

**National Retention Policy for Local Authority Records – Planning & Development – Approved & Issued November 2018**

| <b>Functional Heading</b>  |  | <b>Planning &amp; Development</b>   |   |
|--|--|---|---|
| <b>Sub-Functions</b>   | <b>Activities</b>  | <b>Retention Recommendation</b>   | <b>Comments</b>   |
| <p><b>Development Control &amp; New Buildings</b><br/>Regulation &amp; approval of building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by Planning &amp; Developments Act 2000, Planning &amp; Development Regulations 2001, and Building Control Acts</p> | <p><b>Pre-Planning Enquiries *</b> (e.g. Site maps submitted for review/comment, GIS report issued; heritage officers notes)</p> | <p>Where pre-planning enquiries/consultation lead on to a planning application the records of the consultation should be attached to the planning application file.<br/>If they don't lead on to a planning application then retain for duration of current Development Plan + 7 years then destroy</p> | <p>Non GIS records relating to pre planning meetings.</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> <p>Statistic on no. of such queries retrieved if necessary via GIS. GIS data for pre-planning enquiries is stored on the GIS system. GIS data maps are not deleted but are constantly updated. Retrieval of earlier versions of maps will be an issue for GIS system.</p> <p>Please note that the legal basis for the Council of each County to operate as the planning authority for that County Area is contained in Section 2 of the Planning and Dev Act 2000.</p> <p>S. 247 Planning and Dev Act 2000.—(1) A person who has an interest in land and who intends to make a planning application may, with the agreement of the planning authority concerned (which shall not be unreasonably withheld), enter into consultations with the planning authority in order to discuss any proposed development in relation to the land and the planning authority may give advice to that person regarding the proposed application.</p> <p>(5) The planning authority shall keep a record in writing of any consultations under this section that relate to a proposed development, including the names of those who participated in the consultations, and a copy of such record shall be placed and kept with the documents to which any planning application in respect of the proposed development relates.</p> |

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|                           | <b>General administration*</b> (e.g.) general planning queries received; recording of payments made, Planning information & advice given, etc. | Where not transferred to specific planning file retain for 5 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>  |
|                           | <b>Planning Searches*</b> (e.g.) copies of docs released to requestor & correspondence re search   | Retain for period of 2 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>  |
|                           | <b>Planning Council meetings</b>   | Retain documents signed off and approved by Planning SPC permanently. Drafts of documents/reports on various P&D activities considered by the Planning SPC are subject to the retention period for that activity.                              | <i>Records of Planning SPC to be retained in the first instance by Corporate Services.</i>  |
|                           | <b>Local Authority Developments (Part VIII, Part X &amp; XI)</b>   | Retain 20 years then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records | Recommendation by Irish Gov to move to 20 years to be in line with UK. Decision on 20/25 to be enacted as part of the awaited National Archives Act. Please see <a href="http://www.ahrrga.gov.ie/minister-humphreys-announces-intention-to-introduce-20-year-rule-for-release-of-state-papers-on-phased-basis/?print_friendly=true">http://www.ahrrga.gov.ie/minister-humphreys-announces-intention-to-introduce-20-year-rule-for-release-of-state-papers-on-phased-basis/?print_friendly=true</a><br><br>Planning + Dev Act 2000 S. 79 – documents and plans must be made available for public inspection and an appropriate period must be given for submissions from the public on proposals. |
|                           | <b>Register of Exempted Developments*</b>  | Retained indefinitely  | Section 5 P&D Act 2000<br><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>  |

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|                           | <b>Declaration of Exempted Development</b> * (developments for which planning permission is not required e.g. small extensions, garden walls, patios etc): Records include application form, declaration, reports, correspondence etc | Retain 20 years then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. | Section 5 P&D Act 2000 – Declarations and Referrals. Board to keep a copy of record of decision under this section and forward a copy of this record to the local authority. The Manager must give a copy of this record to a member of the planning authority if they request it<br><br><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> |
|                           | <b>Certificate of Exemption from Housing Strategy</b> * (provision of social & affordable): Records include application form, correspondence.   | Retain 20 years then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records  | Section 97 (5) P&D Act 2000 & Section 49(a & b) Planning Regulations 2001; & P&D (Amendment) Act 2002<br><br><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>   |
|                           | <b>Quarries, monitoring of</b> *: individual case files of applications for Registration, includes maps, correspondence, decision (i.e. letter with conditions attached)  | Retain 20 yrs then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records    | 2000 Planning Act, Section 261<br><br><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>  |

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|                    | <b>Planning Applications</b> (Section 38(2), Planning & Development Act 2000: (2) Without prejudice to the Freedom of Information Act, 1997, and the European Communities Act, 1972 (Access to Information on the Environment) Regulations, 1998 (S.I. No. 125 of 1998), and any regulations amending those regulations, the documents referred to under subsection (1) shall be available for inspection for a period of not less than 7 years after the making of the decision by the authority |  |   |
|                    | <b>1. Planning Applications outline planning / E-Planning Viewer *</b>  | Retain 20 years then offer to archivist for archiving. If no archivist then retain permanently.<br><br>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. | Refer to Copyright legislation c. (2002) re 7 yr rule on access to drawings/plans<br><br><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> |

