Г	A	В	С	D	E	F	G	Н
	National Retention Policy	for Local Authority Records: Env	rironment - Approved by LGMA	for use on the 16th of November				
			2022					
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2	2							
3	Functional Heading	Environment						
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	slation, No	otes & Com	ments
		done						
4	4							
	Atmospheric Protection/ Pollution	Monitoring of atmospheric &	1 page survey + result + enforcement	Retain for duration of investigation &	**In the event of no			
	Control Including Noise Pollution			enforcement action + further 7 years. Then				appraised at a future
		l		offer significant cases to archivist for	date for their archiv		•	• • •
			1	archiving. Others to be destroyed. If no	directly or otherwis		•	•
			historic activity, no legislation), backyard burning etc.	archivist then see comment** Exception being those cases where either	archivist either emp the Local Authority	•	•	
			backyard burning etc.	enforcement actions and legal proceedings	officer in business s		-	
				have been initiated. Where this occurs keep	than to permanent		Ū	•
				these records until all enforcement and legal	1987; Environment	-		
				proceedings including appeals have been	S.108)Air Pollution	Act 1987;	(S.13 - S.17	, S.26, S.27, S.44)Air
				exhausted.	Pollution (Fixed Pay	ment Not	ice) Regula	tions 2015 (S.I. 633 of
					2015), Environment			•
					S.14)Protection of t	he Enviror	nment Act :	2003 (S.11, S.24,
					S.56, S.57)		C (C 11 C /	14 C 10 C FF C FC\
					Waste Managemen Waste Managemen		•	
					Burning) (Amendme	•		
					Waste Managemen			•
					Burning (Amendme	•		
					Waste Managemen	_		
					Burning) Regulation	s 2009 (S.	I. 286 of 20	09)"
_ 5	<u>5 </u>							
		_ · · · · · · · · · · · · · · · · · · ·		Retain current & previous licence (lasts	Treat same as Secti			
			• •	ongoing+reviewed every 3yrs)				otection Agency Act
				& original application then destroy licence.	1992 (S.107, S.108)			
				Retain register indefinitely. Register to be archived periodically (i.e.) when full or every	records should be r appraised at a future		-	•
				7 years. Offer register to archivist. If no	archivist either emp			•
				archivist then see comment**	1	-	•	employed directly or
				Retain monitoring results for lifetime of	otherwise engaged			
				licence (currently 3 years) then destroy.	manager/certifying	•		•
6	5				any decision other			=
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3	Functional Heading	Environment							
4	Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments				
7			Audit docs (one page cert stating report received)	Retain current + previous audit docs for audit duration. Then destroy.	Air Pollution Act 19	87			
8		Licences (ippc or waste licences) issued by the EPA are managed and controlled (inspections) by the EPA; LAs only inspect facilities licensed by LAs. <i>However</i> , the EPA notifies the council when an EPA licence is granted as LAs must maintain a notifications register available to the public. All EPA licences can be viewed on their website.	Register of notifications from EPA of licences granted.	Retain register of license notifications indefinitely. Register to be archived periodically (i.e.) when full (and licence superseded) or every 7 years. Then offer register to archivist. If no archivist then see comment**	The European Court of Justice (ECJ) has the power to substantial fines on Member States, for non-complice environmental law. Waste management Act 1996-2013 Air Pollution Act Environmental Protection Agency Act 1992 (S.107, S. European Communities (Greenhouse Gas Emissions Regulations 2012 (SI 490 of 2012) provide under Reg 26(11) and 26(12) POE ACT 2003, EPA Act 1992. S1 1 IE Regulations. S1 283 2030 IPC Regulations				
9			the two years license, etc.	register to archivist. If no archivist then see	Air Pollution Act 1987 Waste Management (Prohibition Waste Disposal by Burning) Regulations, 2009 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a				
10		Statistical Returns:	Statistical returns documents	then see comment**	Air Pollution Act 1987**In the event of no archivist records should be retained indefinitely or until they appraised at a future date for their archival value be archivist either employed directly or otherwise engother Local Authority. The archivist either employed otherwise engaged by the Local Authority is to notion manager/certifying officer in business section before any decision other than to permanently archive records.				

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3	Functional Heading	Environment							
	Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments				
11		Air Quality Management Plan	Plan (5year Plan)	Retain current and previous superseded plan. Then offer to archivist. If no archivist then see comment**	archivist then the until they can be a value by an archivengaged by the Lodirectly or otherw notify senior managed.	records should be not a should be not a limited and the notation of the notati	ould be retand to a future do a future do a future do a function of the Local to a function of the Local functin of the Local function of the Local function of the Local functi	*In the event of no nined indefinitely or ate for their archival rectly or otherwise nivist either employed cal Authority is to in business section	
12		Noise Action Plan (5 year Plan)	Plan (5year Plan)	Retain current and previous superseded plan. Then offer to archivist. If no archivist then see comment**	Environmental No event of no archiv indefinitely or unt their archival valu	of 2006)**In the ould be retained d at a future date for employed directly or y. The archivist either by the Local rtifying officer in			
13		Integrated Pollution Control licence: Issued on-line by EPA	Licences/case files	Destroy all old case files (as now EPA record) except for significant case files. Offer these to archivist. If no archivist then see comment**	records should be appraised at a futuarchivist either enthe Local Authorit otherwise engage	retained in ure date for aployed dir y. The arch d by the Lo g officer in	idefinitely or their archi ectly or oth ivist either cal Authorit business se	erwise engaged by employed directly or cy is to notify senior ection before taking	

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	Notional Potentian Police	for Local Authority Decords, Fry	incoment Approved by ICMA	V for use on the 16th of Newsmhor	E	F	G	Н
	National Retention Policy	Tor Local Authority Records: Env	• •	A for use on the 16th of November				
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3		Environment	Desuments	Detention Decommendation	Loci	olotion No	otos ^Q Com	
	Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments			
		done						
4		Smokey coal ban - enforcement	Files	Retain for duration of investigation &	Air Pollution Act (N	larkoting (Salo Dictrik	oution and Burning of
		Smokey coar ban - emorcement	Files	enforcement action + further 7 years. Then	Specified Fuels) Re			_
				destroy. Exception being those cases where	archivist then the r	-		
				either enforcement actions and legal				ate for their archival
				proceedings have been initiated. Where this	value by an archivis	t either en	nployed dir	ectly or otherwise
				occurs keep these records until all	1		=	nivist either employed
				enforcement and legal proceedings including	directly or otherwis		•	•
				appeals have been exhausted. Then offer to archivist. If no archivist then see comment**	notify senior manage			
				archivist. If no archivist then see comment	records.	ecision ou	ier than to	permanently archive
					l'ecorus.			
14								
	1	Solvents & Decorative Paints Cert of	Certificates of compliance (every 3	Retain current & previous Certificates along	The European Unio	n (Paints, \	Varnishes, \	Vehicle Refinishing
		Compliance (for car sprayers/dry cleaners)	I	with inspection/audit file while active. Only	Products and Activi	ties) Regul	ations 201	2. European Union
			application) Inspection/audit file with	offer superseded certificates to archivist.	(Installations and A	ctivities us	ing Organio	: Solvents)
			each cert. Includes EPA compliant	Destroy rest when file no longer active? If	Regulations 2012	به از دامه د د		مط امان مام مام
			assessment report along with a completed registration app form	no archivist then see comment**	**In the event of r			appraised at a future
			completed registration approxim		date for their archi	-	•	• •
					directly or otherwis		•	
					archivist either em	oloyed dire	ectly or oth	erwise engaged by
					the Local Authority		•	· , , ·
15	1				officer in business			ŕ
		Solvents & Decorative Paints Cert of	Register	Retain register indefinitely. Register to be	The European Unio	•		
		Compliance (for car sprayers/dry cleaners)		archived periodically (i.e.) when full or every 7 years. If no archivist then see comment**	Products and Activi (Installations and A			-
				years. If no aremise their see comment	Regulations 2012**			· ·
					records should be r			
					appraised at a futu		-	
					archivist either em	•	•	
								employed directly or
16					otherwise engaged	-		-
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3	Functional Heading	Environment						
	Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Leg	islation, N	otes & Com	nments
4						/		
17		Odours Issues relating to Dry Cleaners Fumes and Odours	Files of routine investigations/complaints	investigations/complaints and enforcement action + further 7 years. Then destroy. Exception being those cases where either enforcement actions and legal proceedings have been initiated. Where this occurs keep	**In the event of r retained indefinite date for their arch directly or otherwi	Act 2015 192, (S.13, Activities using No. 565/2012) 193, ties Using Organic 194 (S.I. No. 195, t Act 2003, (S.11, 195, ts 1996 as amended 196, ecords should be 196, appraised at a future 196, ist either employed 197, and a control of the control		
18			Register of every farm surveyed. File for each river catchment/ (original survey form with warning letters), LA forms to check farm pollution problems/ warning letters/ follow-up inspection docs/LA correspondence with Dept of Agri (can reduce Single Farm Payment subsidy)	Keep Register of every farm surveyed indefinitely. Files for farms designated as High risk should be kept for 25 years. Low risk keep for 7 years. Then destroy low risk. After 25 year offer high risk to archivist. If no archivist then see comment**	European Commun 2007, SI No. 278 of Water) (No. 2) Reg **In the event of r retained indefinite	nities (Drin f 2007 Euro ulations 20 no archivist ly or until t ival value b se engaged ployed dire r is to notif	king Water opean Com 110 then the re hey can be y an archiv d by the Loc ectly or oth y senior ma	(No. 2) Regulations munities (Drinking ecords should be appraised at a future ist either employed cal Authority. The erwise engaged by anager/certifying

