offer **In the event of no archivist then the	
Speed Surveys: excel to archivist. In the event of no records should be retained indefinitely	
files/reports/videos/photographs archivist please see comment** or until they can be appraised at a	
future date for their archival value by an archivist either employed directly or	
otherwise engaged by the LA. The	
archivist either employed directly or	
otherwise engaged by the LA is to notify senior manager/certifying officer	
in business section before taking any	
decision other than to permanently	
archive records.	

	А	В	С	D	E F G H	I J K L M	N
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		done					
4	- d C - C - t	Dood Cofee	Danid Cafata Audita Callinia	Datain studies for 45 years. There	Dood Troff's Asta 2040		-
Koa	ad Safety	Road Safety		Retain studies for 15 years. Then	**In the event of no archivist then the		
		Audits/Impact		offer to archivist. In the event of	l .		
		Assessments		no archivist please see comment**	records should be retained indefinitely		
					or until they can be appraised at a future date for their archival value by		
					an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or		
					otherwise engaged by the LA is to		
\vdash		Accident: Records for	CT 65 (AGS Reports)	Retain records for 7 years.	S.I. No. 181/1997 Road Traffic (Signs)		1
		fatalities		· ·	Regulations, 1997 (revoked 1962 Regs)		
		lacanties		event of no archivist please see	**In the event of no archivist then the		
			Comsion Studies	comment**	records should be retained indefinitely		
					or until they can be appraised at a		
9					future date for their archival value by		
Ħ		Road Safety	Committee mtg.minutes+policies	Retain for 7 years. Then offer to			
		Campaigns/Committee		archivist. In the event of no	**In the event of no archivist then the		
		s			records should be retained indefinitely		
				-	or until they can be appraised at a		
					future date for their archival value by		
					an archivist either employed directly or		
					otherwise engaged by the LA. The		
10		Traffic Management	Deserve on sehool warning/lights/	Detain for 7 years. Then offer to	**In the event of no archivist then the		-
		Schools: Speed limit		archivist. In the event of no	records should be retained indefinitely		
		outside school			or until they can be appraised at a		
		outside scrioor			future date for their archival value by		
11		- 60 0 1 1			·		-
		Traffic Calming:	1 -		Section 38 of Road Traffic Act		
				correspondence for 7 years	1994**In the event of no archivist then		
			carried out.	· ·	the records should be retained		
		before speed reduced			indefinitely or until they can be		
				-	appraised at a future date for their archival value by an archivist either		
12					a manada wa adalah adalah a manada a		
LA f	Schemes		LA car parks plans. Procurement &		Part 8 - Planning and Development Act		
		Maintenance &		8 Report-planning permission- in	_		
		Construction			Development Regulations 2001, as		
		(Infrastructure)			amended.		
				retained. Details of approval	**In the event of no archivist then the		
					records should be retained indefinitely		
					or until they can be appraised at a		
					future date for their archival value by		
					an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or		
					otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
					in business section before taking any		
					decision other than to permanently		
					archive records.		
13				I	1	1	

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

	A	В	С	D	E F G H	1	Ј Ј К	L	М	N N
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	•	1 7 1			·
		what tasks do we			Comments					
		do/why is the work								
		done								
		30.10								
4										
		_		Retain application form and	Parking Bye laws					
				permits for 2 years after the						
				permit expires. Then destroy.						
				Once permit issued then destroy						
			regarding permits. Appeals	supporting documentation.						
			regarding the non-issuance of							
20			permits							
		Roadside Memorials	LA policy/applications	Retain policy documents until	**In the event of no archivist then the					
				reviewed / superceded.Retain	records should be retained indefinitely					
					or until they can be appraised at a					
				1 2 2	future date for their archival value by					
					an archivist either employed directly or					
				•	otherwise engaged by the LA. The					
					archivist either employed directly or					
					otherwise engaged by the LA is to					
					notify senior manager/certifying officer					
					in business section before taking any					
					decision other than to permanently					
				archivist please see comment**	archive records.					
21										
				1	Section 13(10)(b) 1993 Roads Act					
		-	Correspondence/reports/complain	1	Work must be completed to standard					
			ts. subject to audit for refund		for refund Road Opening Licence (ROL)					
					has a guaranteed period of 2years					
				1	(Min) once LA notified works					
					complete, and LA accepts re-instatement. Under					
				1	statue of limitations a Licence holder					
					liable for latent defects for 6 years +12					
					months from completion date.					
					months from completion date.					
22		TTNA location and the second	Towns are no Traffic NA	Detain for maried for which TTA						
		TTM Inspections:	. ,	Retain for period for which TTM						
		Manage new Traffic		system is in place plus a further						
23		Flow		2 years. Then destroy						
П		Traffic Control at	Permits	Retain permits for 5 years from	Road Traffic Acts 1961 to 2018]
		Roadworks (Temporary		time permits issued. Then						
		Traffic Management		destroy. Exception being where						
		Plans) Part of road		a legal case/claim has						
		resurfacing, e.g. part of		commenced. In these instances						
		project file		retain the permits until legal						
				process including appeals has						
24				been exhausted. Then destroy.						

A	В	С	D	E F G H	I J K L M	N
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
	what tasks do we			Comments		
	do/why is the work					
	done					
	uone					
4						
Communications	Non-statutory	press releases, interest groups	Keep until end of project then	**In the event of no archivist then the		
	consultation &	data bases	offer these to archivist for	records should be retained indefinitely		
	engagement		archiving. In the event of no	or until they can be appraised at a		
			archivist please see comment**	future date for their archival value by		
			dienivist piedse see comment	an archivist either employed directly or		
				otherwise engaged by the LA. The		
				archivist either employed directly or		
				otherwise engaged by the LA is to		
				notify senior manager/certifying officer		
				in business section before taking any		
25				decision of hearth and the action of the state of the sta		
	Complaints from public	Register of complaints from	Retain correspondence for 2	docicion other than to normanentiv		
			years. Then destroy.			
		internally as a spreadsheet, and	,			
		any personal data to be				
		anonymised				
26						
	Representations &	Files with replies and reports on	Retain all this documentation			
	Correspondence	representations with	for 2 years.Then destroy.			
		letters/emails from Councillors on				
		behalf of constituents re road				
		complaints				
		Note, Rep on specific project: will				
		be linked to topic-not separate to				
		topic, therefore time specific to				
		topic.				
27						
Circulars & General	TII	General circulars& general	Retain general correspondence	**In the event of no archivist then the		
Correspondence		correspondence	for 2 years. Then Destroy.	records should be retained indefinitely		
			Retain circulars until	or until they can be appraised at a		
			superceeded. Then offer to	future date for their archival value by		
			archivist. In the event of no	an archivist either employed directly or		
			archivist please see comment**			
				archivist either employed directly or		
28				otherwise engaged by the LA is to		
	DTTAS	General circulars& general	Retain general correspondence			
		correspondence	for 2 years. Then Destroy.	records should be retained indefinitely		
			Retain circulars until	or until they can be appraised at a		
			superceeded. Then offer to	future date for their archival value by		
			archivist. In the event of no	an archivist either employed directly or		
			archivist please see comment**	otherwise engaged by the LA. The		
				archivist either employed directly or		
29	Company district	Cinavilana	Datain managed as an	adhamina annanad birdha I A iada		
	General circulars	Circulars	Retain general correspondence			
			for 2 years. Then Destroy.	records should be retained indefinitely		
			Retain circulars until	or until they can be appraised at a		
			superceeded. Then offer to	future date for their archival value by		
			archivist. In the event of no	an archivist either employed directly or		
			archivist please see comment**	otherwise engaged by the LA. The		
				archivist either employed directly or		
				otherwise engaged by the LA is to		
30	1	1		1		

