

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

Functional Heading			
Fire & Emergency Services			
Sub-Functions	Activities	Retention Recommendation	Comments
Fire & Emergency Management	Fire & Emergency Response - records including agreements of how in a given region calls from public are processed and how fire service tenders are assigned	Retain for duration the current regional agreement between fire authorities. Also previous agreement to be retained. All historical agreements outside of the two retained by the fire service to be offered to the archivist. Please see comment **	Exception being where a statutory investigation or legal proceedings are underway or expected. In these instances you should retain until the statutory process and all legal proceedings including appeals have been completed. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Fire Service Charge Payment	Retain records of bills and any payments made for 7 years after audit for year in which fire or emergency response incident occurred. Invoices where no made payment is made and is subsequently written off should also be retained for 7 years along with approval for writing off of debt, then destroy subsequent to sign off by auditor. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	
	Fire & Emergency Information and Advice	Retain all current applicable fire & emergency legislation; regulations; circulars and bye-laws until superseded. Superseded bye-laws to be then offered to an archivist. If no archivist then see comment** .	No need to retain superseded national legislation as copies are available online. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading **Fire & Emergency Services**

Sub-Functions	Activities	Retention Recommendation	Comments
	Firefighter Recruitment Information and Advice	Retain all current applicable fire & emergency recruitment information; advice and guidance documents until superseded. Superseded docs then offered to an archivist. If no archivist then see comment** .	Actual recruitment competition records and record of individual applicants are subject to HR/recruitment retention schedules. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Fire Emergency Operations Plan	Retain current and previous plan. Once new plan being developed previous plan to be offered to the Archivist. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Fire Brigade Orders	Retain all current applicable fire brigade orders until superseded. Superseded orders to be then offered to an archivist. If no archivist then see comment** .	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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	Fire Brigade Call out records	Retain high level description of each call out indefinitely by means of a (e.g.) spreadsheet or report. Records detailing specific call outs retain for 7 years after the call out occurred. Then offer to archivist as there may be a requirement to retain records of significant call outs which were large in scale and/or involved serious/fatal injuries. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	
	Fire Officer Diaries & Day books	Retain for 7 years after diary is complete and the calendar year to which it applies is over. Then destroy. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	Retention period applies to both digital and hard copy format diaries.
	Weekly Fire Drill sheets - records details of groups of firefighters participating in a specific drill on a given date	Transfer details of attendance to individual training records for each firefighter. Retain record of each weekly drill for 5 years after the end of calendar year in which the drill took place. Then offer to the archivist. See comment ** Retain records detailing payments made to firefighter up to when final payment is made + further 7yrs, then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history. O	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Fire & Emergency Services appliances and vehicle records	Retain records relating to individual fire appliance for the lifetime of the vehicle/appliance plus a further period of 5 years. Then destroy. However, retain a high level record in (e.g.) spreadsheet or report format detailing vehicle type; vehicle spec and license plate. Then offer to the archivist. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	Retention period applies to both digital and hard copy formats.

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

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	Fire & Emergenct Services appliances and vehicles - including daily, weekly inspection sheets + CVRT tests	Retain records relating to individual fire appliance and vehilces up to the CVRT test has been passed plus a further period of 2 years. Retain CVRT certificate for the lifetime of the vehicle/appliance and destroy hardcopy of daily/weekly inspections. However, retain a high level record in (e.g.) spreadsheet or report format detailing vehicle type; vehicle spec and license plate. Then offer to the archivist. See comment** Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Breathing apparatus	Retain records relating to individual breathing apparatus for the lifetime of the breathing equipment plus a further period of 5 years. Then destroy. However, retain a high level record in (e.g.) spreadsheet or database format detailing BA type; BA spec and maintenance history. Then offer to the archivist. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	
	Fire & Emergency Services Equipment	Retain records relating to individual items of fire equipment for the lifetime of that piece of equipment plus a further period of 5 years. Then destroy. However, retain a high level record in (e.g.) spreadsheet or database format detailing equipment type; specification and maintenance history. Then offer to the archivist. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	
	Fire Hydrants	Retain records of inspections and reported defects to UÉ for duration for which hydrant is in use. Then destroy. However, retain a high level record of hydrant locations and any defects reported to UÉ. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