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		done							
4	Climata Astion	Citizen Francous Community	Description of the formed public	December of the vote in few lifetimes of two	Carramanant of Irol	a Aation Di	lan Ta Taekla		
	Climate Action	Citizen Engagement, Community Leadership	Documents related to formal public consultation on proposals initiated	Recommend to retain for lifetime of two Climate Action Plans (current one + previous	Climate Breakdowr		e Action Pi	ian – To Tackie	
			either by the Council or from the	one) then offer to archivist as significant		ne event of no archivist then the records should be ed indefinitely or until they can be appraised at a furtheir archival value by an archivist either employed or otherwise engaged by the Local Authority. The ist either employed directly or otherwise engaged by cal Authority is to notify senior manager/certifying in business section before taking any decision other or permanently archive records. Inment of Ireland Climate Action Plan — To Tackle are Breakdown he event of no archivist then the records should be edindefinitely or until they can be appraised at a furtheir archival value by an archivist either employed or otherwise engaged by the Local Authority. The ist either employed directly or otherwise engaged by cal Authority is to notify senior manager/certifying in business section before taking any decision otherwise in business section before taking any decision otherwise engaged by the Local Authority is to notify senior manager/certifying in business section before taking any decision otherwise engaged by the Local Authority is to notify senior manager/certifying in business section before taking any decision otherwise engaged by the Local Authority is to notify senior manager/certifying in business section before taking any decision otherwise engaged by the Local Authority is to notify senior manager/certifying in business section before taking any decision otherwise engaged by the Local Authority is to notify senior manager/certifying in business section before taking any decision otherwise engaged by the Local Authority is to notify senior manager/certifying in business section before taking any decision otherwise engaged by the Local Authority is to notify senior manager/certifying in business section before taking any decision otherwise engaged by the Local Authority is to notify senior manager/certifying in business section before taking any decision otherwise engaged by the Local Authority is to notify the Local Authority in the local Authority in the local Authority in the local Authority in t			
			Community	change projects may have an archival value. If	retained indefinitel	y or until t	hey can be	appraised at a future	
				no archvist**			-	• •	
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					1	•	•	00,	
					1	-			
					than to permanent	ly archive r	ecords.		
19									
		Promotion & raising awareness	General awareness materials (e.g.)	Retain for calendar year plus 1 year to allow			e Action P	lan – To Tackle	
			flyers; posters, social media posts,etc.	for audit purposes. Then offer to archvist as	Climate Breakdowr				
				major promotional campaigns may have an archival value. If no archvist**					
				aremvar varde. If no dremvise		-	•	• •	
					directly or otherwis	e engaged	by the Loc	cal Authority. The	
						=	=		
					1	•		. , .	
					than to permanent		_	any decision other	
20					than to permanent	iy aremve i	2001 43.		
		Local Authority Adaptation Strategies	Strategy documents	Recommend to retain for lifetime of two	Government of Irel		e Action P		
				Adaptation Strategies (current one + previous			ماد ماد ماد ماد	**In the	
				one) then offer to archivist as they may have an archival value. If no archvist**				ed at a future date for	
				an aremvar variae: in the aremvise	1		r employed directly or		
					otherwise engaged by the Local A			ty. The archivist either	
					employed directly of		•		
					Authority is to notify senior manager/certify business section before taking any decision				
					permanently archiv	_	any decis	וטוז טנוזפר נוזמוז נט	
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3	Functional Heading	Environment								
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legislation, Notes & Comments					
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		_	Documents relating to measures and actions taken by LA	previous National Planning Framework. Then offer to archivist as they may have an archival value. If no archvist**	their archival value	t then the they can by by an arch by the Loo or otherwing y senior m	records shoe appraise nivist either cal Authorit se engaged nanager/ce g any decis	**In the nould be retained ed at a future date for remployed directly or ty. The archivist either by the Local rtifying officer in		
2:	2	Assisting local enterprises to move to low-	Documents relating to andd etailing		Government of Irela			lan – To Tackle		
2:			measures and actions taken by LA to assist local enterprises	completed+ 2 years. Exceptions being where EU funding in these instances EU audit requirements will apply (see comments section). Then offer to archivist. If no archivist then see comment**.	Climate Breakdown EU funded schemes fund requirements 1303/2013 OF THE COUNCIL. There is a relevant documenta period of 3 years af	e retained to le 140 of RI N PARLIAM e legal requing to EU fo sure of the funding wa	to comply with EU EGULATION (EU) No ENT AND OF THE uirement to retain all unding for a minimum e Operational as provided and letter			
24			Documents relating to measures and actions taken by LA	implemented for the remainder of the calendar year in which implementation plus a further 2 years. Then offer to archivist as they may have an archival value. If no archvist**	indefinitely or until their archival value	t then the they can k by an arch by the Loo or otherwing y senior m fore taking	records shoe appraise nivist either cal Authorit se engaged nanager/ce g any decis	**In the nould be retained ed at a future date for remployed directly or ty. The archivist either by the Local rtifying officer in		

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3	Functional Heading	Environment									
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	slation, No	otes & Com	iments			
		done									
4											
25			projects	Retain records until low carbon project is completed+ further 2 years. Exceptions being where EU funding in these instances EU audit requirements will apply (see comments section). Then offer to archivist. If no archivist then see comment**.	event of no archivindefinitely or untile their archival value	then the they can by by an arch by the Loc or otherwis fy senior m	records shoe appraise nivist either al Authorit se engaged nanager/ce	**In the ould be retained d at a future date for employed directly or cy. The archivist either by the Local rtifying officer in			
26			actions taken by LA	Recommend to retain records of actions taken for the duration of the current and previous National Cycle Policy Frameworks. Then offer to archivist as they may have an archival value. If no archvist**	Government of Irel Climate Breakdowr		e Action Pl	an – To Tackle			
27		Demand management measures including low emissions zones and parking pricing measures	actions taken by LA	Retain records until measures have been implemented, reviewed and either become operational or discontinued + further 2 years. Then offer to archivist. If no archivist then see comment**.	Government of Irel Climate Breakdowr	nt of Ireland Climate Action Plan – To T eakdown					
28			points, including installation of charging points	Retain records of installation of charging network points until completed plus 2 years. Exception being where EU funding is involved (see comments). Details of charging network to be retained indefinitely. Periodically details of the charging network should be offered to the archivist. If no archivist see comment**	indefinitely or until their archival value	**In the ould be retained d at a future date for employed directly or cy. The archivist either by the Local rtifying officer in					

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2	Functional Heading	Environment							
1	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	slation, No	tes & Com	ments	
		done	- 55,000		8	,			
1									
4		Circular Economy measures	Documents relating to measures and	Retain records of Circular Economy measures	Government of Irel	and Climat	- Action Pl	an – To Tackle	
		-	actions taken by LA including measues	implemented for the remainder of the	Climate Breakdowr				
			funded under the Circular Economy	calendar year in which implementation takes			, a	····secilarico do	
			Fund	place plus a further 2 years. Exception being					
				where records required to be retained for					
				purpsoes of C&AG audit of measuers funded					
				under The Circular economy fund. These					
				records must be retained until audit period					
				has expired. Then offer to archivist as they					
				may have an archival value. If no archvist					
				please see comment**					
1,0									
29		Climate Mandate/Climate Charter		Recommend to retain for lifetime of two	Government of Irel	and Climat	Action Pl	an – To Tackle	
		Cimilate Managate, Cimilate Cilarter		Climate Manadets/Charters (current one +	Climate Breakdowr		c / (ct/o// / /	an ro rackie	
				previous one) then offer to archivist as they					
				may have an archival value. If no archvist					
30				please see commen**					
		Energy Efficiency + Energy Performance	Documents relating to measures and	Retain records of energy efficiency measures	Government of Irel	and Climat	e Action Pl	an – To Tackle	
			actions taken by LA	implemented by the Council for the	Climate Breakdowr	1			
				remainder of the calendar year in which					
				implementation plus a further 2 years for					
				reporting purposes. Then offer to archivist as					
				they may have an archival value. If no					
31				archvist please see comment**					
-		Sustainable energy - SEAI Sustainable	Records of Council involvement in	Retain records of community projects for	Government of Irel	and Climat	e Action Pl	an – To Tackle	
		energy communities programme	Community driven sustainable energy	their duration plus 2 years. Then offer to the	Climate Breakdowr				
			projects submitted to SEAI	archivist. If no archivists then please see			ty-energy/	sustainable-energy-	
				comment**	communities/		, 577	- 01	
32					<u> </u>				

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			2022			Legislation, Notes & Comments Oth (Ireland) Act 1878, Local Government 1948); Rules & Regulations for the Regulation of		
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3	Functional Heading	Environment						
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	slation, N	otes & Com	ments
		done						
4								
		Administration & Operation of burial	Administrative & operational	Retain administrative and operational	Ι'	•		•
		grounds (general)	records/complaints	_	1		_	or the Regulation of
				further 2 years. Then offer to archivist. If no				ه ط امان مام مام م
				archivist then see comment**				
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					the Local Authority	is to notif	y senior ma	nager/certifying
							_	any decision other
33					than to permanent	ly archive	records.	
33	1	Applications	Applications	Retain records of successful applications for	(Public Health (Irela	and) Act 18	378, Local G	overnment Sanitary
				(i) new burial grounds; and (ii) extensions to	1		= 1	
				existing grounds indefinitely because this is a	Burial Grounds 188	8, as amer	nded	
				working document. Once a document is				
				identified as no longer required for		•	•	• •
				1 ·			•	• •
				no archivist then see comment.	1		•	•
							•	
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34]							
		Exhumation licences	Licences	Retain for 2 years after granting of license.	1	•		•
				Once issue resolved. Then offer to archivist.			_	=
				If no archivist then see comment**				
					archivist either em			· ·
							•	employed directly or
					otherwise engaged			
					manager/certifying	officer in	business se	ction before taking
35					any decision other	than to pe	rmanently	archive records.