	A	В	С	D	E F G H	I J K L M	N
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work			-		
		done					
		uone					
4							
Ė	Behavioural Schemes	Bike Week	Policies/plans/photographs/publici	Retain for 5 years after	**In the event of no archivist then the		
	Denavioural senemes	DIRC WEEK	ty material/leaflets	1	records should be retained indefinitely		
			ty materialy leanets	1	or until they can be appraised at a		
				such as advertisements of this	future date for their archival value by		
				I	· ·		
				_	an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or		
					otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
24				archivist please see comment**	in business section before taking any		
31	1	Mahility Maak	Dolinias plans	Datain for E waars ofter	decision other than to permanently		
		Mobility Week	Policies, plans,	Retain for 5 years after	**In the event of no archivist then the records should be retained indefinitely		
				1	,		
				1	or until they can be appraised at a		
				such as advertisements of this	future date for their archival value by		
				I	an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or		
1,,				Offer these to archivist for	otherwise engaged by the LA is to		
32		Park and Stride	Policies, plans,	Retain for 5 years after	**In the event of no archivist then the		
		initiatives	Policies, plans,	· · · · · · · · · · · · · · · · · · ·	records should be retained indefinitely		
		initiatives		1	· ·		
				1	or until they can be appraised at a		
				such as advertisements of this	future date for their archival value by		
				_	an archivist either employed directly or		
				1	otherwise engaged by the LA. The		
				1	archivist either employed directly or		
				I	otherwise engaged by the LA is to		
33				archiving. In the event of no	notify senior manager/certifying officer		
		Park and Ride	Policies, plans,	Retain for 5 years after	**In the event of no archivist then the		
		initiatives		scheme/event is held. Then	records should be retained indefinitely		
				destroy bar useful materials	or until they can be appraised at a		
				1	future date for their archival value by		
					an archivist either employed directly or		
				_	otherwise engaged by the LA. The		
				I	archivist either employed directly or		
					otherwise engaged by the LA is to		
				1	notify senior manager/certifying officer		
				archivist please see comment**	in business section before taking any		
34				1	decision other than to permanently		
]	Business &Schools	Files/reports/surveys/press	Retain for 5 years after	**In the event of no archivist then the		
		Engagement	releases re: mobility	•	records should be retained indefinitely		
			week/feedback surveys	1	or until they can be appraised at a		
			,	such as advertisements of this	future date for their archival value by		
				1	an archivist either employed directly or		
				_	otherwise engaged by the LA. The		
				I	archivist either employed directly or		
				I	l		
				1	otherwise engaged by the LA is to		
				archiving. In the event of no	notify senior manager/certifying officer		
35	<u> </u>			archivist please see comment**	in business section before taking any		
	Conferences	Traffic Conferences	Correspondence/files	Retain for 2 years Then destroy.			
				1			
36							

	A	В	С	D	E F G H	1 1	J K	L M	N
H	Sub-Functions	Activities & Description	·	Retention Recommendation	Legislation, Notes &	•			
11		what tasks do we			Comments				
11		do/why is the work							
11		done							
11									
11									
11									
4									
	ines	Traffic Wardens: Fines	Fines		LOCAL AUTHORITIES (TRAFFIC				
			Files re issued		WARDENS) ACT 1975 REVISED				
					Updated to 15 April 2014 2006 (SI				
			appeals, 1st & 2nd. Strike off of		136/2006).				
			fines. Court documentation &		Road Traffic Act 2002, as amended.				
			district court listings. WICKLOW	retain 2 years once Court Case is	(RTA 2006)				
			COCO: Re Para 1 these would only	heard and judgement made.					
			hold fines that are the subject of						
			Court Proceedings and as legally						
			we can only commence						
			prosecution within 6 months from						
			the date of issue of the fine there						
			would be no reason for them to						
			retain these any longer than						
			2years post audit completion.						
			Other than Appeals and S103s						
			(letters from Local Tax Office						
			confirming ownership of the						
			vehicle at the time of the offence)						
			all the fines are computer based.						
			As per our contract these records						
37			are being held by a third party						
П			Permits/applications/corresponde	Retain for 2 years post audit					
		Permits.	nce	completion. Then destroy					
				Retain pending court fines					
				7years Then destroy Exception					
				to 7yr. period would be where					
				legal proceedings have been					
				initiated on foot of the					
38				investigation and enforcement.					
30	A Road Grant	Road Grants-National	Annual Files:	Retain for duration of	***Road Transport Act 2001EU funded				-
			applications/correspondence		schemes should be retained to comply				
		Roads)	approximent, correspondent	was sought + a further 7 years.	with EU fund requirements (i.e.) Article				
				Then offer to archivist. In the	140 of REGULATION (EU) No				
				event of no archivist please see	1303/2013 OF THE EUROPEAN				
				comment** Other documents	PARLIAMENT AND OF THE COUNCIL.				
					There is an absolute legal requirement				
					to retain all relevant documentation				
					relating to EU funding for a minimum				
					period of 3 years after the closure of				
					the Operational Programme under				
					which the funding was provided and				
					letter issued by EU Court of Auditors to				
					that effect				
					linat effect				
39									

