

National Retention Policy for Local Authority Records Housing - approved for use by LGMA May 2019- revised and reissued Nov 2022							
Functional Heading: Housing							
Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Social Housing	Strategies, policies, procedures for social housing provision	Copies of documents detailing the strategies, Circulars, legislation, policies and procedures to be applied for the provisions of social housing including strategies for provision of housing for people who have a disability	Retain current documents plus all previous strategies; policy and procedural documents for the preceding 10 years. Any policy and procedural documents outside the ten year period should then be offered to the archivist. If no archivist then superseded documents should be retained indefinitely.				
Social housing	Housing applicants*: Unsuccessful as not qualified.	Housing Application file only: application and supplementary material required to assess eligibility requirements and priority status. Incl. medical reports, environmental health officers reports (in past), Health Board reports and relevant correspondence, incl. application form and certificate of income.	Two scenarios (i) where applicants is unsuccessful as documentation is incomplete and a decision cannot be made then retain for one year from date of last interaction, then destroy; (ii) where all required documentation has been submitted but applicant deemed unsuccessful/not qualified then retain for one year after housing needs assessment has been completed. Then destroy.	S21 of the Housing (Misc Prov) Act 2009. Statutory requirement to complete Housing Needs assessment. Since 2017 requirement is for one every year. iHouse Database (VR) for applications & tenancies: has details of application & actions taken thereafter. IHouse retains the data fields which applicants are asked to supply via the application form but does not store supporting documentation. Currently iHouse cannot permanently fully delete an application (only remove when a suspension occurs). *Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.			
Social housing	Housing applicants*: Successfully placed on housing list but not yet a tenant	Housing Application file only: application and supplementary material required to assess eligibility requirements and priority status. Incl. medical reports, environmental health officer's reports (in past), Health Board reports and relevant correspondence, incl. application form and certificate of income. Annual renewal application form (where applicable)	Retain while still on the housing list. Applicant is asked periodically to resubmit any updated info and supporting docs. Superseded docs should be destroyed.	S21 of the Housing (Misc Prov) Act 2009 & Social Housing Assessment (summary) Regs 2016. Statutory requirement to complete Housing Needs assessment. Since 2017 requirement is for one every year. If applicants fail to resubmit or confirm their need for social housing their application is removed from the housing list and after 7 years the records are destroyed. However a log of minimum information (to be agreed with ihouse policy team) detailing the date of application; length of time on the housing list; name; PPSN and reason for being removed from the housing list should be retained indefinitely so as to facilitate any future reengagement by individual. The specific information to be retained would have to told in advance to the housing applicant and the option to not consent to this must also be pre-notified to the applicant. iHouse Database (VR) for applications & tenancies: has details of application & actions taken thereafter. IHouse retains the data fields which applicants are asked to supply via the application form but does not store supporting documentation. Currently iHouse cannot permanently fully delete an application (only remove when a suspension occurs). *Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.			
Social housing	Housing Applicants*– Successfully placed on housing list and who becomes a tenant	Housing Application file only: application and supplementary material required to assess eligibility requirements and priority status. Incl. medical reports, environmental health officer's reports (in past), Health Board reports and relevant correspondence, incl. application form and certificate of income.	Housing application successful file becomes Tenancy file so see retention recommendation for 'Tenancy' (i.e.) Retain until end of tenancy + 7 years. Then offer to the archivist. As tenancy proceeds certain documents will be superseded over time. The file should be weeded to delete any non-required ore superseded personal data. Any superseded or unnecessary personal data should be destroyed. In cases where an Office of the Ombudsman investigation is underway all relevant records should be retained until investigative process has finished and a determination made.	Housing application form and supplementary docs transferred to tenancy file until superseded. iHouse Database (VR) for applications & tenancies: has details of application & actions taken thereafter. IHouse retains the data fields which applicants are asked to supply via the application form but does not store supporting documentation. Currently iHouse cannot permanently fully delete an application (only remove when a suspension occurs). *Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.			

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Social housing	Housing applicant* - successfully placed on the housing list and who is offered and becomes a tenant with an Approved Housing Body (AHB) including transfers from one AHB to another	Housing Application file only: application and supplementary material required to assess eligibility requirements and priority status. Incl. medical reports, environmental health officer's reports (in past), Health Board reports and relevant correspondence, incl. application form and certificate of income.	Once applicant becomes a tenant of the AHB their application is removed/closed and kept for a further 7 years before all documentation other than the data required to maintain the contact history log (mentioned above) are destroyed.	<p>Housing application form and supplementary docs transferred to tenancy file until superseded.</p> <p>iHouse Database (VR) for applications & tenancies: has details of application & actions taken thereafter. IHouse retains the data fields which applicants are asked to supply via the application form but does not store supporting documentation. Currently iHouse cannot permanently fully delete an application (only remove when a suspension occurs).</p> <p>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</p>			
Social housing	Housing applicants*– Successfully placed on housing list but who refuse tenancy(s) offered to them including under a choice based letting scheme.	Housing Application file only: application and supplementary material required to assess eligibility requirements and priority status. Incl. medical reports, environmental health officer's reports (in past), Health Board reports and relevant correspondence, incl. application form and certificate of income.	If applicant is suspended or temporarily removed from the social housing list then retain for the duration of the period of suspension/removal. If after the period of suspension removal the following decision is taken then (i) if permanently removed then destroy all records after 1 year from decision; (ii) if reinstated then treat records the same as applicant on housing list. Applicant is asked periodically to resubmit any updated info and supporting docs. Superseded docs should be destroyed.	<p>S22 of the Housing (Misc Prov) Act 2009. Statutory requirement to complete Housing Needs assessment every year.</p> <p>However a log of minimum information (to be agreed with ihouse policy team) detailing the date of application; length of time on the housing list; name; PPSN and reason for being removed from the housing list must be retained indefinitely.</p> <p>The specific information to be retained would have to told in advance to the housing applicant and the option to not consent to this must also be pre-notified to the applicant (see ODPC response to sectoral questions)</p> <p>iHouse Database (VR) for applications & tenancies: has details of application & actions taken thereafter. IHouse retains the data fields which applicants are asked to supply via the application form but does not store supporting documentation. Currently iHouse cannot permanently fully delete an application (only remove when a suspension occurs).</p> <p>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</p>			
Social housing	Letting/Allocation Priority list Schemes	Scheme documents detailing criteria for priority status of applicant	<p>Retain for duration of the current scheme + retain preceding scheme then offer to the archivist.</p> <p>If no archivist then retain details of the scheme permanently.</p>	S21 of the Housing (Misc Prov) Act 2009. Statutory requirement to complete Housing Needs assessment. Since 2017 requirement is for one every year.			