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	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	nments		
		done						
4								
		Burial Plot Registers - Maps + Database	Vital record.	Retain all indefinitely. Periodically offer	Public Health (Irelai	nd) Act 18	78, Local G	overnment Sanitary
				updates to archivist. If no archivist then see	Services Act 1948;	Rules & Re	gulations	for the Regulation of
				comment**	Burial Grounds 188	•		
					1994. Local Gov Act			
					the records should			•
					be appraised at a fu			•
36					archivist either emp	loyed dire	ctly or oth	erwise engaged by
]	Burial Plot purchasers register	Vital record.	Retain indefinitely. Periodically offer updates	Public Health (Irela	nd) Act 18	78, Local G	overnment Sanitary
				to archivist. If no archivist then see	Services Act 1948; F	lules & Re	gulations f	or the Regulation of
				comment**	Burial Grounds 188	3, as amer	ded**In tl	ne event of no
					archivist then the re			•
1,7					•	=		ate for their archival
37	1	Headstone register	Vital record.	Retain indefinitely. Then offer to archivist. If	value by an archivis			rectly or otherwise overnment Sanitary
		neaustone register	vitai record.	no archivist then see comment**	Services Act 1948; F	-		
				life drenivist then see comment	Burial Grounds 188		-	_
					archivist then the re	•		
								ate for their archival
					value by an archivis	-		
					engaged by the Loc	al Authori	y. The arcl	nivist either employed
					directly or otherwis	e engaged	by the Lo	cal Authority is to
					notify senior manag		Ū	
38	4	Demoisiere (s. p.) housing about	Company	Datain in definitely. Desire Pro-U. office.				permanently archive
			Correspondence	Retain indefinitely. Periodically offer updates to archivist. If no archivist then see		-		overnment Sanitary
			Register for operational reasons	comment**	Services Act 1948; F Burial Grounds 188		_	_
		headstone, etc		Comment	archivist then the re	•		
								ate for their archival
39					value by an archivis	•		
	-1	Grave openings	Vital record.	Retain for 2 years. Then offer to archivist. If				overnment Sanitary
				no archivist then see comment**	Services Act 1948);	Rules & Re	gulations	for the Regulation of
					Burial Grounds 188	3, as amer	ded**In tl	ne event of no
					archivist then the re	cords sho	uld be reta	nined indefinitely or
40					until they can be ap	praised at	a future d	ate for their archival

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3	Functional Heading	Environment						
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	slation, No	otes & Con	nments
		done						
4								
	Beaches -	Water Safety in bathing areas inc. Irish	Inspections	Retain current & previous risk assessments &	The Bathing Water	Directive (2006/7/EC)
		Water Safety Risk Assessment	·	inspections then destroy superseded docs.		·	, , ,	,
		,		, ,				
41								
		Lifeguards - attendance records		Retain for the duration of the employment	Irish Water Safety's	Guideline	es in 2007,	2010
				contract plus a further seven year then				
				destroy those records not required for any				
42				pension payment purposes.	1:1.14.	0 : 1 !:	: 2007	2044
		Lifeguards: incident log/register		Retain logs & reports for 10 years from the	Irish Water Safety's Guidelines in 2007, 2011 **In the event of no archivist then the records should b			
				date of the accident/incident or dangerous occurrence is reported or until investigation				appraised at a future
				and legal proceedings have been exhausted.		-	-	ist either employed
				Then destroy. Exception to above being	directly or otherwis		•	• •
				where a minor was involved in the	archivist either em			
				incident/accident. In this scenario retain for	the Local Authority	•	•	
				25 years or until investigation and legal	officer in business			
				proceedings have even exhausted. Then	than to permanent	ly archive	records.	
				destroy.				
				Retain high level register of incidents				
				indefinitely and periodically offer to archivist				
43				once anonymised. If no archivist then see				
43	 	Bathing Areas-Water Quality Analysis &	Electronic. Includes annual Public	Retain sampling data from monitoring and	The Bathing Water	Directive (2006/7/FC)
			Participation Request for Submissions	laboratory analysis reports for 7 years. Then	**In the event of n			•
		_	for Designated Bathing Area (small file)	archive. If no archivist then see comment**				appraised at a future
				Exception being those cases where either	date for their archi	•	•	• •
				enforcement actions and legal proceedings	directly or otherwis		-	• •
				have been initiated. Where this occurs keep	archivist either em		-	•
				these records until all enforcement and legal	. ,			
				proceedings including appeals have been				any decision other
44				exhausted	than to nermanent	lv archive	records.	

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	National Potentian Police	for Local Authority Bookeds, Env	ironment Annroyed by ICNA		<u> </u>	<u> </u>	G	П		
	National Retention Policy	Tor Local Authority Records: Env	• •	A for use on the 16th of November						
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	Functional Heading	Environment								
3	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	Legislation, Notes & Comments				
	Sub-runctions	done	Documents	Retention Recommendation	Legi	ments				
4		Bathing Areas-Water Quality Reports &		Retain laboratory reports and associated	The Bathing Water	Directive (2006/7/FC	**In the event of		
		Correspondence		correspondence for 7 yrs. Then destroy	1	•		etained indefinitely		
				correspondence and archive reports.	or until they can be			•		
				Exception being those cases where either	archival value by ar	archivist	either empl	oyed directly or		
				enforcement actions and legal proceedings	otherwise engaged	by the Loc	cal Authorit	y. The archivist either		
				have been initiated. Where this occurs keep	employed directly of	or otherwis	se engaged	by the Local		
				these records until all enforcement and legal	Authority is to noti	fy senior m	nanager/cer	tifying officer in		
				proceedings including appeals have been	business section be		-	on other than to		
				exhausted. If no archivist then see	permanently archive records.					
45				comment**						
				For unsuccessful applicants retain 7 yrs.	Part IV Sanitary Ser	-	-			
		application	Rates section; files on decision issues	(following final decision). Then destroy. For	**In the event of n					
				successful applicants retain licence for		-	-	appraised at a future		
				duration park/site operational + further 7 years. Then offer to archivist. If no archivist	date for their archidirectly or otherwise		•	• •		
				then see comment** Exception being those	archivist either em	0 0	•	•		
				·	the Local Authority	•	•			
				legal proceedings have been initiated. Where	1		•			
				this occurs keep these records until all	than to permanent		_	,		
				enforcement and legal proceedings including						
46		License for nearly / site	Individual files waterings for all sites.	anneals have been exhausted	**!n +ba aua=+ = -	o oveletistet	+h on +h - · ·	sounds should be		
	Caravan & Campsites	Licence for park/site	Individual files retained for all sites / parks. The new licences are added to	Retain for operational lifetime of park/site operational + further 7 years. Then offer to	**In the event of n			appraised at a future		
			relevant file on ongoing basis.	the archivist. If no archivist then see	date for their archi					
			Televant file on ongoing basis.	comment** Exception being those cases			-	• •		
				where either enforcement actions and legal	and legal archivist either employed directly or otherwise e			•		
				proceedings have been initiated. Where this						
				occurs keep these records until all						
				enforcement and legal proceedings including	than to permanent	ly archive i	records.			
				appeals have been exhausted.						
17										
47	<u> </u>	l		1	I					

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3	Functional Heading	Environment						
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	slation, No	tes & Com	iments
		done						
4								
		Register	Register spreadsheet detailing	Retain register up to 7 years. or, once register				
			l ' '	is full. Then offer to archivist. If no archivist				efinitely or until they
				then see comment**	can be appraised at			otherwise engaged by
						. ,	•	employed directly or
					1			ry is to notify senior
					manager/certifying	officer in l	business se	ction before taking
48					any decision other	than to pe	rmanently	archive records.
		Register/Administration of casual trading	Register/Applications (annual)	Retain register indefinitely. Register to be	Casual Trading Act,	1995		
		licence	· · · · · · · · · · · · · · · · · · ·	1	Section 13 of the C	asual Tradi	ng Act, 199	95
			1	7 years. Also publicly available & retained by National				
			Liability Insurance, Tax Clearance Access	1				
			Number (TCAN)					
			Passport photographs of licence holder					
			Copy of HSE Food Registration (where					
			selling food) Waste Management Plan					
49								
		Local Bye-Laws	Local Bye-Laws	Retain for reference until superseded. Then	**In the event of n	o archivist	then the re	ecords should be
				offer to archivist. If no archivist then see		•	•	appraised at a future
					date for their archi		-	
					directly or otherwis		•	•
					the Local Authority	•	•	
					officer in business			
50					than to permanent		_	

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	Sub-i directions	done	Documents	Retention Recommendation	Leg	isiation, ive	ites & Com	inients	
4		Administration & management of casual		Retain day-to-day admin docs of Bays for 5	Casual Trading Act	1995			
		trading bays		yrs. Then destroy. Retain details of	**In the event of r		then the re	ecords should be	
				complaints and investigation of trading	retained indefinite	ly or until t	hey can be	appraised at a future	
licence breaches for duration of the							•	ist either employed	
				investigation/ enforcement action + further 7	directly or otherwi		=		
				years. Then offer to archivist. If no archivist then see comment** Exception being those	archivist either em		•	00,	
				cases where either enforcement actions and	officer in business	-			
				legal proceedings have been initiated. Where			_	,	
				this occurs keep these records until all	than to permanently drenive records.				
				enforcement and legal proceedings including					
51				appeals have been exhausted.					
	Recycling Inc. Composting	Bring banks (unstaffed) glass bottles/drink	Administrative and operational records	Retain administrative and operational	Water Pollution Ac	t, 1977,Air	Pollution A	act, 1987, EPA Act,	
		& food cans/clothes		records for the lifetime of the civic amenity	1992				
				site +further 5 years. Then destroy. Retain	Waste Manageme		5		
				annual report+return. Then offer to archivist.	Litter Pollution Act	•	+ A a+ 2002		
				If no archivist then see comment**	Protection of the E Water Services Act		•		
					Water Framework	•			
					**In the event of r				
					retained indefinite	ly or until t	hey can be	appraised at a future	
							•	ist either employed	
					directly or otherwi		=		
					archivist either em the Local Authority				
					officer in business	-			
52		Recycling centres	Administrative and operational records	Retain administrative and operational	Water Pollution Ac			<u> </u>	
			·	records for the lifetime of the civic amenity	Air Pollution Act, 1	•			
				site + further 5 years. Then destroy. Retain	EPA Act, 1992				
				annual report + return. Then offer to	Waste Manageme		5		
				archivist. If no archivist then see comment**	, ,				
53		<u> </u>	<u> </u>	<u> </u>	Protection of the E	<u>nvironmen</u>	t Act, 2003		

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		done				,			
1									
4		Civic amenity sites purpose built/gated &	Administrative and operational records	Retain administrative and operational	Water Pollution Ac	ts. 1977. 19	987		
		staffed for larger items Christmas trees,		records for the lifetime of the civic amenity				1996, Litter Pollution	
		fluorescent tubes, water oil & DIY waste.		site + further 5 years. Then destroy. Retain	Act, 1977	J	,	,	
		Should this be here or better to move it to		annual report+return. Then offer to archivist.	Protection of the E	nvironmen	t Act, 2003		
				If no archivist then see comment**	Water Services Act	2007-201	3		
					Water Framework	Directive 2	000/60/EC		
					**In the event of n	o archivist	then the re	ecords should be	
						-	-	appraised at a future	
							•	ist either employed	
					directly or otherwis				
					archivist either em	-	-		
					the Local Authority officer in business	•	-		
E 4					than to permanent		_	arry accision other	
54		Management of Hazardous Household	Administrative and operational records	Retain all admin and operational records for	· ·	<u> </u>		ements Final Rule is	
		Waste	Administrative and operational records	3 years from the time the waste was	effective on May 3		-		
				accepted by the initial transporter (40 CFR	1			0/532/EC on the list	
				Section 262.40(a). Then offer register to	of waste pursuant	_			
				archivist. If no archivist then see	parliament and of t	he Council	(2014/955	/EEC) [referred to	
				comment**	hereafter as 'The Li	st of Waste	e (Low)']Co	mmission Regulation	
					I' '			4, replacing Annex III	
					to Directive 2008/98/EC of the European Parliament and				
					the Council on was	•	•		
					**In the event of n				
						•	•	appraised at a future	
					date for their archival value by an archivist either employ directly or otherwise engaged by the Local Authority. The				
					archivist either em		-	-	
					the Local Authority	•	•	- · ·	
55					officer in business	•	-		

