National Record LGMA on 10th M	·	ocal Authority Records 2021 - approv	ed by LGMA for use by			
Functional Heading:	Transportation and Infrastructure			-	•	•
Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	N	islation otes & nment	

Traffic	Traffic flow studies	Maps/drawings/structural	Retain	The Road Traffic
Management		initiatives. Special plans, proposals,	maps/drawings/struct	Acts
		reports & correspondence Plans Re:	ural initiatives for 7	1961 to 2018
		traffic initiatives.	years. Then offer to	Section 95 Road
		AADT Calculations	archivist. In the event	Traffic Act 1961
		Traffic Modelling Diagrams &	of no archivist please	(as amend.) by
		Reports	see comment** Other	Road Traffic Act
			correspondence and	1994), as
			documents can be	amended.
			destroyed after 2	**In the event of
			years.	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

Traffic Signals	Maintenance Reports	Retain Maintenance	Road Traffic Acts
	reports/documents/correspondenc	reports for 7 years.	1961 to 2018
	е	Then offer to archivist.	**In the event
	Signal Phasing	In the event of no	of no archivist
	Capacity Checks	archivist please see	then the records
	Geometric Designs	comment** Destroy	should be
	Intergreen Matrices	all other documents &	retained
	Maps/project specifications.	correspondence after	indefinitely or
		2 years.	until they can be
			appraised at a
			future date for
			their archival
			value by an
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			manager/certifyi

		ng officer in
		business section
		before taking
		any decision
		other than to
		permanently
		archive records.

Traffic Surveys	Annual Traffic Surveys	Retain for 15 years.	**In the event of
	Speed Surveys: excel	Then offer to archivist.	no archivist then
	files/reports/videos/photographs	In the event of no	the records
		archivist please see	should be
		comment**	retained
			indefinitely or
			until they can be
			appraised at a
			future date for
			their archival
			value by an
			archivist either
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			ng officer in
			business section

				before taking any decision other than to permanently archive records.
Road Safety	Road Safety Audits/Impact Assessments	Road Safety AuditsCollision 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
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	ng officer in
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	any decision
	other than to
	permanently
	archive records.

Accident: Records	CT 65 (AGS Reports)	Retain records for 7	S.I. No.
for fatalities	RSA Collision Statistics	years. Then offer to	181/1997 Road
	Collision Studies	archivist. In the event	Traffic (Signs)
		of no archivist please	Regulations,
		see comment**	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
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			value by an
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			either employed
			directly or
			otherwise

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			engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section
			before taking
			any decision
			other than to
			permanently
			archive records.
Road Safety	Committee mtg.minutes+policies	Retain for 7 years.	Road Traffic Acts
Campaigns/Commi		Then offer to archivist.	1961 2018
ttees		In the event of no	**In the event of
		archivist please see	no archivist then
		comment**	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

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			directly or
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			either employed
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			ng officer in
			business section
			before taking
			any decision
			other than to
			permanently
Traffic	Records on school warning/lights/	Retain for 7 years.	**In the event of
Management	school wardens	Then offer to archivist.	no archivist then
Schools: Speed		In the event of no	the records
limit outside school		archivist please see	should be
		comment**	retained
			indefinitely or
			until they can be
			=
•		archivist please see	should be retained indefinitely or

	their archival	
	value by an	
	archivist eithe	:r
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	LA. The archiv	
	either employ	
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	senior	
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	ng officer in	
	business section	on
	before taking	
	any decision	
	other than to	
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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 employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior
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	manager/certifyi
	ng officer in
	business section
	before taking
	any decision
	other than to
	permanently
	archive records.

LA Schemes	Car Parking:	LA car parks plans. Procurement &	Construction phase	Part 8 - Planning
	Maintenance &	tendering files and reports.	Retain Part 8 Report-	and
	Construction		planning permission-	Development Act
	(Infrastructure)		in same way as	2000 as
			Planning Application	amended &
			documents are	Panning &
			retained. Details of	Development
			approval should be	Regulations
			recorded on the	2001, as
			Planning Register.	amended.
			Outcome / decision on	**In the event of
			Part 8 recorded in	no archivist then
			Council Retain for 7	the records
			years. Then offer to	should be
			archivist. In the event	retained
			of no archivist please	indefinitely or
			see	until they can be
			comment**Minutes	appraised at a
			to be retained	future date for
			indefinitely.	their archival
				value by an
				archivist either
				employed
				directly or
				otherwise
				engaged by the

Traffic Signs	Traffic Sign Approvals	Retain Traffic signs	**In the event of
	T (11)	until these signs are	no archivist then
	Traffic Sign Studies	superseded by new	the records
		traffic signs. Then	should be
		offer to archivist. In	retained
		the event of no	indefinitely or
		archivist please see	until they can be
		comment**	appraised at a
			future date for
			their archival
			value by an
			archivist either
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				before taking any decision other than to permanently archive records.
Byelaws	Speed Limits (reviewed every 5years)	Record of speed limits: Map road (national but local data), GIS system	All documents including all approvals & consents to be held until speed limit(s) superseded. Offer mapped record of superseded/ historical speed limits to archivist. In the event of no archivist please see comment** Other documents and records to be destroyed.	Road Traffic Act 2004. Bye Laws are published on www.speedlimits .ie. Note, Previous Bye Laws on website, for information purposes only.

Tr	raffic Bye-Laws	Copies of Bye-Laws/Pay & display	All documents	DTTAS
		files	including all approvals	requirements for
			& consents to be held	review every
			until bye-laws have	5years.
			been superseded.	**In the event of
			Then offer superseded	no archivist then
			documents to	the records
			archivist. In the event	should be
			of no archivist please	retained
			see comment**	indefinitely or
				until they can be
				appraised at a
				future date for
				their archival
				value by an
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				senior manager/certifyi ng officer in business section before taking any decision other than to permanently archive records.
Licensing & Permits	Heavy Load Permits	Abnormal Load Permits Permits	Retain permits for 2 years after the permit expires. Then destroy.	Road Traffic (Construction & Use of Vehicles) Regulations 2003, as amended (S.I. 5/2003)
	Tow Away Vehicles	Files on towed away vehicles	Retain all files on towed vehicles for 2 years. Then destroy.	