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Sub-Functions	Activities	Retention Recommendation	Comments
	Fire Station - capital	Retain all records relating to capital projects for duration of the project and/or service contract expires plus a further 7 yrs. Then offer to the archivist. If no archivist then see comment** Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds see comment***	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records ***Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect. EU funded schemes to be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. For EU structural funds NB: as per Article 15(2) of EU Reg No 480/2014 The retention
	Fire Station - maintenance	For lifespan of property being repaired/maintained + 7 years from when property is no longer a LA property. Then destroy. Exception being for buildings constructed by LA where records relating to planning and construction of buildings should be retained for a minimum of 30 years	

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	Fire Officers training Individual - other than drills	Retain for the duration of the individuals employment + a further 7 yrs. Then destroy. Exception being where a legal case has been initiated by employee. In these instances retain records until legal proceedings inc appeals process has been exhausted. Training records/training history of individual staff are maintained on Core. Hard copy records can be deleted after LG audit process has been completed.	
	Fire Officer Training - annual plans	Retain current annual training plan + previous annual training plans detailing what training courses are available for firefighters. When superseded then offer historical plans 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 LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
Fire Prevention & Safety	Community Smoke Alarm Scheme	Retain for 2 years. Keep a high level record of the number of activities and/or outreach visits plus the number of smoke alarms distributed. Destroy remainder but periodically offer extract for high level record to archivist.	
	National Fire Safety Week	Retain for 2 years. Keep a high level record of the number of activities and/or outreach visits. Destroy remainder but periodically offer extract of required information for high level record to archivist.	
	Fire Safety & Prevention Initiatives	Retain for 2 years. Keep a high level record of the number of activities and/or outreach visits. Destroy remainder but periodically offer extract of required information for high level record 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 LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Fire & Emergency Awareness Initiatives	Retain for 2 years. Keep a high level record of the number of activities and/or outreach visits. Destroy remainder but periodically offer extract of required information for high level record 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 LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

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	Fire Safety Guidelines	Retain all current applicable fire & emergency safety information; advice and guidance documents until superseded. Superseded docs then offered to an archivist. If no archivist then see comment** .	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Pre Incident Building Plans & Layouts	Retain current pre incident plan/layout for building for as long as the layout is extant. Superceeded plans can be destroyed.	
	Primary Schools programme	Retain for 2 years. Keep a high level record of the number of activities and/or outreach visits to primary schools. Destroy remainder but periodically offer extract of required information for high level record to archivist.	
	Be Fire Safe at School programme	Retain for 2 years. Keep a high level record of the number of activities and/or outreach visits to schools. Destroy remainder but periodically offer extract of required information for high level record to archivist.	
Fire Certificates & Licenses	Dangerous Substances Licence	Retain records of individual licenses applications. If approved retain for duraton of license plus 1 year. If further documentation is required or following inspection further works and adaptations of premises are required then retain all application/inspection related documents until decision on license application is made and appeal process has completed. If application is rejected then appeal process has completed. High level description of all licenses issued is retained on the register which is retained permanently. All other records to be destroyed.	

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

Functional Heading **Fire & Emergency Services**

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	Dangerous Substance License Register	Keep the register of licenses issued permanently. Retain permanently but periodically offer extract of register entries for high level record to archivist.	
	Public Premises Licence	Retain records of individual licenses applications. If approved retain for duration of license or license superseded plus 1 year. If further documentation is required or following inspection further works and adaptations of premises are required then retain all application/inspection related documents until decision is made on license application and the appeal process has been completed. If application is rejected then retain appeal process has completed. Then destroy High level description of all licenses issued is retained on the register which is retained permanently. All other records to be destroyed.	Retention period applies to both digital and hard copy formats.
	Fire Safety Certificate	Retain application documents and decision report for duration of lifetime of building or until a renewed fire safety certificate has been renewed. Retain fire safety cert documentation indefinitely. If building is no longer extant then the historical fire certs can be offered to the archivist**. Retain applications and documentation for fire certs that are refused for 2 years. Retain Invalid or withdrawn for 1 month. Then Destroy.	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Notices Served under the Fire Services Acts 1981 and 2003	Records of notices served under the Fire Services Acts 1981 (S20) and 2003 is retained for the lifetime of the building. Then destroy	Fire Services Acts 1981 and 2003 - section 20 of 1981 act

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

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	Explosive Store Licence	Retain records of individual licenses applications. If approved retain for duration of license plus 1 year. If further documentation is required or following inspection further works and adaptations of premises are required then retain all application/inspection related documents until decision is made on license application is made and appeal process has completed. If application is rejected then appeal process has completed. high level description of all licenses issued is retained on the register which is retained permanently. All other records to be destroyed.	SI 804/2007 Stores for Explosive Order
	Explosive Store Licence Register	Keep the register of licenses issued permanently. Retain permanently but periodically offer extracts from the register for high level record to archivist.**	SI 804/2007 Stores for Explosive Order
	Inspections of Explosive Store premises	Retain records detailing current inspection reports. However, a retain a high level record in (e.g.) spreadsheet format of the details of inspection carried out in each year. Then destroy older individual inspection reports.Periodically provide an extract from the high level record to the archivist.	