	Α	В	r	D	E F G H	I J K L M	N
H	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		.,
11	Jub Fulletions	what tasks do we	Documents	neterition recommendation	Comments		
11		do/why is the work			Comments		
		-					
		done					
11							
4							
		Road Grants-	Annual Files:	Retain for duration of	***Road Transport Act 2001EU funded		
			applications/correspondence	programme under which grant	schemes should be retained to comply		
		Road		was sought + a further 7	with EU fund requirements (i.e.) Article		
				years. Then offer capital jobs to	140 of REGULATION (EU) No		
				archivist for archiving. In the	1303/2013 OF THE EUROPEAN		
				event of no archivist please see	PARLIAMENT AND OF THE COUNCIL.		
				comment** Other documents	There is an absolute legal requirement		
				to be destroyed. Exception	to retain all relevant documentation		
				being where EU funding is	relating to EU funding for a minimum		
				involved. In these instances see	period of 3 years after the closure of		
				comment ***			
				comment ***	the Operational Programme under		
					which the funding was provided and		
					letter issued by EU Court of Auditors to		
					that effect.		
					**In the event of no archivist then the		
40					records should be retained indefinitely		
40		Road Grants to	Annual Files: levied as a	Retain 7years Offer canital jobs	**In the event of no archivist then the		
		Facilitate Industrial	contribution. Levies applied	I	records should be retained indefinitely		
			through Planning conditions.	_			
		Development	through Planning Conditions.	1	1		
				comment**	future date for their archival value by		
					an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or		
41					otherwise engaged by the LA is to		
H		Roads Restoration	Plans/minutes/reports/correspond	If Reports form part of Minutes	**In the event of no archivist then the		
		Plans	ence	of Council meetings, retain	records should be retained indefinitely		
		Road Works		indefinitely.	or until they can be appraised at a		
		Programme		Otherwise retain for Plan	future date for their archival value by		
		Local Roads			an archivist either employed directly or		
		Annually approved by		I -			
					otherwise engaged by the LA. The		
		Councillors			archivist either employed directly or		
				archivist please see comment**	otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
42		Dood Dugger	Data hald an the National	Datain annual and annual f	in business section before taking anv		
			Data held on the National		**In the event of no archivist then the		
		Surveys reports	Pavement Management System	I *	records should be retained indefinitely		
			(PMS)	archiving. In the event of no	or until they can be appraised at a		
			Surveys & reports	archivist please see comment**	future date for their archival value by		
43					an archivist either employed directly or		

А	В	С	D	E F G H	I J K L M	N
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
	what tasks do we			Comments		
	do/why is the work					
	done					
4						
4	Low Cost Remedial	Data held on the National	Retain records/files for 7 years.	**In the event of no archivist then the		
	Measures	Pavement Management System	Then offer to archivist. In the	records should be retained indefinitely		
	ivicasures	(PMS)	event of no archivist please see	or until they can be appraised at a		
		Annual grant for safety	comment** Exception being	future date for their archival value by		
				an archivist either employed directly or		
		for Road marking, signs, signals,	these instances see comment	otherwise engaged by the LA. The		
		enforcement	***	archivist either employed directly or		
		(a) File on grant and procurement		otherwise engaged by the LA is to		
		and (b) file on work		notify senior manager/certifying officer		
				in business section before taking any		
				decision other than to permanently		
				archive records.		
				***Road Transport Act 2001EU funded		
				schemes should be retained to comply		
				with EU fund requirements (i.e.) Article		
				140 of REGULATION (EU) No		
Roads Maintenance	Carcass Removal	Licensed operator of a controlled	Retain ABP documentation for	**In the event of no archivist then the		
Roads Wallitellance	Carcass Nemovai	1	3years. Then destroy	records should be retained indefinitely		
		= -	Retain contract and payment	or until they can be appraised at a		
		once animals are removed from	details such as invoices for	future date for their archival value by		
			duration of contract + further	an archivist either employed directly or		
		contracts, stamped ABP (Animal	7years. Then destroy.	otherwise engaged by the LA. The		
		By-Products) documentation, etc.,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	archivist either employed directly or		
		,,		otherwise engaged by the LA is to		
45				notify senior manager/certifying officer		
45	Strengthening Works:	Tenders/files for supply of material	Retain Directors & CEs orders in		Any	
	resurfacing works			Archives Act and the Amendment Act	Ally	
	resurracing works	Data held on the National	current financial year to ends	from 2018		
			and AFS audit process	**In the event of no archivist then the		
		(PMS). Tender details on	completed then offer to	records should be retained indefinitely		
		supplygov.ie.	Archivist. If no archivist then	or until they can be appraised at a		
		,5	see comment** Archive on	future date for their archival value by		
		Director's Orders made for	quality archival paper. Closure	an archivist either employed directly or		
			period of 30yrs for all CE and	otherwise engaged by the LA. The		
		acceptance of Contracts exceeding		archivist either employed directly or		
		_	being (i) CE orders relating to	otherwise engaged by the LA is to		
			personnel which should be	notify senior manager/certifying officer		
			archived with closure period of	in business section before taking any		
			50yrs; and	decision other than to permanently		
			(ii) 20 years in cases where	archive records.		
			records are considered of			
			significant historical or public			
			interest or will facilitate fair and			
			balanced reporting.			
			A high level description/record			
			(e.g.) spreadsheet, of the			
			location and types of works			
46			carried out should be kept for			

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\sqcap	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		, , , , , , , , , , , , , , , , , , ,	· ·
11		what tasks do we			Comments			
ш		do/why is the work						
ш		done						
ш								
11								
\perp								
4								
		_		Retain for 7 years. Then destroy	Roads Act 2007 (No. 34) Roads Act			
		These results are	Technical report on road slippage		1993 to 2007.			
		recorded nationally	level.					
		through the National Pavement						
		Management System						
		(PMS)						
47		(1113)						
					Roads Act 2007 (No. 34) Roads Act			
		_		indefinitely (see row 46	1993 to 2007.			
				above).Retain for 7years after				
				contract is terminated/expires.				
			Pavement Management System	Then destroy. A high level				
				description/record (e.g.) spreadsheet, of the location and				
			made for purchase of materials	types of works carried out				
				should be kept for operational				
				reasons.				
48		No se de se Ten de se	Tandam (Classical State of Sta	Datain fam 10 ann an Than	Chatalan of live in a face to be in a case			
		Macadam Tenders	Tenders/files for supply of material /contracts/correspondence		Statute of limitations for taking a cagainst a product that has been in			
			Contracts/correspondence		for 10 years.	SC		
49								
		Underground Cables		Records including maps of the	Planning &Dev Act 2000			
				underground cables network are				
				to be retained permanently.				
				Older versions of maps once superseded should be offered to				
				the archivist. If no archivist then				
				see comment**. If network				
				maps are maintained in GIS				
				format a time specific snapshot				
				of the network should be taken				
				periodically and then archived				
				or permanently stored. It is				
				essential to be able to take a snapshot of GIS records at any				
				time for retention as an archival				
				record of the extent of				
				undeground cables.				
50				l				

