

National Retention Policy for Local Authority Records 2023 - Libraries - Approved for use by LGMA on the 20th of September 2023

Functional Heading		Libraries		
Sub-Functions	Activities	Documents	Retention Recommendation	Comments
Acquisitions & Bookstock	Ordering & purchasing of books	Purchase orders & invoices.	Retain for 7 years then destroy. Exception being any legal disputes with tenderers or contractors then retain until all legal proceedings have been exhausted + further 7 years. Then Destroy	
	Interaction with Booksellers	Correspondence - e-mails	Retain for 2 years then destroy. Exception being any legal proceedings, retain until all legal proceedings exhausted + further 7 years. Then destroy	
	Bookstock Tendering - National Tender	National or local tender	Retain for 7 years then destroy. Exception being any legal proceedings, retain until all proceedings exhausted + further 7 years. Then destroy.	Each CE signs contract for their LA. Centrally procured tender competitions will be held centrally by sectoral body (i.e.) LGMA
	Bookstock purchased outside National Tender	Quotations, invoices, POs, correspondence	Retain for 7 years. Then Destroy	Local publications and stock not available on national tender
	Cataloguing	Standards and Procedure Guidelines	Retain until updated. Offer previous superseded cataloguing standards to Archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Local History Acquisition - auction and local purchases	Deposit Agreements; Correspondence; Purchase Orders; Invoices	Retain record of purchases for 7 years. Then destroy. Exception being record of donation/gift/deposit which should be retained permanently. Retain high level record of acquisition of permanent collection	Record of provenance required for permanent local studies collections

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	Book Grants e.g. Healthy Ireland; Pobal	Correspondence re: programme; application forms; acceptance	Retain 7 years. Exceptions being where EU funding was involved. In these instances EU audit requirements will apply (see comments section). Then offer to Archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. 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.
	Book Conservation/Restoration	Procurement; quotations; invoices; Conservation Report	Retain financial records for 7 years then destroy. Exception being conservation reports which should be retained permanently	
	E-books	National tender	Retain for 7 years then destroy. Exception being any tender competitions subject to legal proceedings, which should be retained have been until all proceedings exhausted + further 7 years. Then <u>Destroy</u> .	Centrally procured tender competitions will be held centrally by sectoral body (i.e.) LGMA
Branch Libraries Folders per branch containing information pertaining to that branch <i>(correspondence/maintenance/some events etc)</i>	Membership on Library System	All electronic records on Library Management System (e.g currently SPYDUS)	Retain indefinitely (i.e.) while membership is active. Manual/system delete of membership details 2 years after no activity on account.	
	Signed Membership Forms	Signed Membership Forms in hardcopy	Retain indefinitely (i.e.) while membership is active + further 2 years. Then destroy	Membership form includes a tick box that confirms acceptance of Code of Conduct. Consent to share with national system and consent to receive communications from Library ServiceCode of conduct compliance required when removing membership for failure to comply.

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	Signed Membership Forms - Children and Young Adults	Signed by Parent/Guardian	Retain until member becomes 18, unless deemed inactive, and then can sign their own adult membership form. Retain for further 2 years then destroy. Once adult retention period above applies.	Membership forms for minors includes permission from parent/guardian for supervised access to internet for under 12s and permission for access for 12-18 years old. Acceptance with Code of Conduct and Permission to share with national system and receive communications
	Distribution Service	Stats relating to items sent to other authorities/contract managed nationally	Retain for duration of contract + further 7 years. Then destroy	
	Statistics	PC usage, social media engagement, attendance at events, no. of events,	Retain statistical raw data until reports compiled. Then offer to Archivist. If no archivist then see comment**	Records used to feed into annual reports; development plans and viability of branches **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	RFID	Daily people counter, usage	Part of Statistics record (see above)	
	Equipment	Service call outs, manuals - printers, microfilm readers, 3D printers etc	Retain records relating to equipment for the lifetime of the equipment plus a further period of 7 years. Then destroy. Exception is where the equipment was involved in an accident/incident or dangerous occurrence likely to lead to a prosecution or personal injury claim. In these instances the relevant cert of examination is retained for 10 years from the date the accident/incident or dangerous occurrence is reported.	Regulation 30(d) SHW at Work (General App) Regs 2007, Part 2 Workplace and Work Equipment, IPB Guidance on the Retention of Records (2017)