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

Functional Heading Fire & Emergency Services			
Sub-Functions	Activities	Retention Recommendation	Comments
Building Control	Fire Safety Certificate - <i>Applications at a Valid, Granted, or Granted with Conditions status - Fire Safety Certificate, Revised Fire Safety Certificates, Fire Regularisation Certificate, Disability Access Certificates, Revised Disability Access Certificates, Dispensation and Relaxation applications</i>	Record and correspondence relating to an application for a Fire Cert should be retained until decision taken re issue of Cert. For the certs issued, documents and correspondence should be retained indefinitely on BCMS. If building is no longer extant then the historical fire certs can be offered to the archivist**. . Then Destroy.	Building Control Acts, 1990 & 2007: S.I. 496/1997 Building Control Regulations 1997 & SI 09/2014 Fire service will retain their own copy of the fire safety certificate documentation in addition to documents retained by Building Control. Fire safety certs are loaded on to the BCMS where they can be viewed by Building Control staff in LA. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records

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Functional Heading **Fire & Emergency Services**

Sub-Functions	Activities	Retention Recommendation	Comments
	Applications that are made Invalid or the Decision is Refused – <i>Fire Safety Certificate, Revised Fire Safety Certificates, Fire Regularisation Certificate, Disability Access Certificates, Revised Disability Access Certificates, Dispensation and Relaxation Applications</i>	Retain applications and documentation for fire certs that are refused for 2 years. Local authority should retain a record of the invalid application and details fo fee paid ad returned for the remainder of the calendar year in which payment was made/refunded and until local govt audit has been completed. Then destroyed.	Records relating to invalid or refused applications are automatically deleted from the BCMS after 3 months where applications are refused, deemed invalid or withdrawn
	Commencement Notices & 7-day notices + supporting documentation that are deemed to be valid	Retain for the duration of the construction works and thereafter retain indefinitely on the BCMS. Periodically offer Commencement Notices relating to buildings or projects of public interest to the archivist. If no archivist see comment**	Building Control Regulations 1997 to 2024. Commencement notices are applied for and stored on the BCMS. Commencement Notice signed by the owner is submitted to the Building Control Authority prior to the commencement of works; in most cases this notice must be accompanied by a statutory Design Certificate, forms relating to the assignment of the Builder and the Assigned Certifier, and a preliminary Inspection Plan ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records

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	Commencement Notices & 7-day notices + supporting documentation that are deemed to be invalid	LA should retain applications and documentation for notices that are refused for 2 years. Local authority should retain a record of the invalid application and details of fee paid and returned for the remainder of the calendar year in which payment was made/refunded and until local govt audit has been completed. Then destroyed.	Records relating to invalid or refused notices are automatically deleted from the BCMS after 3 months where applications are refused, deemed invalid or withdrawn
	Completion certificates <i>Certificates of Compliance on Completion deemed to be valid</i>	Retain for the duration of the construction works and thereafter retain indefinitely on the BCMS. Periodically offer records relating to buildings or projects of public interest to the archivist. If no archivist see comment**	Building Control Regulations 1997 to 2024. Certificate of compliance upon completion are submitted and stored on the BCMS where they can be accessed by Building Control staff in LAs. Please note that completion certs are not required for once off rural housing. Building control sections in LAs may consider that certificate of completion uploaded by a builder or certifier is invalid and needs further work. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

