National Retention Policy for Local Authority Records: Environment - Approved by LGMA for use on the 16th of November 2022						
Functional Heading	Environment					
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislatio	n, Notes & (	Comments

Atmospheric	Monitoring of	1 page survey + result +	Retain for duration	**In the event of no archivist then
Protection/	atmospheric &	enforcement letter to quarry,	of investigation &	the records should be retained
Pollution	environmental quality	notices of investigation.	enforcement	indefinitely or until they can be
Control	including noise/dust cases	Only on a case-by-case-basis as	action + further 7	appraised at a future date for their
Including		per complaints (dust at	years. Then offer	archival value by an archivist either
Noise		landfill/quarries: historic activity,	significant cases to	employed directly or otherwise
Pollution		no legislation), backyard burning	archivist for	engaged by the Local Authority. The
		etc.	archiving. Others	archivist either employed directly or
			to be destroyed. If	otherwise engaged by the Local
			no archivist then	Authority is to notify senior
			see comment**	manager/certifying officer in
			Exception being	business section before taking any
			those cases where	decision other than to permanently
			either enforcement	archive records. Air Pollution Act
			actions and legal	1987; Environmental Protection
			proceedings have	Agency Act 1992 (S.107, S.108)Air
			been initiated.	Pollution Act 1987; (S.13 - S.17, S.26,
			Where this occurs	S.27, S.44)Air Pollution (Fixed
			keep these records	Payment Notice) Regulations 2015
			until all	(S.I. 633 of 2015), Environmental
			enforcement and	Protection Agency Act 1992 (S.13,
			legal proceedings	S.14)Protection of the Environment
			including appeals	Act 2003 (S.11, S.24, S.56, S.57)
			have been	Waste Management Acts 1996
			exhausted.	(S.11, S.14, S.19, S.55, S.56) Waste
				Management (Prohibition of Waste
				Disposal by Burning) (Amendment)
				Regulations 2009 (S.I. 504 of 2013),
				Waste Management (Prohibition of
				Waste Disposal by Burning

		(Amendment) Regulations 2015 (S.I. 538 of 2015), Waste Management (Prohibition of Waste Disposal by Burning) Regulations 2009 (S.I. 286 of 2009)"

Li	icence/permits issued by	E.G.: air pollution licence;	Retain current &	Treat same as Section 16 licence
L	A	Monthly test results submitted	previous licence	Air Pollution Act 1987;
		to comply with licence.	(lasts	Environmental Protection Agency
			ongoing+reviewed	Act 1992 (S.107, S.108)**In the
			every 3yrs)	event of no archivist then the
			& original	records should be retained
			application then	indefinitely or until they can be
			destroy licence.	appraised at a future date for their
			Retain register	archival value by an archivist either
			indefinitely.	employed directly or otherwise
			Register to be	engaged by the Local Authority. The
			archived	archivist either employed directly or
			periodically (i.e.)	otherwise engaged by the Local
			when full or every	Authority is to notify senior
			7 years. Offer	manager/certifying officer in
			register to	business section before taking any
			archivist. If no	decision other than to permanently
			archivist then see	archive records.
			comment**	
			Retain monitoring	
			results for lifetime	
			of licence	
			(currently 3 years)	
			then destroy.	
	etroleum Vapour Audits	Audit docs (one page cert stating	Retain current +	Air Pollution Act 1987
(r	petrol stations)	report received)	previous audit docs	
			for audit duration.	
			Then destroy.	

Licences (ippc	_	f notifications from	Retain register of	The European Court of Justice (ECJ)
licences) issued	•	nces granted.	license	has the power to impose substantial
<b>EPA</b> are manag	ed and		notifications	fines on Member States, for non-
controlled (insp	ections) by		indefinitely.	compliance with environmental law.
the EPA; LAs or	ly inspect		Register to be	Waste management Act 1996-2013
facilities license	d by LAs.		archived	Air Pollution Act 1987;
<i>However,</i> the E	PA notifies		periodically (i.e.)	Environmental Protection Agency
the council who	en an EPA		when full (and	Act 1992 (S.107, S.108) The
licence is grant	ed as LAs		licence	European Communities
must maintain	a		superseded) or	(Greenhouse Gas Emissions Trading)
notifications re	gister		every 7 years.	Regulations 2012 (SI 490 of 2012)
available to the	public. All		Then offer register	provide under Regulation 26(11)
EPA licences ca	n be		to archivist. If no	and 26(12) POE ACT 2003,EPA Act
viewed on their	website.		archivist then see	1992. S1 138 2013 IE Regulations. S1
			comment**	283 2030 IPC Regulations
Burning author		ns; corespondence;	Retain current &	Air Pollution Act 1987 Waste
issued to farme	ers authorisat	ions issued,	previous	Management (Prohibition of Waste
	Notifcation	n of when burning	authorisation. Then	Disposal by Burning) Regulations,
	taking und	ler the terms of the	destroy. If no new	2009
	two years	license, etc.	application destroy	**In the event of no archivist then
			records of	the records should be retained
			authorisation after	indefinitely or until they can be
			2 years. Retain a	appraised at a future date for their
			high level register	archival value by an archivist either
			of burn	employed directly or otherwise
			authorisations	engaged by the Local Authority. The
			retained	archivist either employed directly or
			indefinitely.	otherwise engaged by the Local
			Register to be	Authority is to notify senior

		archived periodically (i.e.) when full (and licence superseded) or every 7 years. Then offer register to archivist. If no archivist then see comment**	manager/certifying officer in business section before taking any decision other than to permanently archive records.
Statistical Returns:	Statistical returns documents	Retain current and previous statistical returns. Then offer to archivist. If no archivist then see comment**	Air Pollution Act 1987**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

Air Quality Management Plan	Plan (5year Plan)	Retain current and previous superseded plan. Then offer to archivist. If no archivist then see comment**	Air Quality Standards Regulations 2002**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Noise Action Plan (5 year Plan)	Plan (5year Plan)	Retain current and previous superseded plan. Then offer to archivist. If no archivist then see comment**	Environmental Noise regulations (S1 140 of 2006)**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

Integrated Pollution	Licences/case files	Destroy all old case	Air Pollution Act 1987**In the event
Control licence: Issued on-	-,	files (as now EPA	of no archivist then the records
line by EPA		record) except for	should be retained indefinitely or
•		significant case	until they can be appraised at a
		files. Offer these	future date for their archival value
		to archivist. If no	by an archivist either employed
		archivist then see	directly or otherwise engaged by the
		comment**	Local Authority. The archivist either
			employed directly or otherwise
			engaged by the Local Authority is to
			notify senior manager/certifying
			officer in business section before
			taking any decision other than to
			permanently archive records.
Smokey coal ban -	Files	Retain for duration	Air Pollution Act (Marketing, Sale,
enforcement		of investigation &	Distribution and Burning of
		enforcement	Specified Fuels) Regulations 2012-
		action + further 7	2016**In the event of no archivist
		years. Then	then the records should be retained
		destroy. Exception	indefinitely or until they can be
		being those cases	appraised at a future date for their
		where either	archival value by an archivist either
		enforcement	employed directly or otherwise
		actions and legal	engaged by the Local Authority. The
		proceedings have	archivist either employed directly or
		been initiated.	otherwise engaged by the Local
		Where this occurs	Authority is to notify senior
		keep these records	manager/certifying officer in
		until all	business section before taking any
		enforcement and	

		legal proceedings including appeals have been exhausted. Then offer to archivist. If no archivist then see comment**	decision other than to permanently archive records.
Solvents & Decorative Paints Cert of Compliance (for car sprayers/dry cleaners)	Certificates of compliance (every 3 years.) (renewal or if late, new application) Inspection/audit file with each cert. Includes EPA compliant assessment report along with a completed registration app form	Retain current & previous Certificates along with inspection/audit file while active. Only offer superseded certificates to archivist. Destroy rest when file no longer active? If no archivist then see comment**	The European Union (Paints, Varnishes, Vehicle Refinishing Products and Activities) Regulations 2012. European Union (Installations and Activities using Organic Solvents) Regulations 2012  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in

			business section before taking any decision other than to permanently archive records.
Solvents & Decorative Paints Cert of Compliance (for car sprayers/dry cleaners)	Register	Retain register indefinitely. Register to be archived periodically (i.e.) when full or every 7 years. If no archivist then see comment**	The European Union (Paints, Varnishes, Vehicle Refinishing Products and Activities) Regulations 2012. European Union (Installations and Activities using Organic Solvents) Regulations 2012**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any

			decision other than to permanently archive records.
Issues relating to Dry Cleaners Fumes and Odours	Files of routine investigations/complaints	Retain for duration of investigations/com plaints and enforcement action + further 7 years. Then destroy. Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals	Air Pollution Act 1987, (S.13 - S.17, S.26, S.27, S.44) Environment (Miscellaneous Provisions) Act 2015 Environmental Protection Agency Act 1992, (S.13, S.14) European Union (Installations and Activities using Organic Solvents) Regulations 2012 (S.I. No. 565/2012) European Union (Installations and Activities Using Organic Solvents) (Amendment) Regulations 2014 (S.I. No. 399/2014) Protection of the Environment Act 2003, (S.11, S.24, S.56, S.57) Waste Management Acts 1996 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

		have been exhausted. Offer register & significant case files to archivist. If no archivist then see comment**	otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Agriculture & Forestry Water Quality Farm Surveys:	Register of every farm surveyed. File for each river catchment/ (original survey form with warning letters), LA forms to check farm pollution problems/ warning letters/ follow-up inspection docs/LA correspondence with Dept of Agri (can reduce Single Farm Payment subsidy)	Keep Register of every farm surveyed indefinitely. Files for farms designated as High risk should be kept for 25 years. Low risk keep for 7 years. Then destroy low risk. After 25 year offer high risk to archivist. If no	European Communities (Drinking Water) (No. 2) Regulations 2007, SI No. 278 of 2007 European Communities (Drinking Water) (No. 2) Regulations 2010 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local

			archivist then see comment**	Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Climate Action	Citizen Engagement, Community Leadership	Documents related to formal public consultation on proposals initiated either by the Council or from the Community	Recommend to retain for lifetime of two Climate Action Plans (current one + previous one) then offer to archivist as significant change projects may have an archival value. If no archvist*	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

Promotion & raising	General awareness materials	Retain for calendar	Government of Ireland Climate
awareness	(e.g.) flyers; posters, social media	year plus 1 year to	Action Plan – To Tackle Climate
	posts,etc.	allow for audit	Breakdown
		purposes. Then	**In the event of no archivist then
		offer to archvist as	the records should be retained
		major promotional	indefinitely or until they can be
		campaigns may	appraised at a future date for their
		have an archival	archival value by an archivist either
		value. If no	employed directly or otherwise
		archvist**	engaged by the Local Authority. The
			archivist either employed directly or
			otherwise engaged by the Local
			Authority is to notify senior
			manager/certifying officer in
			business section before taking any
			decision other than to permanently
			archive records.

Local Authority	Chunta and de accura a sata	Do come magnitudes	Covernment of Indianal Climate
Local Authority	Strategy documents	Recommend to	Government of Ireland Climate
Adaptation Strategies		retain for lifetime	Action Plan – To Tackle Climate
		of two Adaptation	Breakdown
		Strategies (current	**In the event of no archivist then
		one + previous	the records should be retained
		one) then offer to	indefinitely or until they can be
		archivist as they	appraised at a future date for their
		may have an	archival value by an archivist either
		archival value. If no	employed directly or otherwise
		archvist**	engaged by the Local Authority. The
			archivist either employed directly or
			otherwise engaged by the Local
			Authority is to notify senior
			manager/certifying officer in
			business section before taking any
			decision other than to permanently
			archive records.
National Planning	Documents relating to measures	Recommend to	Government of Ireland Climate
Framework measures	and actions taken by LA	retain records of	Action Plan – To Tackle Climate
Trainework measures	and detions taken by Er	measures taken for	Breakdown
		the duration of the	**In the event of no archivist then
		current and	the records should be retained
		previous National	indefinitely or until they can be
		Planning	appraised at a future date for their
		Framework. Then	
		offer to archivist as	archival value by an archivist either
			employed directly or otherwise
		they may have an	engaged by the Local Authority. The
		archival value. If no	archivist either employed directly or
		archvist**	otherwise engaged by the Local
			Authority is to notify senior
L	L	1	

			manager/certifying officer in business section before taking any decision other than to permanently archive records.
Assisting local enterprises to move to low-carbon, climate-resilient economic activities - Just Transition	Documents relating to andd etailing measures and actions taken by LA to assist local enterprises	Retain records until transition project is completed+ 2 years. Exceptions being where EU funding in these instances EU audit requirements will apply (see comments section). Then offer to archivist. If no archivist then see comment**.	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is 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.