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	Building Maintenance	Building maintenance reports; Quotations; estimates; etc	For lifespan of property being repaired/maintained + 7 years from when property is no longer a LA property. Then destroy. Exception being for buildings constructed by LA where records relating to planning and construction of buildings should be retained for a minimum of 30 years	IPB Guidance on the Retention of Records (2017)
Local Studies	Local History Acquisition - auction and local purchases	Deposit Agreements; Correspondence; Purchase Orders; Invoices	Retain record of purchases for 7 years. Then destroy. Exception being record of donation/gift/deposit which should be retained permanently. Retain high level record of acquisition of any rare books collection	Record of provenance required for rare books collection
	Local History Queries	Correspondence	Retain general correspondence or records unrelated to any operational activity retained for 2 years from the date received. Then destroy. If related to an specific operational activity then the retention period for that activity should apply.	
	Microfilm Readers and Microfilm Collection	Equipment and listing of microfilm collection	Retain record of maintenance of microfilm reader for lifetime of equipment + a further 7 years. Then destroy. However, retain record of microfilm collection permanently.	
	Photographic Collection	Photographs; correspondence; Deposit Agreements; Purchase Orders Invoices	Retain record of purchases for 7 years. Then Destroy. Exception being record of donation/gift/deposit which should be retained permanently. Retain high level record of acquisition of any photographic collection	
	Local Newspaper Binding	Quotes; Purchase Orders; Invoices	Retain for 7 years. Then destroy.	
	Film and Sound Collection (Podcasts)	Deposit Agreements; Correspondence; Purchase Orders; Invoices	Retain record of purchases for 7 years. Then destroy. Exception being record of donation/gift/deposit which should be retained permanently. Retain high level record of acquisition of any film & sound collection.	
	Digitising local studies collection	Quotes, POs; Procurement; Procedures; Guidelines; systems information	Retain procedures and guidelines for system and digitisation process until updated. Offer to Archivist. If no archivist then see comment** However retain procurement and financial records for 7 years. Then destroy	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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	Conservation/Book Restoration	Conservation Reports; correspondce; purchase orders; invoice	Retain conservation reports permanetly. Retain financial records for 7 years. Then Destroy.	
Mobile libraries	Vehicle operation & maintenance	Service and maintenance records	Retain for lifetime of vehicle use then + further 7 years. Then destroy	Managed by machinery yard
	Routes	List of routes/timetables	Until updated. Offer to Archivist	
	Insurance	Policy documents & insurance certs	Retain for lifetime of vehicle use then + further 7 years. Then destroy	Managed by machinery yard
	Membership	Signed Membership Forms in hardcopy	Same as for membership of branch libraries	
Schools Service	Visits to primary schools and classroom visits to Library Branches	List of schools, number of pupils/teachers/ASD Units/timetables for visits, reports, stats	Retain for 7 years. Then destroy. Service statistics to be offered to Archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Book Packs	Correspondence; brochures;	Retain for 2 years. Then destroy	Book bags; books; bookmarks
	Author Visits and Events	Correspondence, POs; invoices; bookmarks	Retain contract and finacial records for 2 years. Then destroy. Retain high level list of events in statistics	
	School Books Collection	Purchase orderes; correspondence re: collection	Retain for 7 years. Then destroy	Purchase of stock for schools service
Prison Library Service	Provision of library service to a prison population	Correspondence; POs; Invoices	Retain for 7 years. Then destroy.	
Housebound Service	Deliveries to vulnerable/older borrowers	List of names, addresses, phone numbers	Retain indefinitely (i.e.) while vulnerable/older people are active borrowers + further 7 years. Then destroy	
Library Management	Staff Training	Attendance at Library Conferences; workshops	If information is not added to employee record on CORE then	