Functional Heading **Fire & Emergency Services**

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	Completion certificates <i>Certificates of Compliance on Completion deemed to be invalid</i>	LA should retain applications and documentation for cert of completion that are refused for 2 years. Local authority should retain a record of the invalid application and details of fee paid and returned for the remainder of the calendar year in which payment was made/refunded and until local govt audit has been completed. Then destroyed.	Records relating to invalid or refused certs of compliance on completion are automatically deleted from the BCMS after 3 months where applications are refused, deemed invalid or withdrawn
	Enforcement Notice (Section 8)	Enforcement Notice is retained until the notice has been complied with, or the specified precautions in the Notice have been taken to the satisfaction of the Building Control Authority. Retain for further 5 years then destroy. Exception being where legal proceedings have been initiated in the District Court. In this scenario retain until legal proceedings including appeals process has been exhausted plus a further 7 years. Then destroy.	S8 of the Building Control Act, 1990.S9 - application to the District Court
	Enforcement Notice (Section 9 Appeal)	Enforcement Notice is retained until the notice has been complied with, or the specified precautions in the Notice have been taken to the satisfaction of the Building Control Authority. Retain for further 5 years then destroy. Exception being where legal proceedings have been initiated in the District Court. In this scenario retain until legal proceedings including appeals process has been exhausted plus a further 7 years. Then destroy.	S9 Appeals under the Building Control Act 1990 – Application to the District Court Note: All Section 9 appeals related to a building should be added to the Commencement Notice on the BCMS for the proper administration of Building Control.

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

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	Enforcement Notice (Section 12 Order of the High Court in Relation to Buildings and Works)	Enforcement Notice is retained until the notice has been complied with, or the specified precautions in the Notice have been taken to the satisfaction of the Building Control Authority. Retain for further 5 years then destroy. Exception being where legal proceedings have been initiated in the District Court. In this scenario retain until legal proceedings including appeals process has been exhausted plus a further 7 years. Then destroy.	S12 Order of the High Court under the Building Control Act 1990 – Application to the High Court Note: All Section 12 orders related to a building should be added to the Commencement Notice on the BCMS for the proper administration of Building Control.
	Inspections carried out by Authorised Officers - <i>any documents relating to a building requested by the Authorised Officer inc Fire Service personnel, as part of their inspection/investigation. Possibly includes warrant sought from District Court.</i>	Records of inspections carried out by Authorised Officers inc documents and correspondence should be retained indefinitely on BCMS. If building is no longer extant then the historical records can be offered to the archivist**.	S11 of the Building Control Act, 1990.S9 Inspections by authorised officers includes all inspections carried out by Fire Service personnel, as authorised officers
	Building Control Register	Retain Indefinitely on BCMS. Periodically extracts of the BC register must be offered to the archivist. . If no archivist see comment**	S. 21 Building Control Regulations, 1997. Currently held on Building Control System by National Building Control and Market Surveillance Office (NBCMSO - Dublin City Council). This is a public register but people must register in order to gain access to the BCMS. Currently DCC do not have an archive of the data held on the BCMS. It is still all live data which registered users can access on-line. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

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Sub-Functions	Activities	Retention Recommendation	Comments
	Market Surveillance of Construction Products Enforcement - CE orders designating authorised officers; warrants for on-site inspections; inspection reports including photos and technical reports; notice/direction to economic operator, correspondence with economic operator	LAs as Building Control Authority are required to carry out the inspections. LAs will be required to retain copies of the testing & inspection records until direction has been complied with by economic operator + a further 10 years. Then destroyed. Exception will be where legal proceedings are ongoing. In the case of ongoing legal proceedings the records will be retained until legal proceedings have been exhausted including appeals. Then destroy.	SI 225/2013 EU Construction products Market Surveillance Regs and SI 217/2023. The NBCMSO, which is a business of Dublin City Council, monitor and enforce the statutory requirements set out under the European Union (Construction Products) Regulations 2013 and Regulation (EU) No. 305/2011 on a nationwide basis.
	Building Energy Rating	Retained for duration that BER/DEC cert is valid (i.e.) 10 years. After 10 years the cert is invalid. BER/DEC certs will no longer be valid if any material change is made to the building that requires a new BER cert to be issued. Once superseded/invalid the old BER cert should be destroyed. For Council owned buildings a high level history of the rating achieved over the years be retained.	S.I. 243/2012 EU Energy Performance of Buildings Regulations, 2012. The BCMS will contain the Part L energy efficiency report that is required for planning permission. LAs as Building Control Authorities have a role involved in BER enforcement (see S12; S13 S14 of SI 243/2012. Any BER certs held will be held locally retained by the environment section in addition to any energy efficiency measures taken.
	Multi-storey Buildings Register - register; declarations of owners; certificates; notices to owners; records of prosecutions when owner fails to comply with notice	Retain Register Indefinitely. Records relating to notices and any prosecutions issued to be retained until all legal proceedings including appeals have been exhausted plus a further 7 years. Then destroy.	Local Government Multi-Storey Buildings Act, 1988. SI 95/1990 - Multi-Storey Building Amendment Regulations, 1990. Each LA has a duty under the 1988 to establish and maintain a register. NBCMSO do not maintain a national register on behalf of all LAs.
	Building Regulations Works - Delegation Order for Authorisation Officer	CE orders appointing Authorised Officers that carry out inspections are retained indefinitely by Corporate services. CE orders are retained indefinitely after having been offered to the archivist**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