Social housing	Tenancy File or Rented Property/House File*	Same as Housing Application Successful file + letter appointing tenant, tenancy agreement, (before 2014 rent files may have been kept as a separate file), nuisances and correspondence for maintenance and repairs work including any adaptation works. Also incl. Manager's Order allocating tenancy, rent reviews, rent adjustments, arrears notices, payments made, notice to quit, successful transfer application (assessment of reasons to transfer – no need for separate series), refused transfer applications and correspondence from councillors, clergymen and social workers	<p>Retain until end of tenancy + 7 years. Then offer to the archivist.</p> <p>As tenancy proceeds certain documents will be superseded over time. The file should be weeded to delete any non-required ore superseded personal data. Any superseded or unnecessary personal data should be destroyed.</p> <p>An exception being cases where an Office of the Ombudsman investigation is underway all relevant records should be retained until investigative process has finished and a determination made.</p>	<p>After the tenancy end the files should be weeded, with care taken to ensure that documentation that has or appears to have a bearing on the decision made in each tenancy is retained. Records relating to minor repairs, (e.g.) can be discarded when reference ceases.</p> <p><i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i></p>			
Social housing	Rent payment files*	Correspondence from tenant regarding rent & arrears	Retain until end of tenancy + 7 years. File should be weeded to delete any non-required personal data. Then offer to archivist.	<p>After the tenancy end the files should be weeded, with care taken to ensure that documentation that has or appears to have a bearing on the decision made in each tenancy is retained.</p> <p>Can be retained in Finance/cash office or as part of the tenancy file</p> <p><i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i></p>			

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Social housing	Transfer of Tenancy* Transfer can take place both within a LA; between two LAs or between a LA and a AHB	If tenant transfers to a new property in same LA then tenancy file transfers to the new rented property file. If tenant transfers to another LA or to an AHB then tenancy file is closed. New tenants transferring in to the LA from another LA are set up with a new tenancy file for the property assigned.	Retain until end of tenancy + 7 years. File should be weeded to delete any non-required personal data. Then offer to archivist. If no archivist then retain indefinitely	<i>After the tenancy end the files should be weeded, with care taken to ensure that documentation that has or appears to have a bearing on the decision made in each tenancy is retained.</i> <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>			
Social housing	Tenant Purchases* – successful applications	Application file: tenancy details, purchase applications, transfer orders (copies and originals held in safe), correspondence relating to arrears and balance outstanding	Until purchase is complete and loan payed off + 7 yrs. Then offer to the archivist. If no archivist then retain indefinitely	Part 3, Housing (Miscellaneous Provisions) Act, 2014 S.I. No. 484/2015 - Housing (Sale of Local Authority Houses) Regulations 2015 Weed and retain application to purchase, approval to purchase loan approval, transfer order and general files on the operation of the scheme permanently in Archive. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>			
Social housing	Tenant Purchases* – unsuccessful applications/ refusals	Application forms	Until application to purchase is refused + 7 years, then supporting documentation is destroyed. Log of application and outcome is retained on the tenancy file.	Part 3, Housing (Miscellaneous Provisions) Act, 2014 S.I. No. 484/2015 - Housing (Sale of Local Authority Houses) Regulations 2015 <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Social housing	Notifications to elected members of tenancies*	Correspondence (email format) to elected members containing property address, length of time on list, but no names or other personal data which could identify an individual tenant.	Keep for 1yr after notification is issued, then destroy.	S.22(12), Housing (Miscellaneous Provisions) Act, 2009 <i>*No Personal data supplied by applicants and/or supplied by applicant as part of correspondence is to be included in the notification of lettings supplied to the elected members..</i>			
Social housing	Returns to the Dept – LG Returns <i>Information sent annually to the Dept. on housing needs and housing stock</i>	Returns and back-up information.	Retain for 5 years after return submitted, then offer soft-copy to archivist.	S21, Housing (Miscellaneous Provisions) Act, 2009			
Social Housing	Rental Accommodation Scheme (RAS)* <i>Provision of housing for long-term rent supplement recipients through the sourcing by housing authorities of accommodation from the private rented market</i>	Records include (i) Landlord file and (ii) separate tenant files as the RAS tenant is still an applicant: contracts, correspondence with landlord, manager’s order, social welfare details	(i) For landlords accepted on to the scheme retain for duration of contract + 7 years. then offer to archivist for archiving. If no archivist then retain indefinitely. For unsuccessful landlords who are not accepted on to the scheme retain for duration of contract + 7 years. Then destroy. (ii) For successful tenant applications retain records for period of tenancy + 7years then offer to archivist for archiving. If no archivist then retain indefinitely. For unsuccessful tenant applications, including applicants who provide incomplete documentation, retain records from decision + 1 year. Then destroy.	Residential Tenancies Act 2004 Residential Tenancies (Amendment) Act, 2015			
Social Housing	Rental Accommodation Scheme (RAS) – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme/ should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				
Social Housing	Housing Assistance Programme (HAP)*	Tenant/applicant file as very little to do with the landlord.	For successful applications retain records for period of tenancy + 7 years then offer to archivist for archiving. If no archivist then retain indefinitely. For unsuccessful applications retain records from decision + 7 years. Then destroy.	Housing (Miscellaneous Provisions)Act 2014. Housing Assistance Payment (Amendment) Regulations 2017 <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Social Housing	Housing Assistance Programme (HAP) – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme/ should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Social Housing	Long Term Leasing Scheme (LTL)*	Landlord file as the LTL tenant is still an applicant: contracts, correspondence with landlord, manager's order, social welfare details, inspector's report.	For successful applications retain records for period of tenancy + 7 years then offer to archivist for archiving. If no archivist then retain indefinitely. For unsuccessful, incomplete or discontinued applications retain records from decision + 7 years. Then destroy.	Residential Tenancies Act, 2004 and Residential Tenancies (Amendment) Act, 2015 Housing (Rebuilding Ireland Home Loans) Regulations, 2018 <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>			
Social Housing	Long Term Leasing Scheme (LTL) – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				
Social Housing	Voluntary Transfers from Approved Housing Bodies or RAS*	Application to transfer to RAS – assessed by DSP for rent supplement eligibility and amount	Retain until end of tenancy + 7 years. File should be weeded to delete any non-required personal data. Then offer to archivist.	*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.			