Carbon reduction	Documents relating to measures	Retain records of	Government of Ireland Climate
measures	and actions taken by LA	carbon reduction	Action Plan – To Tackle Climate
measures	and detions taken by Ex	measures	Breakdown
		implemented for	**In the event of no archivist then
		the remainder of	the records should be retained
		the calendar year	indefinitely or until they can be
		in which	appraised at a future date for their
		implementation	archival value by an archivist either
		plus a further 2	employed directly or otherwise
		years. Then offer	engaged by the Local Authority. The
		to archivist as they	archivist either employed directly or
		may have an	otherwise engaged by the Local
		archival value. If no	Authority is to notify senior
		archvist**	manager/certifying officer in
			business section before taking any
			decision other than to permanently
			archive records.
Low Carbon projects	Records and documents relating	Retain records until	Government of Ireland Climate
	to projects	low carbon project	Action Plan – To Tackle Climate
		is completed+	Breakdown
		further 2 years.	**In the event of no archivist then
		Exceptions being	the records should be retained
		where EU funding	indefinitely or until they can be
		in these instances	appraised at a future date for their
		EU audit	archival value by an archivist either
		requirements will	employed directly or otherwise
		apply (see	engaged by the Local Authority. The
		comments section).	archivist either employed directly or
		Then offer to	otherwise engaged by the Local
		archivist. If no	Authority is to notify senior

		archivist then see comment**.	manager/certifying officer in business section before taking any decision other than to permanently archive records.
National Cycle Policy framework	Documents relating to measures and actions taken by LA	Recommend to retain records of actions taken for the duration of the current and previous National Cycle Policy Frameworks. Then offer to archivist as they may have an archival value. If no archvist**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown
Demand management measures including low emissions zones and parking pricing measures	Documents relating to measures and actions taken by LA	Retain records until measures have been implemented, reviewed and either become operational or	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown

			discontinued +	
			further 2 years.	
			Then offer to	
			archivist. If no	
			archivist then see	
			comment**.	
Ele	ectric Vehicle charging	Records detailing network of	Retain records of	Government of Ireland Climate
ne	etwork	charging points, including	installation of	Action Plan – To Tackle Climate
		installation of charging points	charging network	Breakdown
			points until	**In the event of no archivist then
			completed plus 2	the records should be retained
			years. Exception	indefinitely or until they can be
			being where EU	appraised at a future date for their
			funding is involved	archival value by an archivist either
			(see comments).	employed directly or otherwise
			Details of charging	engaged by the Local Authority. The
			network to be	archivist either employed directly or
			retained	otherwise engaged by the Local
			indefinitely.	Authority is to notify senior
			Periodically details	manager/certifying officer in
			of the charging	business section before taking any
			network should be	decision other than to permanently
			offered to the	archive records.
			archivist. If no	
			archivist see	
			comment**	

Circular Economy	Documents relating to measures	Retain records of	Government of Ireland Climate
measures	and actions taken by LA including	Circular Economy	Action Plan – To Tackle Climate
	measues funded under the	measures	Breakdown. Circular Economy &
	Circular Economy Fund	implemented for	Miscellaneous Provisions Act, 2022
		the remainder of	
		the calendar year	
		in which	
		implementation	
		takes place plus a	
		further 2 years.	
		Exception being	
		where records	
		required to be	
		retained for	
		purpsoes of C&AG	
		audit of measuers	
		funded under The	
		Circular economy	
		fund. These	
		records must be	
		retained until audit	
		period has expired.	
		Then offer to	
		archivist as they	
		may have an	
		archival value. If no	
		archvist please see	
		comment**	

Climate Mandate/Climate		Recommend to	Government of Ireland Climate
Charter		retain for lifetime	Action Plan – To Tackle Climate
		of two Climate	Breakdown
		Manadets/Charters	
		(current one +	
		previous one) then	
		offer to archivist as	
		they may have an	
		archival value. If no	
		archvist please see	
		commen**	
Energy Efficiency + Energy	Documents relating to measures	Retain records of	Government of Ireland Climate
Performance	and actions taken by LA	energy efficiency	Action Plan – To Tackle Climate
		measures	Breakdown
		implemented by	
		the Council for the	
		remainder of the	
		calendar year in	
		which	
		implementation	
		plus a further 2	
		years for reporting	
		purposes. Then	
		offer to archivist as	
		they may have an	
		archival value. If no	
		archvist please see	
		comment**	

Sustainab	ole energy - SEAI ole energy ties programme	Records of Council involvement in Community driven sustainable energy projects submitted to SEAI	Retain records of community projects for their duration plus 2 years. Then offer to the archivist. If no archivists then please see comment**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown https://www.seai.ie/community- energy/sustainable-energy- communities/
Burial Administration Operation grounds (	n of burial	Administrative & operational records/complaints	Retain administrative and operational records for the lifetime of the burial ground + further 2 years. Then offer to archivist. If no archivist then see comment**	(Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948); Rules & Regulations for the Regulation of Burial Grounds 1888, 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 Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

Applications	Applications	Retain records of	(Public Health (Ireland) Act 1878,
		successful	Local Government Sanitary Services
		applications for (i)	Act 1948); Rules & Regulations for
		new burial	the Regulation of Burial Grounds
		grounds; and (ii)	1888, as amended
		extensions to	**In the event of no archivist then
		existing grounds	the records should be retained
		indefinitely	indefinitely or until they can be
		because this is a	appraised at a future date for their
		working document.	archival value by an archivist either
		Once a document	employed directly or otherwise
		is identified as no	engaged by the Local Authority. The
		longer required for	archivist either employed directly or
		operational	otherwise engaged by the Local
		reasons then offer	Authority is to notify senior
		to archivist. If no	manager/certifying officer in
		archivist then see	business section before taking any
		comment**	decision other than to permanently
			archive records.

Exhumation licences	Licences	Retain for 2 years after granting of license. Once issue resolved. Then offer to archivist. If no archivist then see comment**	Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948; Rules & Regulations for the Regulation of Burial Grounds 1888, as amended Local Government Act 1994. Local Gov 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 Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in
Burial Plot Registers - Maps + Database	Vital record.	Retain all indefinitely. Periodically offer updates to archivist. If no archivist then see comment**	decision other than to permanently archive records.  Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948; Rules & Regulations for the Regulation of Burial Grounds 1888, as amended Local Government Act 1994. Local Gov Act 1995**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their

				archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Burial F	Plot purchasers	Vital record.	Retain indefinitely. Periodically offer updates to archivist. If no archivist then see comment**	Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948; Rules & Regulations for the Regulation of Burial Grounds 1888, 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 Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

cord	Potain indofinitaly	Public Health (Ireland) Act 1878,
ecora.	•	•
		Local Government Sanitary Services
		Act 1948; Rules & Regulations for
		the Regulation of Burial Grounds
	comment**	1888, 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 Local
		Authority. The archivist either
		employed directly or otherwise
		engaged by the Local Authority is to
		notify senior manager/certifying
		officer in business section before
		taking any decision other than to
		permanently archive records.
nandanaa	Datain indefinitely	Public Health (Ireland) Act 1878,
-	=	` ,
er for operational reasons	•	Local Government Sanitary Services
	•	Act 1948; Rules & Regulations for
		the Regulation of Burial Grounds
		1888, as amended**In the event of
	comment**	no archivist then the records should
		be retained indefinitely or until they
		can be appraised at a future date for
		their archival value by an archivist
		either employed directly or
		otherwise engaged by the Local
		Authority. The archivist either
	pondence er for operational reasons	Then offer to archivist. If no archivist then see comment**  pondence Retain indefinitely.

			employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Grave openings	Vital record.	Retain for 2 years. Then offer to archivist. If no archivist then see comment**	Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948); Rules & Regulations for the Regulation of Burial Grounds 1888, 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 Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

Beaches -	Water Safety in bathing areas inc. Irish Water Safety Risk Assessment	Inspections	Retain current & previous risk assessments & inspections then destroy superseded docs.	The Bathing Water Directive (2006/7/EC)
	<b>Lifeguards</b> - attendance records		Retain for the duration of the employment contract plus a further seven year then destroy those records not required for any pension payment purposes.	Irish Water Safety's Guidelines in 2007, 2010

Lifeguards: incident	Retain logs & Irish Water Safety's Guidelines in
log/register	reports for 10 years 2007, 2011 **In the
	from the date of event of no archivist then the
	the records should be retained
	accident/incident indefinitely or until they can be
	or dangerous appraised at a future date for their
	occurrence is archival value by an archivist either
	reported or until employed directly or otherwise
	investigation and engaged by the Local Authority. The
	legal proceedings archivist either employed directly or
	have been otherwise engaged by the Local
	exhausted. Then Authority is to notify senior
	destroy. Exception   manager/certifying officer in
	to above being business section before taking any
	where a minor was decision other than to permanently
	involved in the archive records.
	incident/accident.
	In this scenario
	retain for 25 years
	or until
	investigation and
	legal proceedings
	have even
	exhausted. Then
	destroy.
	Retain high level
	register of
	incidents
	indefinitely and
	periodically offer to

		a callet tall a	
		archivist once	
		anonymised. If no	
		archivist then see	
		comment**	
Bathing Areas-Water	Electronic. Includes annual Public	Retain sampling	The Bathing Water Directive
Quality Analysis &	Participation Request for	data from	(2006/7/EC) **In
Monitoring	Submissions for Designated	monitoring and	the event of no archivist then the
Wiemitering	Bathing Area (small file)	laboratory analysis	records should be retained
	Battillig Area (Small file)	reports for 7 years.	indefinitely or until they can be
		Then archive. If no	appraised at a future date for their
		archivist then see	
		comment**	archival value by an archivist either
			employed directly or otherwise
		Exception being	engaged by the Local Authority. The
		those cases where	archivist either employed directly or
		either enforcement	otherwise engaged by the Local
		actions and legal	Authority is to notify senior
		proceedings have	manager/certifying officer in
		been initiated.	business section before taking any
		Where this occurs	

	keep these records until all enforcement and legal proceedings including appeals have been exhausted.	decision other than to permanently archive records.
Bathing Areas-Water Quality Reports & Correspondence	Retain laboratory reports and associated correspondence for 7 yrs. Then destroy correspondence and archive reports. Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been	The Bathing Water Directive (2006/7/EC) **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

		exhausted. If no archivist then see comment**	
Administration of Licensing process (i.e.) application	Reports/correspondence with Fire and Rates section; files on decision issues	For unsuccessful applicants retain 7 yrs. (following final decision). Then destroy. For successful applicants retain licence for duration park/site operational + further 7 years. Then offer to archivist. If no archivist then see comment** Exception being those cases where either enforcement actions and legal	Part IV Sanitary Service Act (1948)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

			proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	
Caravan & Campsites	Licence for park/site	Individual files retained for all sites / parks. The new licences are added to relevant file on ongoing basis.	Retain for operational lifetime of park/site operational + further 7 years. Then offer to the archivist. If no archivist then see comment** Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep these records	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

		until all enforcement and legal proceedings including appeals have been exhausted.	
Register	Register spreadsheet detailing caravan/campsite licenses issued?	Retain register up to 7 years. or, once register is full. Then offer to archivist. If no archivist then see comment**	Tourist Traffic Acts 1939 - 2016 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