	Α	В	С	D	E F G H	I J K L M	N
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		done					
4							
		Hedge & tree cutting	annual file/reports/maps/minutes	Retain for 7 years after cutting	Roads Act 2007 (No. 34) Roads Acts		
			CE orders/tender docs	has taken place. Note, Where	1993 to 2007. Section 70 Roads Act		
				legal proceedings taken for	1993		
				compliance with Hedge cutting			
				notices, retain correspondence			
				until process concluded.Then			
				destroy. A high level			
				description/record (e.g.)			
				spreadsheet, of the location and			
				types of cutting works carried			
				out should be kept for			
				operational reasons.			
				operational reasons.			
51					- I		
		Road Maintenance:	Files re: repair to public roads		Roads Act 2007 (No. 34) Roads Acts		
			files/flooding & drainage. NB for		1993 to 2007.		
52			flood retention schemes		-		
			Maps of the overground telegraph		**In the event of no archivist then the		
		Lines	line network	companies) including maps of	records should be retained indefinitely		
					or until they can be appraised at a		
					future date for their archival value by		
				15	an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or		
					otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
					in business section before taking any		
					decision other than to permanently		
				be taken periodically and then			
				archived or permanently stored.			
				It is essential to be able to take a			
				snapshot of GIS records at any			
				time for retention as an archival			
				record of the extent of			
53				undeground cables	C. N. 204 (2022-1176-1176-1176-1176-1176-1176-1176-11		
		Bitumen			S.I. No. 284 of 2016 EUROPEAN UNION		
			pondence (Supply Gov)		(AWARD OF PUBLIC AUTHORITY		
			Kerry Co Co.		CONTRACTS) REGULATIONS 2016		
				If supply and lay contract then	Framework – As the contracting		
					authority the LA creates the		
					competition and retains the records		
					under which the contract is awarded.		
					Exception would be where under		
					Regulation 84(1) of the Public		
					Contracts Regulations 2015, there is an		
					obligation to create a report on every		
					over-threshold public contract and		
					framework agreement. In these		
					instances SupplyGov will create the		
54					required report.		

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	Sub-Functions	Activities & Description	Documents	Retention Recommendation		Legislation, No	tes &		•	•			
		what tasks do we				Comment	s						
		do/why is the work											
		done											
4													
П		Landscaping	Tenders/invoices/contracts/corres	Retain successful tenders and	**In the e	event of no arch	ivist then the						
			pondence	contracts for duration of	1	nould be retaine							
				contract + 7 years. Then	or until th	ey can be appr	aised at a						
				Destroy. Exception being	future dat	te for their arch	ival value by						
				policies & reports which should	an archivis	st either emplo	yed directly o						
						engaged by th							
						either employed							
				archivist please see comment**		e engaged by th							
55					notify sen	ior manager/ce	ertifying office						
		Chip Stocks		Retain evidence of quotation(s)									
				obtained from SupplyGov.ie									
				until contract covering supply of									
				chips has been delivered in full +	•								
56			- "	a further 7 years.									
		Road Works Return		Retain until the audit for the									
				calendar year in which the									
				application/transaction record took place has been completed									
				and signed off plus the									
				remainder of that calendar year.									
				Then destroy.									
57													
		Site Investigations:	•	Where related to a scheme that	1								
				commences then retain for	1	nould be retaine							
			design of scheme). Part of files for		1	ey can be appr							
						te for their arch							
						st either emplo							
				I	1	e engaged by th							
				_	1	either employed							
						e engaged by th							
				then retain for 7 years. Then destroy. A high level description		ior manager/ce ss section befor							
					1	ss section befor other than to pe							
				location of sites and decsription	1	other than to pe	amanentiy						
				of findings can be retained									
58				indefinitely.									
50		1		macinitaly.	1								

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Sub-Fu	Inctions Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	1 J N L W	IV
345-10	what tasks do we	Documents	Retention Recommendation	Comments		
	do/why is the work			Comments		
	done					
	done					
4						
	_	Complaints about damage done by	_	Section 13 (10) (b) Roads Act 1993		
		farmers/contractors-e.g. (a) if	proccedings being taken, retain			
	Sometimes linked to	large quantities of mud brought	records until legal process			
	road openings: Road	from fields onto roads these are	concluded. Retain until the audit			
		dealt by Litter Wardens as a litter	-			
		offense(see environment). (b) if	the application/transaction			
			record took place has been			
		1	completed and signed off plus			
		been applied for(if they are not	the remainder of that calendar			
	Note, Roads Authority		year. Then destroy.			
	can seek recovery of	for one), see road openings.				
		(c) if road broken-up by heavy				
		vehicles-over a time period-it is				
	infrastructure or for	dealt with by Area Engineer, and				
	mud on road.	records are kept as other				
		complaints.				
59						
	Road Markings	Data contained in Returns to	Retain documents for 7 years.			
	Road Surfacing	Department and on the Pavement				
	Contract	Management System	description of location and			
		(PMS)Files/correspondence/contra	_			
		1 .	works carried out.			
60		scheme				
		Data contained in Returns to	Retain until the audit for the			
	Return:	Department and on the Pavement				
		Management System	application/transaction record			
		(PMS)Tenders/files for supply of				
		material/contracts/correspondenc				
		e	remainder of that calendar year.			
61			Then destroy.			
	Soils Laboratory	Files on LAs own soils laboratory	Retain documents (re operation			
		expenditure & correspondence	of soil lab) for the period that it			
			is in use + a further 7 years after			
			it closes. Then destroy			
62						
	Road Maps: OSI	*	_	**In the event of no archivist then the		
		docs/ maps	reference and until supeseded.	records should be retained indefinitely		
			Older versions of maps once	or until they can be appraised at a		
				future date for their archival value by		
				an archivist either employed directly or		
			archivist please see comment**	otherwise engaged by the LA. The		
				archivist either employed directly or		
63				otherwise engaged by the LA is to		
Bridges	Bridges: Survey&	Survey& Reports	Retain surveys & reports for	notify senior manager/certifying officer **In the event of no archivist then the		
Bridges	Reports	Salveya Reports	duration for which the bridge	records should be retained indefinitely		
	neports		_	or until they can be appraised at a		
			7 years. Then offer to archivist.	future date for their archival value by		
			In the event of no archivist	an archivist either employed directly or		
64			please see comment**	otherwise engaged by the LA. The		
<u> </u>		1	picase see committelle	TO CHICK WHOC CHISUSCU DY LITE LA. THE		