Social Housing	Voluntary Transfers from Approved Housing Bodies or RAS* general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely	<i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Social Housing	Disabled Persons Adaptations to Council Dwellings*	Application forms, medical details, occupational therapist recommendations, correspondence with applicant, additional information from relevant services (mental health, addiction services etc), internal memos with admin and technical section, funding applications to Dept and correspondence with Dept, allocation of funding and recoupment of money.	For successful applicants details are to be retained for the duration of the tenancy + 7 years. Then offer to the archivist. If no archivist then records should be retained indefinitely as part of rented property file. For unsuccessful applicants details are to be retained for 3 years then destroyed. As tenancy proceeds certain documents will be superseded over time. The file should be weeded to delete any non-required ore superseded personal data. Any superseded or unnecessary personal data should be destroyed.	S.I. No. 670/2007 - Housing (Adaptation Grants for Older People and People With A Disability), Regulations 2007 <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Social Housing	Implementation of Disability Strategy	Includes Circulars; procedures; open housing applications for community settings; open housing applicants congregated setting; accommodation provided community; and congregational setting; records re: plans for housing provision for people who have a disability or impairment.	Records should be retained for duration of the current Disability Strategy . Then offered to the archivist. If no archivist then the records should be retained indefinitely. However records should be to the greatest extent possible minimised and anonymised before being archived or placed in long term storage.	<i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Housing Loans	Housing Finance Loans* Provision of finance by the Housing Finance Agency for the purchase of houses by applicants.	Applications, engineer's reports, land registry maps, loan approval, declaration by principal earner, certificate of insurance by mortgage, protection cover, copies of deeds (possibly with LA solicitor?) and correspondence	For successful applications, transfer to Finance and retain for term of loan (deed of discharge issued) + 7 years. Then Archive a record of all loan recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	Part 3, Housing (Miscellaneous Provisions) Act, 2014 S.I. No. 484/2015 - Housing (Sale of Local Authority Houses) Regulations 2015 A record of all loan recipients (giving name, amount of loan, loan period) should be retained and transferred to the Archive. General admin files on the operation of the scheme should be retained as archives (electronic on Housing manual). <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>			
Housing Loans	CAS; CALF & CLLS capital funding schemes for AHB's	Register of applications made by AHBS plus details of all individual loans issued	Register to be retained indefinitely. For successful applications, transfer to Finance and retain for term of loan (deed of discharge issued) + 7 years. Then Archive a record of all loan recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	Memorandum VHU 2/02 : Capital Funding Schemes for the Provision of Rental Accommodation by Approved Housing. Housing Circulars N3/09 and 31/2011 (updated 2016).			