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	Budget, incl book fund	Agresso reports, correspondence with Finance Dept.these would include scans of Bank headers and Supplier setup forms, payments, invoices, memo in Lieu applications - emails as well as regular financial records Branch Building Maintenance works and records of works, suppliers, etc.	Retain for 5 Years then offer to Archivist. If no archivist then If no archivist then see comment**	Local Govt Act, 2001. Section(s) 102 & 103 The Public Spending Code published by the CEE unit of DoPER ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Audit	Library Section Audit	Retain for 5 Years after current financial year to ends and AFS audit process completed then offer to Archivist. If no archivist then If no archivist then see comment**	Local Govt Act, 2001. Chapter 2. Section(s) 114-123 Local Government Reform Act, 2014. Section 60 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Branch Admin	Utility bills, correspondence with facilities	Retain for 7 years. Then destroy.	

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	IT & Equipment	Maintenance contracts, PO's, invoices, quotes for call-outs	<p>Retain records relating to equipment for the lifetime of the equipment plus a further period of 7 years. Then destroy.</p> <p>Exception is where the equipment was involved in an accident/incident or dangerous occurrence likely to lead to a prosecution or person</p>	
	Procurement	E-Tenders or other Procurement Processes - tender; contracts	<p>a) Successful tender submissions including any pre-qualifying questionnaires - retain tender documentation supplied; tender competition documents; contract awards, Chief Exec orders, etc until contract covering supplies & services has been delivered in full + a further 7 years.</p> <p>Exception being where EU funding is involved. In these instances see comment ***</p> <p>Then offer to the archivist. If no archivist then see comment**</p> <p>(b) Unsuccessful tender submissions– retain for two years then destroy.</p>	<p>EU (Award of Public Authority Contracts) Regulations, 2016</p> <p>Relates to tender documentation kept locally. E-tenders cannot be used as document storage system for local authority procurement officers.</p> <p>***Exception being EU funded schemes which 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. In relation to funding under EU structural funds please note that as per Article 15(2) of EU Reg No 480/2014 the retention period for EU audit purposes is 30 years. EU retains the right to audit within that period. If audit a letter issued by the EU Court of auditors signifies the end of the audit process.</p>

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	Incidents/Accidents	Accidents or incidents requiring first aid or Garda call-out	Retain First Aid Book until complete + 3 years. Exceptions being where a child has received first aid = 25 years or where an accident/incident or dangerous occurrence where first aid was provided and is likely to lead to a prosecution or personal injury claim. In these instances the relevant first aid entry is retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed.	Regulation 165. SHW at Work (General App) Regs 2007 Part 7. Safety, Health and Welfare at Work (General Applications) Regulations 2016 NB Period of 2 years from date of accident to make a claim except a minor who has until age 18 + 3 years to make a claim = 21 + 4 years prosecution case = 25 years
	Legal /Anti-Social Behaviour	Correspondence with library patron; removal of services/access to library service/s	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 be 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 and anonymisation. If no archivist then see comment**	
Policies & Procedures	Policies & procedures. Library Plans	Social media/child protection/acquisitions policies on website; code of conduct; Library Development Plans	Retain current and previous policy and/or procedure until current one supeseded. Then offer to the archivist. If no archivist please see comment**	
Interaction with external agencies/bodies	DoHPCLG\Now DRCD	Grants; Policies; changes to legislation; statements from Ministers	Retain current and previous policy; grant scheme details and Circulars from Dept until current one supeseded. Then offer to the archivist. If no archivist please see comment**	
	Library Association of Ireland	Conferences; Forums; Research & Policy Papers; Services based groups e.g. Youth Libraries	Retain Policy and Research Papers while in use. Then Destroy. Details of conferenecs to be retained for 2 years then Destroy.	