	A	В	С	D	E F G H	I J K L M	N
П	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		done					
4							
		Bridges: Building &	General files on each bridge incl.	Retain surveys & reports for	**In the event of no archivist then the		
		Maintenance	work	duration of the works + further	records should be retained indefinitely		
			contracts/tenders/Correspondenc	1 -	or until they can be appraised at a		
			e/Files on works	In the event of no archivist	future date for their archival value by		
			drawings/maps/plans/drawings	please see comment**	an archivist either employed directly or		
65					otherwise engaged by the LA. The		
05		Weighbridges	CEs orders/contract/tender +	Retain operational records for	Road Traffic Act, 1961, section 16, as		
		(to weigh vehicle loads)		duration for which the weigh	amended		
		(6		_	Road Transport Act 1999. Road Traffic		
				years. Then offered to the	(Construction & Use of Vehicles)		
				archivist. Records of	Regulations 2003 (S.I. 5/2003). CE /		
				constructuion of weighbridges	Directors Orders retained indefinitely		
				should be retained for the	,		
				duration of the works plus a			
				further 7 years. In the event of			
				no archivist please see			
				comment**			
66							
	Emergency	Emergency Road	Annual file/ Licence applications/	Retain documents for duration	S.I. No. 119/1994 - Roads Regulations,		
	Management Plan	Closures: annual file/	Correspondence/reports/annual	of the closure + a further 7	1994.		
		copy of notice with	plan	years. Then offer maps &	**In the event of no archivist then the		
		alternate route		approvals only to archivist for	records should be retained indefinitely		
		specified.		archiving. In the event of no	or until they can be appraised at a		
				archivist please see comment**	future date for their archival value by		
				Other documents to be	an archivist either employed directly or		
				destroyed.	otherwise engaged by the LA. The		
					archivist either employed directly or		
67					otherwise engaged by the LA is to		
		Essential	Reports on weather	Retain these docs for duration	**In the event of no archivist then the		
		Services/Blizzard	warnings/plans for dealing with	of emergency plan. Then offer	records should be retained indefinitely		
		Conditions /Weather	snow & floods	reports & plans only to archivist	or until they can be appraised at a		
		Warnings		for archiving. In the event of	future date for their archival value by		
				no archivist please see	an archivist either employed directly or		
				comment** Other documents	otherwise engaged by the LA. The		
				to be destroyed.	archivist either employed directly or		
					otherwise engaged by the LA is to		
68					notify senior manager/certifying officer		
	Road Programmes	Road Programmes	Surveys & reports	-	**In the event of no archivist then the		
		Surveys reports		archivist. In the event of no	records should be retained indefinitely		
				archivist please see comment**			
					future date for their archival value by		
					an archivist either employed directly or		
					otherwise engaged by the LA. The		
69					archivist either employed directly or		

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

Sub-Functions Sub-Functions Activities & Description what tasks do we do/why is the work done Land Acquisition Correspondence & reports Correspondence & reports Retain until completion of transfer + 7 yrs. If no archivist then see comment*. Retain until completion of transfer + 1 yrs. If no archivist then see comment the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archivis directly or otherwise engaged by the LA is to notify see engaged by the L	N
what tasks do we do/why is the work done Land Acquisition Correspondence & reports Retain until completion of transfer + 7 yrs. if no archivist then the records should be retained indefinitely or until they can be appraised at a deceds for land acquired by Lt A. to be kept in archive/given to archivist either employed directly or otherwise engaged by the Lt A to no archivist either employed directly or otherwise engaged by the Lt A to no notherwise	
Land Acquisition Correspondence & reports Retain until completion of transfer +7 yrs. If on archivist then see comment**. Register of sale of land: Title deeds for land acquired by Lto be kept in archive/given to archivist a	
Land Acquisition Correspondence & reports Retain until completion of transfer + 7 yrs. If no archivist then see comment**. Register of sale of land: Title deeds for land acquired by the land acquired by the land acquired by the land to be kept in archive/given to archivist either employed directly or otherwise engaged by the La. The archivist either employed directly or otherwise engaged by the La. The archivist either employed directly or otherwise engaged by the La is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Retain until dedication has been land for public use but the original effected plus for duration that agreement. In the event of no archivist then the records should be retained indefinitely or otherwise and the proposed directly or otherwise engaged by the La is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Retain until dedication has been land or public use but the original effected plus for duration that agreement is in place + a further, Years Then offer was the original aland owner retains ownership.	
Land Acquisition Correspondence & reports Retain until completion of transfer + 7 yrs. If no archivist then see comment**. Register of sale of land: Title deeds for land acquired by LA to to be kept in archive/given to archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Land Dedication Agreement. Agreement. Agreement. Agreement files: Owner dedicates. land for public use but the original land owner retains ownership. Retain until dedication has been effected plus for duration that agreement is in place + a further 7 years Then officer to ortherwise engaged at a to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Li G. Act, No. 2, 1966. As amended **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a further 7 years Then office are cords should be retained indefinitely or until they can be appraised at a	
transfer + 7 yrs. If no archivist then see comment**. Register of sale of land: Title deeds for land acquired by LA to be kept in archive/given to archivist it they can be appraised at a further of sale of land: Title deeds for land acquired by LA to be kept in archive/given to archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to noutly senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Land Dedication Agreement. Agreement files: Owner dedicates land for public use but the original land owner retains ownership. LG Act, No. 2, 1966. As amended effected plus for duration that a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until they can be appraised at a further 7 years Then offer to or until	
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land owner retains ownership. agreement is in place + a further 7 years Then offer to or until they can be appraised at a	
further 7 years Then offer to or until they can be appraised at a	
archivist please see comment** an archivist either employed directly or	
Road Widening Contracts/tenders/invoices Retain 7 years Offer contracts Planning & Dev Act 2000, as amended	
and drawings to archivist. In and Planning & Development	
the event of no archivist please Regulations 2001, as amended (Part 8)	
see comment** **In the event of no archivist then the	
Road Realignment Correspondence & Retain for 7 years. Then offer to Planning & Dev Act 2000, as amended	
Road Realignment Correspondence & Retain for 7 years. Then offer to Planning & Dev Act 2000, as amended reports/contracts archivist. In the event of no and Planning & Development	
archivist please see comment** Regulations 2001, as amended (Part 8)	
**In the event of no archivist then the	
Agreements: LG Act, 2001 Section 85 Retain until Section 85 LG Act, 2001 Section 85 Agreements	
concerning functions Agreements (where one takes over agreement has finalised plus for **In the event of no archivist then the	
with other LAs: at full control and consults with duration that agreement is in records should be retained indefinitely	
county boundaries. other) File attached to place + further 7 years. Then or until they can be appraised at a	
construction scheme offer to archivist. In the event of future date for their archival value by	
no archivist please see an archivist either employed directly or	
comment** otherwise engaged by the LA. The	
archivist either employed directly or	
otherwise engaged by the LA is to	
notify senior manager/certifying officer	
in business section before taking any	
decision other than to permanently	