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Housing Loans	Mortgage to Rent Scheme* <i>General admin of scheme which can have two variations (i) where Bank provides finance; and (ii) LA mortgage to rent scheme where LA provides finance</i>	Applications for both variants; decision letters + documentation from the Housing agency in relation to the application. Checking of applicants with central credit register.	For successful applications retain for term of loan (deed of discharge issued) + 7 years. Then Archive a record of all loan recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	Section 20 of the Housing (Miscellaneous Provisions) Act 2009, Social Housing Assessment Regulations 2011 (S.I. No. 84 of 2011) Rebuilding Ireland – Action Plan for Housing and Homelessness, <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Housing Loans	Housing Finance Loans – general admin files	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				
Housing Loans	Shared Ownership*	Application forms, title deeds to house (with LA solicitor), copies of contracts of sale, details of rent payments and related correspondence	For successful applicants retain until house purchased outright by applicant + 7 years. Then archive record/register of successful applications and all legal documents. For unsuccessful applications retain records from decision + 7 years. Then destroy.	Shared Ownership Scheme under the Housing Act 1992, which offers home ownership in a number of steps, whereby an applicant purchases a set percentage of equity while paying rent on the remainder <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>			
Housing Loans	Shared Ownership scheme – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				
Housing Loans	Home Improvement Loans* <i>Provision of secured and unsecured loans for home improvement purposes</i>	Applications, engineer’s reports, assessments of income criteria, correspondence with the applicant and solicitors (for secured loans)	For successful applications, transfer to Finance and retain for term of loan (deed of discharge issued) +6 years. Then Archive a record of all loan recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	Archive legal documents and retain permanently in strong room/archives. A record of all loan recipients (giving name, amount of loan, loan period) and general admin files on the operation of the scheme should be retained permanently as archives. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Housing Loans	Home Improvement Loans scheme – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				
Housing Loans	Improvement Works in Lieu of LA housing* <i>Provision of secured and unsecured loans for home improvement purposes</i>	Application forms, engineer’s reports, assessment of income criteria and correspondence with the applicant and solicitors (for secured loans)	For successful applications, transfer to Finance and retain for term of loan (deed of discharge issued) + 7 years. Then Archive a record of all loan recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	A record of all loan recipients (giving name, amount of loan, loan period) should be retained and transferred to the Archive. General admin files on the operation of the scheme should be retained as archives <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Housing Loans	Improvement Works in Lieu of LA housing – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				
Housing Loans	Affordable Housing Scheme* <i>This is where applicants applied to buy house at discounted price (from part v etc schemes).</i>	Applications, assessments of income criteria, correspondence with the applicant	For successful applicants retain until end of loan term +7 years. However the retention period should never be shorter than 20 years from the date the applicant purchased the house. Clawbacks from home owners who sell an Affordable House within 20 years from date of purchase are provided for in the P&D Act, 2000. Then Archive a record of all affordable housing scheme transactions. For unsuccessful applications retain records from decision + 7 years. Then destroy.	Part V, Planning & Development Act 2000. Part II of Housing (Miscellaneous provisions) Act, 2002 A register showing a record of transactions/payments (e.g. spreadsheet) should be retained permanently as archives. Affordable Housing Act 2021 and Affordable Housing Regulations SI 183 and SI 184. Clawbacks are not part of the 2021 scheme but redemption payments are (see row 41) <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>			
Housing Loans	Affordable Housing Loan scheme 2021	Records of successful applications for loan	Retain for the lifetime of the mortgage/loan or 40 years whichever is the longest. Then retain for a further 7 years. Then Archive a record of all affordable housing scheme transactions	Affordable Housing Act 2021 and Affordable Housing Regulations SI 183 and SI 184. Clawbacks are not part of the 2021 scheme but redemption payments are.			

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments		
Housing Loans	Affordable Housing Loan schemes – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the schemes	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely			
Housing Loans	Incremental Purchase Scheme*	Application forms, assessment of income criteria and correspondence	For successful applicants retain until end of loan term is over +7 years. Then Archive a record of all affordable housing scheme transactions. For unsuccessful applications retain records from decision + 7 years. Then destroy.	A register showing a record of transactions/payments (e.g. spreadsheet) should be retained permanently as archives. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>		
Housing Loans	Incremental Purchase Scheme – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely			
Housing Loans	Cottage Purchase Annuities* <i>The collection of annuities for the long-term purchase of rural dwellings</i>	Site maps, transfer orders, correspondence related to arrears and balance outstanding	For successful applications, transfer to Finance and retain for term of loan (deed of discharge issued) +7 years. Then Archive a record of all loan recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	<i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>		
Housing Loans	Cottage Purchase Annuities – general admin files	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely			
Housing Loans	Small Dwellings Acquisition – Housing Loans* <i>Provision of finance by the local authority to persons wishing to purchase or construct a house, and who cannot get a loan from a building society or bank</i>	Applications, maps, engineer's reports, copies of deeds, correspondence between the local authority, the applicant and solicitors	For successful applications, transfer to Finance and retain for term of loan (deed of discharge issued) +7 years. Then Archive a record of all loan recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy. Retain legal documents, maps, record of recipients and general admin files on operation of scheme permanently in archives.	<i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>		
Housing Loans	Small Dwellings Acquisition – Housing Loans – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely			
Housing Assistance	Housing Adaptation Grant Scheme for People with a Disability (HAGS)* <i>Was Disabled Persons Grants Allocation of grants for the provision of additional accommodation or for the carrying out of structural repairs to make a privately owned house more suitable for the needs of a disabled member of the household</i>	Application forms, health board reports assessing eligibility, reports from occupational therapists regarding specifications for alterations, engineer's reports, quotes and estimates, certificates of approval and copies of payment vouchers, income documents, tax details and bank account details .Manager's Order, plans, sections and elevations	For successful applicants retain for 7 years after grant is paid out. Then Archive a record of all grant recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	A register showing a record of payments and schedule of works carried out (e.g. spreadsheet) should be retained permanently as archives. Destroy remainder. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>		
Housing Assistance	Housing Adaptation Grant Scheme for People with a Disability (HAGS) – general admin files	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely			