	Register/Administration	Register/Applications (annual)	Retain register	Casual Trading Act, 1995
	of casual trading licence	correspondence, renewal of	indefinitely.	Section 13 of the Casual Trading Act,
		annual licence, Documents	Register to be	1995
		supplied by applicants to include:	archived	
		evidence of Public Liability	periodically (i.e.)	
		Insurance, Tax Clearance Access	when full or every	
		Number (TCAN)	7 years.	
		Passport photographs of licence	Also publicly	
		holder	available &	
		Copy of HSE Food Registration	retained by	
		(where selling food) Waste	National archives.	
		Management Plan		
Casual Trading	Local Bye-Laws	Local Bye-Laws	Retain for reference until superseded. Then offer to 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 Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

Administ	ration &	Retain day-to-day	Casual Trading Act, 1995
managen	nent of casual	admin docs of Bays	**In the event of no archivist then
trading b	ays	for 5 yrs. Then	the records should be retained
		destroy. Retain	indefinitely or until they can be
		details of	appraised at a future date for their
		complaints and	archival value by an archivist either
		investigation of	employed directly or otherwise
		trading licence	engaged by the Local Authority. The
		breaches for	archivist either employed directly or
		duration of the	otherwise engaged by the Local
		investigation/	Authority is to notify senior
		enforcement	manager/certifying officer in
		action + further 7	business section before taking any
		years. Then offer to	decision other than to permanently
		archivist. If no	archive records.
		archivist then see	
		comment**	
		Exception being	
		those cases where	
		either enforcement	
		actions and legal	
		proceedings have	
		been initiated.	
		Where this occurs	
		keep these records	
		until all	
		enforcement and	
		legal proceedings	
		including appeals	

			have been exhausted.	
Recycling Inc. Composting	Bring banks (unstaffed) glass bottles/drink & food cans/clothes	Administrative and operational records	Retain administrative and operational records for the lifetime of the civic amenity site +further 5 years. Then destroy. Retain annual report+return. Then offer to archivist. If no archivist then see comment**	Water Pollution Act, 1977,Air Pollution Act, 1987, EPA Act, 1992 Waste Management Act, 1996 Litter Pollution Act, 1977 Protection of the Environment Act, 2003 Water Services Act, 2007-2013 Water Framework Directive 2000/60/EC **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The

			archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Recycling centres	Administrative and operational records	Retain administrative and operational records for the lifetime of the civic amenity site + further 5 years. Then destroy. Retain annual report + return. Then offer to archivist. If no archivist then see comment**	Water Pollution Act, 1977 Air Pollution Act, 1987 EPA Act, 1992 Waste Management Act, 1996 Litter Pollution Act, 1977 Protection of the Environment Act, 2003 Water Services Act, 2007-2013 Water Framework Directive 2000/60/EC**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

	Civic amenity sites purpose built/gated & staffed for larger items Christmas trees, fluorescent tubes, water oil & DIY waste. Should this be here or better to move it to	Administrative and operational records	Retain administrative and operational records for the lifetime of the civic amenity site + further 5 years. Then destroy. Retain annual report+return. Then offer to archivist. If no archivist then see comment**	either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.  Water Pollution Acts, 1977, 1987 EPA Act, 1992, Waste Management Act, 1996, Litter Pollution Act, 1977 Protection of the Environment Act, 2003 Water Services Act, 2007-2013 Water Framework Directive 2000/60/EC **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any
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		decision other than to permanently archive records.

Management of	Administrative and operational	Retain all admin	The Hazardous Waste Generator
<b>Hazardous Household</b>	records	and operational	Improvements Final Rule is effective
Waste		records for 3 years	on May 30, 2017Commission
		from the time the	Decision of 18 December 2014,
		waste was	amending Decision 2000/532/EC on
		accepted by the	the list of waste pursuant to
		initial transporter	Directive 2008/98/EC of the
		(40 CFR Section	European parliament and of the
		262.40(a). Then	Council (2014/955/EEC) [referred to
		offer register to	hereafter as 'The List of Waste
		archivist. If no	(Low)']Commission Regulation (EU)
		archivist then see	No 1357/2014 of 18 December
		comment**	2014, replacing Annex III to
			Directive 2008/98/EC of the
			European Parliament and of the
			Council on waste and repealing
			certain Directives. **In the
			event of no archivist then the
			records should be retained
			indefinitely or until they can be
			appraised at a future date for their
			archival value by an archivist either
			employed directly or otherwise
			engaged by the Local Authority. The
			archivist either employed directly or
			otherwise engaged by the Local
			Authority is to notify senior
			manager/certifying officer in
			business section before taking any

			decision other than to permanently archive records.
Household Waste Subsidy	Administrative and operational records of waivers for pensioners or people who have a disability	For unsuccessfull applicants retain for 2 years after final appeal has been exhausted. Then destroy. For successful waiver applicants retain for the duration of the calendar year for which the waiver relates to plus until audit for	

		that year has been completed. Then destroy.	
Management of Asbestos	WTT forms from DCC for disposal Register	Offer register periodically to archivist. If no archivist then see comment**	European Communities (Protection of Workers) (Exposure to Asbestos) Regulations, 1989 (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 Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

**PRI (Producer Enforcement files** Retain for duration WEEE Directive 2012/19/EU, **Responsibility Initiatives)** of investigation & **Environmental Protection Agency Enforcement: Waste** enforcement Act 1992, European Union (Waste **Electrical & Electronic** action + further 7 Electronic and Electrical Equipment) Equipment (WEEE). years. Then Regulations 2014 (S.I. 149 of 2014), destroy. Then offer **European Communities (Waste** significant cases Electrical and Electronic Equipment) (after Regulations 2011 (S. I. 355 of 2011), Protection of the Environment Act anonymisation) only to archivist for 2003, Waste Management (Waste archiving. If no Electrical and Electronic Equipment) archivist then see Regulations 2005 (S.I. 290 of 2005), comment\*\* Waste Management Acts 1996 as **Exception being** amended,S1 283 of 2014, WEEE those cases where Directive 2012/19/EU, either enforcement \*\*In the event of no archivist then actions and legal the records should be retained proceedings have indefinitely or until they can be appraised at a future date for their been initiated. Where this occurs archival value by an archivist either employed directly or otherwise keep these records until all engaged by the Local Authority. The archivist either employed directly or enforcement and otherwise engaged by the Local legal proceedings including appeals Authority is to notify senior manager/certifying officer in have been exhausted. business section before taking any decision other than to permanently archive records.

PRI (Producer	Files & records	Retain	Tyre operators must register with
Responsibility Initiatives)		enforcement	Repak ELT who operate the national
Enforcement: End of Life		action files until	compliance scheme. The LA carries
Tyres (ELTs ).		complete + further	out inspections including bonfire
		7 years. Then	inspections.
		destroy. Then offer	Environmental Protection Agency
		significant cases	Act 1992,Protection of the
		(after	Environment Act 2003, Waste
		anonymisation)	Management (Tyres and Waste
		only to archivist for	Tyres) Regulations 2017 (S.I. 400 of
		archiving. If no	2017), Waste Management Acts
		archivist then see	1996, as amended
		comment**	Tyres S1 400 of 2017 **In the event
		Exception being	of no archivist then the records
		those cases where	should be retained indefinitely or
		either enforcement	until they can be appraised at a
		actions and legal	future date for their archival value
		proceedings have	by an archivist either employed
		been initiated.	directly or otherwise engaged by the
		Where this occurs	Local Authority. The archivist either
		keep these records	employed directly or otherwise
		until all	engaged by the Local Authority is to
		enforcement and	notify senior manager/certifying
		legal proceedings	officer in business section before
		including appeals	taking any decision other than to
		have been	permanently archive records.
		exhausted.	

Veterinary	Licensing of approved	Register of licences	Retain annual	European Communities (Food and
Services	food establishments		licences for licence	Feed Hygiene) Regulations 2009 (S.I.
	under LA supervision inc.	Licences are issued & valid for	duration + further	No. 432 of 2009) and various
	low throuput slaughter	12 months	7 years. Then	amended Regs up to European
	houses and meat		destroy.	Communities (Food and Feed
	processors		Offer completed	Hygiene)(Amendment) (No. 2)
			register to archivist	Regulations 2015**In the event of
			periodically. If no	no archivist then the records should
			archivist then see	be retained indefinitely or until they
			comment**	can be appraised at a future date for
				their archival value by an archivist
				either employed directly or
				otherwise engaged by the Local
				Authority. The archivist either
				employed directly or otherwise
				engaged by the Local Authority is to
				notify senior manager/certifying
				officer in business section before
				taking any decision other than to
				permanently archive records.
Animal	LA dog pound	Register	Retain register for	Control of Dogs Act(s) 1986 to
Welfare &			1 year after the	1992;**In the event of no archivist
Control			calendar year in	then the records should be retained
			question Then	indefinitely or until they can be
			offer completed	appraised at a future date for their
			register to	archival value by an archivist either
			archivist. If no	employed directly or otherwise
			archivist then see	engaged by the Local Authority. The
			comment**	archivist either employed directly or
				otherwise engaged by the Local

			Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Dog licensing inc. annual and lifetime licences	Annual Licences (valid for 12 months)  Lifetime licences	Retain annual licence for duration of the licence + further 2 years. Then destroy. Lifetime licences are to be retained for duration of dog's lifetime + further 2 years. Then destroy.	Control of Dogs Act(s) 1986 to 1992
Register of dog licences Inc. annual and lifetime licences	Register.	Retain historical registers (i.e.) those not maintained on-line by An Post) indefinitely. Offer the historical registers to the archivist. If no	Control of Dogs Act(s) 1986 to 1992 National Dog Register is maintained by An Post on www.licenses.ie **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

	archivist then see comment** For the current register maintained on-line by An Post LA to take a periodic snapshot of the register and offer this to the archivist. If no archivist then see comment**	engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Microchipping of (stray dogs from p	 Retain register for 1 year after the calendar year in question. Then offer completed register to archivist. If no archivist then see comment**	Microchipping of Dogs Regulations 2015. Control of Dogs Act(s) 1986 to 1992 Under the COD Act 1986 register, LA's record these chip numbers in the Register of Stray Dogs. Regulations requires LAs to keep a register of all dogs seized, the details to be recorded on the register, that the register be open for inspection at all reasonable times, and be maintained for a period of not less than 1 year. The Microchipping Regulations specifies that the Dog Identifiction Databases where the chip number is to be recorded, as licensed by the Dept of Agriculture, are all privately run.

			LA's ensures the chip number for stray dogs is on one of these databases. The databases are not open to the public, but LA's can consult them.
General Admin for Control of dogs	dog fouling/no licence fines record	Retain register indefinitely. Register to be archived periodically (i.e.) when full or every 7 years. Keep individual fines record for 7 years from when issued. Then Destroy. Exception being those cases where either enforcement actions and legal	Section 14 Control of Dogs Act(s) 1986 & 1992. S.I. No. 442/1998 - Control of Dogs Regulations, 1998. Litter Pollution Act 1997 as amended - on the spot fines for dog fouling

		proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	
Register of dog bree establishment	ding Register	Retain register indefinitely. Register to be archived periodically (i.e.) when full or every 7 years.Then offer to archivist. If no archivist then see comment**	Dog Breeding Establishments Act 2010  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

Enforcement of control of	Inc. complaints; correspondence;	Retain register	S.I. No. 442/1998 - Control of Dogs
dogs regulations	investigations and enforcement	indefinitely.	Regulations, 1998
	actions	Register to be	
		archived	
		periodically (i.e.)	
		when full or every	
		7 years. Exception	
		being those cases	
		where either	
		enforcement	
		actions and legal	
		proceedings have	
		been initiated.	
		Where this occurs	
		keep these records	
		until all	
		enforcement and	
		legal proceedings	
		including appeals	
		have been	
		exhausted.	