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| <b>Sub-Functions</b>      | <b>Activities</b>  | <b>Retention Recommendation</b>                       | <b>Comments</b>  |
|                           | <p><b>2. Planning Application, Case Files *</b><br/>: incl application form, copy of public notice, site maps &amp; plans, reports, objections, decisions, environmental impact statements &amp; correspondence, these also especially where a housing need is being established birth certificate and medical information</p> | <p>Planning Register to be retained indefinitely.</p> | <p>Section 38(5), Planning &amp; Development Act 2000: At the end of the period for the availability of documents referred to in subsection (2) a planning authority shall retain at least one original copy of each of these documents in a local archive in accordance with section 65 of the Local Government Act 1994 Planning application documents can be stored on iPlan as well in hard copy files or folders on server/intranet. Section 25 of the P&amp;D (Amendment) Act, 2018 provides for publication on-line of documents listed in section 38 of the P&amp;D Act, 2000.</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> |
|                           | <p><b>3. Planning Application Personal Contact Detail *</b> : form with details of applicant and agent. (Part of Planning application but held separately on arch lever folders)</p>   | <p>Planning Register to be retained indefinitely.</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>  |

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|                           | <b>4. C3 / Final Decision *</b> : Part of planning application. Held separately in arch lever folders   | Planning Register to be retained indefinitely. | <i>Planning and Development (Amendment) Act 2018<br/>*Personal data is requested from applicants and/or is being processed.</i>  |
|                           | <b>5. Weekly Planning Lists and Decisions *</b> : generated for reference purposes from iPlan system and can be generated respective for any required date. | Planning Register to be retained indefinitely. | No retention required for Weekly Planning Lists and Decisions Periodically destroyed<br><br><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> |

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|                           | <p><b>6. Planning Register *</b> : includes the name &amp; address of the applicant, the date of receipt of the application, application ref no., &amp; brief particulars of the development or retention forming the subject of the application, details of EIS if applicable, etc.</p> <p><b>Incorporates</b></p> <ul style="list-style-type: none"> <li>- Manager's Orders</li> <li>- Exempted Developments register</li> <li>- Bord Pleanla's Register of Appeals</li> <li>- Unauthorised Development Register (Sec 151 P&amp;D Act 2000)</li> <li>- Protected Structures, Declarations (Sec 57 (2))</li> <li>- iPlan database (designed by LG Computer Services Board/LGMA)</li> <li>- Geographical Information System – GIS: electronic map planning system. OS area maps showing site location of each planning application, planning application no., roads &amp; other infrastructure works carried out.</li> </ul> | <p>Planning Register to be retained indefinitely.</p> | <p>Section 7 Planning &amp; Development Act 2000.—(1) A planning authority shall keep a register for the purposes of this Act in respect of all land within its functional area, and shall make all such entries and corrections therein as may be appropriate in accordance with subsection (2), and the other provisions of this Act and the regulations made under this Act.</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> |

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|                           | <p><b>Naming &amp; Numbering of Estates</b></p> <p><b>Index to Naming and Number of Estates:</b> re the proposed and approved naming &amp; numbering of estates, and streets – incl reports &amp; corresp. / and layout maps of each estate</p> | <p>Retain while active then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records</p> | <p>Planning + Dev Act, 2000 S. 34 (4) (o) conditions in relation to appropriate naming and numbering of, and the provision of appropriate signage for, the proposed development</p>   |
|                           | <p><b>Estate file * :</b> individual file for each estate; incl layout of estate, records of no. assigned to each plot/property/ copy corresp. notifying interested parties of estate name &amp; numbering scheme</p>                           | <p>Retain while active then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records</p> | <p>Planning + Dev Act, 2000 S.<br/>* <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>  |
|                           | <p><b>Housing developments in Gaeltacht areas</b> - Linguistic requirements for applicants assessed<br/>Departmental and Údarás na Gaeltachta Guidelines, Procedures, Correspondence, Applications, Interviews and Reports *</p>                | <p>Retain procedures and guidelines until superseded or made obsolete then offer to archivist. If no archivist then retain permanently. Retain for 15 years then destroy applications, interviews and reports on individuals.</p>      | <p>Planning and Development Act, 2000 Sections 10, 19 and 23<br/>Period of 15 years defined in current guidelines<br/>* <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> |
| <b>DEVELOPMENT</b>        | <b>Development Contributions Register Scheme *</b>  |  |   |



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| <b>CONTRIBUTIONS &amp; LEVY SCHEMES</b><br>Function of devising & implementing policy for putting into operation the related legislation & directives, and details of collection of monies | 1. General scheme file * on preparing, managing & implementing the scheme, reports, & correspondence | Retain 12 yrs then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records | Local Government (Planning & Development) Act 1963, & Section 48 P&D Act 2000 - Section 48 Planning & Development Act 2000.—(1) A planning authority may, when granting a permission under section 34, include conditions for requiring the payment of a contribution in respect of public infrastructure and facilities benefiting development in the area of the planning authority and that is provided, or that it is intended will be provided, by or on behalf of a local authority (regardless of other sources of funding for the infrastructure and facilities)..<br>Legislation allows for 12 years to follow up on outstanding development contributions<br>Contributions register can be maintained by either planning or finance.<br><br><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> |
|  | 2. Development Contributions Register (electronic) *   | Register retained permanently   |  |