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Major Emergency Management	Major Emergency Management Plan	Retain current and previous superseded 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 LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Major Emergency Management- local meetings with other agencies. Contact details, minutes of meetings, agenda & attendance sheets, all ancillary documentation and correspondence.	Retain all records for the lifetime of two Councils, then offer to Archivist and destroy contact details only. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Major Emergency Incident Information & Advice	Retain high level details of information distributed in advance of major emergency incidents indefinitely. Records detailing the advice provided in relation to specific events to be destroyed 2 years post the event. Then offer to archivist for retention of samples. Then destroy records not retained by Archivist. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Major Emergency Reports - review & findings post event	Retain major emergency reports indefinitely.	
	Relief Funding for addressing local impacts- remedial and preventative measures such a flood prevention	Retain for 15 years or for period specified by funding body. Then destroy	LA applies for central exchequer funding for their own repair/remedial works.

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

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	Seveso External Emergency Plans	Retain current and previous superseded plan. Then offer to archivist. If no archivist then see comment**	Chemicals Act (Control of Major Accident Hazards involving Dangerous Substances) Regulations 2015 (S. I. No. 209 of 2015)HSE responsible for public consultation. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Seveso Sites Information & Advice - given to both operators and the public	Retain for duration of current & previous superseded plans. 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 LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
Civil Defence	Civil Defence Community Assistance	Retain for 2 years. Destroy. Retain a high level record of events attended. Exception being any major incident or legal proceedings. Where a major incident occurs or where required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years. Then offer to Archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records

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Functional Heading Fire & Emergency Services			
Sub-Functions	Activities	Retention Recommendation	Comments
	Civil Defence Emergency Response	Details of which volunteers are assigned to individual emergency response events are retained on VEMS along with a description of the event. LA Civil Defence may keep a high level log of the event indefinitely but once loaded onto VEMS and on high level log all other records should be destroyed. Where required for litigation then records stored on VEMS will be used..Offer high level logs to Archivist periodically. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Civil Defence Search & Rescue	Details of which volunteers are assigned to individual S&R events are retained on VEMS along with a description of the event. LA Civil Defence may keep a high level log of the event indefinitely but once loaded onto VEMS and on high level log all other records should be destroyed. Where required for litigation then records stored on VEMS will be used..Offer high level logs to Archivist periodically. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Civil Defence Radiation Monitoring Service - records of inspections carried out plus training for civil defence staff in carrying out monitoring	Retain log of monitoring stations existing in a LA area and records of arranging and dates of monitoring visits plus results obtained. Retain a high level log of visits and destroy all other records. .Records detailing staff training (see retention schedule for training)	Radiological Protection Act, 1991; National Emergency Plan for Nuclear Accidents.
	Civil Defence Medical Response - plans	Retain annual medical response plans until superseded. Retain duration of current and previous plan. Where required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.Offer historic plans to Archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