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	Libs Dev Unit LGMA	Circulars, legislation, policies; National Procurement; National Programming; Grants; Distribution Service Contracts	Retain current and previous policy; grant scheme details and Circulars from Dept and/or LGMA until current one supeseded. Then offer to the archivist. If no archivist please see comment**	
	External Agencies re: targeted projects/programmes	An Post; National Council for the Blind; Age Action Ireland etc. Correspondence; programme details	Retain for the duration of programme under which project is being delivered is in operation + 2 years. Then offer to the archivist. If no archivist please see comment**	
Interation with other library services	Library Management System (LMS)	E-mails, LMS managed nationally	Retain for 2 years. Then destroy	
	Other LA library services	E-mails; Correspondence	Retain for 2 years. Then destroy	
	National library	Correspondence	Retain for the duration of the project + 2 years. Then offer to Archivist. If no archivist please see comment**	
	Inter-Library Loans	Loans service from non LA Library Services at patron request. Correspondence; payment; agreement	Retain corrspodence for 2 years. Then destroy. Detailed list of loaned materials to be retained permanently.	
	Foreign libraries	Correspondence; meetings; visits	Duration of transational project + 2 years. Then offer to Archivist. If no archivist please see comment**	
Promotion	Social Media	Posts for social media campaigns; internal correspondence	Retain general correspondence or social media posts/records unrelated to any operational activity retained for 2 years from the date received. Then destroy. If related to an specific operational activity then the retention period for that activity should apply.	
	Print Media	Internal Correspondence; POs; invoices	Retain general correspondence or records unrelated to any operational activity retained for 2 years from the date received. Then destroy. If related to an specific operational activity then the retention period for that activity should apply.	
	Promotional Materials	Bookmarks; bookbags; posters; flyers; pens; balloons	Retain until library promotional material is superseded. Samples of promotional material to be offered to the archivist. If no archivist then see comment**	
	Newsletter	Sign ups; newsletters issued	Retain current list of sign ups to newsletter service until updated. Then destroy. Retain 1 set of newsletters issued and then offer to Archivist. If no archivist then see comment**	

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	Photographic Consent Forms	Signed Consent Forms from parents/guardians to allow for photographs to be used. Can also be School supplied consent forms	Retain Consent forms for duration for which photo is retained. All photos and consent forms to be offered to the archivist after 5 year. If no archivist then see comment**	
	Promotional Plan	Marketing plan and correspondence	Retain current and previous promotional plan until current one superseded. Then offer to the archivist. If no archivist please see comment** Correspondence retained for 2 years after promotional campaign has expired. Then destroy.	
Grants and Funding Programmes	European - Europe Direct	Application; Programme; Events; Reports, Correspondence; payments	Retain for duration of EU funded programmes. In these instances see comment ***	***Exception being EU funded schemes which 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. In relation to funding under EU structural funds please note that as per Article 15(2) of EU Reg No 480/2014 the retention period for EU audit purposes is 30 years. EU retains the right to audit within that period. If audit a letter issued by the EU Court of auditors signifies the end of the audit process.
	Pobal	Application; Programme; Events; Reports, Correspondence; payments	Retain for duration of programme + 7 years. Then offer to Archivist. If no archivist see comment**. Exception being where EU funding is involved. In these instances see comment***	
	Dormant Accounts	Application; project reports; correspondence, payments	Retain until the Local Govt audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then offer to Archivist. If no archivist see comment**	Dormant Accounts Amendment Act, 2012

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	Departmental - Healthy Ireland; Creative Ireland;	Applications, project reports; correspondence, payments	Retain until the Local Govt audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then offer to Archivist. If no archivist see comment**	
Programmes, Projects, Events and Activities	Childrens Book Festival	Event details, adverts, correspondence with facilitators, payments, booking and mailing lists, photographs	Retain financial records for 7 years Then destroy. Details of event and other records retained for 2 years then be offered to the archivist. If no archivist see comment**	
	Reading and Literacy Programmes - Summer Reading; Early Reading; Right to Read	Correspondence; programme; reports	Retain for the duration of the literacy programme + 2 years. Then offer to Archivist. If no archivist see comment**	
	Public Talks	Correspondence; promotion; POs; invoices	Retain for 2 years post event. Periodically offer high level list of events to Archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Events: Bealtaine; Seachtain na Gaeilge; L	Annual Programme; Special events; correspondence; programmes; promotional materials	Retain for 2 years post event. Periodically offer high level list of events to Archivist. If no archivist see comment**	
	Library Week Ireland		Retain for 2 years post event. Periodically offer high level list of events to Archivist. If no archivist see comment**	
	Culture Trips		Retain for 2 years post event. Periodically offer high level list of events to Archivist. If no archivist see comment**	
	Publications	Internally created publications; drafts; final edits; approval	Retain final approved publication until superseded. Then offer to the archivist. If no archivist see comment**	
	Worskhops	Correspondence; POs; Consent Forms	Retain for 2 years post event. Periodically offer high level list of events to Archivist. If no archivist see comment**	