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Housing Assistance	HOPS = Housing Aid for Older Persons Scheme* <i>Allocation of grants for essential repairs</i>	Material relating to the provision of grants of up to 95% of cost (max of €8,000) of essential repairs to prolong the useful life of houses occupied by persons, included or eligible for inclusion in a local authority assessment of housing needs. Includes application forms, income documents, tax details and bank account details, engineer’s reports, certificates of approval and copies of payments	For successful applicants retain for 7 years after grant is paid out. Then Archive a record of all grant recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	SI 104 of 2014 amended SI No. 670 of 2007 A register showing a record of payments and schedule of works carried out (e.g. spreadsheet) should be retained permanently as archives. Destroy remainder. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>			
Housing Assistance	HOPS = Housing Aid for Older Persons Scheme – general admin files	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				
Housing Assistance	MAGS = Mobility Aids Grant Scheme* <i>Provides grants for works designed to address mobility problems in the home (elderly and disabled)?</i>	Application forms, engineer’s reports, certificates of approval and copies of payments; income documents, tax details and bank account details	For successful applicants retain for 7 years after grant is paid out. Then Archive a record of all grant recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	A register showing a record of payments and schedule of works carried out (e.g. spreadsheet) should be retained permanently as archives. Destroy remainder. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>			
Housing Assistance	MAGS = Mobility Aids Grant Scheme – general admin files	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				
Housing Assistance	Mortgage Allowance Scheme* <i>Provision of a mortgage allowance, payable by the DoEHLG to a lending authority on behalf of tenants/tenant purchasers who give up their tenancy to an approved person to purchase a private house</i>	Application forms, reports from housing authority containing details of payment history, details of the mortgage from the lending institution and copies of approvals	For successful applicants retain for the duration of payment of allowance to an individual, either on tenancy file or in Finance section, then a further 7 years. Then Archive a record of all grant recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy	S.I. No. 606/2001 - Housing (Mortgage Allowance) Regulations, 2001 A register showing a record of payments made (e.g. spreadsheet) should be retained permanently as archives. Destroy remainder. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA .</i>			
Housing Assistance	Mortgage Allowance Scheme – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				
Housing Assistance	Sale of Private Sites Scheme* <i>Sale of housing sites from LA land bank to private individuals</i>	Private site application form, tenders for site development, notice to building contractors, provision of serviced sites and tender reports	For successful applicants retain until sites are sold + repayment period (deed of discharge issued) + further 7 years. However the retention period should never be shorter than 20 years from the date the applicant purchased the house. Clawbacks from home owners who sell a site sold to them by the Council within 20 years from date of purchase are provided for in the P&D Act, 2000. Then offer to archivist. Then Archive a record of all grant recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy Retain legal documents, maps, record of recipients and general admin files on operation of scheme permanently in archives.	S.14,S.15, Housing Act, 1988 Part V, Planning & Development Act 2000 also applies to sites as well as Affordable Homes. A register showing a record of payments made (e.g. spreadsheet) should be retained permanently as archives. Destroy remainder. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Housing Assistance	Sale of Private Sites Scheme – general admin file	Circulars from the Dept, internal Council documentation regarding the operation of the scheme	General admin files on the operation of the scheme should be retained until scheme is superseded then previous scheme files should be archived/retained indefinitely				

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Housing standards	Inspection of Rented Properties	Lists of landlords of rented properties received from PRTB; schedule of inspections; correspondence with landlords; inspection reports; outcomes and follow up correspondence.	High level record/register of inspections carried out and outcomes to be maintained indefinitely . Details of inspections of individual rented properties to be retained for 7 years from duration of inspection or until more recent inspection supersedes the previous one then destroyed. Exception being where legal proceeding have been initiated by landlord or by LA. In these instances the records relating to the inspection and property are to be retained until the legal proceedings have been exhausted. Then destroyed	Housing (Standards for Rented Houses) Regulations 2017.			
Construction, acquisition & maintenance	Housing Construction: Tender competitions <i>Construction of local authority housing, in consultation with the Dept</i>	Preliminary report, engineer’s reports, quantity surveyor’s reports, architect’s reports, planning details, Part X notices where applicable, Part VIII, letters advising on layout, tenders, reports on tenders, contracts, details on the appointment of a contractor, H&S records, site meetings, progress reports, certificates of payment, expenditure certificates, application of sanction of Minister of the Environment and Local Government to loan and correspondence, drawings	(a)Successful tenders, Contracts, Reports, Site Meetings etc. - until construction is completed + final account completed + a further 7 years (or longer if exceptions contained in comments apply). Then offer to the archivist. Where no archivist the retain indefinitely (b) Unsuccessful tenders – retain for two years the destroy regardless of whether they were qualified or not.	S.I. No.248 of 2016 - European Union (Award of Public Authority Contracts) Regulations 2016 The exceptions to the + 7 years are as follows, The Statute of limitations that applies to contracts executed under seal is 13 years from the expiry/termination of the contract – Section 11(5) of the Statute of Limitations Act(s) 1957-2010. Therefore in this instance retention period should be + 13 years Where EU funding is involved the following applies, 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.			
Construction, acquisition & maintenance	Detailed Construction Drawings	Pre-tender, planning, contract and as constructed drawings of construction projects	Retain successful tender, planning, contract and as constructed drawings and earlier draft drawings permanently Destroy pre-tender documentation after completion of final account + completed + a further 7 years (or longer if exceptions contained in comments apply). Then offer to the archivist. Where no archivist the retain indefinitely	The exceptions to the + 7 years are as follows, The Statute of limitations that applies to contracts executed under seal is 13 years from the expiry/termination of the contract – Section 11(5) of the Statute of Limitations Act(s) 1957-2010. Therefore in this instance retention period should be + 13 years Where EU funding is involved the following applies, 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.			
Construction, acquisition & maintenance	Energy Retrofitting Energy saving works carried out on properties.	Tender Process, Contracts, appointment of contractors, reports, meetings, plans and correspondence. Initially funded by Dept but Phase 2 to be EU funded	(a)Successful tenders, Contracts, Reports, Site Meetings etc. - until construction is completed + final account completed + a further 7 years (or longer if exceptions contained in comments apply). Then offer to the archivist. Where no archivist the retain indefinitely (b) Unsuccessful tenders – retain for 2 years post tender award then destroy.	The exceptions to the + 7 years are as follows, The Statute of limitations that applies to contracts executed under seal is 13 years from the expiry/termination of the contract – Section 11(5) of the Statute of Limitations Act(s) 1957-2010. Therefore in this instance retention period should be + 13 years Where EU funding is involved the following applies, 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.			