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|                           | 3. Development Contributions   | Retain until a certificate of compliance has been accepted and agreed between developer and local authority then recommend for archiving. Where payment of contributions has ceased then retain record of contributions while planning permission is active + 7yrs (= 12 years). | Section 157 (4) & (5) of P&D Act 2000  |
|                           | <b>Development Levy – policy file(s)</b><br>*relating to introduction & implementation of levy; list of developments applicable to pay levy (4 units & over), summary of implementation, monitoring payments etc | Retain 12 yrs then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records  | <i>Planning &amp; Development (Amendment) Act 2002 'The following sections are inserted after section 96 of the Principal Act: 96A.—Sections 40 to 42 shall apply to permissions granted under Part IV of the Act of 1963 or under Part III of this Act pursuant to an application made after 25 August 1999 and to which this Part would have applied if the application for permission had been made after the inclusion of a housing strategy in the development plan under section 94(1).... 2) There shall be deemed to be attached to a permission referred to in section 96A a condition providing that there shall, in accordance with subsections (3) to (5), be paid to the planning authority an amount in respect of...'</i><br><br>Legislation allows for 12 years to follow up on outstanding development contributions<br><br>* Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA |

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|                           | <b>Housing Strategy Levy (part V) *</b> :<br>individual case files<br>Duplicated in Development Plan entry | Recommend to retain for lifetime of two Development Plans. Development Plans can on occasion be extended beyond their usual 6 year lifespan. Then offer to archivist for archiving. If no archivist then retain permanently.<br>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records | P&D (Amendment) Act, 2002 – to amend & extend the position of Part V of the 2000 Act (Housing Strategy)- The provision that certain planning permission would wither at 31/12/02 or 2 years from the date of the final grant of permission, whichever is later, permission was restored on condition that a levy would apply to all such permission<br><br><i>* Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA Generally held by Housing Section not P&amp;D</i><br><br><i>n/a to all LAs</i> |
| <b>Developer's Bonds</b>  | <b>Developers' Security Bond Register *</b>  | Retain while active then offer to archivist for archiving. If no archivist then retain permanently.<br>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records  | <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><br><br><i>n/a to all LAs</i>  |

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|                    | <p><b>Developer Security Bonds</b> * ; legal and related documents</p> | <p>Until development is certified and/or taken in charge + 7 yrs (in case of cash bond) then destroy</p> | <p>Planning &amp; Development (Amendment) Act 2002<br/> <i>'The following sections are inserted after section 96 of the Principal Act: 96A.—Sections 40 to 42 shall apply to permissions granted under Part IV of the Act of 1963 or under Part III of this Act pursuant to an application made after 25 August 1999 and to which this Part would have applied if the application for permission had been made after the inclusion of a housing strategy in the development plan under section 94(1).... 2) There shall be deemed to be attached to a permission referred to in section 96A a condition providing that there shall, in accordance with subsections (3) to (5), be paid to the planning authority an amount in respect of...'</i></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> |

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| <p><b>Licensing / Permits, issuing &amp; management of</b><br/>Section 254 Planning &amp; Development Act 2000 &amp; Planning &amp; Development Regulations 2001</p> | <p><b>Street Furniture, Signs &amp; Structures *</b><br/>1. General file re scaffolding, hoarding &amp; fencing licences etc;</p> | <p>Retain 10 years then destroy</p> | <p>Planning + Dev Act S. 254 (4) A licence may be granted under this section by the planning authority for such period and upon such conditions as the authority may specify, including conditions in relation to location and design, and where in the opinion of the planning authority by reason of the increase or alteration of traffic on the road or of the widening of the road or of any improvement of or relating to the road, the appliance, apparatus or structure causes an obstruction or becomes dangerous, the authority may by notice in writing withdraw the licence and require the licensee to remove the appliance, apparatus or structure at his or her own expense.</p> <p>Scaffolding licenses – Roads section. Keep for 2 years then destroy. However this may be impacted by the max time within which a public liability claim can be made after scaffolding removed (i.e.) possibly 20 years (i.e.) 18 years + 2 statute of limitations for a minor. Only 2 years for an adult. Possibly 10/12 years after age of majority for minors.</p> <p>Scaffolding licenses issued by operations sections in some LAs</p> <p>*Personal data is requested from applicants and or is being processed. In this case restricted to sole trader applications</p> |

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|                           | 2. Annual file of applications granted & refused also incl appeals, maps etc    | Act (duration of permit) + 7 yr then Destroy   | <p>Issued by operations sections in some LAs (e.g.) Fingal</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>  |
|                           | <b>Finger Post Signs * :</b><br>annual application fee                          | Retain original application paperwork for the duration of the sign + 2 years then destroy. Annual renewal paperwork to be retained for 2 years then destroy. | <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> <p>issued by operations sections in some LAs</p>  |
|                           | <b>Register of Licences/ Permits * :</b> for scaffolding, street furniture, etc | Retain 7 yrs then destroy.   | <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> <p>issued by operations sections in some LAs</p>  |
|                           | <b>Outdoor Events *</b> Annual file of applications granted & refused           | Retain 7 yrs then Destroy  | <p><i>Part XVI of the Planning &amp; Development Act, 2000 &amp; Part 16 of the Regulations, 2001.(A licence is required in respect of the holding of outdoor events, e.g. concerts, parades, marches etc.); P&amp;D Act, 2000, Sec 230 (1) Subject to subsection (4), a licence shall be required in respect of the holding of an event or class of event prescribed for the purpose of this section</i></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> |