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3	Functional Heading	Environment						
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Leg	islation, N	otes & Com	ments
		done						
4								
		Household Waste Subsidy	Administrative and operational records	For unsuccessfull applicants retain for 2 years				
			of waivers for pensioners or people who	after final appeal has been exhausted. Then				
			•	destroy. For successful waiver applicants				
				retain for the duration of the calendar year				
				for which the waiver relates to plus until				
				audit for that year has been completed. Then				
				destroy.				
56								
		Management of Asbestos	WTT forms from DCC for disposal	Offer register periodically to archivist. If no	European Commu	nities (Prot	ection of W	orkers) (Exposure to
			Register	archivist then see comment**	, ,	-		d) **In the event of
								etained indefinitely
					or until they can b			
					archival value by a		-	•
						-		y. The archivist either
					employed directly			=
					Authority is to not	-	_	
57					business section b	erore takin	g any decisi	on other than to

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	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Leg	Legislation, Notes & Comments				
		done								
4										
<u> </u>		PRI (Producer Responsibility Initiatives)	Enforcement files	Retain for duration of investigation &	WEEE Directive 20	12/19/EU,	Environme	ntal Protection		
		Enforcement: Waste Electrical &		enforcement action + further 7 years. Then	Agency Act 1992,E	uropean U	nion (Waste	e Electronic and		
		Electronic Equipment (WEEE).		destroy. Then offer significant cases (after	Electrical Equipme	nt) Regulat	ions 2014 (S.I. 149 of 2014),		
				, , ,	1 '	•				
				If no archivist then see comment**	Equipment) Regula		•	• • • • • • • • • • • • • • • • • • • •		
				Exception being those cases where either		,Waste Management				
				enforcement actions and legal proceedings have been initiated. Where this occurs keep	(S.I. 290 of 2005),	ent) Regulations 2005				
				these records until all enforcement and legal	Γ' "	ded,S1 283 of 2014,				
				proceedings including appeals have been	WEEE Directive 20	o as amene	icu,31 203 01 2014,			
				exhausted.	**In the event of i		then the re	ecords should be		
					retained indefinite	ely or until t	they can be	appraised at a future		
					date for their arch	ival value b	y an archiv	ist either employed		
					directly or otherw		=			
								erwise engaged by		
					the Local Authorit	=	-			
58					officer in business	tly archive	rocords	any decision other		
		PRI (Producer Responsibility Initiatives)	Files & records	Retain enforcement action files until	1 ' '	•	•	ELT who operate the		
		Enforcement: End of Life Tyres (ELTs).		complete + further 7 years. Then destroy.	1			ries out inspections		
				Then offer significant cases (after	including bonfire i	•		02 Decleration of the		
				anonymisation) only to archivist for archiving. If no archivist then see comment**		_	-	ent (Tyres and Waste		
				Exception being those cases where either	Tyres) Regulations		_	, ,		
				enforcement actions and legal proceedings	Management Acts	•		,,		
				have been initiated. Where this occurs keep	1	o archivist then the				
				these records until all enforcement and legal	records should be	retained in	definitely o	or until they can be		
				proceedings including appeals have been	appraised at a futo			•		
i				exhausted.			•	erwise engaged by		
						=		employed directly or		
l						=		ty is to notify senior		
59					illianager/certifylh	g omcer in	business se	ction before taking		

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F	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legis	lation, No	ites & Com	ments
		done				·		
L								
F	Veterinary Services	Licensing of approved food	Register of licences	Retain annual licences for licence duration +	European Commun	ties (Food	and Feed	Hygiene) Regulations
	-	establishments under LA supervision inc.		further 7 years. Then destroy.	-	-		amended Regs up to
		low throuput slaughter houses and meat	Licences are issued & valid for 12	Offer completed register to archivist	European Communi	ties (Food	and Feed	
		processors	months	periodically. If no archivist then see	Hygiene)(Amendme	nt) (No. 2)	Regulatio	ns 2015**In the
				comment**	event of no archivis	t then the	records sh	ould be retained
					<u> </u>	-		d at a future date for
						•		employed directly or
						ry. The archivist either		
					employed directly o			•
	0				Authority is to notif business section be	•		. •
۲		LA dog pound	Register	Retain register for 1 year after the calendar	Control of Dogs Act		-	
				year in question Then offer completed	archivist then the re			
				register to archivist. If no archivist then see				ate for their archival
				comment**	value by an archivis	t either en	nployed dir	ectly or otherwise
					engaged by the Loc	al Authorit	y. The arch	nivist either employed
					directly or otherwis		=	
					notify senior manag			
6	1				· ·	ecision oth	er than to	permanently archive
F		Dog licensing inc. annual and lifetime	Annual Licences	Retain annual licence for duration of the	records. Control of Dogs Act	(s) 1986 to	1992	
			(valid for 12 months)	licence + further 2 years. Then destroy.		,,,		
			,	Lifetime licences are to be retained for				
			Lifetime licences	duration of dog's lifetime + further 2 years.				
				Then destroy.				
6	2							
			Register.	Retain historical registers (i.e.) those not	Control of Dogs Act	-		
		lifetime licences		maintained on-line by An Post) indefinitely.	National Dog Regist	er is maint	tained by A	n Post on
				1	www.licenses.ie			
				If no archivist then see comment**	**In the event of no			
				For the current register maintained on-line by			•	• •
				An Post LA to take a periodic snapshot of the register and offer this to the archivist. If no			-	• • •
				archivist then see comment**	no directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by			
۱,	3			aremyist their see comment	the Local Authority	-	=	
٥	٥				Time Local Autilionity	וז נט ווטנווץ	SCHIOL HIG	mager/certifying

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3	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	slation No	otes & Com	nments			
		done	Documents	Retention Recommendation	LCBI	siation, it	otes & con	ments			
4		Microchipping of Dogs (stray dogs from	Register of Stray Dogs: Details of dogs	Retain register for 1 year after the calendar	Microchinning of D	licrochipping of Dogs Regulations 201					
				year in question. Then offer completed	Act(s) 1986 to 1992	_	1110113 2013	. Control of Dogs			
				register to archivist. If no archivist then see	Under the COD Act		ster I Δ's re	ecord these chin			
			register.	comment**		_		Regulations requires			
			i egisteri		LAs to keep a regist		, 0	•			
					recorded on the reg		_				
					inspection at all rea	-	_	•			
					1 '		•	ochipping Regulations			
					⁻	=		pases where the chip			
					number is to be rec	licensed by	the Dept of				
					Agriculture, are all	sures the chip					
					number for stray do	ogs is on o	ne of these	databases. The			
					databases are not o	pen to the	e public, bu	ıt LA's can consult			
64					them.						
		General Admin for Control of dogs	dog fouling/no licence fines record	Retain register indefinitely. Register to be	Section 14 Control	_					
				1	1	_	•	1998. Litter Pollution			
				l .	Act 1997 as amend	ed - on the	e spot fines	for dog fouling			
				years from when issued. Then Destroy.							
				Exception being those cases where either							
				enforcement actions and legal proceedings have been initiated. Where this occurs keep							
				these records until all enforcement and legal							
				proceedings including appeals have been							
				exhausted.							
65											
		Register of dog breeding establishment	Register	Retain register indefinitely. Register to be	Dog Breeding Estab						
				archived periodically (i.e.) when full or every	**In the event of n						
				7 years.Then offer to archivist. If no archivist		•	•	appraised at a future			
66				then see comment**				ist either employed			
		_	· · · · · · · · · · · · · · · · · · ·		S.I. No. 442/1998 -	Control of	Dogs Kegu	iations, 1998			
		regulations	investigations and enforcement actions	archived periodically (i.e.) when full or every							
				7 years. Exception being those cases where either enforcement actions and legal							
				_							
				l.							
				· · · · · · · · · · · · · · · · · · ·							
67											
67				proceedings have been initiated. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.							

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		done							
4									
		Regulation of Dog Breeding	Inspection & Enforcement reports.	Retain register and enforcement reports	Dog Breeding Estak	lishments	Act 2010 r	evised Guidelines 1	
		Establishments	l ·	indefinitely. Register to be archived				Establishments Act	
				periodically (i.e.) when full or every 7 years.	2010				
				Exception being those cases where either					
				enforcement actions and legal proceedings					
				have been initiated. Where this occurs keep					
				these records until all enforcement and legal					
				proceedings including appeals have been					
				exhausted.					
68						• • • •			
		Operation and administration of	Licences issued	Retain docs for 7 years from date of issue.	S.I. No. 442/1998 -	Control of	Dogs Regu	lations, 1998	
69	1	Dog/animal pounds. Register of stray horses	Register for operational reasons	Then destroy. Retain detail until case resolved + further 3	Control of Horses A	ct 1006			
70		Register of stray horses	Inegister for operational reasons	years. Then Destroy.	Control of Horses F	ici, 1990			
	i	Control of Horses (Only for horses living in	Application and issuing of horse licence	Annual licence valid for 12 months a retain	Control of Horses	Act. 1996	(S.8. S.9. S.	37. S.40)	
		limited spatial areas)		for duration of the licence + further 7 years.		,	(0.0) 0.0) 0.	<i>-,</i> -, -, -, -, -, -, -, -, -, -, -, -, -,	
		,		Then destroy. Details of unsuccessful					
				applications to be retained for 2 yrs. from					
				the time that application was refused. Then					
71				destroy.					
		MCC Horse control record: reclaim,	Ī	Retain for 7 years. Then destroy.	Control of Horses A	ct, 1996			
72	1	rehome disposal, recoupment etc.	disposal, recoupment etc.						
		Compensation to bee-keepers for bees	Application forms/correspondence	Keep copy of documents for 3 years. Then	Bee Pest Preventio	-			
		lost due to American Foul Brood Disease		offer to archivist. If no archivist then see	Agricultural Act, 19			evention	
		(Bee Pest)		comment**	(Amendment) Regu				
					Regulation (EC) No				
					Act, 2013**In the				
							•	ney can be appraised	
								y an archivist either	
					employed directly			•	
					•			directly or otherwise	
					engaged by the Loc		-	-	
								ction before taking	
72					any decision other	man to pe	imanentiy	archive records.	
73		1							