A	В	C	D	E F G H	1	J	K L	. M	N N
Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	·		., [. 141	
	what tasks do we			Comments					
	do/why is the work								
	done								
4									
	Individual Roads Works	Contracts/tenders/invoices	Retain for 7 years after works	Roads Act 2007 (No. 34) Roads Acts					-
	Schemes		completed. Then offer to	1993 to 2007.					
			archivist. In the event of no	**In the event of no archivist then the					
				records should be retained indefinitely					
			•	or until they can be appraised at a					
			_	future date for their archival value by					
				an archivist either employed directly or					
			1 5	otherwise engaged by the LA. The					
			should be kept for operational	archivist either employed directly or					
			reasons.	otherwise engaged by the LA is to					
				notify senior manager/certifying officer					
				in business section before taking any					
				decision other than to permanently					
				archive records.					
80									_
		Files Re to road works carried out		**In the event of no archivist then the					
		by private parties and refunded by		records should be retained indefinitely					
		=		or until they can be appraised at a					
			1	future date for their archival value by an archivist either employed directly or					
				otherwise engaged by the LA. The					
				archivist either employed directly or					
				otherwise engaged by the LA is to					
				notify senior manager/certifying officer					
				in business section before taking any					
				decision other than to permanently					
			_	archive records.					
			periodically to archivist for						
			archiving. In the event of no						
			archivist please see comment**						
81									
	Off-Road Dumps	Maps/Lists	Retain updated maps/lists of	**In the event of no archivist then the					
			sites until sites are no longer in	records should be retained indefinitely					
			1	or until they can be appraised at a					
			l i	future date for their archival value by					
			l .	an archivist either employed directly or					
				otherwise engaged by the LA. The					
				archivist either employed directly or					
				otherwise engaged by the LA is to					
				notify senior manager/certifying officer					
82	Site and Chin Danate	Carraspandance		in business section before taking any					-
	Site and Chip Depots		Retain for duration that depot is						
			in operation + a further 7 years.						
83			Then destroy						

	A	В	С	D	E F G H	I J K L M	N
П	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		done					
4		Hannada on Markadala an	La side at a series de series de series	December detailing	Cafata Haalibaard Malfara at Marah		
		Roads	Incident reports/correspondence	Records detailing accident/incident or dangerous	Safety, Health and Welfare at Work (General Applications) Regulations		
		Rodus		occurrence should be retained	2016		
				for 10 years from the date the	**In the event of no archivist then the		
				accident/incident or dangerous	records should be retained indefinitely		
					or until they can be appraised at a		
					future date for their archival value by		
					an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or		
					otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
					in business section before taking any		
84					decision other than to permanently		
04		Temporary Road	Road closure file: one file for all		Roads Act 1993 & Roads Regulations		
		Closure: Events	road closures per yr. Keep same as				
		0.000.01.01.01.00	road scheme file that it is part of	closure orders 5 years from time			
			under Road Works	of road closure. Then destroy.			
85							
		Temporary Road	Road closure file: one file for all	Register of Director's Orders	Roads Act 1993 & Roads Regulations		
		Closure: Road works	road closures per yr. Keep same as	retained indefinitelyRetain road	1994		
			road scheme file that it is part of	closure orders 5 years from time			
86			under Road Works	of road closure. Destroy			
30	Plant & Machinery	Hire of Plant and	Invoices/Bills	Retain records relating to the			
		Machinery		hiring of equipment/machinery			
				for the period for which the			
				hire period exists plus a further			
				7 years. Then destroy. Financial			
				records to be retained until the			
				audit for the calendar year in			
				which the			
				application/transaction record			
				took place has been completed			
				and signed off plus the			
				remainder of that calendar year.			
				Then destroy.			
87							
		Repairs to Plant	Expenditure/invoices/accounts		Safety, Health & Welfare at Work		
		Machinery: Works &			(General Application) Regulations 2007-		
		Maintenance			2020		
					Regulation 30(d)		
				Then destroy. Financial records			
				to be retained until the audit for			
				the calendar year in which the			
				application/transaction record			
				took place has been completed			
				and signed off plus the			
				remainder of that calendar year.			
				Then destroy.			
88							

	A	В	С	D	E F G H	I J K L M	N
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &		"
	Jub-i diletions	what tasks do we	Documents	Retention Recommendation	Comments		
					Comments		
		do/why is the work					
		done					
4							_
			Certificates for Machinery/	Retain records relating to plant			
		Machinery	Brochures/tenders/purchase	& machinery equipment			
			agreements/invoices	purchsed by the LA for the			
				lifetime of the equipment plus a			
				further period of 5 years. Then			
				destroy. Financial records to be			
				retained until the audit for the			
				calendar year in which the			
				application/transaction record			
				took place has been completed			
				and signed off plus the			
				remainder of that calendar year.			
				Then destroy.			
				men destroy.			
89							_
		Hire/Rental of Yard	Agreement/correspondence	Retain records relating to the	**In the event of no archivist then the		
			/contracts		records should be retained indefinitely		
				machinery yard for the period	or until they can be appraised at a		
				for which the hire period exists	future date for their archival value by		
					an archivist either employed directly or		
				level description of the location	otherwise engaged by the LA. The		
				of machimery yards can be	archivist either employed directly or		
					otherwise engaged by the LA is to		
				periodically. If no archivist	notify senior manager/certifying officer		
				please see comment** All other	in business section before taking any		
					decision other than to permanently		
				Financial records to be retained	,		
				until the audit for the calendar			
				year in which the			
				application/transaction record			
				took place has been completed			
				and signed off plus the			
				remainder of that calendar year.			
				1			
				Then destroy.			
90				1			_
		Annual Tenders List	Tenders List (Supply Gov)	Retain SupplyGov tender list	**In the event of no archivist then the		
		(Plant Hire)		1	records should be retained indefinitely		
					or until they can be appraised at a		
					future date for their archival value by		
				obtained from SupplyGov.ie	an archivist either employed directly or		
				until contract covering plant hire	otherwise engaged by the LA. The		
					archivist either employed directly or		
					otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
					in business section before taking any		
					decision other than to permanently		
91					l l l l l l l l l l l l l l l l l l l		
ЭТ							