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|  | <b>Safety Certificates Register</b> * – manual register detailing Certs. issued  | Retain while active then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records   | * <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>  |
| <b>ENFORCEMENT OF UNAUTHORISED DEVELOPMENTS</b><br><br>Section 151 Planning & Development Act 2000 - Any person who has carried out or is carrying out unauthorised development shall be guilty of an offence) | <b>Unauthorised Development Register</b> * (re developments carried out without or in contravention of planning permission): This is simply comprised of a copy of the Warning Letters & Enforcement Notices held in chronological order | Register retained indefinitely  | Major components of Planning Register<br><br>* <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>   |
|  | <b>Warning letters</b> *: letters of complaint and warning letters   | If case file closed following issuing of warning letter then retain for 2 years then destroy. If case necessitates issuing of enforcement notice then retain while enforcement notice is active + 7yrs then offer to archivist for archiving. If no archivist then retain permanently.<br><br>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records | (Section 154, P&D Act, 2000) & Enforcements (Section 34, of P&D Act, 2000); Section 157 (4) & (5) of P&D Act 2000<br><br>* <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> |

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|                           | <b>Enforcement notices</b> * case files containing enforcement notices, correspondence and legal advice   | If case necessitates issuing of enforcement notice then retain while active + 7yrs then offer to archivist for archiving. If no archivist then retain permanently.<br><br>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records | * <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>   |
|                           | <b>Planning Enforcement Searches*</b> (e.g.) copies of docs released to requestor & correspondence re search  | Retain for period of 2 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>   |
|                           | <b>Unauthorised Developments, statistics</b> *; includes reports on the details of and numbers of warning letters, enforcements, and prosecutions, correspondence etc | Retain 10 yrs (7 years + extra 3) 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>   |
|                           | <b>Applications, correspondences, maps, plans, surveys, CCTV</b> *<br><br><b>Unfinished/Abandoned Estates</b> *   | Retain while active + 5 yrs and then offer to archivist for archiving. If no archivist then retain permanently.<br><br>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records                                 | Planning + Dev Act, 2000 Part XI S. 180 S. 11 Roads Act, 1993.<br><br>* <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> |



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| <b>Sub-Functions</b>               | <b>Activities</b>   | <b>Retention Recommendation</b>   | <b>Comments</b>  |
| <b>TAKING IN CHARGE OF ESTATES</b> | <b>'Taking in Charge' Policy:</b> re review of how & when the LA take over housing & other estates  | Retain while active + 5 yrs and then offer to archivist for archiving. If no archivist then retain permanently.<br>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records | Planning and Dev Act S. 180 (2) (a) Notwithstanding subsection (1), where the development has not been completed to the satisfaction of the planning authority and enforcement proceedings have not been commenced by the planning authority within seven years beginning on the expiration, as respects the permission authorising the development, of the appropriate period, within the meaning of section 40 or the period as extended under section 42 , as the case may be, the authority shall, where requested by the majority of qualified electors who own or occupy the houses in question, comply with section 11 of the Roads Act, 1993 , except that subsection (1)(b)(ii) of that section shall be disregarded. |
| <b>DERELICT SITES</b>              | <b>Acquisition/Vesting of Land:</b> e.g . Correspondence/written requests, Decision letters, acquisition orders, vesting order for open spaces, | For successful requests retain documents indefinitely<br>For unsuccessful request retain for 2 years then destroy   | Planning & Development Act, 2000 -Section 45 of Derelict Sites Act, 1990 Section 8 – Register must be maintained. Entries to be removed where S. 11 has been complied with or the land ceases to be derelict<br><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>  |

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| <b>Functional Heading</b>   |  | <b>Planning &amp; Development</b>   |  |
|-----------------------------|--|---|--|
| <b>Sub-Functions</b>        | <b>Activities</b>  | <b>Retention Recommendation</b>   | <b>Comments</b>  |
|                             | <b>Register *</b>  | Retain register entries while active then remove entries from register. Register permanently retained   | <p>Planning &amp; Development Act, 2000 -Section 45 of Derelict Sites Act, 1990 Section 8 – Register must be maintained. Entries to be removed where S. 11 has been complied with or the land ceases to be derelict</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> |
|                             | <b>Case Files *</b>                                      | Where added to the register + resolved retain until levy paid or written off then destroy. Where not added to register retain for 5 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>   |
| <b>DANGEROUS STRUCTURES</b> | <b>Case File – reports, notices and correspondence *</b> | Until resolved + 2 years then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records | <p>Sanitary Services Act, 1964, S.3</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>   |
| <b>PROMOTION OF</b>         | <b>Urban Renewal: Urban Renewal Act 1998</b>             |   |  |