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		done						
4								
		Allocation and administration of animal		Retain admin record of payment for 7 years.				
74		welfare grants		Then destroy.				
	Community Grant Animal	Legislation; Regulations; Circulars & Bye-	Legislation; Regulations; Circulars & Bye-	Retain bye-laws until superseded. Then offer	Litter Pollution Act	s, 1997, as	amended	(S.3, S.8, S.9, S.15,
	schemes	laws	laws	to archivist. If no archivist then see	S.16, S.17, S.18, S.1	9, S.20, S.2	21, S.22, S.2	7) Waste
75				comment**	Management Act, 1			
		Litter Control: Policy & Plan	•	Retain current and previous superseded	**In the event of no			
				policy & plan. Then offer to archivist. If no		•	•	appraised at a future
				archivist then see comment**	date for their archiv		-	
					directly or otherwis		•	•
					archivist either emp	•	•	
_,					the Local Authority officer in business s			
76	Litter Control, Prevention &	Litter Control: General administration and	Administrational & operational files	Keep a Register of statistics for 2 years. Then	Section 3 of Litter P			·
	Enforcement		•	offer to archivist. If no archivist then see	**In the event of no		,	<i>'</i>
77	Linordement	indiagement of fitter control services	Register of statistics	comment**				appraised at a future
		On the spot fines issued by Litter wardens	Litter complaint form, fines duplicates	Keep receipt book for 2 years. Then destroy.	The Litter Pollution			- '
		to offenders	(same as receipt books/ counterfoils of	Keep a Register of Fines. After 2 years.	**In the event of no			-
			fines issued)	anonymise this register & offer to archivist. If	retained indefinitel	y or until t	hey can be	appraised at a future
				no archivist then see comment**	date for their archiv	al value b	y an archivi	st either employed
					directly or otherwis	e engaged	by the Loc	al Authority. The
78					archivist either emr	oloved dire	ctly or oth	erwise engaged by

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2	Functional Heading	Environment							
3	Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Lo	Legislation, Notes & Comments			
		Enforcement of litter control legislation/regulations	Correspondence/complaints/ investigations/ evidence/ reminders/ prosecutions including court-cases for unpaid fines	legal proceedings have been initiated. Where this occurs keep these records until all	2015, 3 new was (WERLAS) were egreater consister Council, Dublin Councils (combin *(i)Prosecutions offence being co *(ii)Where CCTV then CCTV footage CCTV usage polic where CCTV footenforcement act commenced retage	& Donegal County ithin 6 months of the ion and prosecution 28 days or as per local d. Exception being			
79	4	On-Spot Litter fines Register/database	Register of Fines	Retain Register of fines for 2 years then	Section 3 of Litte	r Pollution A	ct,1997(as	amended in 2017),	
80				anonymise this Register.			, ,	,	

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3	Functional Heading	Environment			1			
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Leg	islation, N	otes & Com	ments
		done						
4								
		Inspections relating to Commercial Food	Inspection files & correspondence	Retain for duration of inspection and				4
		Waste		enforcement action + further 7 years. Then				
				offer to archivist. If no archivist then see				
				comment** . Exception being those cases				
				where either enforcement actions and legal				
				proceedings have been initiated. Where this				
				occurs keep these records until all				
				enforcement and legal proceedings including				
				appeals have been exhausted.				
81	-	Littor Pollution Monitoring Curvey in	Register of statistics	Koon Dogistor of statistics for 2 years. Then	The Litter Pollution	ο Λ ct 1007	las amondo	od in 2017)
82		Litter Pollution Monitoring Survey in Towns	Register of statistics	Keep Register of statistics for 2 years. Then Destroy	The Litter Pollution	1 ACL 1997	(as annenue	eu III 2017),
<u> </u>	1		Register of statistics	Keep Register of statistics for 2 years. Then	The Litter Pollution	n Act 1997	(as amende	ed in 2017),
		smaller specified area		Destroy			`	,,
83	-	Litter block and to be locations and stone	Degister of statistics	Voor Dogistor of statistics for 2 years. Then	The Litter Dellution	2 A at 1007	las amanda	nd in 2017)
		Litter black spots Inc. locations and steps taken to remediate	Register of statistics	Keep Register of statistics for 2 years. Then	The Litter Pollution **In the event of n		•	•
		taken to remediate		Destroy				appraised at a future
						•	•	ist either employed
					directly or otherw		•	• •
					<u> </u>		=	erwise engaged by
					the Local Authority		•	00,
84						•	•	any decision other
		National Litter Pollution Monitoring	Register of statistics	Keep a Register of statistics for 2 years. Then	The Litter Pollution	n Act 1997	(as amende	ed in 2017)
		Survey		offer to archivist. If no archivist then see	**In the event of r			
85				comment**	retained indefinite	ely or until t	they can be	appraised at a future
	1	Irish Business against litter survey	Register of statistics	Keep a Register of statistics for 2 years. Then	The Litter Pollution	n Act 1997	(as amende	ed in 2017),
				offer to archivist. If no archivist then see	**In the event of r	no archivist	then the re	ecords should be
				comment**	retained indefinite	ely or until t	they can be	appraised at a future
					date for their arch	ival value b	y an archiv	ist either employed
					directly or otherw	ise engaged	d by the Loc	cal Authority. The
					archivist either em	ployed dire	ectly or oth	erwise engaged by
					the Local Authorit	y is to notif	y senior ma	nager/certifying
86					officer in business	section be	fore taking	any decision other

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	Graffiti Enforcement	Graffiti	Awarding of tender and management of	Retain for duration of contract + further 7	Litter Pollution Ad	ts, 1997, as	amended	(S.20)
				years, then destroy	**In the event of			, ,
				,	retained indefinit	ely or until t	hey can be	e appraised at a future
					date for their arch	nival value b	y an archiv	vist either employed
					directly or otherw	vise engaged	by the Lo	cal Authority. The
					archivist either er	nployed dire	ectly or oth	nerwise engaged by
					the Local Authorit	-	-	
87					officer in business	section be	ore taking	any decision other
	Diesel Laundering	Diesel Laundering Disposal	(i)Tender and contract returns to Dept	Retain for contract + further 7 years, then	The Hazardous W	aste Genera	tor Improv	vements Final Rule is
			(ii)recoupments from Dept, (iii)Reports	destroy except return to Dept which should	effective on May	30, 2017Cor	nmission [Decision of 18
			•					00/532/EC on the list
			· "	see comment**	I			/EC of the European
			Registration (5 yr. period) from EPA (for		T		-	5/EEC) [referred to
			site to hold diesel); contractor		hereafter as 'The		-	
			maintains this site on LA's behalf to		Regulation (EU) N	-		
			comply with Cert).		1 .			/EC of the European and repealing certain
					Directives.	the Counci	i Oii Wasie	and repeating certain
88					Directives.			
		Trans frontier Shipment of Waste (TFS)	Applications,	Retain for 7 years then destroy TFS	Dublin City Co Wa	ste Manage	ment (Shi	pments of waste) Reg
		for Diesel Laundering	correspondence/consignment notices	documents including bond.	2007-S.1 No. 419.	Note DCC	deal with a	all TFS consignments in
			Dublin City Council deal with all TFS		country, therefore	e hold recor	ds	
			consignments in country and therefore					
			hold records. Contractor for diesel					
			laundering e.g. deal with TFS on LA's					
			behalf.					
89								
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	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Leg	ments		
		done						
4								
		LA Cert of Regulation	Cert of Regulation	Retain for duration of inspection and	**In the event of n	o archivist	then the re	ecords should be
				enforcement action + further 7 years. Then	retained indefinite	ly or until t	ney can be	appraised at a future
				offer to archivist. If no archivist then see				ist either employed
				comment**	directly or otherwi	0 0	•	•
				Exception being those cases where either	archivist either em		•	
				enforcement actions and legal proceedings have been initiated. Where this occurs keep	the Local Authority officer in business	•		
90				these records until all enforcement and legal	than to permanent		•	any decision other
30		Reference Material	Reference Material	Retain for as long as research/reference	than to permanent	ily dicilive i	<u>ccoras.</u>	
91				material is relevant. Then Destroy.				
	Protection of natural waters	Legislation; Regulations; Circulars & Bye-		Retain all current applicable environmental	**In the event of n	o archivist	then the re	ecords should be
		laws		legislation; regulations; circulars and bye-laws	retained indefinite	ly or until t	ney can be	appraised at a future
				until superseded. Superseded docs to be	date for their archi	val value b	, an archiv	ist either employed
				retained for 10 years. Then offer to archivist.	directly or otherwi		-	
92				If no archivist then see comment**	archivist either em		•	
192		River Basin management plans		Retain current and previous superseded	the Local Authority Water Framework			
		land and the same property of		plan. Then then offer to archivist. If no	Policy Regulations			
				archivist then see comment**	Regulations (S.I. No	o. 272 of 20	09) and Gr	oundwater
					Regulations (S.I. No	o. 9 of 2010)	
93								
		Water quality management/catchment		Retain current and previous superseded	River Basin Manag	ement Plan	2018-202	1
		management, Policies& plans		policies & plans. Then then offer to archivist.	The Water Framew	ork Directi	ve, Directiv	re 2000/60/EC,
				If no archivist then see comment**				
94		Appropriate Assessment - NATURA -		Retain current and previous superseded	Article 6(3) and 6(4	l) of the Co	ıncil Direc	tive 92/43/FFC
		relating to SACs or SPAs		plans and statements. Then offer to archivist.	A licie o(3) allu o(4	, or the CO	טוופנו טוופנ	11VC 32/43/LLC
				If no archivist then see comment**				
95								

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	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legis	lation, No	tes & Com	ments
		done						
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-		Small Stream Risk Scoring		Retain current and previous scoring results	The Water Framewo	ork Directi	ve, Directiv	e 2000/60/EC,
		_		and assessments. Then offer to archivist. If				
				no archivist then see comment** At present				
				the laboratory retains hard copies of results				
				for 5 years and this is written into our Quality				
				Management System for our accreditation.				
				After that period our paper documents are				
				destroyed. All laboratory results are retained				
				electronically. Results pertaining to any legal				
				matters are retained.				
96		Environmental Impact Assessments		Retain copy of environmental impact	EIA Directive 2014/	52/EU		
				assessment on planning application file for 20		•	d Developm	nent) (Environmental
				years. Then offer to archivist for archiving. If				ction 38(5), Planning
				no archivist then see comment**	& Development Act			
97					availability of docur			•