Regulation of Dog	Inspection & Enforcement	Retain register and	Dog Breeding Establishments Act
<b>Breeding Establishments</b>	reports.	enforcement	2010 revised Guidelines 1 January
		reports	2019. 15 (4) of the Dog Breeding
		indefinitely.	Establishments Act 2010
		Register to be	
		archived	
		periodically (i.e.)	
		when full or every	
		7 years.	
		Exception being	
		those cases where	
		either enforcement	
		actions and legal	
		proceedings have	
		been initiated.	
		Where this occurs	
		keep these records	
		until all	
		enforcement and	
		legal proceedings	
		including appeals	
		have been	
		exhausted.	
Operation and	Licences issued	Retain docs for 7	S.I. No. 442/1998 - Control of Dogs
administration of		years from date of	Regulations, 1998
Dog/animal pounds.		issue. Then	
		destroy.	
Register of stray horses	Register for operational reasons	Retain detail until	Control of Horses Act, 1996
		case resolved +	

		further 3 years. Then Destroy.	
Control of Horses (Only for horses living in limited spatial areas)	Application and issuing of horse licence	Annual licence valid for 12 months a retain for duration of the licence + further 7 years. Then destroy. Details of unsuccessful applications to be retained for 2 yrs. from the time that application was refused. Then destroy.	Control of Horses Act, 1996 (S.8, S.9, S.37, S.40)
MCC Horse control record: reclaim, rehome disposal, recoupment etc.	Control record: reclaim, rehome disposal, recoupment etc.	Retain for 7 years. Then destroy.	Control of Horses Act, 1996

	Compensation to bee- keepers for bees lost due to American Foul Brood Disease (Bee Pest)	Application forms/correspondence	Keep copy of documents for 3 years. Then offer to archivist. If no archivist then see comment**	Bee Pest Prevention (Ireland) Act, 1908 S.6. Agricultural Act, 1931, (S.4) Bee Pest Prevention (Amendment) Regulations, 1978 Regulation (EC) No 1107/2009 Animal Health and Welfare Act, 2013**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Allocation and administration of animal welfare grants		Retain admin record of payment for 7 years. Then destroy.	
Community Grant Animal schemes	Legislation; Regulations; Circulars & Bye-laws	Legislation; Regulations; Circulars & Bye-laws	Retain bye-laws until superseded. Then offer to archivist. If no	Litter Pollution Acts, 1997, as amended (S.3, S.8, S.9, S.15, S.16, S.17, S.18, S.19, S.20, S.21, S.22, S.27) Waste Management Act, 1996, as amended (S.11, S.14, S.15,

		archivist then see comment**	S.16, S.71) Litter Bye-Laws, 2009, Beach Bye-Laws, 2012/ Storage & Presentation of Waste Bye-Laws, 2009, Galway City Council (Segregation, Storage and Presentation of Household & Commercial Waste) Bye-laws, 2019**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in
			business section before taking any decision other than to permanently archive records.
Litter Control: Policy & Plan	Policy and plan	Retain current and previous superseded policy & plan. Then offer to 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 Local Authority. The archivist either employed directly or otherwise engaged by the Local

				Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Litter Control, Prevention & Enforcement	Litter Control: General administration and management of litter control services	Administrational & operational files Register of statistics	Keep a Register of statistics for 2 years. Then offer to archivist. If no archivist then see comment**	Section 3 of Litter Pollution Act,1997(as amended in 2017) **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	On the spot fines issued by Litter wardens to offenders	Litter complaint form, fines duplicates (same as receipt books/ counterfoils of fines issued)	Keep receipt book for 2 years. Then destroy. Keep a Register of Fines. After 2 years. anonymise this	The Litter Pollution Act 1997 (as amended in 2017)  **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

	register & offer to archivist. If no archivist then see comment**	archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
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Enforc	cement of litter	Correspondence/complaints/	Retain for (i) where	Section 3 of Litter Pollution
contro	ol	investigations/ evidence/	enforcement	Act,1997(as amended in 2017), In
legisla	tion/regulations	reminders/ prosecutions	action is taken for	2015, 3 new waste enforcement
		including court-cases for unpaid	duration of	regional lead authorities (WERLAs)
		fines	investigation and	were established to drive improved
			enforcement	performance & greater consistency
			action plus a	in waste enforcement: Cork County
			further 7 years;	Council, Dublin City Council and
			Then offer	Leitrim & Donegal County Councils
			significant cases,	(combined) respectively.
			only, (destroy	*(i)Prosecutions are only
			insignificant cases)	enforceable within 6 months of the
			to archivist for	offence being committed
			archiving. If no	*(ii)Where CCTV is used in litter
			archivist, then	prevention and prosecution then
			retain indefinitely,	CCTV footage is to be retained for
			<b>or</b> (ii) where no	28 days or as per local CCTV usage
			enforcement	policy then destroyed/wiped.
			action* is taken	Exception being where CCTV
			destroyed after 6	footage is required as evidence for
			months from date	an enforcement action. Where an
			when offence took	enforcement action has been
			place. Exception	commenced retain all records, (inc
			being those cases	CCTV footage) until the
			where either	enforcement and legal proceedings
			enforcement	have been exhausted including
			actions and legal	appeals.
			proceedings have	
			been initiated.	
			Where this occurs	

	keep these records until all enforcement and legal proceedings including appeals	
	have been exhausted.	

	On-Spot Litter fines	Register of Fines	Retain Register of	Section 3 of Litter Pollution
	Register/database		fines for 2 years	Act,1997(as amended in 2017),
			then anonymise	
			this Register.	
	Inspections relating to	Inspection files &	Retain for duration	4
	Commercial Food Waste	correspondence	of inspection and	
			enforcement	
			action + further 7	
			years. Then offer to	
			archivist. If no	
			archivist then see	
			comment** .	
			Exception being	
			those cases where	
			either enforcement	
			actions and legal	
			proceedings have	
			been initiated.	
			Where this occurs	
			keep these records	
			until all	
			enforcement and	
			legal proceedings	
			including appeals	
			have been	
			exhausted.	
	Litter Pollution	Register of statistics	Keep Register of	The Litter Pollution Act 1997 (as
	<b>Monitoring Survey in</b>		statistics for 2	amended in 2017),
	Towns		years. Then	
]			Destroy	

Litter Pollution Quantification Survey in smaller specified area	Register of statistics	Keep Register of statistics for 2 years. Then Destroy	The Litter Pollution Act 1997 (as amended in 2017),
Litter black spots Inc. locations and steps taken to remediate	Register of statistics	Keep Register of statistics for 2 years. Then Destroy	The Litter Pollution Act 1997 (as amended in 2017)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
National Litter Pollution Monitoring Survey	Register of statistics	Keep a Register of statistics for 2 years. Then offer to archivist. If no archivist then see comment**	The Litter Pollution Act 1997 (as amended in 2017)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or

			otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Irish Business against litter survey	Register of statistics	Keep a Register of statistics for 2 years. Then offer to archivist. If no archivist then see comment**	The Litter Pollution Act 1997 (as amended in 2017),  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

Graffiti	Graffiti	Awarding of tender and	Retain for duration	Litter Pollution Acts, 1997, as
Enforcement		management of contract for	of contract +	amended (S.20)
		services	further 7 years,	**In the event of no archivist then
			then destroy	the records should be retained
				indefinitely or until they can be
				appraised at a future date for their
				archival value by an archivist either
				employed directly or otherwise
				engaged by the Local Authority. The
				archivist either employed directly or
				otherwise engaged by the Local
				Authority is to notify senior
				manager/certifying officer in
				business section before taking any
				decision other than to permanently
				archive records.
Diesel	Diesel Laundering	(i)Tender and contract returns to	Retain for contract	The Hazardous Waste Generator
Laundering	Disposal	Dept	+ further 7 years,	Improvements Final Rule is effective
		(ii)recoupments from Dept,	then destroy	on May 30, 2017Commission
		(iii)Reports on quantities of	except return to	Decision of 18 December 2014,
		diesel found and removed (LA	Dept which should	amending Decision 2000/532/EC on
		database); LA's Cert of	be offered to	the list of waste pursuant to
		Registration (5 yr. period) from	archivist. If no	Directive 2008/98/EC of the
		EPA (for site to hold diesel);	archivist then see	European parliament and of the
		contractor maintains this site on	comment**	Council (2014/955/EEC) [referred to
		LA's behalf to comply with Cert).		hereafter as 'The List of Waste
				(Low)'] Commission Regulation (EU)
				No 1357/2014 of 18 December
				2014, replacing Annex III to
				Directive 2008/98/EC of the

			European Parliament and of the Council on waste and repealing certain Directives.
Trans frontier Shipment of Waste (TFS) for Diesel Laundering	Applications, correspondence/consignment notices Dublin City Council deal with all TFS consignments in country and therefore hold records. Contractor for diesel laundering e.g. deal with TFS on LA's behalf.	Retain for 7 years then destroy TFS documents including bond.	Dublin City Co Waste Management (Shipments of waste) Reg 2007-S.1 No. 419. Note DCC deal with all TFS consignments in country, therefore hold records

LA Cert of Regulation	Cert of Regulation	Retain for duration	**In the event of no archivist then
		of inspection and	the records should be retained
		enforcement	indefinitely or until they can be
		action + further 7	appraised at a future date for their
		years. Then offer	archival value by an archivist either
		to archivist. If no	employed directly or otherwise
		archivist then see	engaged by the Local Authority. The
		comment**	archivist either employed directly or
		Exception being	otherwise engaged by the Local
		those cases where	Authority is to notify senior
		either enforcement	manager/certifying officer in
		actions and legal	business section before taking any
		proceedings have	decision other than to permanently
		been initiated.	archive records.
		Where this occurs	
		keep these records	
		until all	
		enforcement and	
		legal proceedings	
		including appeals	
		have been	
		exhausted.	
Reference Material	Reference Material	Retain for as long	
		as	
		research/reference	
		material is	
		relevant. Then	
		Destroy.	

Protection	Legislation; Regulations;	Retain all current	**In the event of no archivist then
of natural	Circulars & Bye-laws	applicable	the records should be retained
waters		environmental	indefinitely or until they can be
Waters		legislation;	appraised at a future date for their
		regulations;	archival value by an archivist either
		circulars and bye-	employed directly or otherwise
		laws until	engaged by the Local Authority. The
		superseded.	archivist either employed directly or
		Superseded docs to	otherwise engaged by the Local
		be retained for 10	Authority is to notify senior
		years. Then offer to	manager/certifying officer in
		archivist. If no	business section before taking any
		archivist then see	decision other than to permanently
		comment**	archive records.
	River Basin management	Retain current and	Water Framework Directive,
	plans	previous	Directive 2000/60/EC. Water Policy
		superseded plan.	Regulations (S.I. No. 722 of 2003),
		Then then offer to	Surface Waters Regulations (S.I. No.
		archivist. If no	272 of 2009) and Groundwater
		archivist then see	Regulations (S.I. No. 9 of 2010)
		comment**	
	Water quality	Retain current and	River Basin Management Plan 2018-
	management/catchment	previous	2021
	management, Policies&	superseded policies	The Water Framework Directive,
	plans	& plans. Then then	Directive 2000/60/EC,
		offer to archivist. If	
		no archivist then	
		see comment**	

Appropriate Assessment -	Retain current and	Article 6(3) and 6(4) of the Council
NATURA -relating to SACs	previous	Directive 92/43/EEC
or SPAs	superseded plans	
	and statements.	
	Then offer to	
	archivist. If no	
	archivist then see	
	comment**	
Small Stream Risk Scoring	Retain current and	The Water Framework Directive,
	previous scoring	Directive 2000/60/EC,
	results and	
	assessments. Then	
	offer to archivist. If	
	no archivist then	
	see comment** At	
	present the	
	laboratory retains	
	hard copies of	
	results for 5 years	
	and this is written	
	into our Quality	
	Management	
	System for our	
	accreditation. After	
	that period our	
	paper documents	
	are destroyed. All	
	laboratory results	
	are retained	
	electronically.	