	А	В	С	D	E F G H	I J K L M	N
H	Sub-Functions	Activities & Description		Retention Recommendation	Legislation, Notes &		
		what tasks do we			Comments		
		do/why is the work					
		done					
4							
		Commodities List	Relevant files/correspondence	Correspondence to be retained			
				for 2 yeasr then destroyed.			
				Financial records to be retained			
				until the audit for the calendar			
				year in which the			
				application/transaction record			
				took place has been completed			
				and signed off plus the			
				remainder of that calendar year.			
				Then destroy.			
92							
		Purchase of	Invoices/memos/correspondence		**In the event of no archivist then the		
		Maintenance			records should be retained indefinitely		
		Materials:			or until they can be appraised at a		
					future date for their archival value by		
					an archivist either employed directly or		
					otherwise engaged by the LA. The		
					archivist either employed directly or		
					otherwise engaged by the LA is to		
					notify senior manager/certifying officer		
					in business section before taking any		
					decision other than to permanently		
				archivist for archiving as			
				permanent record.Destroy rest.			
				In the event of no archivist			
				please see comment**			
93							
		Stocktaking	Accounts/memos/	Retain for 7 years. Then destroy			
94							
		Sale of Plant	Accounts/memos/	Financial records to be retained			
		Machinery/ Disposal of		until the audit for the calendar			
		Plant Machinery		year in which the transaction			
				record took place has been			
				completed and signed off plus			
				the remainder of that calendar			
				year. Then destroy.			
95		Fuel	Maintain Register Record of total	Financial records to be retained			
		ruei	_	until the audit for the calendar			
			annual usage and expenditure	year in which the transaction			
				15			
				record took place has been			
				completed and signed off plus			
				the remainder of that calendar			
				year. Then destroy. Exception			
				being registerwhich should be			
				offered to archivist periodically.			
				Then offer to archivist. In the			
				event of no archivist please see			
				comment**			
96		1					

А	В	С	D	E F G H	I J K I L I M	N
Sub-Func		n Documents	Retention Recommendation	Legislation, Notes &		
232 14110	what tasks do we	2000		Comments		
	do/why is the work					
	done					
	400					
4						
	Machinery Expense	Expense reports	Financial records to be retained			
	A/C		until the audit for the calendar			
			year in which the transaction			
			record took place has been			
			completed and signed off plus			
			the remainder of that calendar			
0.7			year. Then destroy.			
37	Salt Barn	Expense reports	Retain records of operation as			
	Sait Buili	Expense reports	long as salt barn is in use.			
			Financial records to be retained			
			until the audit for the calendar			
			year in which the transaction			
			record took place has been			
			completed and signed off plus			
			the remainder of that calendar			
			year. Then destroy.			
00			year. Their destroy.			
Quarries	LA Quarries (own)	Planning Directorate: Register of	Retain register of quarry for the	**In the event of no archivist then the		
Quarries	LA Quarries (own)	Quarries/file on each Quarry/	duration of its operation +	records should be retained indefinitely		
		Quarry	further 7 years Then offer to	or until they can be appraised at a		
		agreements/acquisition/agreemen		future date for their archival value by		
		t docs.	archivist please see comment**	1		
99		t does.	areminist piedse see comment	otherwise engaged by the LA. The		
99	Sale of Quarries	Planning Directorate: Negotiations	Retain until sale of quarries has	**In the event of no archivist then the		
	Sale of Quarties	files/correspondence	-	records should be retained indefinitely		
		ines, correspondence	to archivist. In the event of no	or until they can be appraised at a		
			archivist please see comment**	1		
100				an archivist either employed directly or		
100	Lease of Quarries	Planning Directorate: Individual	Retain for duration of lease +	**In the event of no archivist then the		
		Quarry files/Register of Quarries/	7years. Then offer high level	records should be retained indefinitely		
1 1		agreements/correspondence	details of quarry location, etc to	1		
			archivist. In the event of no	future date for their archival value by		
			archivist please see comment**			
101			, , , , , , , , , , , , , , , , , , , ,	otherwise engaged by the LA. The		
П	Surveys & Reports	Planning Directorate: Register of	Retain for the duration of	**In the event of no archivist then the		
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Quarries/file on each Quarry	Quarry operation. Then offer to	records should be retained indefinitely		
		,	archivist. In the event of no	or until they can be appraised at a		
			archivist please see comment**			
102			, , , , , , , , , , , , , , , , , , , ,	an archivist either employed directly or		
П	Gravel Pits (Leases)	Planning Directorate: Lease	Retain for duration of lease + 7	**In the event of no archivist then the		
		agreements/correspondence	years. Then offer to archivist. In			
		, , , , ,	the event of no archivist please	1		
103			see comment**	future date for their archival value by		
	Bogs	Conservation files		**In the event of no archivist then the		
			archivist. In the event of no	records should be retained indefinitely		
1 1			archivist please see comment**	1		
104			,	future date for their archival value by		
			1		1	1

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

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	Sub-Functions	Activities & Description		Retention Recommendation	Legislation, Notes &	·	, , , , , , , , , , , , , , , , , , , ,	
		what tasks do we	2 counteries	neterition necommendation	Comments			
		do/why is the work			Comments			
		-						
		done						
4		Foods Dominate of	Fault and a standard and a standard and	Datain dataile of fault against				
		Fault Reports via	_	Retain details of fault reports				
		Deadsure (asset	Deadsure (Public can log a fault, LA					
		_	_	plus a further 7 years then				
		system in LAs since		destroy. Retain previous				
		2014).	off case. Useful for maintenance)	procurement/ contractor file for				
			or Sugar CRM.Procurement file for	duration of current contract.				
			contractor Inc. tender, awarding of	Then destroy.				
			contract, payments. 2yr contract +					
			2 x 1yr extensions (max 4 years)					
			2 x 1 yr exterisions (max 1 years)					
111								
111		Lighting at	Plans& drawings/correspondence	Potain for 2 years after	Planning pass copies to T&I who make			
				•	comments and drawings and send back			
		Developments		comments supplied to P&D.	_			
				Then destroy.	to Planning. T&I don't retain anything.			
112								
		Low Cost Accident			Section 38 of Local Government Act			
		Remedial		measures put in place. Then	1994. **In the event of no archivist			
		Measures:(e.g. to make	Grant aided works under Safety	destroy. A high level description	then the records should be retained			
		a poorly lit junction	Improvement (Low Cost) Schemes	in spreadsheet format can be	indefinitely or until they can be			
		safer)	recorded on Pavement	retained to maintain a record of	appraised at a future date for their			
			Management System (PMS).	where remedial measures were	archival value by an archivist either			
			May be linked with Traffic Calming	1	employed directly or otherwise			
				description periodically to	engaged by the LA. The archivist either			
				archivist. In the event of no	employed directly or otherwise			
				archivist please see comment**	engaged by the LA is to notify senior			
				archivist please see comment				
					manager/certifying officer in business			
113					section before taking any decision			
		Purchase Order No.		Retain for 7 years after repairs				
114		Repairs		carried out. Then destroy				
		Non-Contract Repairs	Road not included in contract	Retain for 7 years after repairs				
			repairs report have to be taken in	carried out. Then destroy				
			charge and ongoing work is					
			required maintain roadworks					
			standard levels.					
115								
		-		Retain for duration of contract				
		contract reports from	monthly bill, total number of lights	1.				
		contractor sent by		destroy.				
		email, kept	monthly, H&S reports					
116		electronically						
			I .	l .	l .			

