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1	National Record Retention Policy for Local Authority Records 2021 - approved by LGMA for use by LGMA on 10th March 2021													
2														
3	Functional Heading:	Transportation and Infrastructure												
4	Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments									
5	Traffic Management	Traffic flow studies	Maps/drawings/structural initiatives. Special plans, proposals, reports & correspondence Plans Re: traffic initiatives. AADT Calculations Traffic Modelling Diagrams & Reports	Retain maps/drawings/structural initiatives for 7 years. Then offer to archivist. In the event of no archivist please see comment** Other correspondence and documents can be destroyed after 2 years.	The Road Traffic Acts 1961 to 2018 Section 95 Road Traffic Act 1961 (as amend.) by Road Traffic Act 1994), as amended. **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									
6		Traffic Signals	Maintenance Reports reports/documents/correspondence Signal Phasing Capacity Checks Geometric Designs Intergreen Matrices Maps/project specifications.	Retain Maintenance reports for 7 years. Then offer to archivist. In the event of no archivist please see comment** Destroy all other documents & correspondence after 2 years.	Road Traffic Acts 1961 to 2018 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.									
7		Traffic Surveys	Annual Traffic Surveys Speed Surveys: excel files/reports/videos/photographs	Retain for 15 years. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.									

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

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20		Visitor Parking Permits	Application forms and supporting documents for the application/renewal of visitor parking permits. Correspondence regarding permits. Appeals regarding the non-issuance of permits	Retain application form and permits for 2 years after the permit expires. Then destroy. Once permit issued then destroy supporting documentation.	Parking Bye laws									
21		Roadside Memorials	LA policy/applications	Retain policy documents until reviewed / superseded. Retain applications for 2 years after application for memorial is agreed then destroy. High level description in the form of a spreadsheet detailing the location of memorials can be retained. Retain policy until superseded. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.									
22		Road Openings: Regional roads	Annual file/ Licence applications/ Correspondence/reports/complaints. subject to audit for refund	Retain until works are completed then a further 7 years. Then destroy.	Section 13(10)(b) 1993 Roads Act Work must be completed to standard for refund Road Opening Licence (ROL) has a guaranteed period of 2years (Min) once LA notified works complete, and LA accepts re-instatement. Under statute of limitations a Licence holder liable for latent defects for 6 years +12 months from completion date.									
23		TTM Inspections: Manage new Traffic Flow	Temporary Traffic Management Inspection Reports	Retain for period for which TTM system is in place plus a further 2 years. Then destroy										
24		Traffic Control at Roadworks (Temporary Traffic Management Plans) Part of road resurfacing, e.g. part of project file	Permits	Retain permits for 5 years from time permits issued. Then destroy. Exception being where a legal case/claim has commenced. In these instances retain the permits until legal process including appeals has been exhausted. Then destroy.	Road Traffic Acts 1961 to 2018									

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40		Road Grants- Regional/Non-national Road	Annual Files: applications/correspondence	Retain for duration of programme under which grant was sought + a further 7 years. Then offer capital jobs to archivist for archiving. In the event of no archivist please see comment** Other documents to be destroyed. Exception being where EU funding is involved. In these instances see comment ***	***Road Transport Act 2001EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect. **In the event of no archivist then the records should be retained indefinitely									
41		Road Grants to Facilitate Industrial Development	Annual Files: levied as a contribution. Levies applied through Planning conditions.	Retain 7years. Offer capital jobs to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to									
42		Roads Restoration Plans Road Works Programme Local Roads Annually approved by Councillors	Plans/minutes/reports/correspondence	If Reports form part of Minutes of Council meetings, retain indefinitely. Otherwise retain for Plan duration. Then destroy. Offer only reports & plans to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any									
43		Road Programmes Surveys reports	Data held on the National Pavement Management System (PMS) Surveys & reports	Retain surveys and reports for 7 years. Then offer to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or									