	Results pertaining to any legal matters are retained.	
Environmental Impact Assessments	Retain copy of environmental impact assessment on planning application file for 20 years. Then offer to archivist for archiving. If no archivist then see comment**	EIA Directive 2014/52/EU European Union (Planning and Development) (Environmental Impact Assessment) Regulations 2018 Section 38(5), Planning & Development Act 2000: At the end of the period for the availability of documents referred to in subsection (2) a planning authority shall retain at least one original copy of each of these documents in a local archive in accordance with section 65 of the Local Government Act 1994 Planning application documents can be stored on plan as well in hard copy files or folders on server/intranet.

	Section 25 of the P&D (Amendment) Act, 2018 provides for publication on-line of documents listed in section 38 of the P&D Act, 2000. The Water Framework Directive CEN standard; 27828:1994 - Guidance on hand net sampling of benthic; macroinvertebrates; EN 16150:2012 Water quality-Guidance on pro rata; multi-habitat sampling of benthic macro-invertebrates from; wadable rivers; Irish Statute SI 277 of 2016 (European Union Environmental Objectives (Standards for
	l · · ·

Site suitability for	Retain until	Section 38(5), Planning &
Wastewater treatment	construction of	Development Act 2000: At end of
plants	treatment plant	period for the availability of
	has been	documents re to in subsection (2) a
	completed;	planning authority shall retain at
	commissioned and	least one original copy of each of
	is in operation.	these documents in a local archive
	Then retain on	in accordance with section 65 of the
	planning file +	LG Act 1994 Section 25 of the P&D
	further 20 years.	(Amendment) Act, 2018 provides for
	Then offer to	publication on-line of documents
	archivist for	listed in section 38 of the P&D Act,
	archiving. If no	2000.
	archivist then see	
	comment**	

Wastewater treatment	Retain until	**In the event of no archivist then
Plant Files/Architectural	construction of	the records should be retained
drawings	treatment plant	indefinitely or until they can be
	has been	appraised at a future date for their
	completed;	archival value by an archivist either
	commissioned and	employed directly or otherwise
	is in operation.	engaged by the Local Authority. The
	Then retain on	archivist either employed directly or
	planning file +20	otherwise engaged by the Local
	yrs. Then offer to	Authority is to notify senior
	archivist. If no	manager/certifying officer in
	archivist then see	business section before taking any
	comment**	decision other than to permanently
		archive records.
Surveys & Statistics	Retain current and	**In the event of no archivist then
July 10 you of a classification	incram can circ and	in the event of no archivist then
results	previous statistical	the records should be retained
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer	the records should be retained indefinitely or until they can be
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no	the records should be retained indefinitely or until they can be appraised at a future date for their
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no archivist then see	the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no	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
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no archivist then see	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
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no archivist then see	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
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no archivist then see	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
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no archivist then see	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
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no archivist then see	the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no archivist then see	the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any
• • • • • • • • • • • • • • • • • • •	previous statistical results then offer to archivist. If no archivist then see	the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in

Surveys & Statistics return	Retain current and	**In the event of no archivist then
to Dept	previous statistical	the records should be retained
•	returns then offer	indefinitely or until they can be
	to archivist. If no	appraised at a future date for their
	archivist then see	archival value by an archivist either
	comment**	employed directly or otherwise
		engaged by the Local Authority. The
		archivist either employed directly or
		otherwise engaged by the Local
		Authority is to notify senior
		manager/certifying officer in
		business section before taking any
		decision other than to permanently
		archive records.
Enforcement Legal	Retain until the	**In the event of no archivist then
proceedings/prosecutions	enforcement and	the records should be retained
	legal proceedings	indefinitely or until they can be
	have been	appraised at a future date for their
	exhausted	archival value by an archivist either
	including appeals.	employed directly or otherwise
	Then offer to	engaged by the Local Authority. The
	archivist who will	archivist either employed directly or
	select stand out	otherwise engaged by the Local
	precedent setting	Authority is to notify senior
	cases for archiving.	manager/certifying officer in
	If no archivist then	business section before taking any
	see comment**	decision other than to permanently
		archive records.

Enforcement Register of	Retain register	**In the event of no archivist then
Enforcements	indefinitely.	the records should be retained
	Register entries to	indefinitely or until they can be
	be archived every 7	appraised at a future date for their
	years. If no	archival value by an archivist either
	archivist then older	employed directly or otherwise
	then see	engaged by the Local Authority. The
	comment**	archivist either employed directly or
		otherwise engaged by the Local
		Authority is to notify senior
		manager/certifying officer in
		business section before taking any
		decision other than to permanently
		archive records.
Enforcement Notices	At present the	**In the event of no archivist then
&Complaints	laboratory retains	the records should be retained
	hard copies of	indefinitely or until they can be
	results for 5 years	appraised at a future date for their
	and this is written	archival value by an archivist either
	into our Quality	employed directly or otherwise
	Management	engaged by the Local Authority. The
	System for our	archivist either employed directly or
	accreditation.After	otherwise engaged by the Local
	that period our	Authority is to notify senior
	paper documents	manager/certifying officer in
	are	business section before taking any
	destroyed+B94:H9	decision other than to permanently
	4	archive records.

Rivers & Lakes-Water	Retain sampling	**In the event of no archivist then
Quality Analysis &	data and	the records should be retained
Monitoring	laboratory analysis	indefinitely or until they can be
	reports for 7 years.	appraised at a future date for their
	Then offer to	archival value by an archivist either
	archivist. If no	employed directly or otherwise
	archivist then see	engaged by the Local Authority. The
	comment**	archivist either employed directly or
	Exception being	otherwise engaged by the Local
	those cases where	Authority is to notify senior
	either enforcement	manager/certifying officer in
	actions and legal	business section before taking any
	proceedings have	decision other than to permanently
	been initiated.	archive records.
	Where this occurs	
	keep these records	
	until all	
	enforcement and	
	legal proceedings	
	including appeals	
	have been	
	exhausted.	

Rivers & Lakes-Water	Retain laboratory	**In the event of no archivist then
Quality Reports &	reports and	the records should be retained
correspondence	associated	indefinitely or until they can be
	correspondence for	appraised at a future date for their
	7 years. Then	archival value by an archivist either
	destroy	employed directly or otherwise
	correspondence	engaged by the Local Authority. The
	and archive	archivist either employed directly or
	reports. Then offer	otherwise engaged by the Local
	to archivist. If no	Authority is to notify senior
	archivist then see	manager/certifying officer in
	comment**	business section before taking any
	Exception being	decision other than to permanently
	those cases where	archive records.
	either enforcement	
	actions and legal	
	proceedings have	
	been initiated.	
	Where this occurs	
	keep these records	
	until all	
	enforcement and	
	legal proceedings	
	including appeals	
	have been	
	exhausted.	

Groundwater water	Retain sampling	**In the event of no archivist then
quality Analysis &	data from	the records should be retained
Monitoring	monitoring and	indefinitely or until they can be
	laboratory analysis	appraised at a future date for their
	reports for 7 years.	archival value by an archivist either
	Then offer to	employed directly or otherwise
	archivist. If no	engaged by the Local Authority. The
	archivist then see	archivist either employed directly or
	comment**	otherwise engaged by the Local
	Exception being	Authority is to notify senior
	those cases where	manager/certifying officer in
	either enforcement	business section before taking any
	actions and legal	decision other than to permanently
	proceedings have	archive records.
	been initiated.	
	Where this occurs	
	keep these records	
	until all	
	enforcement and	
	legal proceedings	
	including appeals	
	have been	
	exhausted.	

Groundwater water	Retain laboratory	**In the event of no archivist then
quality Reports &	reports and	the records should be retained
Correspondence	associated	indefinitely or until they can be
	correspondence for	appraised at a future date for their
	7 years. Then	archival value by an archivist either
	destroy	employed directly or otherwise
	correspondence	engaged by the Local Authority. The
	and archive	archivist either employed directly or
	reports. Then offer	otherwise engaged by the Local
	to archivist. If no	Authority is to notify senior
	archivist then see	manager/certifying officer in
	comment**	business section before taking any
	Exception being	decision other than to permanently
	those cases where	archive records.
	either enforcement	
	actions and legal	
	proceedings have	
	been initiated.	
	Where this occurs	
	keep these records	
	until all	
	enforcement and	
	legal proceedings	
	including appeals	
	have been	
	exhausted.	

Coastal Waters & Aqua	Retain sampling **In the event of no archivist	t then
Culture-Water Quality	data from the records should be retained	ed
Analysis& Monitoring	monitoring and indefinitely or until they can	be
	laboratory analysis appraised at a future date fo	r their
	reports for 7 years. archival value by an archivist	either
	Then offer to employed directly or otherwi	ise
	archivist. If no engaged by the Local Author	ity. The
	archivist then see archivist either employed dir	ectly or
	comment** otherwise engaged by the Lo	cal
	Exception being Authority is to notify senior	
	those cases where manager/certifying officer in	l
	either enforcement   business section before takin	ng any
	actions and legal decision other than to perma	anently
	proceedings have archive records.	
	been initiated.	
	Where this occurs	
	keep these records	
	until all	
	enforcement and	
	legal proceedings	
	including appeals	
	have been	
	exhausted.	

Coastal Waters & Aqua	Retain laboratory	**In the event of no archivist then
<b>Culture-Water Quality</b>	reports and	the records should be retained
reports &	associated	indefinitely or until they can be
Correspondence	correspondence for	appraised at a future date for their
	7 years. Then	archival value by an archivist either
	destroy	employed directly or otherwise
	correspondence	engaged by the Local Authority. The
	and archive	archivist either employed directly or
	reports. Then offer	otherwise engaged by the Local
	to archivist. If no	Authority is to notify senior
	archivist then see	manager/certifying officer in
	comment**	business section before taking any
	Exception being	decision other than to permanently
	those cases where	archive records.
	either enforcement	
	actions and legal	
	proceedings have	
	been initiated.	
	Where this occurs	
	keep these records	
	until all	
	enforcement and	
	legal proceedings	
	including appeals	
	have been	
	exhausted.	

Drinking Waters-Water	Retain sampling	**In the event of no archivist then
Quality Analysis &	data from	the records should be retained
Monitoring	monitoring and	indefinitely or until they can be
	laboratory analysis	appraised at a future date for their
	reports for 7 years.	archival value by an archivist either
	Then offer to	employed directly or otherwise
	archivist. If no	engaged by the Local Authority. The
	archivist then see	archivist either employed directly or
	comment**	otherwise engaged by the Local
	Exception being	Authority is to notify senior
	those cases where	manager/certifying officer in
	either enforcement	business section before taking any
	actions and legal	decision other than to permanently
	proceedings have	archive records.
	been initiated.	
	Where this occurs	
	keep these records	
	until all	
	enforcement and	
	legal proceedings	
	including appeals	
	have been	
	exhausted.	

Drinking Waters-Water	•	Retain laboratory	**In the event of no archivist then
Quality Reports &		reports and	the records should be retained
correspondence		associated	indefinitely or until they can be
		correspondence for	appraised at a future date for their
		7 years. Then	archival value by an archivist either
		destroy	employed directly or otherwise
		correspondence	engaged by the Local Authority. The
		and archive	archivist either employed directly or
		reports. Then offer	otherwise engaged by the Local
		to archivist. If no	Authority is to notify senior
		archivist then see	manager/certifying officer in
		comment**	business section before taking any
		Exception being	decision other than to permanently
		those cases where	archive records.
		either enforcement	
		actions and legal	
		proceedings have	
		been initiated.	
		Where this occurs	
		keep these records	
		until all	
		enforcement and	
		legal proceedings	
		including appeals	
		have been	
		exhausted.	