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| <b>Functional Heading</b>      |                               | <b>Planning &amp; Development</b>   |   |
|--------------------------------|-------------------------------|---|---|
| <b>Sub-Functions</b>           | <b>Activities</b>             | <b>Retention Recommendation</b>   | <b>Comments</b>   |
| <b>SUSTAINABLE DEVELOPMENT</b> | 1. Urban Renewal Certificates | <p>Retain 15 yrs and then offer to archivist for archiving. If no archivist then retain permanently.</p> <p>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records</p> | <p>Certs granted for tax purposes. Required to facilitate potential queries from Revenue Commissioners (as per National Retention Policy for LA Records)</p> <p><i>Urban Renewal Act 1998 S. 11.—(1) No relief from income tax or corporation tax, as the case may be, may be granted under Chapter 7 of Part 10 of the Taxes Consolidation Act, 1997 , in respect of the construction, refurbishment or conversion of a building, structure or house unless the local authority or authorised company which prepared the integrated area plan concerned has certified in writing, in a manner specified by the Minister, that such construction, refurbishment or conversion is consistent with the objectives of that plan, being the particular plan concerned that was taken into consideration by the Minister in the making by him or her to the Minister for Finance of the recommendations referred to in section 9</i></p> |

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|---------------------------|---|---|---|
| <b>Sub-Functions</b>      | <b>Activities</b>   | <b>Retention Recommendation</b>   | <b>Comments</b>   |
|                           | 2. Urban Renewal Schemes: general correspondence on scheme & grants etc | Retain 15 yrs and then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records | <p>Urban Renewal Act, 1998 S 7</p> <p>7.—(1) A local authority or, at the request of that local authority, an authorised company, may prepare and submit to the Minister one or more plans (which or each of which shall be known, and is in this Act referred to, as an “integrated area plan”) in respect of an area or areas within the functional area of the local authority and, if the authority or company thinks fit and subject to that subsection, an area referred to in subsection (2).</p> <p>Chapter 7 (and 11) of Part 10 Tax Consolidation Act 1997</p> <p>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.</p> |

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| <b>Functional Heading</b>  |   | <b>Planning &amp; Development</b>  |  |
|--|---|--|--|
| <b>Sub-Functions</b>   | <b>Activities</b>   | <b>Retention Recommendation</b>  | <b>Comments</b>  |
|  | 3. Urban Renewal Projects * : incl background research reports, local submissions, records re submissions, objections to significant aspects & major projects or schemes, amendments, drafts and final plans. | Retain Lifetime of plan + 15 yrs and then offer to archivist for archiving. If no archivist then retain permanently.<br>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records | <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><b>Designation of sites for strategic development zones (Sec 166 Planning &amp; Development Act 2000:</b> (1) Where, in the opinion of the Government, specified development is of economic or social importance to the State, the Government may by order, when so proposed by the Minister, designate one or more sites for the establishment, in accordance with the provisions of this Part, of a strategic development zone to facilitate such development</p> |   |  |  |
|  | 1. Strategic Development Zone, admin & operation of zoning; general file correspondence, reports etc  | Retain 15 yrs and then offer to archivist for archiving. If no archivist then retain permanently.<br>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records                    | S 166 Planning & Development Act 2000: (1) Where, in the opinion of the Government, specified development is of economic or social importance to the State, the Government may by order, when so proposed by the Minister, designate one or more sites for the establishment, in accordance with the provisions of this Part, of a strategic development zone to facilitate such development |
|  | 2. Planning scheme in respect of zoned area   | Retain 15 yrs and then offer to archivist for archiving. If no archivist then retain permanently.<br>Archivist 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 | Planning & Development   |  |  |
|--------------------|--|--|--|
| Sub-Functions      | Activities   | Retention Recommendation   | Comments   |
|                    | 3. Living Over the Shop Scheme / Tax Incentives *  | Retain 15 yrs and then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records | Part 10 TCA 1997<br><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>       |
|                    | <b>Seaside Resort Schemes</b><br>1. Seaside Resort Scheme *, administration & operation of scheme: general correspondence etc  | 15 yrs and then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records        | *Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.<br>N/a in some LAs (e.g.) Fingal |
|                    | 2. Seaside Resort plans  | 15 yrs and then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying in business section before taking any decision other than to permanently archive records                | N/a in some LAs (e.g.) Fingal  |
|                    | <b>Liaison with Business Development Groups:</b> Records re liaison with local associations (IDA, Chamber of Commerce etc), industry, professional and customer associations | Retain 10 yrs, Archive matters of major public interest & destroy remainder  | County plan review every 6 years – retain for duration of 2 plans (i.e.) for 12 years  |