Residential Parking Permits	Application forms & supporting docs/renewal of residential parking permits. Correspondence re permits. Appeals re the nonissuance 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
isitor 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

Roadside	LA policy/applications	Retain policy	**In the event of
Memorials		documents until	no archivist then
		reviewed /	the records
		superceded.Retain	should be
		applications for 2 years	retained
		after application for	indefinitely or
		memorial is agreed	until they can be
		then destroy. High	appraised at a
		level description in the	future date for
		form of a spreadsheet	their archival
		detailing the location	value by an
		of memorials can be	archivist either
		retained. Retain policy	employed
		until superseded.Then	directly or
		offer to archivist. In	otherwise
		the event of no	engaged by the
		archivist please see	LA. The archivist
		comment**	either employed
			directly or
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			ng officer in
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Road Openings: Regional roads	Annual file/ Licence applications/ Correspondence/reports/complaint s. 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 reinstatement. Under statue of limitations a Licence holder liable for latent defects for 6 years +12 months from completion date.
TTM Inspection Manage new Traffic Flow	ns: Temporary Traffic Management Inspection Reports	Retain for period for which TTM system is in place plus a further 2 years. Then destroy	
Traffic Control Roadworks (Temporary Tr Management Plans) Part of r resurfacing, e.; part of project	affic road g.	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	Road Traffic Acts 1961 to 2018

			appeals has been exhausted. Then destroy.	
Communication	Non-statutory consultation & engagement	press releases, interest groups data bases	Keep until end of project then offer these to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist then

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			ng officer in
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			any decision
			other than to
			permanently
			archive records.
Complaints from	Register of complaints from	Retain correspondence	
public	public/correspondence to be held	for 2 years. Then	
	internally as a spreadsheet, and	destroy.	
	any personal data to be		
	anonymised		

	Representations & Correspondence	Files with replies and reports on representations with 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.	Retain all this documentation for 2 years. Then destroy.	
Circulars & General Correspondenc e	TII	General circulars& general correspondence	Retain general correspondence for 2 years. Then Destroy. Retain circulars 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

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			ng officer in
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			archive records.
DTTAS	General circulars& general	Retain general	**In the event of
	correspondence	correspondence for 2	no archivist then
		years. Then Destroy.	the records
		Retain circulars until	should be
		superseded. Then offer	retained
		to archivist. In the	indefinitely or
		event of no archivist	until they can be
		please see comment**	appraised at a
			future date for
			their archival
			value by an

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	manager/certifyi
	ng officer in
	business section
	before taking
	any decision
	other than to
	permanently
	archive records.

General circulars	Circulars	Retain general	**In the event of
		correspondence for 2	no archivist then
		years. Then Destroy.	the records
		Retain circulars until	should be
		superseded. Then offer	retained
		to archivist. In the	indefinitely or
		event of no archivist	until they can be
		please see comment**	appraised at a
			future date for
			their archival
			value by an
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			manager/certifyi
			ng officer in
			business section

				before taking any decision other than to permanently archive records.
Behavioural Schemes	Bike Week	Policies/plans/photographs/publicit y material/leaflets	Retain for 5 years after scheme/event is held. Then destroy bar useful materials such as advertisements of this events in the future alongside contemporary projects to compare projects over time. Offer these to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist then

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			ng officer in
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			before taking
			any decision
			other than to
			permanently
			archive records.
Mobility Week	Policies, plans,	Retain for 5 years after	**In the event of
•		scheme/event is held.	no archivist then
		Then destroy bar	the records
		useful materials such	should be
		as advertisements of	retained
		this events in the	indefinitely or
		future alongside	until they can be
		contemporary	appraised at a
		projects to compare	future date for
		projects over time.	their archival
		Offer these to archivist	value by an
		for archiving. In the	archivist either
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	event of no archivist	employed
	please see comment*	directly or
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		LA. The archivist
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		engaged by the
		LA is to notify
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		ng officer in
		business section
		before taking
		any decision
		other than to
		permanently
		archive records.

Park and Stride	Policies, plans,	Retain for 5 years after	**In the event of
initiatives		scheme/event is held.	no archivist then
		Then destroy bar	the records
		useful materials such	should be
		as advertisements of	retained
		this events in the	indefinitely or
		future alongside	until they can be
		contemporary	appraised at a
		projects to compare	future date for
		projects over time.	their archival
		Offer these to archivist	value by an
		for archiving. In the	archivist either
		event of no archivist	employed
		please see comment**	directly or
			otherwise
			engaged by the
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			otherwise
			engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section

			before taking any decision other than to permanently archive records.
Park and Ride initiatives	Policies, plans,	Retain for 5 years after scheme/event is held. Then destroy bar useful materials such as advertisements of this events in the future alongside contemporary projects to compare projects over time. Offer these to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the

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			for archiving. In the event of no archivist please see comment**	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.
Conferences	Traffic Conferences	Correspondence/files	Retain for 2 years then destroy.	

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Fines	Traffic Wardens:	Fines	(a) Unpaid fines that	LOCAL
	Fines	Files re issued	cannot be recouped	AUTHORITIES
		fines/Correspondence Traffic fine	after 2 year period,	(TRAFFIC
		appeals, 1st & 2nd. Strike off of	retain for 2 years post	WARDENS) ACT
		fines. Court documentation &	audit. Then destroy.	1975 REVISED
		district court listings. WICKLOW	(b) unpaid fines that go	Updated to 15
		COCO: Re Para 1 these would only	to court: retain 2 years	April 2014 2006
		hold fines that are the subject of	once Court Case is	(SI 136/2006).
		Court Proceedings and as legally we	heard and judgement	Road Traffic Act
		can only commence prosecution	made.	2002, as
		within 6 months from the date of		amended. (RTA
		issue of the fine there would be no		2006)
		reason for them to retain these		
		any longer than 2years post audit		
		completion.		
		Other than Appeals and \$102s		
		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		
		are being held by a third party		
		which is Apcoa and under the		
		contract they can only hold these		
		for the duration of the contract. If		
		To the duration of the contract. If		

	we do not re new the contract after		
	4 years, we would only be receiving		
	information on live fines that can		
	still be prosecuted other than that		
	the fines will be deleted.		
		<u> </u>	

Disabled Driver	Permits/applications/corresponden	Retain for 2 years post
Parking Permits.	ce	audit 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 investigation
		and enforcement. In
		these cases, the
		records should be
		retained until the legal
		proceedings (Inc.
		appeals) have been
		exhausted.