**Agricultural Pollution** Retain files of The Water Framework Directive **Investigation and** 2000/60/EC routine Inspection Inc. files of investigations/com \*\*In the event of no archivist then plaints for period routine the records should be retained investigations/complaints of 7 years after indefinitely or until they can be investigation takes appraised at a future date for their place. Then archival value by an archivist either destroy. Exception employed directly or otherwise being those cases engaged by the Local Authority. The archivist either employed directly or where either otherwise engaged by the Local enforcement Authority is to notify senior actions and legal proceedings have manager/certifying officer in been initiated. business section before taking any Where this occurs decision other than to permanently keep these records archive records. Suggested until all Referece Good Agricultural Practice enforcement and for the Protection of Waters legal proceedings Regulations 2017 as amended including appeals have been exhausted, and enforcement action + further 7 years. Significant cases where precedent has been set (involving legal proceedings) should be offered

	T		
		to the archivist. If	
		no archivist then	
		see comment**	
Agriculture & Forestry		Retain laboratory	**In the event of no archivist then
Water Quality Farm		reports and	the records should be retained
Surveys		associated	indefinitely or until they can be
		correspondence for	appraised at a future date for their
		7 years. Then	archival value by an archivist either
		destroy	employed directly or otherwise
		correspondence	engaged by the Local Authority. The
		and archive	archivist either employed directly or
		reports. Then offer	otherwise engaged by the Local
		to archivist. If no	Authority is to notify senior
		archivist then see	manager/certifying officer in
		comment**	business section before taking any
		Exception being	decision other than to permanently
		those cases where	archive records.

	either enforcement	
	actions and legal	
	proceedings have	
	been initiated.	
	Where this occurs	
	keep these records	
	until all	
	enforcement and	
	legal proceedings	
	including appeals	
	have been	
	exhausted.	
Agriculture & Forestry	Retain sampling	**In the event of no archivist then
water quality Analysis &	data from	the records should be retained
Monitoring	monitoring and	indefinitely or until they can be
	laboratory analysis	appraised at a future date for their
	reports for 7 years.	archival value by an archivist either
	Then archive. Then	employed directly or otherwise
	offer to archivist. If	engaged by the Local Authority. The
	no archivist then	archivist either employed directly or
	see comment**	otherwise engaged by the Local
	Exception being	Authority is to notify senior
	those cases where	manager/certifying officer in
	either enforcement	business section before taking any
	actions and legal	decision other than to permanently
	proceedings have	archive records.
	been initiated.	
	Where this occurs	
	keep these records	
	until all	

T	T		,
		enforcement and	
		legal proceedings	
		including appeals	
		have been	
		exhausted.	
Oil Pollution prevention&		Retain current and	
Control Management		previous	
Plans & Correspondence		superseded plans	
-		and statements	
		plus	
		correspondence	
		relating to those	
		plans. Then offer	
		plans to archivist.	
		Destroy	
		I =	
		correspondence. If	
		no archivist then	
		see comment**	

Oil Pollution prevention&	Retain for duration	
Control Discharge	of license or until	
licences.	superseded. Then	
	retain for period	
	allowed by statute	
	for any legal or	
	enforcement	
	actions taken	
	against the license	
	holder. High level	
	recording of license	
	details to be	
	retained	
	indefinitely in	
	archive. If no	
	archivist then see	
	comment**	
Emergency Planning	Retain current and	Sea Pollution (Prevention of Oil
Committee	previous	Pollution) Regs, 1994. SI No.
	superseded plans	44/1994
	and statements	**In the event of no archivist then
	plus	the records should be retained
	correspondence	indefinitely or until they can be
	relating to those	appraised at a future date for their
	plans. Then offer	archival value by an archivist either
	plans to archivist.	employed directly or otherwise
	Destroy	engaged by the Local Authority. The
	correspondence. If	archivist either employed directly or
	no archivist then	otherwise engaged by the Local
	see comment**	Authority is to notify senior

	manager/certifying officer in business section before taking any decision other than to permanently archive records.
Maritime Contingency Plans	Retain current and previous superseded plans and statements plus correspondence relating to those plans. Then offer plans to archivist. Destroy correspondence. If
	no archivist then see comment**
Private licences Register for Sewers	Retain register indefinitely.  Licenses to be retained for duration of license or until superseded. Then retain for period allowed by statute for any legal or enforcement  Retain register Sections 4 & Section 16 of the Local Govt (Water Pollution) Act, 1977 (as amended) Section 16 Licences **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or

	111-1	ather than an add to the total
	actions taken	otherwise engaged by the Local
	against the license	Authority is to notify senior
	holder. Then	manager/certifying officer in
	destroy. Register to	business section before taking any
	be archived	decision other than to permanently
	periodically. If no	archive records.
	archivist then see	
	comment**	
Private licences Register	Retain register	Sections 4 & Section 16 of the Local
for Water	indefinitely.	Govt (Water Pollution) Act, 1977 (as
	Licenses to be	amended) Section 4 Licences
	retained for	**In the event of no archivist then
	duration of license	the records should be retained
	or until	indefinitely or until they can be
	superseded. Then	appraised at a future date for their
	retain for period	archival value
	allowed by statute	
	for any legal or	
	enforcement	
	actions taken	
	against the license	
	holder (i.e.) 7	
	years. Then	
	destroy. Register to	
	be archived	
	periodically. If no	
	archivist then see	
	comment**	

Trade Effluent Discharge	Retain file on Section 16 Licence (i.e.) Section 16
to Sewer Licence	licence until of the Local Govt (Water Pollution)
	expired (review Act, 1977 (as amended).
	every 5 years to Waste from hotels/ restaurant to a
	check for closed public sewer. File on granting S.16
	files) + further 7 licence and file on test results
	years then destroy. submitted by contractors
	Retain actual monthly/bi-monthly/quarterly to
	monitoring results comply with licence. If LA takes
	for 7 years then them to court, the prosecution will
	destroy. If a be done within 12 months. Some
	complaint, retain S.16 Licences going to Irish Water.
	for duration of
	investigation and
	enforcement
	action + further 7
	years. If license
	period extends
	beyond the
	assumption of
	control by IW in
	2014 then offer
	original records to
	IW when SLA ends
	if these records
	have not already
	been transferred.
	If IW refuse original
	then offer original
	to LA archivist for

archive. If IW accept original records the LA must offer a copy of these records to the archivist as provision of water infrastructure is of archival value to a LA which is separate to the control by IW of the asset itself. Archive significant cases. If no archivist then see comment\*\* Exception to 7 years. 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

T	T		
		(Inc. appeals) have	
		been exhausted.	
		seen extra diste di	
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Section 4 Licence to	File on granting S.4 licence and	Retain file on	Section 4 licences. (Inc. treatment
discharge treated	file on test results submitted by	licence until	plants) to ground/surface waters,
wastewater	contractors to comply with	expired (review	granted once and is ongoing until
	licence. If LA takes them to court,	every 5 years to	contractor/LA gives notice. File on
	the prosecution will be done	check for closed	granting S.4 licence and file on test
	within 12 months.	files) + further 7	results submitted by contractors to
		years then destroy.	comply with licence. If LA takes
		Retain actual	them to court, the prosecution will
		monitoring results	be done within 12 months.
		for 7 years then	
		destroy. If a	
		complaint, retain	
		for duration of	
		investigation and	
		enforcement	
		action + further 7	
		years. Archive	
		significant cases.	
		If no archivist then	
		see comment**	
		Exception to 7	
		years 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.	

Bio Solids register of	Also Bio Solids Management Plan	Retain file on	The Waste Management (Collection
sewage treated at Waste	(submitted by contractors for	licence until	Permit) Regulations (S.I. 820/2007
Water Treatment Plants	permission letter from LA) and	expired (review	as amended by S.I. 87/2008),
	files	every 5 years to	The Water Services (Amendment)
		check for closed	Act, 2012 (No. 2 of 2012) legislates
		files) + further 7	for:
		years then destroy.	The Water Services Acts, 2007 and
		Retain actual	the 2012 Domestic Wastewater
		monitoring results	Treatment (Registration)
		for 7 years then	Regulations, 2012 (S.I. 220/2012)
		destroy. If a	
		complaint, retain	
		for duration of	
		investigation and	
		enforcement	
		action + further 7	
		years. If license	
		period extends	
		beyond the	
		assumption of	
		control by IW in	
		2014 then offer	
		original records to	
		IW when SLA ends	
		if these records	
		have not already	
		been transferred.	
		If IW refuse original	
		then offer original	
		to LA archivist for	

			archive. If IW	
			accept original	
			records the LA	
			must offer a copy	
			of these records to	
			the archivist as	
			provision of water	
			infrastructure is of	
			archival value to a	
			LA which is	
			separate to the	
			control by IW of	
			the asset itself.	
			Archive significant	
			cases. Archive	
			significant cases.	
			If no archivist then	
			see comment**	
			Exception to 7	
			years 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	
L	ı	l .		

	/	
	(Inc. appeals) have	
	been exhausted.	

Sludge Register of all sludge/biosolids movement	Register	Retain register indefinitely. Register entries to be archived every 7 yrs. If no archivist then older register entries (i.e.) after 7 yrs,then see comment**	Waste Management (Use of Sewage Sludge in Agriculture) Regulations, 1998, as amended in 2001,
Waste management	Policies, plans & strategies/6yr regional plan	Retain current and previous policies & plans. Then offer to archivist for archiving. Then offer to archivist. If no archivist then see comment**	Waste Management Act, 1996; SI no 162/1998. Waste Management (Licensing) Regulations, 2004-S.1. No 395/2004 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

Flood Defence Scheme	Environmental EIS, construction	Retain for 15	**In the event of no archivist then
	contracts, land to be acquired	years. From time of	the records should be retained
		scheme	indefinitely or until they can be
		completion. Then	appraised at a future date for their
		offer to archivist. If	archival value by an archivist either
		no archivist then	employed directly or otherwise
		see comment**	engaged by the Local Authority. The
			archivist either employed directly or
			otherwise engaged by the Local
			Authority is to notify senior
			manager/certifying officer in
			business section before taking any
			decision other than to permanently
			archive records.
<b>Coastal Protection</b>	CFRAMS DOCS OUTLINING	Retain work	**In the event of no archivist then
Schemes	SCHEME-flood risk assessment	contract for 1 year	the records should be retained
	and	post audit	indefinitely or until they can be
	management/Report/Plan/Study	completion. Retain	appraised at a future date for their
	Tenders, Work construction	register of schemes	archival value by an archivist either
	contracts/register of schemes	for 15 years. Then	employed directly or otherwise
		archive. If no	engaged by the Local Authority. The
		archivist then see	archivist either employed directly or
		comment**	otherwise engaged by the Local
			Authority is to notify senior
			manager/certifying officer in
			business section before taking any
			decision other than to permanently
			archive records.

Waste	Inspections of Waste		Retain for duration	Waste Management Act, 1996; SI no
Management	Permitted Facilities		of licence or until	162/1998. Waste Management
			superseded. Then	(Licensing) Regulations, 2004- S.1.
			retain for period	No 395/2004 **In the event of no
			allowed by statute	archivist then the records should be
			for any legal or	retained indefinitely or until they
			enforcement	can be appraised at a future date for
			actions taken	their archival value by an archivist
			against the licence	either employed directly or
			holder + further 7	otherwise engaged by the Local
			years.Then offer to	Authority. The archivist either
			archivist. If no	employed directly or otherwise
			archivist then see	engaged by the Local Authority is to
			comment**	notify senior manager/certifying
				officer in business section before
				taking any decision other than to
				permanently archive records.
	Waste Management	Reports & Correspondence	Destroy	Environmental Protection Agency
			correspondence	Act 1992,Protection of the
			after 7 years.	Environment Act 2003, Waste
			Archive significant	Management (Facility Permit and
			reports after 7	Registration) (Amendment)
			years. If no	Regulations 2008 (S.I. 86 of 2008),
			archivist then see	Waste Management (Facility Permit
			comment**	and Registration) (Amendment)
				Regulations 2014 (S.I. 546 of 2014),
				Waste Management (Facility Permit
				and Registration) (Amendment)
				Regulations 2014 (S.I. 320 of 2014),
				Waste Management (Facility Permit

	and Registration) (Amendment) Regulations 2015 (S.I. 198 of 2015), Waste Management (Facility Permit and Registration) Regulations 2007 (S.I. 821 of 2007), Waste Management Acts 1996, 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 Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to
	permanently archive records.