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| <b>Functional Heading</b>                |  |  |  |
|--|--|--|--|
| <b>Planning &amp; Development</b>        |  |  |  |
| <b>Sub-Functions</b>                     | <b>Activities</b>  | <b>Retention Recommendation</b>  | <b>Comments</b>  |
|  | <p><b>Vacant Sites – register &amp; levy *</b><br/>List of names of people with lands identified for possible development objections/appeals</p> <p>Register will be updated annually</p>  | <p>Retain register entries while active then remove entries from register. Register permanently retained</p> <p>Retain names removed from register for 10 years then destroy</p>   | <p>To come in to force on 1st January 2017</p> <p>Named individuals would be registered owners – info also available in Land Registry</p>  |
|  | <p><b>Strategic Infrastructure Development</b><br/>Records include determination by An Bord Pleanála as to whether the development constitutes strategic infrastructure; Preapplication consultation documentation; Consultation records between ABP and Council; Section 37E application; Scoping Opinion; Council submission on Scoping; EIS; NIS; Report of Planning Authority, Any recommendations made by resolution of the members; Board Decision &amp; Direction</p> | <p>Retain 10 years and then offer to archivist for archiving. If no archivist then retain permanently.</p> <p>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records</p> | <p>Part 18 of Planning &amp; Development Regulations 2006</p> <p>7th Schedule Procedures – private &amp; some public infrastructure, other procedures for private infrastructure e.g. strategic gas infrastructure</p> <p>Section 37E of Planning &amp; Development Act 2000</p> |
| <b>DEVELOPMENT POLICY &amp; PLANNING</b> | <p><b>County Development Plan, Formulation, Variations, Amendments &amp; Implementation</b> of Part II Planning and Development Act 2000 (A development plan shall set out an overall strategy for the proper planning and sustainable development of the area of the development plan and shall consist of a written statement and a plan or plans indicating the development objectives for the area in question):</p>   |  |  |
|  | <p>1. Administration &amp; Operation:<br/>general admin &amp; operation of drawing up &amp; finalising Plan, various guidelines; incl details relating to printing of Plan, quotations etc</p>   | <p>Recommend to retain for lifetime of two Development Plans (current one + previous one) then destroy. Development Plans can on occasion be extended beyond their usual 6 year lifespan.</p>  | <p>Planning and Development Act, 2000 S.9.—(1)<br/>Every planning authority shall every 6 years make a development plan.</p>   |

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| Functional Heading | Planning & Development   |  |   |
|--------------------|--|--|---|
| Sub-Functions      | Activities   | Retention Recommendation   | Comments  |
|                    | 2. Research - records of raw data *, questionnaires and invitations to comment on local development plans : includes questionnaires and survey forms | Recommend to retain for lifetime of two Development Plans (current one + previous one) then destroy. Development Plans can on occasion be extended beyond their usual 6 year lifespan. | Archiving records of raw data could be required for community history purposes. However retention of personal data element must be subject to data protection requirements and mean (unless personal level detail is required for statistical purpose) then only aggregate levels of data to be retained.<br><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> |
|                    | 3. Public submissions & Consultations *  | Recommend to retain for lifetime of two Development Plans (current one + previous one) then destroy. Development Plans can on occasion be extended beyond their usual 6 year lifespan. | <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>  |
|                    | 4. Drafts and Supporting Documentation   | Recommend to retain for lifetime of two Development Plans (current one + previous one) then destroy. Development Plans can on occasion be extended beyond their usual 6 year lifespan. | <b>Planning + Dev Act S.11.—(1)</b> Not later than 4 years after the making of a development plan, a planning authority shall give notice of its intention to review its existing development plan and to prepare a new development plan for its area.  |



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| <b>Functional Heading</b> |  | <b>Planning &amp; Development</b>  |   |
|---------------------------|--|--|---|
| <b>Sub-Functions</b>      | <b>Activities</b>  | <b>Retention Recommendation</b>  | <b>Comments</b>   |
|                           | 5. Final Plan and Amendments: reports, supporting documentation, correspondence and Final Plan and accompanying maps; Plan signed & sealed by Council                                    | Recommend to retain for lifetime of two Development Plans (current one + previous one) then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Development Plans can on occasion be extended beyond their usual 6 year lifespan. | Official signed & sealed copy of Plan to be immediately transferred to archives   |
|                           | 6. Public Inspection * : re arrangements for development & the exhibition of plans including: routine enquiries and provision of copies of plans and circularised of objection forms etc | Recommend to retain for lifetime of two Development Plans (current one + previous one) then destroy. Development Plans can on occasion be extended beyond their usual 6 year lifespan.   | <b>Section 19 of the P&amp;D (Amendment Act, 2018) provides for publishing of Development Plans and Local Area Plans as provided for in Sections 9,11,12,13 &amp; 20 of the P&amp;D Act, 2000 on-line.</b><br><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> |
|                           | 7. Implementation & Monitoring: monitoring / reviewing the implementation of the Plan, review of the plans etc   | Recommend to retain for lifetime of two Development Plans (current one + previous one) then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/Certifying officer in business section before taking any decision other than to permanently archive records. Development Plans can on occasion be extended beyond their usual 6 year lifespan. |   |

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| <b>Functional Heading</b>  |                                    | <b>Planning &amp; Development</b>  |   |
|--|------------------------------------|--|---|
| <b>Sub-Functions</b>   | <b>Activities</b>                  | <b>Retention Recommendation</b>  | <b>Comments</b>   |
|  | 8. Landscape Character Assessments | Recommend to retain for lifetime of two Development Plans (current one + previous one) then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Development Plans can on occasion be extended beyond their usual 6 year lifespan. |   |
|  | <b>Retail Strategy *</b>           | Recommend to retain for lifetime of two Plans (current one + previous one) then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Development Plans can on occasion be extended beyond their usual 6 year lifespan.             | Forms part of the development plan so retention period should match retention period for the development plan<br><i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. In this instance submissions by sole traders. Data is then processed internally by LA.</i> |
| <p><b>Integrated Area Plans/ Projects / Local Area Plans</b> + Amendments and Variations, Planning &amp; Development Act, 2000 (Section 18: (1) A planning authority may at any time, and for any particular area within its functional area, prepare a local area plan in respect of that area. (2) Two or more planning authorities may co-operate in preparing a local area plan in respect of any area which lies within the combined functional area of the authorities concerned.)</p> |                                    |  |   |