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\vdash	National Potention Policy	for Local Authority Pocords: Envi	ironment Approved by LGMA	A for use on the 16th of November	<u> </u>	F	G	Н
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		Site suitability for Wastewater treatment		l .	Section 38(5), Planr			
		plants		has been completed; commissioned and is in				
				1 -	1	=		one original copy of ve in accordance with
				1	section 65 of the LG			
					(Amendment) Act,	2018 provi	ides for pul	olication on-line of
					documents listed in	section 3	8 of the P&	D Act, 2000.
98								
		Wastewater treatment Plant		Retain until construction of treatment plant	**In the event of n	o archivist	then the re	ecords should be
		Files/Architectural drawings		·		=	-	appraised at a future
				operation. Then retain on planning file +20 yrs. Then offer to archivist. If no archivist	date for their archiv		-	
				1'	directly or otherwis archivist either emp		-	=
					the Local Authority	=	=	
99					officer in business s	ection bef	ore taking	any decision other
		Surveys & Statistics results		Retain current and previous statistical results	**In the event of n			
1.0				then offer to archivist. If no archivist then		=	=	appraised at a future
10	ַ			see comment**	date for their archiv	<i>i</i> al value b	y an archiv	ist either employed

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	done						
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	Surveys & Statistics return to Dept		Retain current and previous statistical returns	**In the event of r	no archivist	then the re	ecords should be
			then offer to archivist. If no archivist then	retained indefinite	ly or until t	they can be	appraised at a future
101			see comment**	date for their arch	ival value b	y an archiv	ist either employed
	Enforcement Legal		Retain until the enforcement and legal	**In the event of r	no archivist	then the re	ecords should be
	proceedings/prosecutions		proceedings have been exhausted including	retained indefinite	ly or until 1	they can be	appraised at a future
			appeals. Then offer to archivist who will	date for their arch	ival value b	y an archiv	ist either employed
			select stand out precedent setting cases for	directly or otherwi	se engaged	d by the Loc	cal Authority. The
			archiving. If no archivist then see	archivist either em	ployed dire	ectly or oth	erwise engaged by
102			comment**	the Local Authority			
	Enforcement Register of Enforcements		Retain register indefinitely. Register entries	**In the event of r			
			to be archived every 7 years. If no archivist		=	=	appraised at a future
			then older then see comment**			•	ist either employed
103				directly or otherwi			·
	Enforcement Notices & Complaints		At present the laboratory retains hard copies	**In the event of r			
			of results for 5 years and this is written into		•	•	appraised at a future
			our Quality Management System for our			-	ist either employed
104			accreditation.After that period our paper	directly or otherwi		•	·
	Rivers & Lakes-Water Quality Analysis &		Retain sampling data and laboratory analysis	**In the event of r			
	Monitoring		reports for 7 years. Then offer to archivist. If		•	•	appraised at a future
			no archivist then see comment** Exception			•	ist either employed
			being those cases where either enforcement	directly or otherwi		-	
			actions and legal proceedings have been			-	erwise engaged by
			initiated. Where this occurs keep these	the Local Authority	•	•	0 , , 0
			records until all enforcement and legal	officer in business		_	any decision other
			proceedings including appeals have been	than to permanen	tly archive	records.	
			exhausted.				
105							

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		done	Botaments	neterition recommendation	205	inents		
4		Rivers & Lakes-Water Quality Reports &		Retain laboratory reports and associated	**In the event of n	o archivist	then the re	cords should he
		correspondence		correspondence for 7 years. Then destroy				appraised at a future
		- San San Parisana		correspondence and archive reports. Then	date for their archi	-	•	• •
				offer to archivist. If no archivist then see	directly or otherwis		-	• •
				comment** Exception being those cases	archivist either em		=	=
				where either enforcement actions and legal	the Local Authority	is to notify	y senior ma	nager/certifying
				proceedings have been initiated. Where this	officer in business	section bef	ore taking	any decision other
				occurs keep these records until all	than to permanent	ly archive i	records.	
				enforcement and legal proceedings including				
106				appeals have been exhausted.				
100		Groundwater water quality Analysis &		Retain sampling data from monitoring and	**In the event of n	o archivist	then the re	cords should be
		Monitoring		laboratory analysis reports for 7 years. Then	retained indefinite	y or until t	hey can be	appraised at a future
				offer to archivist. If no archivist then see	date for their archi	val value b	y an archivi	st either employed
				comment** Exception being those cases	directly or otherwis	se engaged	by the Loc	al Authority. The
				where either enforcement actions and legal	archivist either em	•	•	
				proceedings have been initiated. Where this	the Local Authority		-	. , .
				occurs keep these records until all	officer in business		_	any decision other
				enforcement and legal proceedings including	than to permanent	ly archive i	records.	
107				appeals have been exhausted.				
		Groundwater water quality Reports &		Retain laboratory reports and associated	**In the event of n	o archivist	then the re	cords should be
		Correspondence		correspondence for 7 years. Then destroy	retained indefinite	y or until t	hey can be	appraised at a future
				correspondence and archive reports. Then	date for their archi		•	• •
				offer to archivist. If no archivist then see	directly or otherwis		•	·
				comment** Exception being those cases	archivist either em			
				where either enforcement actions and legal	the Local Authority		-	•
				proceedings have been initiated. Where this	officer in business		_	any decision other
				occurs keep these records until all	than to permanent	iy archive i	ecords.	
				enforcement and legal proceedings including appeals have been exhausted.				
108				appears mave been exhausteu.				

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		Coastal Waters & Aqua Culture-Water		Retain sampling data from monitoring and	**In the event of	no archivis	t then the r	ecords should be
		Quality Analysis& Monitoring		laboratory analysis reports for 7 years. Then	retained indefinit	ely or until	they can be	e appraised at a future
				offer to archivist. If no archivist then see	date for their arc	nival value l	oy an archiv	vist either employed
				comment** Exception being those cases	directly or otherv	ise engage	d by the Lo	cal Authority. The
				where either enforcement actions and legal	archivist either er	nployed dir	ectly or oth	nerwise engaged by
				proceedings have been initiated. Where this	the Local Authori	ty is to noti	fy senior m	anager/certifying
				occurs keep these records until all			_	any decision other
				enforcement and legal proceedings including	than to permane	ntly archive	records.	
109				appeals have been exhausted.				
103		Coastal Waters & Aqua Culture-Water		Retain laboratory reports and associated	**In the event of	no archivis	t then the r	ecords should be
		Quality reports & Correspondence		correspondence for 7 years. Then destroy				e appraised at a future
				correspondence and archive reports. Then		•	•	vist either employed
				offer to archivist. If no archivist then see	directly or otherv	ise engage	d by the Lo	cal Authority. The
				comment** Exception being those cases	archivist either er	nployed dir	ectly or oth	nerwise engaged by
				where either enforcement actions and legal		•	•	anager/certifying
				proceedings have been initiated. Where this				any decision other
				occurs keep these records until all	than to permane	ntly archive	records.	
				enforcement and legal proceedings including				
110				appeals have been exhausted.				
		Drinking Waters-Water Quality Analysis &		Retain sampling data from monitoring and	**In the event of	no archivis	t then the r	ecords should be
		Monitoring		laboratory analysis reports for 7 years. Then	retained indefinit	ely or until	they can be	e appraised at a future
				offer to archivist. If no archivist then see	date for their arc	nival value l	oy an archiv	vist either employed
				comment** Exception being those cases	directly or otherv	ise engage	d by the Lo	cal Authority. The
				where either enforcement actions and legal	archivist either er	nployed dir	ectly or oth	nerwise engaged by
				proceedings have been initiated. Where this	the Local Authori	•	•	
				occurs keep these records until all			_	any decision other
				enforcement and legal proceedings including	than to permane	ntly archive	records.	
111				appeals have been exhausted.				
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		done				,				
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+		Drinking Waters-Water Quality Reports &		Retain laboratory reports and associated	**In the event of no	n archivist	then the re	cords should be		
		correspondence		correspondence for 7 years. Then destroy				appraised at a future		
				correspondence and archive reports. Then	date for their archiv	-	=	* *		
				offer to archivist. If no archivist then see	directly or otherwis		=			
				comment** Exception being those cases	archivist either emp		•	•		
				where either enforcement actions and legal	the Local Authority	is to notif	, senior ma	nager/certifying		
				proceedings have been initiated. Where this	officer in business s	ection bef	ore taking	any decision other		
				occurs keep these records until all	than to permanent	y archive i	ecords.			
				enforcement and legal proceedings including						
112				appeals have been exhausted.						
		Agricultural Pollution Investigation and		Retain files of routine	The Water Framew	ork Directi	ve 2000/60)/EC		
		Inspection Inc. files of routine		investigations/complaints for period of 7	**In the event of no	archivist	then the re	ecords should be		
		investigations/complaints		years after investigation takes place. Then	retained indefinitel	y or until t	hey can be	appraised at a future		
				destroy. Exception being those cases where	date for their archiv		•	• • •		
				either enforcement actions and legal	directly or otherwis		-	•		
				proceedings have been initiated. Where this	archivist either emp	•	•			
				occurs keep these records until all	the Local Authority		•	, ,		
				enforcement and legal proceedings including appeals have been exhausted. and	officer in business s than to permanent		_	· ·		
				enforcement action + further 7 years.	Good Agricultural P	•				
				Significant cases where precedent has been	Regulations 2017 as			tion of waters		
				set (involving legal proceedings) should be						
				offered to the archivist. If no archivist then						
111				see comment**						
113		Agriculture & Forestry Water Quality		Retain laboratory reports and associated	**In the event of no	n archivist	then the re	cords should be		
		Farm Surveys		correspondence for 7 years. Then destroy				appraised at a future		
					date for their archiv	•	•	• •		
				1 .	directly or otherwis		•	• •		
				comment** Exception being those cases	archivist either emp	oloyed dire	ctly or oth	erwise engaged by		
				where either enforcement actions and legal	the Local Authority					
				proceedings have been initiated. Where this	officer in business s		_	any decision other		
				occurs keep these records until all	than to permanent	y archive i	ecords.			
				enforcement and legal proceedings including						
114				appeals have been exhausted.						
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3	Functional Heading	Environment								
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	Legislation, Notes & Comments				
		done								
4										
		Agriculture & Forestry water quality		Retain sampling data from monitoring and	**In the event of n	o archivist	then the re	cords should be		
		Analysis & Monitoring		laboratory analysis reports for 7 years. Then	retained indefinitel	y or until t	hey can be	appraised at a future		
				archive. Then offer to archivist. If no archivist			•	• •		
				then see comment** Exception being those	directly or otherwis		-	· ·		
					archivist either emp	-	=			
				legal proceedings have been initiated. Where this occurs keep these records until all	officer in business s					
				enforcement and legal proceedings including			_	arry decision other		
				appeals have been exhausted.	liman to permanent	iy arciiive i	ccorus.			
115										
		Oil Pollution prevention& Control		Retain current and previous superseded plans						
		Management Plans & Correspondence		and statements plus correspondence relating						
				to those plans. Then offer plans to archivist. Destroy correspondence. If no archivist then						
				see comment**						
116										
		Oil Pollution prevention& Control		Retain for duration of license or until						
		Discharge licences.		superseded. Then retain for period allowed						
				by statute for any legal or enforcement actions taken against the license holder. High						
				level recording of license details to be						
				retained indefinitely in archive. If no archivist						
				then see comment**						
117								,		
		Emergency Planning Committee		Retain current and previous superseded plans	1	ention of C	il Pollution) Regs, 1994. SI No.		
				and statements plus correspondence relating to those plans. Then offer plans to archivist.	44/1994 **In the event of no	n archivist	then the re	ocords should be		
				1						
				1 .	nen retained indefinitely or until they can be appraised at a date for their archival value by an archivist either emplo					
118					directly or otherwis		•	• •		