Functional Heading			
Fire & Emergency Services			
Sub-Functions	Activities	Retention Recommendation	Comments
	Civil Defence - first aid responder training	Retained for duration that training and first aid qualification is valid. Once training and qualification is renewed/superseded then retain high level description of previous training and delete old training records	Civil Defence Act, 2023. Pre-Hospital Emergency Care Council (PHECC) accreditation for LAs/Civil Defence first aid responders is required. PHECC also have certification renewal requirements for qualified first aid practitioners.
	Civil Defence - training of volunteers*	Retain for the duration of the period for which the individual is an active volunteer + a further 7 yrs. Then destroy. Exception being where a legal case has been initiated by volunteer. In these instances retain records until legal proceedings inc appeals process has been exhausted. Training records/training history of individual volunteers are maintained by LA. If training history is stored electronically then hard copy records can be deleted after LG audit process has been completed.	*Personal data relating to individuals assigned to posts Records relating to procurement and delivery of training events should be retained in accordance with retention recommendations contained in the HR National retention schedule.
	Civil Defence - first aid treatment	Retain Civil Defence copy of Patient Care Report (PCR). If adult retain for 8 years after treatment. If child retain until 25th birthday. If 17 years old until their 26th birthday. Then destroy in accordance with PHECC guidance. Exception will be where legal proceedings are ongoing. In the case of ongoing legal proceedings the records will be retained until legal proceedings have been exhausted including appeals. Then destroy	Civil Defence Act, 2023. Pre-Hospital Emergency Care Council (PHECC) accreditation for LAs/Civil Defence first aid responders is required. PHECC also have certification renewal requirements for qualified first aid practitioners.
	Civil Defence Volunteer Register - online register is established and maintained by DoD	Retained online by DoD VEMS system for the duration that individual is a volunteer. Volunteers can be assigned inactive status on the register. Details of individuals who have resigned from being a volunteers are retained on the VEMS under the category 'former volunteers'.	S7 of the Civil Defence Act, 2023. The on-line Register of Civil Defence Volunteers, known as the Volunteer and Equipment Management System (VEMS). The VEMS system is maintained by the Department of Defence. Department of Defence officials, designated in writing by the Minister, can access all information on VEMS. Designated officials in each Local Authority can only access information on VEMS in relation to their own Local Authority.

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

Functional Heading Fire & Emergency Services			
Sub-Functions	Activities	Retention Recommendation	Comments
	Civil Defence Volunteer Information - Local Authority is the primary collector of personal data in respect of Civil Defence volunteers. Data collected from data subjects (including via application forms)	Retain application form and supporting details for duration of the volunteers role in Civil defence plus a further 7 years. Then destroy.	
	Civil Defence interaction with Dept of Defence	Retain any agreements, strategy and policies until superseded. Then offer to Archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records
	Civil Defence Vehicles & Equipment (includes drones and sonar)	Retain hardcopy records relating to individual fire appliance and vehicles up to the CVRT test has been passed plus a further period of 2 years. Retain CVRT certificate for the lifetime of the vehicle/appliance and destroy hardcopy of daily/weekly inspections. However, retain a high level record in spreadsheet format detailing vehicle type; vehicle spec and license plate. Then offer to the archivist. See comment** Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years. In respect of equipment retain records relating to individual items of civil defence equipment for the lifetime of that piece of equipment plus a further period of 5 years. Then destroy. However, retain a high level record in (e.g.) spreadsheet format detailing equipment type; specification and maintenance history. Then offer to the archivist. Exception being if required for litigation then retain for duration of any legal case until all appeals exhausted + a further 7 years.	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

National Retention Policy for Local Authority Records 2026 - Approved for use 17th of July 2026

Functional Heading			
Fire & Emergency Services			
Sub-Functions	Activities	Retention Recommendation	Comments
	Operational Supports - mapping	Retain maps identifying hazards while still relevant until superseded. Offer historical maps to Archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Staff Welfare (Employee Assistance Programme)	For records of interaction of individual volunteers with the EAP retain for 7 yrs. after the last contact between staff member and EAP service. Then destroy. Exception being where staff member has initiated legal proceedings against their employer. Records of referral to be retained until legal proceedings including appeal has been exhausted + a further 7 yrs. Then destroyed.	*Personal data relating to individuals assigned to posts. Details of retention period for EAP in general can be seen in the HR retention schedule.
Public Health & Safety	Public Health incidents such as pandemics or where restrictions on travel arising from animal disease controls.	Retain Circulars; Ministerial Orders and Guidance until superseded. Then retain current & previous versions. Then offer versions older than those to the archivist. In relation to actions undertaken by the LA retain a high level log. Then offer to the archivist periodically. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
E-mail storage	Retention of e-mails related to business transactions (i.e.) Individual e-mails held by staff members on their PC and portable devices.	E-mails related to specific transactions and business activities are subject to the retention periods recommended for those transactions and business activities and do not have a separate retention period.	E-mails that relate to specific transactions and business activities should be stored within the files for those transactions and activities rather than retained in a separate file. This will facilitate period cleansing of non-essential and non-work related e-mails. Each business unit is responsible for ensuring its staff adhere to the retention periods set out for business/transaction related e-mails. All the other revised record retention schedules will be revised to include the agreed e-mail retention recommendations and that email retention should be the responsibility of all business units and not just the ICT section.