<b>LA Road Grant</b>	Road Grants-	Annual Files:	Retain for duration of	***Road
<b>Applications</b>	National	applications/correspondence	programme under	Transport Act
	(Primary &		which grant was	2001EU funded
	Secondary Roads)		sought + a further 7	schemes should
			years. Then offer to	be retained to
			archivist. In the event	comply with EU
			of no archivist please	fund
			see comment** Other	requirements
			documents to be	(i.e.) Article 140
			destroyed. Exception	of REGULATION
			being where EU	(EU) No
			funding is involved. In	1303/2013 OF
			these instances see	THE EUROPEAN
			comment ***	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

Road (	Grants-	Annual Files:	Retain for duration of	***Road
Region	nal/Non-	applications/correspondence	programme under	Transport Act
nation	nal Road		which grant was	2001EU funded
			sought + a further 7	schemes should
			years.Then offer	be retained to
			capital jobs to archivist	comply with EU
			for archiving. In the	fund
			event of no archivist	requirements
			please see comment**	(i.e.) Article 140
			Other documents to	of REGULATION
			be destroyed.	(EU) No
			Exception being where	1303/2013 OF
			EU funding is involved.	THE EUROPEAN
			In these instances see	PARLIAMENT
			comment ***	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
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	provided and
	letter issued by
	EU Court of
	Auditors to that
	effect.
	**In the event of
	no archivist then
	the records
	should be
	retained
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	until they can be
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	future date for
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	value by an
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	engaged by the
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			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
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 eithe	r
	employed	
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	engaged by the	e
	LA is to notify	
	senior	
	manager/certi	fyi
	ng officer in	
	business section	on
	before taking	
	any decision	
	other than to	
	permanently	
	archive record	ls.

Roads Restoration	Plans/minutes/reports/correspond	If Reports form part of	**In the event of
Plans	ence	Minutes of Council	no archivist then
Road Works		meetings, retain	the records
Programme		indefinitely.	should be
Local Roads		Otherwise retain for	retained
Annually approved		Plan duration. Then	indefinitely or
by		destroy. Offer only	until they can be
Councillors		reports & plans to	appraised at a
		archivist for archiving.	future date for
		In the event of no	their archival
		archivist please see	value by an
		comment**	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/certifyi
			ng officer in
			business section

			before taking any decision other than to permanently archive records.
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 otherwise engaged by the

	LA. The archivist
	either employed
	directly or
	otherwise
	engaged by the
	LA is to notify
	senior
	manager/certifyi
	ng officer in
	business section
	before taking
	any decision
	other than to
	permanently
	archive records.

Low Cost Remedial	Data held on the National	Retain records/files for	**In the event of
Measures	Pavement Management System	7 years. Then offer to	no archivist then
	(PMS)	archivist. In the event	the records
	Annual grant for safety	of no archivist please	should be
	improvement works: Records/files	see comment**	retained
	for Road marking, signs, signals,	Exception being where	indefinitely or
	enforcement	EU funding is involved.	until they can be
	(a) File on grant and procurement	In these instances see	appraised at a
	and (b) file on work	comment ***	future date for
			their archival
			value by an
			archivist either
			employed
			directly or
			otherwise
			engaged by the
			LA. The archivist
			either employed
			directly or
			otherwise
			engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng 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
		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.

Roads	Carcass Removal	Licensed operator of a controlled	Retain ABP	**In the event of
Maintenance		animal rendering plant will collect	documentation for	no archivist then
		animal carcasses from LA Pound	3years. Then destroy	the records
		once animals are removed from the	Retain contract and	should be
		road. Record inlcude invoices,	payment details such	retained
		contracts, stamped ABP (Animal	as invoices for	indefinitely or
		By-Products) documentation, etc.,	duration of contract +	until they can be
			further 7years. Then	appraised at a
			destroy.	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/certifyi
				ng officer in
				business section

		before taking
		any decision
		other than to
		permanently
		archive records.

Strengthening	Tenders/files for supply of material	Retain Directors & CEs	Section 8 of the
Works: resurfacing	/contracts/correspondence	orders in original	1986 National
works	Data held on the National	format for 5 years	Archives Act and
	Pavement Management System	after current financial	the Amendment
	(PMS). Tender details on	year to ends and AFS	Act from 2018
	supplygov.ie.	audit process	**In the event of
		completed then offer	no archivist then
	Director's Orders made for	to Archivist. If no	the records
	purchase of materials and	archivist then see	should be
	acceptance of Contracts exceeding	comment** Archive	retained
	a certain threshold.	on quality archival	indefinitely or
		paper. Closure period	until they can be
		of 30yrs for all CE and	appraised at a
		Directors orders.	future date for
		Exceptions being (i) CE	their archival
		orders relating to	value by an
		personnel which	archivist either
		should be archived	employed
		with closure period of	directly or
		50yrs; and	otherwise
		(ii) 20 years in cases	engaged by the
		where records are	LA. The archivist
		considered of	either employed
		significant historical or	directly or
		public interest or will	otherwise
		facilitate fair and	engaged by the

	balanced report A high level description/red (e.g.) spreadsh the location and of works carried should be kept operational reasonable.	senior cord manager/certifyi ng officer in d types business section d out before taking for any decision
--	---	--

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.
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 7 years 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.
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.
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	Planning &Dev Act 2000

	for retention as an archival record of the extent of underground cables.	

Hedge & tree	annual file/reports/maps/minutes	Retain for 7 years after	Roads Act 2007
cutting	CE orders/tender docs	cutting has taken	(No. 34) Roads
		place. <b>Note,</b> Where	Acts 1993 to
		legal proceedings	2007. Section 70
		taken for compliance	Roads Act 1993
		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.	
Road	Files re: repair to public roads	Retain 15 years. Then	Roads Act 2007
Maintenance:	files/flooding & drainage. NB for	destroy	(No. 34) Roads
	flood retention schemes		Acts 1993 to
			2007.