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47		Scrim Reports: These results are recorded nationally through the National Pavement Management System (PMS)	Scrim results/correspondence/ Technical report on road slippage level.	Retain for 7 years. Then destroy	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.									
48		Non-National Roads Surfacing Contracts:	Surface contract files. Tendering and work done within the yr. tender/procurement Data held on the National Pavement Management System (PMS). Tender details on supplygov.ie. Director's Orders made for purchase of materials and acceptance of Contracts exceeding a certain threshold.	Register of Director Orders held indefinitely (see row 46 above).Retain for 7years after contract is terminated/expires. Then destroy. A high level description/record (e.g.) spreadsheet, of the location and types of works carried out should be kept for operational reasons.	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.									
49		Macadam Tenders	Tenders/files for supply of material /contracts/correspondence	Retain for 10 years. Then destroy	Statute of limitations for taking a claim against a product that has been in use for 10 years.									
50		Underground Cables	GIS, maps	Records including maps of the underground cables network are to be retained permanently. Older versions of maps once superseded should be offered to the archivist. If no archivist then see comment**. If network maps are maintained in GIS format a time specific snapshot of the network should be taken periodically and then archived or permanently stored. It is essential to be able to take a snapshot of GIS records at any time for retention as an archival record of the extent of undeground cables.	Planning &Dev Act 2000									

4	A Sub-Functions	B Activities & Description what tasks do we do/why is the work done	C Documents	D Retention Recommendation	E F G H Legislation, Notes & Comments	I	J	K	L	M	N
51		Hedge & tree cutting	annual file/reports/maps/minutes CE orders/tender docs	Retain for 7 years after cutting has taken place. Note , Where legal proceedings taken for compliance with Hedge cutting notices, retain correspondence until process concluded. Then destroy. A high level description/record (e.g.) spreadsheet, of the location and types of cutting works carried out should be kept for operational reasons.	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007. Section 70 Roads Act 1993						
52		Road Maintenance:	Files re: repair to public roads files/flooding & drainage. NB for flood retention schemes	Retain 15 years. Then destroy	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.						
53		Overground Telegraph Lines	Maps of the overground telegraph line network	Records (held by utility companies) including maps of the overground telegraph line network are to be retained permanently. Older versions of maps once superseded should be offered to the archivist. If no archivist then see comment**. If network maps are maintained in GIS format a time specific snapshot of the network should be taken periodically and then archived or permanently stored. It is essential to be able to take a snapshot of GIS records at any time for retention as an archival record of the extent of <u>underground cables</u>	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently						
54		Bitumen	Tenders/invoices/contracts/correspondence (Supply Gov) Kerry Co Co.	If supply of materials only then retain for 2 years post audit being completed. Then destroy. If supply and lay contract then retain 7years after contract expires. Then destroy. High level description in spreadsheet of bitumen surfacing works carried out detailing location and description of works can be retained.	S.I. No. 284 of 2016 EUROPEAN UNION (AWARD OF PUBLIC AUTHORITY CONTRACTS) REGULATIONS 2016 Framework – As the contracting authority the LA creates the competition and retains the records under which the contract is awarded. Exception would be where under Regulation 84(1) of the Public Contracts Regulations 2015, there is an obligation to create a report on every over-threshold public contract and framework agreement. In these instances SupplyGov will create the required report.						

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55		Landscaping	Tenders/invoices/contracts/correspondence	Retain successful tenders and contracts for duration of contract + 7 years. Then Destroy. Exception being policies & reports which should be offered to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer									
56		Chip Stocks	Invoices	Retain evidence of quotation(s) obtained from SupplyGov.ie until contract covering supply of chips has been delivered in full + a further 7 years.										
57		Road Works Return	Expenditure/correspondence	Retain until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.										
58		Site Investigations:	files re: justification for start of scheme/start of contract (before design of scheme). Part of files for scheme/correspondence reports (archaeological/topographical/ground investigation	Where related to a scheme that commences then retain for duration of the project/works + a further 7 years. Then offer to archivist. In the event of no archivist please see comment** For site investigations where project is not proceeded with then retain for 7 years. Then destroy. A high level description in spreadsheet format detailing location of sites and description of findings can be retained indefinitely.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									