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Ħ	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes &	•	2 1 N 1 2 W	
		what tasks do we	200		Comments			
		do/why is the work			Commont.			
		done						
		done						
4								
		Maps/ drawings of	Maps/ drawings only	Retain for duration of contract	**In the event of no archivist then the			
		public lighting network		with the term assessment	records should be retained indefinitely			
		(i.e.) Deadsure is		1 -	or until they can be appraised at a			
		currently used as asset		further 7 years. Then destroy.	future date for their archival value by			
		management system		Retain updated maps/lists of	an archivist either employed directly or			
		and lights location are		sites until maps/drawings are	otherwise engaged by the LA. The			
		on it and updated		superseded Older versions of	archivist either employed directly or			
		continuously.		maps once superseded as well	otherwise engaged by the LA is to			
				as historical drawings plus a	notify senior manager/certifying officer			
				periodic extract from Deadsure	in business section before taking any			
					decision other than to permanently			
				network at any given point in				
				time should be offered to the				
				archivist. If no archivist then see				
117				comment**				
			LA application to ESB, connection	, , ,	**In the event of no archivist then the			
		LA ESB application	agreement with billing details. LA		records should be retained indefinitely			
			retains agreement part.	format capturing location and	or until they can be appraised at a			
				1	future date for their archival value by			
				I .	an archivist either employed directly or			
				l .	otherwise engaged by the LA. The			
				periodically to archivist. In the	archivist either employed directly or			
				1	otherwise engaged by the LA is to			
118				ļ	notify senior manager/certifying officer			
	Piers & Harbours		Relevant correspondence &	Retain for duration of works +	**In the event of no archivist then the			
		Drainage works	reports		records should be retained indefinitely			
					or until they can be appraised at a			
				1	future date for their archival value by			
				l .	an archivist either employed directly or			
					otherwise engaged by the LA. The			
				offered periodically to archivist.	archivist either employed directly or			
					otherwise engaged by the LA is to			
				I.	notify senior manager/certifying officer			
				l .	in business section before taking any			
119					decision other than to permanently			
			Day to day operational	Retain for 7 years. A high level	**In the event of no archivist then the			
		Harbours	files/dredging reports	description in spreadsheet	records should be retained indefinitely			
				1	or until they can be appraised at a			
				and description of the dredging	future date for their archival value by			
				works carried out should be	an archivist either employed directly or			
				l .	otherwise engaged by the LA. The			
				periodically to archivist. In the	archivist either employed directly or			
					otherwise engaged by the LA is to			
					notify senior manager/certifying officer			
120					in business section before taking any			

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Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation		Legislatio Con		es &		· 1	·· -	. ,	·
4	Works & Maintenance	Works & maintenance files	Duration of works + 7years. A high level description in spreadsheet format capturing location and and description of the works and maintenance carried out should be maintained. Then offered periodically to archivist. In the event of no archivist please see comment**									
122	Harbour Development Programme	Programme/correspondence	Retain for duration programme + 7years. A high level description in spreadsheet format capturing location and and description of the harbour development works carried out should be maintained. Then	records si or until th future da an archivi otherwise archivist o otherwise notify ser	should be hey can be ate for the vist either se engaged either em se engaged nior mana ess section	retained be appraised archive employed d by the nployed of d by the ager/cert n before	ral value by ed directly or LA. The directly or LA is to tifying officer taking any					
Completed Safety Files for Future Schemes & Maintenance Liaise with H&S for a particular project	Schemes & Projects Safety Files: issue to future consultants & contractors	Schemes & Projects Safety Files	Retain for completion of project + 7 years, then destroy. Once capital projects completed: To be transferred from all projects (Capital and Non Capital) for H&S Dept/ Operations Dept. To be retained indefinitely, electronically & hard copy for ease of reference. Retained for lifetime of the elements contained in the file acc. with the construction regulations	H&S Cons								

	А	В	С	D	E F G	Н	I	J	K	L	М	N
	Sub-Functions	Activities & Description	Documents	Retention Recommendation	Legislation, Notes 8	<u> </u>						
		what tasks do we			Comments							
		do/why is the work										
		done										
4												
	Capital Projects	Including all	All PM and Finance, including	Retain all records relating to	* Personal data may be collect	cted and						
		correspondence;	Project Control Documents, PEPs,	capital projects for duration of	processed in these activities.	However						
		records of meetings;	Plans, Programmes etc.	the project and/or service	in relation to Tenders or Cont	tractors						
		Project Management		contract expires plus a further 7	the only personal data involve	ed will be						
		records; public			if (i) the company submitting							
		consultation; Reports;		archivist. If no archivist then see								
		designs and drawings;			and/or (ii) they include the C\							
		procurement; contracts		Exception being where (i) where		gaged in						
		issued; H&S files, etc.			delivering the service.							
					** In the event of no archi							
					the records should be retaine							
				duration plus 12 yrs.; (ii) where	indefinitely or until they can b							
					appraised at a future date for							
					archival value by an archivist							
					employed directly or otherwi							
					engaged by the Local Authori	•						
					archivist either employed dire							
					otherwise engaged by the Loc	cal						
				_	Authority is to notify senior							
				requirement to retain all	manager/certifying officer in							
				relevant documentation relating								
				_	other than to permanently ar	cnive						
124				period of 3 yrs. after the closure	records.							