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Construction, acquisition & maintenance	Part V agreements <i>Legal agreements with private housing developers to supply land, houses or apartments, or financial contributions for social housing purposes, as part of their development</i>	Correspondence between local authority and developer, site plans, maps, manager's order, legal agreement	Retain until Part V housing handed over to LA + 7years, (or longer if exceptions contained in comments apply). Then offer to the archivist. Where no archivist the retain indefinitely Carlow: NB: A DPO should not be used as a substitute archivist. A DPO is not an archivist.	Part V of Planning & Development Act 2000 as amended by the Planning & Development (Amendment) Act 2002. The exceptions to the + 7 years are as follows, The Statute of limitations that applies to contracts executed under seal is 13 years from the expiry/termination of the contract – Section 11(5) of the Statute of Limitations Act(s) 1957-2010. Therefore in this instance retention period should be + 13 years Where EU funding is involved the following applies, 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.			
Construction, acquisition & maintenance	Land Acquisition <i>Purchase of land for local authority housing projects</i>	Engineer's reports and acceptance	Retain for the duration of construction project + final account completed + a further 7 years (or longer if exceptions contained in comments apply). Then offer to the archivist. Where no archivist the retain indefinitely	The exceptions to the + 7 years are as follows, The Statute of limitations that applies to contracts executed under seal is 13 years from the expiry/termination of the contract – Section 11(5) of the Statute of Limitations Act(s) 1957-2010. Therefore in this instance retention period should be + 13 years Where EU funding is involved the following applies, 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.			
Construction, acquisition & maintenance	Private House Purchase	Records of Completed sales and Sales not completed	For completed sales retain 7 years from when purchase completed. Exception being tile deeds which are retained permanently or until property is sold. For unsuccessful or discontinued purchases retain records for 2 years from date when purchase discontinued then destroy.				
Construction, acquisition & maintenance	Vacant Site Register/list	Details of sites deemed to be vacant Inc. Address and folio no for vacant site; Name of owner , + market value is maintained on a public register	Retain until property removed from Vacant site register + further 7 years then destroy. Register/list should be retained until superseded.	Urban Regeneration Housing Act, 2015 In some LAs this can often be a Planning & Development activity			
Construction, acquisition & maintenance	Vacant Site Levy	Details of levy charged (in arrears) for properties listed on the vacant site register. Levy calculated at 3% of the market value of the sites deemed to be vacant Inc. + correspondence with owner	Retain records of specific vacant properties (indefinitely) whilst still on the register/list. Where property is removed from Vacant site register retain these records for further 7 years then destroy.	Urban Regeneration Housing Act, 2015			
Construction, acquisition & maintenance	Housing Maintenance – Planned programme of works	Planned programme of works consists of lists of repairs/works (hardcopy & e-copy), procurement	Retain until works carried out/or duration of planned programme expires + 7 years. Then offer to archivist. If no archivist retain indefinitely.				
Construction, acquisition & maintenance	Housing Maintenance —General records on works carried out in local authority houses	Tenant requests and lists of repairs carried out on individual houses	For lifespan of house as a rented dwelling on the housing/tenancy file + 7 years from when house is no longer a LA property. Then destroy.	<i>If tenancy files only are maintained and there is no separate property specific housing file then a separate record of maintenance carried out on each property would need to be maintained until the property/house is no longer a LA property. Then destroyed.</i>			
	Small Works programme – programme of minor works on housing	Installation of windows, doors and other small works	Retain until works carried out/or duration of planned programme expires + 7 years. Then offer to archivist. If no archivist retain indefinitely				
Construction, acquisition & maintenance	Pre-Fabs/De-mountable/Modular Dwellings	Quotations for demountable dwellings, land certificate, applications under consideration and general files	Lifespan of dwelling + 7 years. Then offer to archivist. If no archivist retain indefinitely				

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Construction, acquisition & maintenance	Maps*	Ordnance Survey maps with housing developments marked on them	Maps that records LA built housing for a specific year (anonymised to delete personal data) should be retained indefinitely/permanently. If no longer required in housing section then offer to archivist. If no archivist retain indefinitely.	Electronic format maps which retain GIS data should be anonymised. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Estate Management	Estate Management – grants* <i>Management of housing estates by the LA in cooperation with the tenants</i>	Grants for housing management initiatives, grant application forms	For successful applicants retain for 7 years after grant is paid out. Then Archive a record of all grant recipients (see notes) For unsuccessful applications retain records from decision + 7 years. Then destroy.	Section 62 Housing Act, 1966; Housing (Miscellaneous Provisions) Act, 1992 and Housing (Miscellaneous Provisions) Act, 1997. A register showing a record of grant payments made and works carried out (e.g. spreadsheet) should be retained permanently as archives. Destroy remainder. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Estate Management	Estate Management – anti-social behaviour strategy* <i>Management of anti-social behaviour issues in housing estates</i>	Representations from locals, liaison with other statutory bodies, Housing Associations and residents’ groups. Incl. files on policy statements and notes on meetings with the public	Retain current and preceding strategy for duration of current strategy. Retain representations, submissions and input from public meetings for the same period. Once no longer the preceding strategy destroy representations, submissions and input from public meetings relating to that Strategy but offer Strategy to archivist. If no archivist the retain indefinitely.	<i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA</i>			
Estate Management	Anti-Social behaviour Case Files*	Case files on anti-social behaviour including complaints, referral mtgs, case conferences, reports and correspondence	For single incident cases (of non-serious offences) records should be retained for 5 years and then destroyed. Where there is a repeated pattern of anti-social behaviour or a single serious offence incident then records should retained for a 10 year period and legal proceedings have been completed against the individuals. Where legal proceedings are underway all related records are to be retained until all legal proceedings have been completed. specific legal cases which may have an impact on future operations should be offered to archivist subject to data minimisation.	Section 14 of the Housing (Miscellaneous Provisions) Act, 1997 Part 2, Housing (Miscellaneous Provisions) Act 2014 <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Estate Management	Estate Management – Meetings with Residents’ Associations	Minutes and notes on meetings	Retain records of meetings for 2 years then destroy. Where legal proceedings are underway all related records are to eb retained until all legal proceedings have been completed	Any serious on-going issues relating to anti-social behaviour to be recorded in anti-social behaviour case file records			
Private Houses	Private Rented Dwellings Register	Register of rented houses by landlords on an Excel spreadsheet	Register retained indefinitely. Extract taken annually and offered to archivist. Where no archivist the annual extract is to be retained indefinitely.	Housing (Registration of Rented Houses) Regulations, 1996. Transfer copy to archives annually (as register is never completed).			