Overground	Maps of the over ground telegraph	Records (held by utility	**In the event of
Telegraph Lines	line network	companies) including	no archivist then
		maps of the	the records
		overground telegraph	should be
		line network are to be	retained
		retained permanently.	indefinitely or
		Older versions of maps	until they can be
		once superseded	appraised at a
		should be offered to	future date for
		the archivist. If no	their archival
		archivist then see	value by an
		comment**. If	archivist either
		network maps are	employed
		maintained in GIS	directly or
		format a time specific	otherwise
		snapshot of the	engaged by the
		network should be	LA. The archivist
		taken periodically and	either employed
		then archived or	directly or
		permanently stored. It	otherwise
		is essential to be able	engaged by the
		to take a snapshot of	LA is to notify
		GIS records at any time	senior
		for retention as an	manager/certifyi
		archival record of the	ng officer in
			business section

	extent of unde	rground before taking
	cables.	any decision
		other than to
		permanently

В	Bitumen	Tenders/invoices/contracts/corresp	If supply of materials	S.I. No. 284 of
		ondence (Supply Gov)	only then retain for 2	2016 EUROPEAN
		Kerry Co Co.	years post audit being	UNION (AWARD
			completed. Then	OF PUBLIC
			destroy. If supply and	AUTHORITY
			lay contract then	CONTRACTS)
			retain 7years after	REGULATIONS
			contract expires. Then	2016
			destroy. High level	Framework – As
			description in	the contracting
			spreadsheet of	authority the LA
			bitumen surfacing	creates the
			works carried out	competition and
			detailing location and	retains the
			description of works	records under
			can be retained.	which the
				contract is
				awarded.
				Exception would
				be where under
				Regulation 84(1)
				of the Public
				Contracts
				Regulations
				2015, there is an
				obligation to

Г		Т	Г	<u> </u>
				create a report
				on every over-
				threshold public
				contract and
				framework
				agreement. In
				these instances
				SupplyGov will
				create the
				required report.
	Landscaping	Tenders/invoices/contracts/corresp	Retain successful	**In the event of
		ondence	tenders and contracts	no archivist then
			for duration of	the records
			contract + 7 years.	should be
			Then Destroy.	retained
			Exception being	indefinitely or
			policies & reports	until they can be
			which should be	appraised at a
			offered to archivist for	future date for
			archiving. In the event	their archival

		of no archivist please see comment**	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/certifyi
			ng officer in
			business section
			before taking
			any decision
			other than to
		Politica i la const	permanently
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.	
Road Works Return	Expenditure/correspondence	Retain until the audit for the calendar year in which the application/transactio n record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.	

Site Investigations:	files re: justification for start of	Where related to a	**In the event of
	scheme/start of contract (before	scheme that	no archivist then
	design of scheme). Part of files for	commences then	the records
	scheme/correspondence reports	retain for duration of	should be
	(archaeological/topographical/	the project/works + a	retained
	ground investigation	further 7 years. Then	indefinitely or
		offer to archivist. In	until they can be
		the event of no	appraised at a
		archivist please see	future date for
		comment** For site	their archival
		investigations where	value by an
		project is not	archivist either
		proceeded with then	employed
		retain for 7 years. Then	directly or
		destroy. A high level	otherwise
		description in	engaged by the
		spreadsheet format	LA. The archivist
		detailing location of	either employed
		sites and description of	directly or
		findings can be	otherwise
		retained indefinitely.	engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section

		before taking any decision other than to permanently

**Damage to Roads** Complaints about damage done by Retention time: Section 13 (10) farmers/contractors-e.g. (a) if large Where legal (b) Roads Act re to legal proceedings taken quantities of mud brought from proceedings being 1993 Sometimes linked fields onto roads these are dealt by taken, retain records Litter Wardens as a litter to road openings: until legal process **Road Opening** offense(see environment). (b) if concluded. Retain until Licence records road excavated/damaged to lay a the audit for the retained on the pipe/service; an ROL should have calendar year in which been applied for (if they are not **Road Opening** the application/transactio Licence System. retrospectively applied for, apply for one), see road openings. n record took place Note, Roads (c) if road *broken-up* by heavy has been completed vehicles-over a time period-it is and signed off plus the **Authority can seek** recovery of costs dealt with by Area Engineer, and remainder of that for damage done records are kept as other calendar year. Then to road surface or complaints. destroy. road infrastructure or for mud on road.

Road Markings Road Surfacing Contract	Data contained in Returns to Department and on the Pavement Management System (PMS)Files/correspondence/contra cts/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.	
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/transactio n record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.	
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	

Road Maps: OSI	Road Maps/ Classification of Roads	Retain for as long as	**In the event of
	docs/ maps	needed for reference	no archivist then
		and until superseded.	the records
		Older versions of maps	should be
		once superseded	retained
		should be offered to	indefinitely or
		the archivist. In the	until they can be
		event of no archivist	appraised at a
		please see comment**	future date for
			their archival
			value by an
			archivist either
			employed
			directly or
			otherwise
			engaged by the
			LA. The archivist
			either employed
			directly or
			otherwise
			engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section

				before taking any decision other than to permanently
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 archivist

Bridges: Building & Maintenance	General files on each bridge incl. work contracts/tenders/Correspondence /Files on works drawings/maps/plans/drawings	Retain surveys & reports for duration of the works + further 7 years. Then offer to archivist. In the event of no archivist please see comment**	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  **In the event of no archivist then the records should be retained indefinitely or until they can be
	/Files on works	years. Then offer to archivist. In the event of no archivist please	should be retained indefinitely or

	directly or
	otherwise
	engaged by the
	LA. The archivist
	either employed
	directly or
	otherwise
	engaged by the
	LA is to notify
	senior
	manager/certifyi
	ng officer in
	business section
	before taking
	any decision
	other than to
	permanently