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|--------------------|---|--|--|
| Sub-Functions      | Activities                              | Retention Recommendation   | Comments   |
|                    | 1. Administration & Operation           | Recommend to retain for lifetime of two Plans (current one + previous one) then destroy. Integrated Area Plans can on occasion be extended beyond their usual 6 year lifespan. | <p>Planning and Dev S. 19 (c) in the case of the first local area plan, not later than 2 years after the making of a development plan under this Part, and at least every 6 years after the making of the previous local area plan.</p> <p>(ii) notwithstanding section 18 (5), at least every 6 years after the making of the previous local area plan.</p> |
|                    | 2. Research *                           | Recommend to retain for lifetime of two Plans (current one + previous one) then destroy. Integrated Area Plans can on occasion be extended beyond their usual 6 year lifespan. | <p>Research should not be destroyed</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>  |
|                    | 3. Public submissions & Consultations * | Recommend to retain for lifetime of two Plans (current one + previous one) then destroy. Integrated Area Plans can on occasion be extended beyond their usual 6 year lifespan. | <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>  |
|                    | 4. Drafts and Supporting Documentation  | Recommend to retain for lifetime of two Plans (current one + previous one) then destroy. Integrated Area Plans can on occasion be extended beyond their usual 6 year lifespan. |  |

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|---------------------------------|---|--|---|
| Sub-Functions                   | Activities                              | Retention Recommendation   | Comments  |
|                                 | 5. Final Plan and Amendments:           | Recommend to retain for lifetime of two Plans (current one + previous one) and then offer to archivist for archiving. If no archivist then retain permanently.<br>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records. | Section 19 of the P&D (Amendment Act, 2018) provides for publishing of Development Plans and Local Area Plans as provided for in Sections 9,11,12,13 & 20 of the P&D Act, 2000 on-line.<br>Official signed & sealed copy of Plan to be immediately transferred to archives  |
|                                 | 6. Implementation & Monitoring          | Recommend to retain for lifetime of two Plans (current one + previous one) and then offer to archivist for archiving. If no archivist then retain permanently.<br>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records. |   |
|                                 | <b>National Policy Documents</b>        | Retain while active (i.e.) until superseded, and then destroy  | Reference material  |
| <b>TREE PRESERVATION ORDERS</b> | <b>Correspondence, maps and order *</b> | Retain for 5 years then offer to archivist for archiving. If no archivist then retain permanently.<br>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.   | Planning Act, 2000 Section 205 Part XIII. Includes name of landowner.<br>(12) Particulars of an order under this section shall be entered in the register<br><br><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> |
|                                 | <b>Landscaping Bond</b>                 | Retain until development is certified and/or taken in charge + 7 years. Then Destroy   |   |

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|---------------------------------------|--|--|---|
| <b>Sub-Functions</b>                  | <b>Activities</b>  | <b>Retention Recommendation</b>  | <b>Comments</b>   |
| <b>CONSERVATION OF BUILT HERITAGE</b> | <p><b>Section 57 Register</b><br/> <b>Registration of as a protected structure *</b></p> <p>Declarations</p>                               | Register retained Indefinitely   | <p>Section 57 Planning + Dev Act (7) A planning authority may at any time review a declaration issued under this section but the review shall not affect any works carried out in reliance on the declaration prior to the review.</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> <p>Data Protection/Security Issue – declaration includes details of interior including photographs of interiors, fixtures and fittings (e.g. chandeliers, fireplaces, stairs, paintings, furniture). These details and images can provide a security risk and so public access issue – owner, selling agent, potential buyer Information is required for the declaration.</p> |
|                                       | <p><b>Section 59 Register *</b></p> <p>Enforcement of protected structures case – case files with reports, correspondence, photographs</p> | <p>Register retained Indefinitely</p> <p>Records of enforcement actions to be retained for the duration of legal case + 2 years then destroy</p> | <p>Planning and Development Act S 59</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>  |

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|---------------------------|--|--|--|
| <b>Sub-Functions</b>      | <b>Activities</b>  | <b>Retention Recommendation</b>  | <b>Comments</b>  |
|                           | <b>Section 60 Register *</b><br><br>Enforcement of retention of character                            | Register retained Indefinitely<br><br>Records of enforcement actions to be retained for the duration of legal case + 2 years then destroy  | Planning and Dev Act S. 60<br><br><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>  |
|                           | <b>Records of Protected Structures *</b><br><br>Correspondence, reports, images and personal details | Retain indefinitely<br><br>If interested in off-site long term storage then offer to archivist for archiving. If no archivist then retain permanently by chosen method. However storage must be indexed and structured so that individual files can be accessed on demand. Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. | Planning and Dev Act S. 51.—(1) For the purpose of protecting structures, or parts of structures, which form part of the architectural heritage and which are of special architectural, historical, archaeological, artistic, cultural, scientific, social or technical interest, every development plan shall include a record of protected structures, and shall include in that record every structure which is, in the opinion of the planning authority, of such interest within its functional area.<br><br><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><br><br>Data Protection/security issue – owner details are held. Separated from file for public access. Images provide security issue.<br><br>Part of Development Plan Process. S.81 |