Housing Assistance	Social Worker Client/Case Files*	Social Worker case notes and reports including details of individual social housing applicants/tenants and their families; interactions with other state agencies regarding the circumstances of applicants/tenants and their families.	Retain for duration of interaction between family/individual housing applicant and LA housing/welfare section plus a further 7 years then offer to the archivist. Where no archivist then only records detailing the summary/key decisions are to be retained indefinitely. Remaining documents to be destroyed. Exception being (i) where there is a perceived future risk or threat to LA staff. In these cases the required records are retained until the threat or risk is no longer likely; and (ii) where records relate to members of the travelling community (see below)	Children First Act, 2015 <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
	Social Worker case Files relating to Child Protection notifications*	Social Worker case notes and reports including referral forms; details of individual social housing applicants/tenants and their families; interactions with other state agencies regarding the circumstances of applicants and their families; and child protection notification forms.	Where child protection issues or concerns arise then retain for 7 years after the last action on the case. Then destroy. However, an anonymised register of the notifications made to Tusla including the Tusla reference no, and description of outcome/further actions should be retained indefinitely.	Children First Act, 2015 The recommendations here relate to the records that should be retained by the LA. they are in addition to notifications to Tusla made via their secure reporting portal. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
	Social Worker Client/Case files - Travellers * <i>Files on families and on contacts between housing section and other organisations</i>	Details of family movements, information on births, any crises or difficulties, social welfare information, correspondence, accommodation preferences, communications with the Community Welfare Officer, counselling details, housing applications and background information	Retain for duration of interaction between family/individual housing applicant/tenant and LA housing/welfare section plus a further 7 years then offer to the archivist. Records to be archived should be minimised. Where no archivist in place then traveller case files should be archived indefinitely As a recognised distinct ethic group the archiving of traveller records (post the minimisation exercise) is reasonable and appropriate. Once archived Social Workers can still revisit the archived file if future generations of the traveller family re-engage with housing services. However access to these files will be subject to the normal request process to be managed by the archivist or records manager. This includes the 100 year closure rule for access by public to personal data.	<i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i> GDPR Article 89 (historical research purposes and statistical purposes) plus Section 61 of the DP Act, 2018 provide a legal basis for retaining personal data in LA archives.			
	Social Worker Financial review/Rent Arrears	Files may include Housing welfare referral forms, client details + details on other tenants' or family members, contact details, PPSNs, financial review details and information gathered by the Housing Welfare section.	Retain case file for the duration of the tenancy plus a further 7 years. However individual pieces of information can be destroyed as they are superseded by more up to date information. Once 7 year period has been reached then offer to the archivist for data minimisation and archiving. Any records not required should be destroyed prior to archiving. Exception to above would be where an Office of the Ombudsman investigation is underway. then all relevant records should be retained until investigation is complete and a determination made	<i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
	Queries Received* - queries can either be general or complex	Information or queries received from third parties who may not be social housing tenants where the record of the query does not have home in a tenancy file.	Retain until a decision is taken to initiate (or not) further action. If no further action to be taken then retain record of query for 1 year then destroy. If further action is taken then query record is transferred to the relevant activity file where the associated retention period is applied.	<i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
	Social Worker Supervision (where applicable)	Records of supervision of other social workers by Senior Social worker.	Retain for duration of social workers period of employment plus a further 7 years then destroy. If a separate and duplicate supervision file containing individual data is maintained it should be either destroyed or incorporated into main case/client file when supervisor ceases employment with LA. Only exception would be where social worker was involved in a case in which legal proceedings are still ongoing. In these cases the records are retained until the legal proceedings have been exhausted.	<i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
Travellers	Travellers-Funding	Files on programmes or projects for traveller community	Retain for duration of funding for project then a further 7 years then offer to the archivist. If no archivist then retain indefinitely.	Documentary evidence on ongoing interaction/service provision by local authority to minority ethnic group. With regards to these documents we suggest that retention of such files would best be kept in line with the retention of other funding initiatives.			
	Traveller Liaison Officer*	Minutes of meetings, correspondence and reports	Retain for period for which a Traveller Liaison officer function is in place then a further 7 years then offer to the archivist. If no archivist then retain indefinitely.	Housing Act 1988: Housing (Miscellaneous Provisions) Act 1992, Housing (Traveller Accommodation) Act, 1988. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>			
	Traveller Welfare Unit	Records relating to operation of Traveller welfare unit	Retain for duration which Traveller Welfare Unit is in operation then a further 7 years then offer to the archivist. If no archivist then retain indefinitely.				

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Travellers	Provision of Halting Sites	Development of site includes correspondence, public consultation, reports, plans, specifications, drawings, maps and memos	Until site officially opened + works completed+ 2 years, then offer to archivist. If no archivist then retain indefinitely.	S.13 Housing Act, 1988 Housing (Traveller Accommodation) Act 1988. Traveller Group Housing Act, 1988			
Travellers	Operation of halting sites <i>Reactive maintenance of halting sites</i>	Maintenance records – requests, copies of invoices for maintenance and repairs work	For lifespan of halting site + 7 years from when halting site no longer a LA property. Then destroy.	S. 13 Housing Act, 1988. Archive onlt after weeding any documentation on operation of site. Records relating to minor repairs, e.g., can be discarded when reference ceases.			