Waste Management
Permits (Waste Facility
Permits and Certificates of
Registration)

(General admin. & correspondence re application and granting/refusing of permits). Facilities & Sites permitted to breakdown and/or re-process waste. Waste include permit for people to infill sites & for waste transfer station (e.g. skip company). Application files (hardcopy and electronic) and waste data returns are held by NWCPO.

Destroy correspondence held locally (i.e.) not already given to NMCPO) after 7 years. Locally retain records of permits until expired + further 7 years. Then destroy NWCPO in Offaly to retain indefinitely high level details of current and previous permits and enforcement actions in electronic/digital format. NWCPO to delete entries from electronic national waste facilities register 7 years after expiry/revocation of permit, or otherwise inactive. NWCPO in Offaly Co Co to

Waste Management (Licensing) (Amendment) Regulations, 2004-S.1 No.395/2004 2019 Waste management (Permit) Regs, 2007 & 2008. Waste Management Act 1996, as amended. Waste management (Facility Permit & Registration) regulations 2007 (S.I. 821 of 2007), as amended. Waste Management Act, 1996; SI no 162/1998. Waste permit lasts for a max of 5 years and can then be renewed. Any permit issued by LA is sent to **NWCPO** (National Waste Collection Permit Office based in Offaly Co Co): they hold every permit and Cert of Registration in country. LAs update it for them if there is a revision.

	periodically take extracts of each County's entries on the national register of Waste Facility Permits and the provide extract to that County for archiving.	

Enforcement of Waste	Local Authority Enforcement	Destroy pre-2007	Waste management (Collection
Collection Permits (5year	files.	WCP applications.	Permit) Regs, 2007, as ammended-
permit): issued by the		If no court-case,	S.1 No. 820/2007 & 2008
NWCPO in Offaly for all		retain for 7 years	**In the event of no archivist then
LAs.		after	the records should be retained
		expiry/revocation,	indefinitely or until they can be
		or otherwise	appraised at a future date for their
		inactive. Then	archival value by an archivist either
		destroy. If a court-	employed directly or otherwise
		case underway	engaged by the Local Authority. The
		then retain for 7	archivist either employed directly or
		years after case	otherwise engaged by the Local
		finalised. Then	Authority is to notify senior
		destroy. Offer	manager/certifying officer in
		register to archivist	business section before taking any
		for archiving. If no	decision other than to permanently
		archivist then see	archive records.
		comment**	A LA has 1 year to go to court for
		NWCPO in Offaly to	non-payment of a FPNs Fixed
		retain indefinitley	Penalty Notices (FPN) for WCP since
		high level details of	2016. NWCPO review FPNs within
		current and	life of WCP
		previous permits	
		and enforcement	
		actions in	
		electronic/digital	
		format.	

	Inspections/Audits of	Docs re Inspections/Audits of	Retain until expiry	Environmental Protection Agency
	Waste Permitted Facilities	Waste Permitted Facilities	of permit/duration	Act 1992,Protection of the
			of investigation	Environment Act 2003, Waste
			and enforcement	Management (Facility Permit and
			action + further 7	Registration) (Amendment)
			years. Exception to	Regulations 2008 (S.I. 86 of 2008),
			7 years. period	Waste Management (Facility Permit
			would be where	and Registration) (Amendment)
			legal proceedings	Regulations 2014 (S.I. 546 of 2014),
			have been initiated	Waste Management (Facility Permit
			on foot of the	and Registration) (Amendment)
			investigation and	Regulations 2014 (S.I. 320 of 2014),
			enforcement. In	Waste Management (Facility Permit
			these cases the	and Registration) (Amendment)
			records should be	Regulations 2015 (S.I. 198 of 2015),
			retained until the	Waste Management (Facility Permit
			legal proceedings	and Registration) Regulations 2007
			(Inc. appeals) have	(S.I. 821 of 2007), Waste
			been exhausted.	Management Acts 1996, as
			Then offer	amended **In the event of no
			significant cases	archivist then the records should be
			only to archivist. If	retained indefinitely or until they
			no archivist then	can be appraised at a future date for
			see comment**	their archival value by an archivist
				either employed directly or
				otherwise engaged by the Local
				Authority. The archivist either
				employed directly or otherwise
				engaged by the Local Authority is to
				notify senior manager/certifying

			officer in business section before taking any decision other than to permanently archive records.
Waste Transfer Forms (originally C1 Forms) - now issued online by DCC	Waste Transfer Forms	Destroy any old C1 forms. DCC to retain WTF for 7 years then destroy. Exception to 7 years period: where legal proceedings have been initiated on foot of the investigation and enforcement. In these cases, the	For the moving of hazardous waste within the state Shipments of Hazardous Waste Regulations, 2011. S.6(1)(g) and S.10 re: records **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local

		records should be retained until the legal proceedings (Inc. appeals) have been exhausted. Offer significant case files to archivist. If no archivist then see comment**	Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Administration of Waste Collection Permits	Waste Collection Permits	Retain for 7 years. Then destroy	SI No 165/1998 Waste management (Permit) Regs, 1998 (Segregation, Storage and Presentation of Household & Commercial Waste) Bye-laws, 2019 Waste Management Act 1996, as amended. Waste management (Facility Permit & Registration) regulations 2007 (S.I. 821 of 2007), as amended
Trans-Frontier Shipment (TFS) of Waste administration of TFS Notifications & Waste Movements	Applications, correspondence/consignment notices. Dublin City Council deal with all TFS consignments in country and therefore hold records. Contractor for diesel laundering e.g. deal with TFS on LA's behalf.	Retain for 7 years then destroy TFS documents including bond.	SI No 402/2001 Waste management (Collection Permit) Regs, 2007, as ammended-S.1 No. 820/2007

Investigations of	Files and Waste Complaints	Retain for duration	SI No 149/1998 Waste management
Unauthorised Waste	Database (LA database since	of investigation &	(Trans frontier Shipment of Waste)
Collection, Transport a	nd 2006: number relates to file)	enforcement	Regs, 1998
Disposal / Waste		action + 7 years.	Waste Management (Shipments of
Prosecution:		Offer Waste	waste) Reg 2007-S.1 No. 419 **In
		Complaints	the event of no archivist then the
		database to	records should be retained
		archivist every	indefinitely or until they can be
		7yrs. If no archivist	appraised at a future date for their
		then see	archival value by an archivist either
		comment**	employed directly or otherwise
		Exception to 7 yrs.	engaged by the Local Authority. The
		period: where	archivist either employed directly or
		legal proceedings	otherwise engaged by the Local
		have been initiated	Authority is to notify senior
		on foot of the	manager/certifying officer in
		investigation and	business section before taking any
		enforcement. In	decision other than to permanently
		these cases, the	archive records.
		records should be	
		retained until the	
		legal proceedings	
		(Inc. appeals) have	
		been exhausted.	

Waste Enforcement	Complaints;correspondence;	Where an	Section 11 of the Waste
	investigation reports; and	enforcement	Management Act, 1996.no such
	evidence gathered (inc CCTV)	action has been	proceedings shall be commenced
		commenced retain	later than 5 years from the date on
		all records, (inc	which the offence concerned was
		CCTV footage) until	committed. CCTV footage to
		the enforcement	be retained for 28 days or as per
		and legal	local CCTV usage policy then
		proceedings have	destroyed/wiped. Exception being
		been exhausted	where CCTV footage is required as
		including appeals.	evidence for an enforcement action.
		Where no	
		enforcement	
		action is being	
		taken then all	
		records other than	
		CCTV is to be	
		destroyed after 5	
		years. Records	
		relating to	
		historical	
		enforcement	
		actions should be	
		offered to an	
		archivist who will	
		select stand out	
		precedent setting	
		cases for archiving.	
		If no archivist then	
		see comment**	

Farm Plastics:	Register/Enforcement	Retain for 7 years.	Environmental Protection Agency
Enforcement -PRI	docs/correspondence Companies	Then destroy.	Act 1992, European Union
(Producer Responsibility	producing farm film products pay	Maintain & archive	(Packaging) (Amendment)
Initiatives)	a levy to the national compliance	Register. Exception	Regulations 2015 (S.I. 542 of
	scheme operated by IFFPG (Irish	to 7 yrs.:	2015), Waste Management Act,
	Farm Film Producers Group) who	those cases where	1996, as amended Waste
	provide compliance and a	either enforcement	Management (Packaging) Regs,
	recycling service for farmers. The	actions and legal	1997; SI no 61/2003. Waste
	LA carries out inspections.	proceedings have	Management (Packaging)Regs, 2003
		been initiated.	& associated regs. European Union
		Where this occurs	(Packaging) Regulations 2014 (S.I.
		keep these records	282 of 2014), Protection of the
		until all	Environment Act 2003, Waste
		enforcement and	Management (Packaging)
		legal proceedings	Regulations 2007 (S.I. 798 of 2007),
		including appeals	Waste Management Acts 1996, as
		have been	amended, Waste Management
			(Environmental Levy) Plastic bag
			Regulations, 2001, as amended (S.1.
			605 of 2001)
Farm Plastics	Register/Enforcement	Retain for 7 years.	Environmental Protection Agency
	docs/correspondence	Then destroy.	Act 1992, S13, S14
		Maintain & archive	Environmental Protection Agency
		Register. Exception	Act 1996, as amended (S.11, S.14,
		to 7 years.:	S.19, S.55, S.56), Protection of the
		those cases where	Environment Act 2003 (S.11, S.24,
		either enforcement	S.56, S.57), Waste Management
		actions and legal	(Farm Plastics) (Amendment)
		proceedings have	Regulations 2017 (S.I. 396 of 2017),
		been initiated.	Waste Management (Farm Plastics)

		Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	Regulations 2001 (S.I. 341 of 2001), Environment (Miscellaneous Provisions) Act (S.35), European Union (Packaging) (Amendment)Regulations 2015 (S.I. 542 of 2015),
Operation/management of Landfill sites: historical/closed landfill sites	Monitoring & investigations of ground waters, surface waters, borehole logs, leachate, remediation/construction (capping/excavating,drainage,se aling, sealing site)	Weed out individual files on individual sites. Unsuccessful tenders: retain 2 years. then destroy. Retain successful tenders, contracts, as constructed drawings, earlier draft drawings construction quality assurance reports permanently. Retain pre-tender repots, documentation, site meetings etc until construction	Environmental Protection Agency Act 1992, Protection of the Environment Act 2003, Waste Management Acts 1996, as amended Waste Management Licencing regulations 204-S.1.No 395/2004 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

		complete + final account completed + further 7 yrs. If no archivist then see comment** Note: archive historic construction docs for landfill.	
Gas Energy Project Submitted to EPA	Tender docs with contractors, docs for connecting to Grid/dealing with ESB, annual emission reports, annual gas survey	Retain pre-tender documentation, reports, site meetings etc until construction is completed + final account completed + further 7 years. Then destroy all general correspondence. Destroy regardless of whether they were qualified or not. Retain successful tenders, contracts,	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

		constructed drawings & earlier draft drawings permanently. If no archivist then see comment**	
Waste Questionnair	e Questionnaire on different areas of waste	Offer active breakdown of figures from every questionnaire to archivist for archiving. If no archivist then see comment**	Submitted to EPA who issue a national annual environmental report (statistics collated) + a report on each LA.  LA holds breakdown of figures.  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Carcass R		Removal order: large animals LAs	Retain removal	Animal Health and Welfare Act 2013
•	se of all animals	consign to College Proteins via a	orders for 3 years	EU Animal By-Products legislation:
	trolled animal	licensed knackery who collect	then destroy.	EC Reg 1069/2009 as implemented
rendering	g plant (College	and store until CP collects from	Retain ABP	by SI 187/2014.
Proteins)	where the	them: invoices, contract.	documentation for	SI 187/2014 S.22(2): records be
carcass is	reduced to ash	For carcasses at LA Animal Pound	3 years, then	retained for 3yrs
so that it	cannot enter the	(dogs, horses, small road kill	destroy.	
food chai	n (the cycle for	dropped in by litter wardens): CP	Retain invoices for	
BSE).		lorry collects direct from LA:	7 years (destroy	
		invoices, stamped ABP (Animal	copy invoices in	
		By-Products) documentation	section after 3	
			years).	
			Retain contract	
			agreement for	
			duration of	
			contract + 7 years	
			then destroy.	
Removal	of Unauthorised	LA policy/work order	Retain removal	Roads Act, 1993, S71**In the event
Roadside	Vehicles	issued/notice issued/removal	orders for 5 years	of no archivist then the records
		orders/fines issued	from time they	should be retained indefinitely or
			were issued. Then	until they can be appraised at a
			offer to archivist. If	future date for their archival value
			no archivist then	by an archivist either employed
			see comment**	directly or otherwise engaged by the
			Exception to 7	Local Authority. The archivist either
			years period:	employed directly or otherwise
			where legal	engaged by the Local Authority is to
			proceedings have	notify senior manager/certifying
			been initiated on	officer in business section before
			foot of the	

		investigation and enforcement. In these cases, the records should be retained until the legal proceedings (Inc. appeals) have been exhausted.	taking any decision other than to permanently archive records.
doned or ndered vehicles	work order issued removal orders/	Retain for 2 years from time of work order issue + further 7 years. Then destroy. Exception to 7 years period: 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.	The Abandonment of vehicles is a prosecutable offence under Section 71 of the Waste Management Act 1996, As Amended

PRI (Producer
Responsibility Initiatives)
Enforcement: Inspections
of (a) ELVs (End of Life
Vehicles) recycling by
AFTs (Approved
Treatment Facilities:
permitted scrapyards)
who issue vehicle owners
with a CoD (Certificate of
Destruction)

Certificate of
Destruction/inspection
docs/register importation of
new/second hand cars, both
under a compliance scheme
operated by ELVES (ELV
Environmental Services)
Includes individual registers held
with LA compliance scheme

**Retain inspections** & registers (as internal register/spreadshe et being kept for operational reasons) for 7 years. Then destroy. Exception where investogations and enforcement actions have resulted. Then retain for duration of investigation & enforcement action + further 7 vears. Then destroy. Exception being that significant case files are to be offered to the archivist. If no archivist then see comment\*\* Exception to 7 years period: where legal

Under 2016 Regulations. (Directive 2000/53/EC environmental Protection Agency Act 1992 (S.13,S.14), Protection of the Environment Act 2003 (S.11, S.24, S.56, S.57), Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. 282 of 2006), Waste Management (End-of-Life Vehicles) (Amendment) Regulations 2010 (S.I. No. 142 of 2010), European Union(End-of-Life Vehicles) (Amendment) Regulations 2014 (S.I. 661 of 2011), European Union (Endof-Life Vehicles, Regulations 2014 (S.I. 281 of 2014), European Union (End-of-Life Vehicles) (Amendment) Regulations 2016 (S.I. 566 of 2016), Waste Management Acts 1996, as amended (S.11, S.14, S.19, S.55, S.56) Environment (Miscellaneous Provisions) Act 2015 (S.35)\*\*In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or

			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.	otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Vehi issui	ections of End of Life icles (ELVs ) and ng of certificate of ruction to the car er	Certificates of destruction	Retain for 7 years after certificate issued. Then Destroy	Waste Management Act, 1996, as amended (S.71)

Inspection of Approved Treatment Facilities (ATFs) - car dismantlers	Waste facility permits	Retain for 7 years. after the permit expires. Then Destroy	(Directive 2000/53/EC environmental Protection Agency Act 1992 (S.13, S.14), Protection of the Environment Act 2003 (S.11, S.24, S.56, S.57) Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. 282 of 2006), Waste Management (End-of-Life Vehicles) (Amendment) Regulations 2010 (S.I. No. 142 of 2010), European Union(End-of-Life Vehicles) (Amendment) Regulations
			2014 (S.I. 661 of 2011), European Union (End-of-Life Vehicles) Regulations 2014 (S.I. 281 of 2014),
			European Union (End-of-Life Vehicles) (Amendment) Regulations
			2016 (S.I. 566 of 2016), Waste Management Acts 1996, as amended (S.11, S.14, S.19, S.55,
			S.56) Environment (Miscellaneous Provisions) Act 2015 (S.35)

Licensing of Approved Treatment Facilities	Waste facility permits	Retain 7 years after the permit expires. Then Destroy.	Environment (Miscellaneous Provisions) Act 2015 (S.35), Protection of the Environment Act 2003 (S.11, S.24, S.56, S.57), Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. 282 of 2006), European Union (End-of-Life Vehicles) (Amendment) Regulations 2016 (S.I. 566 of 2016), Regulations 2007, as amended S.1. 821 of 2007, Waste Management Acts 1996, as amended (S.11, S.14, S.19, S.55, S.56)
Street sweeping	Waste facility permits	Retain for 2 years once permit expires Then Destroy.	
On-street/public area litter bins	Waste facility permits	Retain for 2 years after permit expires. Then Destroy.	
On Street public toilets	Tender process/contract/ complaints. Fiscal & Cleaning files. Building maintenance records.	Retain these documents until expiry of permit (5 years)+ further 5 years. Then destroy. If contract, retain for 7 years	

	Etha Canhalana at a t	after contract expires.	
Control of drinking alcohol in public places.	Files fixed charge notice issued by the guards. Register letter notifying the individual & and all correspondence to the individual.	Retain 7 years then destroy. Except where legal proceedings have been initiated on foot of the investigation and enforcement. Then records should be retained until the legal proceedings (Inc. appeals) have been exhausted. In this case retain for a further 2 years then destroy? Keep records re development of bye-laws until superseded then offer to archivist. If no archivist then see comment**	Local Government Act, 1994 (S.37) Consumption of Intoxicating in Public Places Bye-Laws, 2003 (S.7) Regulation & Control of the Consumption of Intoxicating Liquor Bye Laws 2015  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

	AIE (Access to information		Retain copies of	The European Communities (Access
	on Environment) requests		requests including	to Information on the Environment)
			records released	Regulations 2007 to 2014 (S.I. No.
			for 5 years. Retain	133 of 2007, S.I. No. 662 of 2011
			sufficient high level	and S.I. No. 615 of 2014) (AIE
			description of each	Regulations)
			request to	**In the event of no archivist then
			populate the	the records should be retained
			required (for non-	indefinitely or until they can be
			personal requests)	appraised at a future date for their
			disclosure log.	archival value by an archivist either
			Then destroy all	employed directly or otherwise
			other documents	engaged by the Local Authority. The
			including copies of	archivist either employed directly or
			docs released.	otherwise engaged by the Local
			Periodically offer	Authority is to notify senior
			high level list to	manager/certifying officer in
			archivist. If no	business section before taking any
			archivist please see	decision other than to permanently
			comment**	archive records.
Development	Bye-Laws	Records relating to the	Retain records	**In the event of no archivist then
of Bye-laws		development of bye-laws.	until relevant Bye-	the records should be retained
			law superseded.	indefinitely or until they can be
			Offer to archivist. If	appraised at a future date for their
			no archivist then	archival value by an archivist either
			see comment**	employed directly or otherwise
				engaged by the Local Authority. The
				archivist either employed directly or
				otherwise engaged by the Local

				Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
Schools & Community Groups	Local Environmental awareness raising and educational outreach with local schools and community groups	painting compt./social environment awareness/awards/end of year report with image of campaign	Retain for duration of awareness raising campaign and outreach programmes plus 2 years. Then offer 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 Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Comment: suggested that comment in column D re legal proceedings not relevant to this activity

Village improvement	Plans/documents/correspondenc	Register to be	**In the event of no archivist then
schemes	e/Register	retained	the records should be retained
		indefinitely but	indefinitely or until they can be
		offered periodically	appraised at a future date for their
		to the archivist.	archival value by an archivist either
		Keep live	employed directly or otherwise
		documents 7 years.	engaged by the Local Authority. The
		Then archive. If no	archivist either employed directly or
		archivist then see	otherwise engaged by the Local
		comment**	Authority is to notify senior
			manager/certifying officer in
			business section before taking any
			decision other than to permanently
			archive records.
Allotments	Register of the expression of	Retain all docs for 7	**In the event of no archivist then
	interest re applications to use	yrs. Policy to be	the records should be retained
	allotments, register of allotment	retained until	indefinitely or until they can be
	users, general correspondence re	superseded. Then	appraised at a future date for their
	how allocate. Reduced fee proof	offer register to the	archival value by an archivist either
	of social welfare/ pension under	archivist once	employed directly or otherwise
	scheme. Repossessing a plot	anonymised. If no	engaged by the Local Authority. The
	correspondence with plot	archivist then see	archivist either employed directly or
	holder. Annual allotment fee.	comment**	otherwise engaged by the Local
	Licence agreements for		Authority is to notify senior
	allotment holder. Surrender of		manager/certifying officer in
	allotment & refund of key		business section before taking any
	deposit. Policies & strategies re		decision other than to permanently
	allotments.		archive records.

Waste Segregation	Register of inspections (not a	Retain 7 years.	EU (Packaging) Regulations 2014 as
Inspections	public register)	from time of	amended.
	File per company	inspection then	
	inspected/engaged with under	destroy records of	
	Regs (approx. 20 per year),	all but significant	
	including: correspondence,	cases. Offer	
	inspection reports, declaration	register to archivist	
	forms, details of compliance;	for archiving when	
	·	full/every 7 years.	
		Only offer	
		significant cases to	
		archivist. If no	
		archivist then see	
		comment**	
		Exception being	
		where legal	
		proceedings have	
		been initated. In	
		these cases these	
		records are to be	
		kept until legal	
		proceedings have	
		been exhausted.	

Packaging	Suspected Major	Register of inspections (not a	Retain for 7 years	EU (Packaging) Regulations 2014 as
	<b>Producers Inspections</b>	public register) Files for up to 10	from time of	amended.
		companies per year including:	inspection. Then	Suspected major producers
		correspondence, inspection	destroy records for	(turnover of >€1 million and place
		reports, declaration forms,	all but significant	more than 10 tonnes of packaging
		details of compliance	cases. Offer	on the market) must either register
			register to archivist	with Repak or self comply with LA
			for archiving when	
			full/every 7 years.	
			Only offer	
			significant cases to	
			archivist. If no	
			archivist then see	
			comment**	
			Exception being	
			where legal	
			proceedings have	
			been initated. In	
			these cases these	
			records are to be	
			kept until legal	
			proceedings have	
			been exhausted.	

Major Producers self-	Register of inspections (not a	Retain for 7 years	EU (Packaging) Regulations 2014 as
compliance	public register) File per	then destroy	amended.
	company: quarterly reports, bi-	records for all but	Note: the obligation within the
	annual proof of newspaper	significant cases.	regulations is on the self compliers
	notice, annual registration form,	Offer register to	to maintain documents for three
	annual report, 3 year	archivist for	years not the LA.
	implementation plans	archiving when	
		full/every 7 years.	
		Only offer	
		significant cases to	
		archivist. If no	
		archivist then see	
		comment**	
		Exception being	
		where legal	
		proceedings have	
		been initated. In	
		these cases these	
		records are to be	
		kept until legal	
		proceedings have	
		been exhausted.	