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	Photographs of Events/Programmes	Photographs - digital and printed	Retain Photos for 2 years post event. Consent forms for duration for which photo is retained. All photos and consent forms to be offered to the archivist after 5 year. If no archivist then see comment**	Check for Consent before use/publication
	Projects - local or participation in national	Correspondence; project plans; record of project	Retain for 2 years post event. Periodically offer high level list of events to Archivist. If no archivist see comment**	
Reporting	Adult Education; Childrens Literature; Programming	Reports, stats	Retain statistical raw data until reports compiled.Reports retained until superseded. Then offer to Archivist. If no archivist then see comment**	
	Annual Report	Reports	Retain current report plus previous one until current one is supeseded. Then offer to archivist. If no archivist see comment**	
	Service Indicators	Stats and reports	Retain raw stat data and NSI report while active then for 5 Years once superseded. Then offer to Archivist. If no archivist then see comment**	
	Corpate Strategies and Plans	Report	Retain current strategy plus previous one until current one is supeseded. Then offer to archivist. If no archivist see comment**	
	Irish Public Libraries Review		Retain current Review report plus previous one until current one is supeseded. Then offer to archivist. If no archivist see comment**	

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Capital Projects	Design, procurement & build	Including all correspondence; records of meetings; Project Management records; public consultation; Reports; designs and drawings; procurement; contracts issued; H&S files. All Finance, including Project Control Documents, PEPs, Plans, Programmes etc.	Retain all records relating to capital projects for duration of the project and/or service contract expires plus a further 7 yrs. * Then offer to the archivist. If no archivist then see comment** Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds see comment***	* Personal data may be collected and processed in these activities. However in relation to Tenders or Contractors the only personal data involved will be if (i) the company submitting are sole traders or unlimited companies; and/or (ii) they include the CVs of the company staff who will be engaged in delivering the service. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. ***Exception being EU funded schemes which 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

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My Open Library	Membership of MOL	Name, Library card number, 'over 16 declaration', guardian name, guardian phone number, guardian email address. Patron asked to verbally alert staff if they have a medical condition which may hamper their exit from the building-details of this condition are not stored anywhere.	Retain indefinitely (i.e.) while membership is active + further 2 years. Then destroy. For minor and young adults retain until member becomes 18 and then can sign their own membership form. The underage/minor record should then be retained for further 2 years then destroy. Once an adult retention period above applies. Exception being where an incident/accident has occurred. Where this involves a MOL member retain membership records until investigation and/or legal proceedings has expired. See	*Personal data required for access to service and medical information retained while patron is a service user but destroyed when no longer a service user Official confirmation in the form of birth cert/official identification is required to show proof of age (over 16s) but no copies are made or kept of the ID supplied.
E-mail storage	Retention of e-mails related to business transactions	Individual e-mails held by staff members on their PC and portable devices.	E-mails related to specific transactions and business activities are subject to the retention periods recommended for those transactions and business activities and do not have a separate retention period.	E-mails that relate to specific transactions and business activities should be stored within the files for those transactions and activities rather than retained in a separate file. This will facilitate period cleansing of non-essential and non-work related e-mails. Each business unit is responsible for ensuring its staff adhere to the retention periods set out for business/transaction related e-mails. All the other revised record retention schedules will be revised to include the agreed e-mail retention recommendations and that email retention should be the responsibility of all business units and not just