Travellers	Recoupments for halting site management	Claims to Dept, social workers	Retain until audit + 1 year, then destroy	S. 13 Housing Act, 1988.			
Travellers	Local Traveller Accommodation Consultative Committee	Minutes, reports, correspondence, contact details, attendance records	LTACC minutes should be retained for period of Traveller Accommodation Programme and then offered to the archivist. If no archivist then retain indefinitely.	S.10 Housing (Traveller Accommodation)Act, 1998. Closure period of 100 years for private and confidential information within the files.			
Travellers	Traveller Accommodation Programme	Details of programme and general administration of programme.	Retain for duration of programme then offer to archivist. If no archivist then retain indefinitely.	Housing (Traveller Accommodation)Act, 1998. Details of tenant applications, incl. information from Dept. of Social Welfare and Health Board are subject to the same retention recommendations as detailed above for other Social Housing applicants.			
Travellers	Purchase of caravans	Applications for financing the purchase of caravans, reports, correspondence and memos	Retain until audit + 1 year, then destroy				
Homeless	Homeless Regional Forum – Quarterly Meetings	Minutes, correspondence from Dept, Homeless Regional Strategy (VR), payments, claims.	Retain 5 years, then offer minutes and strategy to archivist. Where no archivist the retain indefinitely	Statutory Forum: Housing (Misc Provisions) Act 2009, ch 6. Funding received from Dept to carry out (a 3 year) Strategy Records only required to be retained by the regional lead authority			
Homeless	Homeless Action Teams (HAT)* <i>Interagency discussion forum within county led by LA re: best way to serve people</i> <i>Forum members: Probation, Dept Social Protection (Community Welfare Officer), Mental Health, Aftercare Services, Simon, Focus Ireland, Homeless Aid, Women’s Refuges x2 (Dlk, Droghda)</i>	Minutes, lists of new presentations (i.e. names of homeless), County Strategy. Individual cases discussed are anonymised with only PASS system ID referred to	Retain for 5 years then offer to the archivist. Where no archivist then retain indefinitely	Housing (Misc Provisions) Act 2009, ch 6 <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Anonymised data is then processed internally by LA.</i>			
Homeless	Housing Monthly meetings - LA Dept	Homeless Statistics (non-personal, unless an incident) published quarterly	Retain for 1 year after period in question. Then offer annual statistics to the archivist. Where no archivist the retain indefinitely	Housing Act, 1988 Historical statistics required for ongoing reporting (retention relates to Housing stats not monthly meetings).			
Homeless	PASS Database: for presenting homeless persons*	National Database (VR): details of applications, notes if person presented* & actions taken thereafter; also used as a booking mechanism to book into Simon e.g. (who have restricted access). Notes from initial assessment meeting are updated onto PASS. Also hard-copy meeting notes and a consent form (but not always where individuals may refuse).	Retain individual’s data on PASS until 2 years from date of last contact. Then anonymise the remaining personal data so that it can be retained on the PASS system as statistical data.	Housing Act, 1988, Sec 10 <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Records only required to be retained on PASS by the regional lead authority</i>			

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Comments			
Homeless	Holistic Needs Assessment (HNA)*	National Database (VR): details of applications, notes if person presented* & actions taken thereafter; also used as a booking mechanism to book into Simon e.g. (who have restricted access). Notes from initial assessment meeting are updated onto PASS. Also hard-copy meeting notes and a consent form (but not always where individuals may refuse).	Retain individual’s data on PASS until 2 years from date of last contact. Then anonymise the remaining personal data so that it can be retained on the PASS system as statistical data. Where LA conducts assessment and maintains its own records they should retain soft/hardcopy file of individuals assessed for 2 years after their last contact with the individual then destroy.	Housing Act 1988 <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence.</i> Records only required to be retained on PASS by the regional lead authority			
Homeless	Sex Offenders Risk and Management (SORAM)*	Local SORAM Teams inc LA Housing are supported in their work by the National SORAM Office which is a multi-agency Office made up of the same agencies represented on the Local SORAM Documentation kept on file will include Policies & procedures as well as correspondence and local team meeting notes	Keep policies & procedures until superseded then offer to archivist. Records and notes from meetings should be retained for 5 years then offered to the archivist. When no archivist is in place they should be retained permanently.	Part 2 & S.8 of the Sex Offenders Act, 2001. <i>*Personal data is either requested from applicants and/or supplied by applicant or discussed at local team meetings</i>			
Homeless	Tenders for Service Level Agreements For services from Simon etc (funded by Dept & LA) including 3rd parties providing Emergency Accommodation	Tenders, contract agreement, contract progress reports, payments, claims?	(a)Successful tenders, Contracts, Reports, Site Meetings etc. - until final account completed + a further 7 years (or longer if exceptions contained in comments apply). Then offer to the archivist. Where no archivist the retain indefinitely (b) Unsuccessful tenders – retain for two years the destroy regardless of whether they were qualified or not.	Housing Act, 1988, Sec 10 The exceptions to the + 7 years are as follows, The Statute of limitations that applies to contracts executed under seal is 13 years from the expiry/termination of the contract – Section 11(5) of the Statute of Limitations Act(s) 1957-2010. Therefore in this instance retention period should be + 13 years Where EU funding is involved the following applies, 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. Note - LGMA to check with Dublin regional Homeless Executive about planned revision to retention of data on PASS			
Homeless	Single Point of Contact for Prisoners	Scheme for newly released prisoners seeking housing upon release from prison	Retain records until successfully housed + 2 years. Destroy	Government's Action Plan for Housing and Homelessness			