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3	Functional Heading	Environment						
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	slation, No	otes & Com	nments
		done						
4								
		Maritime Contingency Plans		Retain current and previous superseded plans				
				and statements plus correspondence relating				
				to those plans. Then offer plans to archivist.				
				Destroy correspondence. If no archivist then				
				see comment**				
119								
		Private licences Register for Sewers		Retain register indefinitely. Licenses to be	Sections 4 & Section			,
					Act, 1977 (as amen	•		
				superseded. Then retain for period allowed	**In the event of n			
				by statute for any legal or enforcement		•	•	appraised at a future
				actions taken against the license holder. Then			=	
120				destroy. Register to be archived periodically.	directly or otherwis		•	·
120		Private licences Register for Water		If no archivist then see comment** Retain register indefinitely. Licenses to be	archivist either emp Sections 4 & Section			
		Trivate licences Register for water			Act, 1977 (as amen			•
				superseded. Then retain for period allowed	**In the event of no	-		
				by statute for any legal or enforcement				appraised at a future
				actions taken against the license holder (i.e.)	date for their archiv	•	,	- It Is 100 00 00 00 00 00 00 00 00 00 00 00 00
				7 years. Then destroy. Register to be archived				
				periodically. If no archivist then see				
12:	ւ			comment**				

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		done	Documents	Retention Recommendation	Legi	siacion, it	otes & com	inicitis
		33.13						
4		Trade Efficient Discharge to Course License		Detain file on lineage watil avaired (review	Costian 1C Lineman	/: a \ Caa+:	an 10 af th	Lacal Cart (Mater
		Trade Effluent Discharge to Sewer Licence		Retain file on licence until expired (review	Section 16 Licence			•
				every 5 years to check for closed files) +	Pollution) Act, 1977	-	-	Waste from
				further 7 years then destroy. Retain actual	hotels/ restaurant			
				monitoring results for 7 years then destroy. If				•
				a complaint, retain for duration of	monthly/bi-monthl	• •		
				investigation and enforcement action +	takes them to cour	=		
				further 7 years. If license period extends	months. Some S.16	Licences 8	going to Iris	h Water.
				beyond the assumption of control by IW in				
				2014 then offer original records to IW when				
				SLA ends if these records have not already				
				been transferred. If IW refuse original then				
				offer original to LA archivist for archive. If IW				
				accept original records the LA must offer a				
				copy of these records to the archivist as				
				provision of water infrastructure is of archival				
				value to a LA which is separate to the control				
				by IW of the asset itself. Archive significant				
				cases. If no archivist then see comment**				
				Exception to 7 years. period would be where				
				legal proceedings have been initiated on foot				
				of the investigation and enforcement. In				
				these cases the records should be retained				
122				until the local proceedings (Inc. appeals) have				

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3	Functional Heading	Environment						
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legis	slation, No	tes & Com	ments
		done						
4								
		Section 4 Licence to discharge treated	File on granting S.4 licence and file on	Retain file on licence until expired (review	Section 4 licences. (Inc. treatr	nent plants) to ground/surface
		wastewater	test results submitted by contractors to	every 5 years to check for closed files) +	waters, granted one	ce and is o	ngoing unt	il contractor/LA gives
			comply with licence. If LA takes them to	further 7 years then destroy. Retain actual	notice. File on grant	ting S.4 lic	ence and fi	le on test results
			court, the prosecution will be done	monitoring results for 7 years then destroy. If	submitted by contra	actors to c	omply with	licence. If LA takes
			within 12 months.	a complaint, retain for duration of	them to court, the p	orosecutio	n will be do	one within 12
				investigation and enforcement action +	months.			
				further 7 years. Archive significant cases. If				
				no archivist then see comment**				
				Exception to 7 years period would be where				
				legal proceedings have been initiated on foot				
				of the investigation and enforcement. In				
				these cases the records should be retained				
				until the legal proceedings (Inc. appeals) have				
123				been exhausted.				

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	itational neterition i oney	ror Local Authority Records. Env	• •	tion use on the found intoveniber				
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3	Functional Heading	Environment						
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		done						
4								
		Bio Solids register of sewage treated at	Also Bio Solids Management Plan	Retain file on licence until expired (review	The Waste Manage	ment (Coll	ection Per	mit) Regulations (S.I.
		Waste Water Treatment Plants	(submitted by contractors for	every 5 years to check for closed files) +	820/2007 as amend	ded by S.I.	37/2008),	
			permission letter from LA) and files	further 7 years then destroy. Retain actual	The Water Services	(Amendm	ent) Act, 2	012 (No. 2 of 2012)
				monitoring results for 7 years then destroy. If	legislates for:			
				a complaint, retain for duration of	The Water Services			
				investigation and enforcement action +		nent (Regis	tration) Re	gulations, 2012 (S.I.
				further 7 years. If license period extends	220/2012)			
				beyond the assumption of control by IW in				
				2014 then offer original records to IW when				
				SLA ends if these records have not already				
				been transferred. If IW refuse original then				
				offer original to LA archivist for archive. If IW				
				accept original records the LA must offer a				
				copy of these records to the archivist as provision of water infrastructure is of archival				
				value to a LA which is separate to the control				
				by IW of the asset itself. Archive significant				
				cases. Archive significant cases. If no				
				archivist then see comment**				
				Exception to 7 years period would be where				
				legal proceedings have been initiated on foot				
				of the investigation and enforcement. In				
				these cases the records should be retained				
124				until the legal proceedings (Inc. appeals) have				
		Sludge Register of all sludge/biosolids	Register	Retain register indefinitely. Register entries	Waste Managemer	t (Use of S	ewage Slu	dge in Agriculture)
		movement		to be archived every 7 yrs. If no archivist then	Regulations, 1998,	as amende	d in 2001,	
				older register entries (i.e.) after 7 yrs,then				
				see comment**				
125								
		Waste management	Policies, plans & strategies/6yr regional	Retain current and previous policies & plans.	Waste Managemer	t Act, 1996	s; SI no 162	2/1998. Waste
			plan	Then offer to archivist for archiving. Then				004-S.1. No 395/2004
				offer to archivist. If no archivist then see	**In the event of n			
126				comment**	retained indefinitel	y or until t	ney can be	appraised at a future

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3	Functional Heading	Environment						
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Leg	islation, No	otes & Con	nments
		done						
4								
		Flood Defence Scheme	Environmental EIS, construction	Retain for 15 years. From time of scheme	**In the event of r	no archivist	then the re	ecords should be
			contracts, land to be acquired	completion. Then offer to archivist. If no	retained indefinite	ly or until t	hey can be	appraised at a future
				archivist then see comment**	date for their arch	ival value b	y an archiv	ist either employed
127					directly or otherwi	se engaged	by the Loc	cal Authority. The
		Coastal Protection Schemes	CFRAMS DOCS OUTLINING SCHEME-	Retain work contract for 1 year post audit	**In the event of r	no archivist	then the re	ecords should be
			flood risk assessment and	completion. Retain register of schemes for 15	retained indefinite	ly or until t	hey can be	appraised at a future
			management/Report/Plan/Study	years. Then archive. If no archivist then see	date for their arch	ival value b	y an archiv	rist either employed
			Tenders, Work construction	comment**	directly or otherwi	se engaged	by the Loc	cal Authority. The
			contracts/register of schemes		archivist either em	ployed dire	ectly or oth	erwise engaged by
128					the Local Authority			<u> </u>
	Waste Management	Inspections of Waste Permitted Facilities		Retain for duration of licence or until	Waste Manageme			
				superseded. Then retain for period allowed				004- S.1. No 395/2004
				by statute for any legal or enforcement	**In the event of r			
				actions taken against the licence holder +		•	•	appraised at a future
				further 7 years. Then offer to archivist. If no			•	ist either employed
				archivist then see comment**	directly or otherwi		•	•
129						· · ·	•	erwise engaged by
		Waste Management	Reports & Correspondence	Destroy correspondence after 7 years.				992,Protection of the
					Environment Act 2		_	, ,
130				archivist then see comment**	and Registration) (Amendmer	nt) Regulati	ions 2008 (S.I. 86 of

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	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Leg	gislation, N	otes & Con	nments
		done						
	4							
		Registration)	breakdown and/or re-process waste. Waste include permit for people to infill sites & for waste transfer station (e.g. skip company). Application files (hardcopy and electronic) and waste data returns are held by NWCPO.	Destroy correspondence held locally (i.e.) not already given to NMCPO) after 7 years. Locally retain records of permits until expired + further 7 years. Then destroy NWCPO in Offaly to retain indefinitely high level details of current and previous permits and enforcement actions in electronic/digital format. NWCPO to delete entries from electronic national waste facilities register 7 years after expiry/revocation of permit, or otherwise inactive. NWCPO in Offaly Co Co to periodically take extracts of each County's entries on the national register of Waste Facility Permits and the provide extract to that County for archiving.	2004-S.1 No.395/2 Regs, 2007 & 2008 amended. Waste regulations 2007 (Management Act, Waste permit lasts renewed. Any per	2004 2019 Value of 2019	Waste man anagement (Facility Interpretation (Act 1996, as Permit & Registration) mended. Waste and can then be at to NWCPO based in Offaly Co Registration in
1	31							