	Weighbridges	CEs orders/contract/tender +	Retain operational	Road Traffic Act,
	(to weigh vehicle	operational records	records for duration	1961, section 16,
	loads)		for which the weigh	as amended
			bridge is in operation +	Road Transport
			further 7 years. Then	Act 1999. Road
			offered to the	Traffic
			archivist. Records of	(Construction &
			constructuion of	Use of Vehicles)
			weighbridges should	Regulations 2003
			be retained for the	(S.I. 5/2003). CE /
			duration of the works	Directors Orders
			plus a further 7 years.	retained
			In the event of no	indefinitely
			archivist please see	
			comment**	
Emergency	<b>Emergency Road</b>	Annual file/ Licence applications/	Retain documents for	S.I. No. 119/1994
Management	Closures: annual	Correspondence/reports/annual	duration of the closure	- Roads
Plan	file/ copy of notice	plan	+ a further 7 years.	Regulations,
	with alternate		Then offer maps &	1994.
	route specified.		approvals only to	**In the event of
			archivist for archiving.	no archivist then
			In the event of no	the records
			archivist please see	should be
			comment** Other	retained
			documents to be	indefinitely or
			destroyed.	until they can be

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				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/certifyi
				ng officer in
				business section
				before taking
				any decision
				other than to
				permanently
]				permanently

Essential	Reports on weather warnings/plans	Retain these docs for	**In the event of
Services/Blizzard	for dealing with snow & floods	duration of emergency	no archivist then
Conditions		plan. Then offer	the records
/Weather		reports & plans only to	should be
Warnings		archivist for archiving.	retained
		In the event of no	indefinitely or
		archivist please see	until they can be
		comment** Other	appraised at a
		documents to be	future date for
		destroyed.	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/certifyi
			ng officer in
			business section

				before taking any decision other than to permanently
Road Programmes	Road Programmes Surveys reports	Surveys & reports	Retain for 7 years. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist

	either employed
	directly or
	otherwise
	engaged by the
	LA is to notify
	senior
	manager/certifyi
	ng officer in
	business section
	before taking
	any decision
	other than to
	permanently

Tenders	Tender files: tenders/files for	Retain all tender docs	Roads Act 2007
	supply of material/	until contract is signed	(No. 34) Roads
	contracts/correspondence	then destroy	Acts 1993 to
		unsuccessful tenders	2007.
		after a further 2 years.	***EU funded
		Retain successful	schemes should
		tender and contracts	be retained to
		for duration of the	comply with EU
		contract + a further 7	fund
		years. Then offer to	requirements
		archivist for archiving.	(i.e.) Article 140
		In the event of no	of REGULATION
		archivist please see	(EU) No
		comment**	1303/2013 OF
		Exception being where	THE EUROPEAN
		EU funding is involved.	PARLIAMENT
		In these instances see	AND OF THE
		comment ***	COUNCIL. There
			is a legal
			requirement to
			retain all
			relevant docs re:
			EU funding for a
			minimum period
			of 3 years post
			closure of the

			Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.
TII Schemes	Archaeology/construction reports public submissions/land agreements/progress reports/photos/tenders & contracts/Pood markings	Retain for 7 years. Then offer to archivist. In the event of no archivist please see	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.
	contracts/Road markings.	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/certifyi
	ng officer in
	business section
	before taking
	any decision
	other than to
	permanently
	archive records.

Public Right of W	'ay Right of way files	Retain details of Rights	Planning &Dev
		of way permanently or	Act 2000 to 2015
		until it is extinguished	**In the event of
		(see below).	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/certifyi

		T	
			ng officer in
			business section
			before taking
			any decision
			other than to
			permanently
			archive records.
<b>Extinguishment of</b>	Extinguishment of Right of Way	Retain Register (high	Section 73 of the
Right of Way (on a	files. Advert, get submission, go to	level Spreadsheet)	Roads Act 1993
public road)	LA for approval, answer queries	with details of	**In the event of
	Order/correspondence. Updated	extinguishment orders	no archivist then
	on GIS	made including date of	the records
		Council meeting.	should be
		Retain for 7years after	retained
		the right of way is	indefinitely or
		officially extinguished.	until they can be
		Then offer to archivist.	appraised at a
		In the event of no	future date for
		archivist please see	their archival
		comment**	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/certifyi
	ng officer in
	business section
	before taking
	any decision
	other than to
	permanently
	archive records.

Compulsory	CPOs public notice, approval by An	Register of all CPOs	Housing Act,
Purchase Orders	Bord Pleanala, file per land owner	enacted by LAs and	1966, S78. As
		ultimately transferred	amended
		to new owner.	**In the event of
		Individual CPOs must	no archivist then
		be retained until the	the records
		period specified in the	should be
		notice for objection	retained
		has expired and any	indefinitely or
		arbitration has been	until they can be
		exhausted. Once ABP	appraised at a
		have confirmed the	future date for
		scheme an objector	their archival
		has 8 weeks to take a	value by an
		claim for judicial	archivist either
		review to the	employed
		HC.Retain until final	directly or
		compensation	otherwise
		payment is made + 7	engaged by the
		years. Then offer to	LA. The archivist
		archivist. In the event	either employed
		of no archivist please	directly or
		see comment**	otherwise
			engaged by the
			LA is to notify
			senior

		manager/certifyi
		ng officer in
		business section
		before taking
		any decision
		other than to
		permanently

Land Acquisition	Correspondence & reports	Retain until	Land
		completion of transfer	Conveyancing
		+ 7 yrs. If no archivist	Act, 2009
		then see comment**.	**In the event of
		Register of sale of	no archivist then
		land: Title deeds for	the records
		land acquired by LA to	should be
		be kept in	retained
		archive/given to	indefinitely or
		archivist	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.
Land Dedication 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 offer to archivist. In the event of no archivist please see comment**	LG 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
		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/certifyi
		ng officer in
		business section
		before taking
		any decision
		other than to
		permanently
		archive records.