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|---------------------------|--|--|--|
| <b>Sub-Functions</b>      | <b>Activities</b>  | <b>Retention Recommendation</b>  | <b>Comments</b>  |
|                           | <p><b>Conservation Grants *</b></p> <p>Applications, correspondence, reports for Local Authority, heritage Council and Departmental Grants</p> | <p>For successful applications retain for 7 years then offer to archivist. Retain register recording details of grants issued plus reports and supporting drawings/photos.</p> <p>If no archivist the retain indefinitely.</p> <p>For unsuccessful grants destroy after 2 years.</p> | <p><b>Planning + Dev Act S. 80.</b>—With the consent of the Minister for Finance, the Minister may, out of moneys provided by the Oireachteas, make grants to planning authorities in respect of any or all of their functions under this Part, including grants for the purpose of defraying all or part of the expenditure incurred by them in—</p> <p>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.</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> |
|                           | <p><b>Irish Walled Town Network</b></p> <p>Grants, funding, surveys, seminars</p>  | <p>Retain for 7 years then destroy. Surveys to be offer to archivist for archiving. If no archivist then retain permanently.</p> <p>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records</p>                  | <p>N/a to some LAs</p>   |

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|---------------------------|---|--|---|
| <b>Sub-Functions</b>      | <b>Activities</b>   | <b>Retention Recommendation</b>  | <b>Comments</b>   |
|                           | <p><b>Surveys *</b></p> <p>Thatch, burial ground, industrial architecture and other research surveys funded by the Local Authority</p>                                | <p>Until new survey carried out then offer to archivist for archiving. If no archivist then retain permanently.</p> <p>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.</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>   |
|                           | <p><b>Archaeological Sites *</b></p> <p>Sites where the LA is the contracting body</p> <p>Finds reports, surveys and reports<br/>Timesheets and financial records</p> | <p>Retain for duration of archaeological works then offer to archivist for archiving. If no archivist then retain permanently</p> <p>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.</p> <p>Retain for audit + 2 years then destroy</p> | <p>S. 2 National Monuments Act<br/>National Cultural Institutions Act, 1997</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> |
|                           | <p><b>Heritage Plans</b></p> <p>Compiled as part of the drafting County Development Plan</p>  | <p>Recommend to retain for lifetime of two Heritage Plans and then offer to archivist for archiving. If no archivist then retain permanently.</p> <p>Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.</p>                                |   |



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|--------------------|---|--|----------|
| Sub-Functions      | Activities  | Retention Recommendation   | Comments |
|                    | <b>Biodiversity Plan</b>                                | <p>Recommend to retain for lifetime of two Biodiversity Plans and then offer to archivist for archiving. If no archivist then retain permanently.</p> <p>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.</p> |          |
|                    | <b>Heritage Officer- Survey Reports</b>                 | Retain permanently   |          |
|                    | <b>Heritage Signage</b>                                 | Retain original paperwork for the duration of the sign. Destroy original paperwork when replaced by new signage  |          |
|                    | <b>Plaques and commemorations Policies</b>              | <p>Retain until policy is superseded and then offer to archivist for archiving. If no archivist then retain permanently.</p> <p>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.</p>                          |          |
|                    | <b>Heritage Events</b><br>e.g. public talks; walks etc. | Retain for 2 years then destroy  |          |

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| Functional Heading | Planning & Development  |   |  |
|--------------------|---|---|--|
| Sub-Functions      | Activities  | Retention Recommendation  | Comments   |
|                    | <p><b>Heritage Projects – Ongoing Monitoring</b><br/>                     Reports, monitoring and recording of natural heritage e.g. mammal or bird populations; heritage sites, areas of heritage interest</p> | <p>Retain for 10 years and then offer to archivist for archiving. If no archivist then retain permanently.</p> <p>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records</p>                |  |
|                    | <p><b>Heritage Projects- Annual*</b><br/>                     Funding applications to Heritage Council; funding for local heritage projects; research data</p>  | <p>Retain for 5 years then destroy</p> <p>Research data should be archived</p>  | <p>These are projects recording in the annual reports of the local authority</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> |
|                    | <p><b>Liaison with Community Groups</b> (re) heritage matters</p>   | <p>When not related to a specific heritage project retain for 5 years then destroy.</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>  |
|                    | <p><b>Heritage Properties</b><br/>                     Strategy and policy for management and maintenance</p>   | <p>Retain until policy is superseded and then offer to archivist for archiving. If no archivist then retain permanently.</p> <p>Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.</p> |  |

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| <b>Functional Heading</b> | <b>Planning &amp; Development</b> |                                 |                 |
|---------------------------|-----------------------------------|---------------------------------|-----------------|
| <b>Sub-Functions</b>      | <b>Activities</b>                 | <b>Retention Recommendation</b> | <b>Comments</b> |
|                           |                                   |                                 |                 |