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59		<p>Damage to Roads re to legal proceedings taken Sometimes linked to road openings: Road Opening Licence records retained on the Road Opening Licence System.</p> <p>Note, Roads Authority can seek recovery of costs for damage done to road surface or road infrastructure or for mud on road.</p>	Complaints about damage done by farmers/contractors-e.g. (a) if large quantities of mud brought from fields onto roads these are dealt by Litter Wardens as a litter offense(see environment). (b) if road excavated/damaged to lay a pipe/service; an ROL should have been applied for(if they are not retrospectively applied for, apply for one), see road openings. (c) if road <i>broken-up</i> by heavy vehicles-over a time period-it is dealt with by Area Engineer, and records are kept as other complaints.	Retention time: Where legal proceedings being taken, retain records until legal process concluded. Retain until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.	Section 13 (10) (b) Roads Act 1993									
60		Road Markings Road Surfacing Contract	Data contained in Returns to Department and on the Pavement Management System (PMS)Files/correspondence/contracts/files for safety improvement scheme	Retain documents for 7 years. Then destroy. Retain high level description of location and description of road surfacing works carried out.										
61		Surface Dressing Return:	Data contained in Returns to Department and on the Pavement Management System (PMS)Tenders/files for supply of material/contracts/correspondence	Retain until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.										
62		Soils Laboratory	Files on LAs own soils laboratory expenditure & correspondence	Retain documents (re operation of soil lab) for the period that it is in use + a further 7 years after it closes. Then destroy										
63		Road Maps: OSI	Road Maps/ Classification of Roads docs/ maps	Retain for as long as needed for reference and until supeseded. Older versions of maps once superseded should be offered to the archivist. In the event of no archivist please see comment**	**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									
64	Bridges	Bridges: Survey& Reports	Survey& Reports	Retain surveys & reports for duration for which the bridge contract is in operation + further 7 years. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The									

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89		Purchase of Plant & Machinery	Certificates for Machinery/ Brochures/tenders/purchase agreements/invoices	Retain records relating to plant & machinery equipment purchased by the LA <u>for the lifetime of the equipment plus a further period of 5 years.</u> Then destroy. Financial records to be retained until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.										
90		Hire/Rental of Yard	Agreement/correspondence /contracts	Retain records relating to the hiring or leasing of the machinery yard for the period for which the hire period exists plus a further 7 years. A high level description of the location of machinery yards can be retained and offered to archivist periodically. If no archivist please see comment** All other records can be destroyed. Financial records to be retained until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									
91		Annual Tenders List (Plant Hire)	Tenders List (Supply Gov)	Retain SupplyGov tender list until it expires or new one issued by SupplyGov. Retain evidence of quotation(s) obtained from SupplyGov.ie until contract covering plant hire has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist the please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									

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97		Machinery Expense A/C	Expense reports	Financial records to be retained until the audit for the calendar year in which the transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.										
98		Salt Barn	Expense reports	Retain records of operation as long as salt barn is in use. Financial records to be retained until the audit for the calendar year in which the transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.										
99	Quarries	LA Quarries (own)	Planning Directorate: Register of Quarries/file on each Quarry/ Quarry agreements/acquisition/agreemen t docs.	Retain register of quarry for the duration of its operation + further 7 years Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The									
100		Sale of Quarries	Planning Directorate: Negotiations files/correspondence	Retain until sale of quarries has completed + 7 years. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or									
101		Lease of Quarries	Planning Directorate: Individual Quarry files/Register of Quarries/ agreements/correspondence	Retain for duration of lease + 7years. Then offer high level details of quarry location, etc to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The									
102		Surveys & Reports	Planning Directorate: Register of Quarries/file on each Quarry	Retain for the duration of Quarry operation. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or									
103		Gravel Pits (Leases)	Planning Directorate: Lease agreements/correspondence	Retain for duration of lease + 7 years. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by									
104		Bogs	Conservation files	Retain for 7 years. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by									

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

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121		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 offered periodically to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									
123	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 Construction Regulations & HSA									