Road Widening	Contracts/tenders/invoices	Retain 7 years Offer	Planning & Dev
		contracts and drawings	Act 2000, as
		to archivist. In the	amended and
		event of no archivist	Planning &
		please see comment**	Development
			Regulations
			2001, as
			amended (Part
			8)
			**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

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			either employed
			directly or
			otherwise
			engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section
			before taking
			any decision
			other than to
			permanently
			archive records.
<b>Road Realignment</b>	Correspondence &	Retain for 7 years.	Planning & Dev
	reports/contracts	Then offer to archivist.	Act 2000, as
		In the event of no	amended and
		archivist please see	Planning &
		comment**	Development
			Regulations
			2001, as
			amended (Part
			8)
			**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/certifyi
		ng officer in
		business section
		before taking
		any decision
		other than to

			permanently archive records.
Agreements:	LG Act, 2001 Section 85	Retain until Section 85	LG Act, 2001
concerning	Agreements (where one takes over	agreement has	Section 85
functions with	full control and consults with other)	finalised plus for	Agreements
other LAs: at	File attached to construction	duration that	**In the event of
county boundaries.	scheme	agreement is in place +	no archivist then
		further 7 years. Then offer to archivist. In	the records should be
		the event of no	retained
		archivist please see	indefinitely or
		comment**	until they can be
		Comment	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/certifyi
		ng officer in
		business section
		before taking
		any decision
		other than to
		permanently
		permanently

Individual Roads	Contracts/tenders/invoices	Retain for 7 years after	Roads Act 2007
Works Schemes		works completed.	(No. 34) Roads
		Then offer to archivist.	Acts 1993 to
		In the event of no	2007.
		archivist please see	**In the event of
		comment**A high	no archivist then
		level	the records
		description/record	should be
		(e.g.) spreadsheet, of	retained
		the location and types	indefinitely or
		of works carried out	until they can be
		should be kept for	appraised at a
		operational reasons.	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/certifyi
		ng officer in
		business section
		before taking
		any decision
		other than to
		permanently
		archive records.

Recoupable/privat	Files Re to road works carried out	Retain until the audit	**In the event of
e works	by private parties and refunded by	for the calendar year	no archivist then
	LA/Register of works	in which the	the records
		application/transactio	should be
		n record took place	retained
		has been completed	indefinitely or
		and signed off plus the	until they can be
		remainder of that	appraised at a
		calendar year. Then	future date for
		destroy. A high-level	their archival
		description of the	value by an
		location and	archivist either
		description of works in	employed
		spreadsheet format	directly or
		can be retained. This	otherwise
		high level description	engaged by the
		can be offered	LA. The archivist
		periodically to archivist	either employed
		for archiving. In the	directly or
		event of no archivist	otherwise
		please see comment**	engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section

		before taking any decision other than to permanently archive records.

Off-Road Dumps	Maps/Lists	Retain updated	**In the event of
		maps/lists of sites until	no archivist then
		sites are no longer in	the records
		operation. Older	should be
		versions of maps once	retained
		superseded as well as	indefinitely or
		historical lists should	until they can be
		be offered to the	appraised at a
		archivist. If no	future date for
		archivist then see	their archival
		comment**	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/certifyi
			ng officer in
			business section

			before taking any decision other than to permanently
Site and Chip Depots	Correspondence	Retain for duration that depot is in operation + a further 7 years. Then destroy	

Hazardous	Incident reports/correspondence	Records detailing	Safety, Health
Materials on Road	5	accident/incident or	and Welfare at
		dangerous occurrence	Work
		should be retained for	(General
		10 years from the date	Applications)
		the accident/incident	Regulations
		or dangerous	2016
		occurrence is reported	**In the event of
		or until investigation	no archivist then
		and legal proceeding	the records
		has been completed.	should be
		Then offer major	retained
		incident files to	indefinitely or
		archivist for archiving	until they can be
		and destroy rest of the	appraised at a
		correspondence. In	future date for
		the event of no	their archival
		archivist please see	value by an
		comment**	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/certifyi ng officer in business section before taking any decision other than to permanently
Temporary Road Closure: Events	Road closure file: one file for all road closures per yr. Keep same as road scheme file that it is part of under Road Works	Register of Director's Orders retained indefinitely Retain road closure orders 5 years from time of road closure. Then destroy.	Roads Act 1993 & Roads Regulations 1994

	Temporary Road	Road closure file: one file for all	Register of Director's	Roads Act 1993
	Closure: Road	road closures per yr. Keep same as	Orders retained	& Roads
	works	road scheme file that it is part of	indefinitely. Retain	Regulations 1994
		under Road Works	road closure orders 5	
			years from time of	
			road closure. Destroy	
			submissions and	
			objections after2yrs.	
Plant &	Hire of Plant and	Invoices/Bills	Retain records relating	
Machinery	Machinery		to the 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/transactio	
			n record took place	
			has been completed	
			and signed off plus the	
			remainder of that	
			calendar year. Then	
			destroy.	

Repairs to Plant	Expenditure/invoices/accounts	Retain records relating	Safety, Health &
Machinery: Works		to maintenance of	Welfare at Work
& Maintenance		equipment for the	(General
		lifetime of the	Application)
		equipment plus a	Regulations
		further period of 5	2007-2020
		years. Then destroy.	Regulation 30(d)
		Financial records to be	
		retained until the audit	
		for the calendar year	
		in which the	
		application/transactio	
		n record took place	
		has been completed	
		and signed off plus the	
		remainder of that	
		calendar year. Then	
		destroy.	

Purchase of Plant	Certificates for Machinery/	Retain records relating
& Machinery	Brochures/tenders/purchase	to plant & machinery
	agreements/invoices	equipment purchased
		by the LA <u>for the</u>
		<u>lifetime of the</u>
		equipment plus a
		<u>further period of 5</u>
		<u>years</u> . Then destroy.
		Financial records to be
		retained until the audit
		for the calendar year
		in which the
		application/transactio
		n record took place
		has been completed
		and signed off plus the
		remainder of that
		calendar year. Then
		destroy.

Hire/Rental of Yard	Agreement/correspondence	Retain records relating	**In the event of
	/contracts	to the hiring or leasing	no archivist then
		of the machinery yard	the records
		for the period for	should be
		which the hire period	retained
		exists plus a further 7	indefinitely or
		years. A high level	until they can be
		description of the	appraised at a
		location of machinery	future date for
		yards can be retained	their archival
		and offered to	value by an
		archivist periodically. If	archivist either
		no archivist please see	employed
		comment** All other	directly or
		records can be	otherwise
		destroyed. Financial	engaged by the
		records to be retained	LA. The archivist
		until the audit for the	either employed
		calendar year in which	directly or
		the	otherwise
		application/transactio	engaged by the
		n record took place	LA is to notify
		has been completed	senior
		and signed off plus the	manager/certifyi
		remainder of that	ng officer in
			business section

	calendar year. Then	before taking
	destroy.	any decision
		other than to
		permanently

Annual Tenders	Tenders List (Supply Gov)	Retain SupplyGov	**In the event of
List (Plant Hire)		tender list until it	no archivist then
		expires or new one	the records
		issued by SupplyGov.	should be
		Retain evidence of	retained
		quotation(s) obtained	indefinitely or
		from SupplyGov.ie	until they can be
		until contract covering	appraised at a
		plant hire has been	future date for
		delivered in full + a	their archival
		further 7 years. Then	value by an
		offer to the archivist.	archivist either
		Where no archivist the	employed
		please see comment**	directly or
			otherwise
			engaged by the
			LA. The archivist
			either employed
			directly or
			otherwise
			engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section

			before taking any decision other than to permanently
Commodities List	Relevant files/correspondence	Correspondence to be retained for 2 years then destroyed. Financial records to be retained until the audit for the calendar year in which the application/transactio n record took place has been completed and signed off plus the remainder of that	

	calendar year. Then destroy.	

Purchase of	Invoices/memos/correspondence	Correspondence to be	**In the event of
Maintenance		retained for duration	no archivist then
Materials:		of contract plus 2	the records
		years then destroyed.	should be
		Financial records to be	retained
		retained until the audit	indefinitely or
		for the calendar year	until they can be
		in which the	appraised at a
		transaction record	future date for
		took place has been	their archival
		completed and signed	value by an
		off plus the remainder	archivist either
		of that calendar year.	employed
		Then offer successful	directly or
		Tenders & Stores	otherwise
		Trading Account to	engaged by the
		archivist for archiving	LA. The archivist
		as permanent record.	either employed
		Destroy rest. In the	directly or
		event of no archivist	otherwise
		please see comment**	engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section

			before taking any decision other than to permanently
Stocktaking	Accounts/memos/	Retain for 7 years. Then destroy	

Sale of Plant Machinery/ Disposal of Plant Machinery	Accounts/memos/	Financial records to be retained until the audit for the calendar year in which the transaction record took place has been completed and signed off plus the remainder of that calendar year.  Then destroy.
Fuel	Maintain Register Record of total annual usage and expenditure	Financial records to be retained until the audit for the calendar year in which the transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.  Exception being register which should be offered to archivist periodically. Then offer to archivist. In the

		event of no archivist please see comment**	
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.	

	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.	
Quarries	LA Quarries (own)	Planning Directorate: Register of	Retain register of	**In the event of
		Quarries/file on each Quarry/	quarry for the duration	no archivist then
		Quarry	of its operation +	the records
		agreements/acquisition/agreement	further 7 years Then	should be
		docs.	offer to archivist. In	retained
			the event of no	indefinitely or
			archivist please see	until they can be
			comment**	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
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	**In the event of no archivist then the records should be retained indefinitely or

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	archivist please see	until they can be
	comment**	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/certifyi
		ng officer in
		business section
		before taking
		any decision
		other than to
		permanently

Lease of Quarries	Planning Directorate: Individual	Retain for duration of	**In the event of
	Quarry files/Register of Quarries/	lease + 7years. Then	no archivist then
	agreements/correspondence	offer high level details	the records
	, ,	of quarry location, etc	should be
		to archivist. In the	retained
		event of no archivist	indefinitely or
		please see comment**	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/certifyi
			ng officer in
			business section

			before taking any decision other than to permanently
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 otherwise engaged by the LA. The archivist either employed directly or otherwise entered the employed directly or otherwise entered the employed directly or otherwise

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				engaged by the
				LA is to notify
				senior
				manager/certifyi
				ng officer in
				business section
				before taking
				any decision
				other than to
				permanently
<b>Gravel Pit</b>	s (Leases)   Planning	g Directorate: Lease	Retain for duration of	**In the event of
	agreem	ents/correspondence	lease + 7 years. Then	no archivist then
			offer to archivist. In	the records
			the event of no	should be
			archivist please see	retained
			comment**	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

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			LA. The archivist
			either employed
			directly or
			otherwise
			engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section
			before taking
			any decision
			other than to
			permanently
Bogs	Conservation files	Retain for 7 years.	**In the event of
		Then offer to archivist.	no archivist then
		In the event of no	the records
		archivist please see	should be
		comment**	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/certifyi
	ng officer in
	business section
	before taking
	any decision
	other than to
	permanently

Community	Community	Data contained in Returns to	Retain successful	**In the event of
Involvement	Schemes	Department and works carried out	grants for 7years then	no archivist then
Schemes	Grants from Dept.	recorded on the Pavement	cull & only offer	the records
	and amenity grants	Management System.	application forms+	should be
	out of LA's	(PMS).Register/reports/application	register to archivist for	retained
	<b>Operations Budget</b>	s/ correspondence/newspaper ads	archiving. In the event	indefinitely or
		funding applications & associated	of no archivist please	until they can be
		documents, invoices, p. orders.	see comment**	appraised at a
		Most work relates to drawing down		future date for
		funding from Depts or allocating		their archival
		funding to community groups.		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/certifyi
				ng officer in
				business section

				before taking any decision other than to permanently
Commu	-	Correspondence/Applications/Appli	Retain until Scheme	**In the event of
involver	nent	cations list/Register of approved	completed. Then	no archivist then
scheme		schemes	retain until post audit	the records
			completion + 1 yr.	should be
			Offer list of	retained
			applications and	indefinitely or
			register of approved	until they can be
			schemes to archivist	appraised at a
			for archiving. In the	future date for
			event of no archivist	their archival
			please see comment**	value by an
				archivist either
				employed
				directly or
				otherwise
				engaged by the

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				LA. The archivist
				either employed
				directly or
				otherwise
				engaged by the
				LA is to notify
				senior
				manager/certifyi
				ng officer in
				business section
				before taking
				any decision
				other than to
				permanently
Local improv	rement   Funding application	n forms	Retain Register with	Local
Schemes			details of what reads	Government Act
			were improved for 7	2001 - Section 81
			years. Then destroy	
			once file closed, or	
			once any Audit	
			concluded.	

Local improvement	Correspondence/Applications/Appli	Retain until Scheme	Local
Schemes	cations list/Register of approved	completed. Post audit	Government Act
	schemes	+ 1 yr. Offer list of	2001 Section 81.
		applications and	Retain Register
		register of approved	with details of
		schemes to archivist	what roads were
		for archiving. In the	improved. **In
		event of no archivist	the event of no
		please see comment**	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/certifyi ng officer in business section before taking any decision other than to permanently
Public Lighting Schemes	Target (under Energy Efficiency) driven by maintenance of lights. Central National plan from Cork.	Database of new lights on Pavement Management System (PMS). Maintenance of lights on Deadsure database.Lights upgraded each year to LEDs as per resources through general maintenance).	Retain for 7 years. Then destroy. A high level description in spreadsheet format can be retained to maintain a record of where upgrades took place.	

contractor Inc. tender, awarding of contractor file for contract, payments. 2yr contract + 2 x 1yr extensions (max 4 years) contract. Then destroy.
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Lighting at Developments	Plans& drawings/correspondence	Retain for 2 years after comments supplied to P&D. Then destroy.	Planning pass copies to T&I who make comments and drawings and send back to Planning. T&I don't retain anything.
Low Cost Accident Remedial Measures:(e.g. to make a poorly lit junction safer)	Files/reports/correspondence on accident reduction Grant aided works under Safety Improvement (Low Cost) Schemes recorded on Pavement Management System (PMS). May be linked with Traffic Calming Schemes -	Retain for 7 years after remedial measures put in place. Then destroy. A high level description in spreadsheet format can be retained to maintain a record of where remedial measures were taken. Then offer high level description periodically to archivist. In the event of no archivist please see comment**	Section 38 of Local Government Act 1994. **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed

			directly or
			otherwise
			engaged by the
			LA. The archivist
			either employed
			directly or
			otherwise
			engaged by the
			LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section
			before taking
			any decision
			other than to
			permanently
Purchase Order	LA has an order no for contract	Retain for 7 years after	
No. Repairs	and all works are on it.	repairs carried out.	
		Then destroy	

Repairs	Road not included in contract repairs report have to be taken in charge and ongoing work is required maintain roadworks standard levels.	Retain for 7 years after repairs carried out. Then destroy	
maintenance contract reports	Correspondence & reports monthly bill, total number of lights maintained, total lights scouted monthly, H&S reports	Retain for duration of contract plus a further 7 years. Then destroy.	

Maps/ drawings of	Maps/ drawings only	Retain for duration of	**In the event of
public lighting		contract with the term	no archivist then
network (i.e.)		assessment	the records
Deadsure is		management system	should be
currently used as		plus a further 7 years.	retained
asset management		Then destroy. Retain	indefinitely or
system and lights		updated maps/lists of	until they can be
location are on it		sites until	appraised at a
and updated		maps/drawings are	future date for
continuously.		superseded Older	their archival
		versions of maps once	value by an
		superseded as well as	archivist either
		historical drawings	employed
		plus a periodic extract	directly or
		from Deadsure which	otherwise
		details the public	engaged by the
		lighting network at any	LA. The archivist
		given point in time	either employed
		should be offered to	directly or
		the archivist. If no	otherwise
		archivist then see	engaged by the
		comment**	LA is to notify
			senior
			manager/certifyi
			ng officer in
			business section

			before taking any decision other than to permanently
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 and description of new conections should be maintained. Then offered periodically to archivist. In the event	**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

	of no archivi	st nlease	value by an
	see commen		archivist either
	see commen		
			employed
			directly or
			otherwise
		•	engaged by the
		I	LA. The archivist
		•	either employed
			directly or
		(	otherwise
		•	engaged by the
		ı	LA is to notify
		9	senior
		1	manager/certifyi
		ı	ng officer in
		l I	ousiness section
		l l	pefore taking
		á	any decision
			other than to
		1	permanently

Piers &	River/Sea Inlet	Relevant correspondence & reports	Retain for duration of	**In the event of
Harbours	Drainage works		works + 7years. A high	no archivist then
			level description in	the records
			spreadsheet format	should be
			capturing location and	retained
			and description of the	indefinitely or
			drainage works carried	until they can be
			out should be	appraised at a
			maintained. Then	future date for
			offered periodically to	their archival
			archivist. In the event	value by an
			of no archivist please	archivist either
			see comment**	employed
				directly or
				otherwise
				engaged by the
				LA. The archivist
				either employed
				directly or
				otherwise
				engaged by the
				LA is to notify
				senior
				manager/certifyi
				ng officer in
				business section

			before taking any decision other than to permanently
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 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 the 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/certifyi
			ng officer in business section
			before taking any decision
			other than to permanently
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**	
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/certifyi
	ng officer in
	business section
	before taking
	any decision
	other than to
	permanently

Completed	Schemes &	Schemes & Projects Safety Files	Retain for completion	H&S
Safety Files for	<b>Projects Safety</b>		of project + 7 years,	Construction
Future	Files: issue to		then destroy. Once	Regulations &
Schemes &	future consultants		capital projects	HSA
Maintenance	& contractors		completed: To be	
Liaise with H&S			transferred from all	
for a particular			projects (Capital and	
project			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	

<b>Capital Projects</b>	Including all	All PM and Finance, including	Retain all records	* Personal data
	correspondence;	Project Control Documents, PEPs,	relating to capital	may be collected
	records of	Plans, Programmes etc.	projects for duration of	and processed in
	meetings; Project		the project and/or	these activities.
	Management		service contract	However in
	records; public		expires plus a further 7	relation to
	consultation;		yrs. * Then offer to	Tenders or
	Reports; designs		the archivist. If no	Contractors the
	and drawings;		archivist then see	only personal
	procurement;		comment**	data involved
	contracts issued;		Exception being where	will be if (i) the
	H&S files, etc.		(i) where the contract	company
			for delivery of the	submitting are
			capital project is a	sole traders or
			contract under seal in	unlimited
			which case its duration	companies;
			plus 12 yrs.; (ii) where	and/or (ii) they
			a legal case has been	include the CVs
			initiated. In these	of the company
			instances records	staff who will be
			should be retained	engaged in
			until the legal process	delivering the
			has been exhausted;	service.
			and (iii) where capital	** In the
			is provided from EU	event of no
			funds. There is an	archivist then

absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.EU funded schemes to 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. For EU structural funds NB: as

the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifyi ng officer in business section before taking

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