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	National Retention Policy	for Local Authority Records: Env	ironment - Approved by LGM/	A for use on the 16th of November					
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3	Functional Heading	Environment							
	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legislation, Notes & Comments				
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一		Enforcement of Waste Collection Permits	Local Authority Enforcement files.	Destroy pre-2007 WCP applications. If no	Waste manageme	nt (Collecti	on Permit)	Regs. 2007. as	
		(5year permit): issued by the NWCPO in	,	court-case, retain for 7 years after	ammended-S.1 No	•	•	<i>5</i> , ,	
		Offaly for all LAs.		expiry/revocation, or otherwise inactive.	**In the event of i	no archivist	then the r	ecords should be	
				Then destroy. If a court-case underway then	retained indefinite	ly or until	they can be	appraised at a future	
				retain for 7 years after case finalised. Then	date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. archivist either employed directly or otherwise engage				
				destroy. Offer register to archivist for					
				archiving. If no archivist then see					
				comment**	the Local Authorit		=		
				NWCPO in Offaly to retain indefinitley high			_	any decision other	
				level details of current and previous permits and enforcement actions in electronic/digital	than to permanen A LA has 1 year to	•		nument of a EDNs	
				format.	Fixed Penalty Noti	_	-	•	
122				Torriac.	review FPNs within			CC 2010. NVVCI O	
132		Inspections/Audits of Waste Permitted	Docs re Inspections/Audits of Waste	Retain until expiry of permit/duration of				992,Protection of the	
		l -	Permitted Facilities	investigation and enforcement action +				ent (Facility Permit	
				further 7 years. Exception to 7 years. period				ions 2008 (S.I. 86 of	
				would be where legal proceedings have been	2008), Waste Man	agement (Facility Peri	mit and Registration)	
				initiated on foot of the investigation and	(Amendment) Reg	ulations 20)14 (S.I. 546	of 2014), Waste	
				enforcement. In these cases the records	Management (Fac	lity Permit	and Regist	ration) (Amendment)	
				should be retained until the legal proceedings	1 -		•	<u>-</u>	
				(Inc. appeals) have been exhausted. Then	Γ '	U	, ,	dment) Regulations	
				offer significant cases only to archivist. If no	1 '	• •	_	nent (Facility Permit	
				archivist then see comment**	1 .	_	•	821 of 2007), Waste	
					Management Acts 1996, as amended **In the event o archivist then the records should be retained indefinite until they can be appraised at a future date for their as				
					1			rectly or otherwise	
122					1			hivist either employed	
133					Daged 27 the E0	23 (3.1101	,	st cities employed	

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		done								
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-		Waste Transfer Forms (originally C1	Waste Transfer Forms	Destroy any old C1 forms. DCC to retain WTF	For the moving of h	azardous	waste withi	n the state		
		Forms) - now issued online by DCC		for 7 years then destroy. Exception to 7 years	Shipments of Hazar	dous Wast	e Regulation	ons, 2011. S.6(1)(g)		
					and S.10 re: records					
				initiated on foot of the investigation and	**In the event of no					
				enforcement. In these cases, the records should be retained until the legal proceedings		•	•	appraised at a future		
				(Inc. appeals) have been exhausted. Offer	directly or otherwis		=			
				significant case files to archivist. If no	•		•	•		
				archivist then see comment**	· ·	archivist either employed directly or otherwise engage the Local Authority is to notify senior manager/certifyi				
134					officer in business s	any decision other				
	1	Administration of Waste Collection	Waste Collection Permits	Retain for 7 years. Then destroy	SI No 165/1998 Wa	ste manag	ement (Pei	mit) Regs, 1998		
		Permits			(Segregation, Storag	-				
					1	=		te Management Act		
					1996, as amended.		•	f 2007), as amended		
135	4	Trans-Frontier Shipment (TFS) of Waste	Applications,	Retain for 7 years then destroy TFS	, ,		•	lection Permit) Regs,		
				documents including bond.	2007, as ammended	_	-	rection Fermit, Negs,		
			Dublin City Council deal with all TFS	accaments menaamy sena.		2 3.1	,20,200,			
			consignments in country and therefore							
			hold records. Contractor for diesel							
136			laundering e.g. deal with TFS on LA's							
	1	Investigations of Unauthorised Waste	hehalf Files and Waste Complaints Database	Retain for duration of investigation &	SI No 149/1998 Wa	ste manag	ement (Tra	ns frontier Shipment		
		Collection, Transport and Disposal /	(LA database since 2006: number	enforcement action + 7 years. Offer Waste	of Waste) Regs, 199	8				
		Waste Prosecution:	relates to file)	l · ·	Waste Managemen					
								he records should be		
				to 7 yrs. period: where legal proceedings have been initiated on foot of the	date for their archiv	=	-	appraised at a future		
				investigation and enforcement. In these	directly or otherwis		•	• •		
				cases, the records should be retained until	archivist either emp		-	· ·		
				the legal proceedings (Inc. appeals) have	the Local Authority	-	=			
				been exhausted.	officer in business s					
137	,				than to permanentl	y archive r	ecords.			

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	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Legi	Legislation, Notes & Comments			
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		Waste Enforcement	Complaints;correspondence;	Where an enforcement action has been	Section 11 of the V	/aste Mana	agement Ad	ct, 1996.no such	
			investigation reports; and evidence	commenced retain all records, (inc CCTV	proceedings shall b	e commen	ced later th	nan 5 years from the	
			gathered (inc CCTV)	footage) until the enforcement and legal	date on which the	offence co	ncerned wa	s committed.	
				proceedings have been exhausted including	_		=	or as per local CCTV	
				appeals. Where no enforcement action is	usage policy then o	•	•	. •	
				being taken then all records other than CCTV	CCTV footage is red	juired as e	vidence for	an enforcement	
				is to be destroyed after 5 years. Records	action.				
				relating to historical enforcement actions should be offered to an archivist who will					
				select stand out precedent setting cases for					
				archiving. If no archivist then see					
				comment**					
				comment					
138									
		Farm Plastics: Enforcement -PRI (Producer	Register/Enforcement	Retain for 7 years. Then destroy. Maintain &	Environmental Pro	ection Age	ency Act 19	92, European Union	
		Responsibility Initiatives)	docs/correspondence Companies	archive Register. Exception to 7 yrs.:	(Packaging) (Amen	dment) Re	gulations 20	015 (S.I. 542 of	
			producing farm film products pay a levy	those cases where either enforcement	2015), Waste Mana	gement Ac	t, 1996, as	amended Waste	
			to the national compliance scheme	actions and legal proceedings have been	Management (Pack				
			operated by IFFPG (Irish Farm Film	initiated. Where this occurs keep these	Management (Pack			_	
			Producers Group) who provide	records until all enforcement and legal	European Union (P		_	*	
			compliance and a recycling service for	proceedings including appeals have been	2014), Protection			*	
139			farmers. The LA carries out inspections.		Waste Managemer			07 (S.I. 798 of 2007),	
-55		Farm Plastics	Register/Enforcement	Retain for 7 years. Then destroy. Maintain &	Environmental Pro				
			docs/correspondence	archive Register. Exception to 7 years.:	Environmental Pro	_	•		
				those cases where either enforcement	(S.11, S.14, S.19, S.	_	-		
				actions and legal proceedings have been	Act 2003 (S.11, S.2	4, S.56, S.5	7), Waste I	Management (Farm	
				initiated. Where this occurs keep these	Plastics) (Amendmo	ent) Regula	tions 2017	(S.I. 396 of 2017),	
				records until all enforcement and legal	Waste Managemer	it (Farm Pla	astics) Regu	ılations 2001 (S.I. 341	
				proceedings including appeals have been	of 2001),				
140				exhausted.	Environment (Misc	ellaneous I	Provisions)	Act (S.35), European	

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		done	Bocaments	Neterition recommendation	Legislation, Notes & Comments				
4		Operation/management of Landfill sites:	Monitoring & investigations of ground	Weed out individual files on individual sites.	Environmental Prot	ection Age	ncv Act 19	92,Protection of the	
		I -	waters, surface waters, borehole logs,	Unsuccessful tenders: retain 2 years. then	Environment Act 20	_	•		
			leachate, remediation/construction		amended Waste Ma		_		
			(capping/excavating,drainage,sealing,	1	S.1.No 395/2004				
			sealing site)	drawings construction quality assurance	**In the event of no	archivist	then the re	ecords should be	
				reports permanently. Retain pre-tender	retained indefinitely	or until t	hey can be	appraised at a future	
				repots, documentation, site meetings etc	date for their archiv				
				until construction complete + final account	directly or otherwis	e engaged	by the Loc	al Authority. The	
				completed + further 7 yrs. If no archivist then	archivist either emp	loyed dire	ctly or oth	erwise engaged by	
				see comment** Note: archive historic	the Local Authority	is to notify	senior ma	nager/certifying	
				construction docs for landfill.	officer in business s	ection bef	ore taking	any decision other	
141					than to permanentl	y archive r	ecords.		
		Gas Energy Project	Tender docs with contractors, docs for	Retain pre-tender documentation, reports,					
		Submitted to EPA	connecting to Grid/dealing with ESB,	site meetings etc until construction is	**In the event of no				
			annual emission reports, annual gas	completed + final account completed +			=	appraised at a future	
			survey	further 7 years. Then destroy all general	date for their archiv		=	• •	
				correspondence. Destroy regardless of	directly or otherwis		=	-	
					archivist either emp	•	•		
				successful tenders, contracts, constructed drawings & earlier draft drawings	the Local Authority officer in business s				
				permanently. If no archivist then see	than to permanentl		_	arry decision other	
142	<u>.</u> [comment**	man to permanenti	y arcilive i	ccorus.		
		Waste Questionnaire	Questionnaire on different areas of		Submitted to EPA w	ho issue a	national a	nnual environmental	
			waste	questionnaire to archivist for archiving. If no		lated) + a	report on e	each LA.	
				archivist then see comment**	LA holds breakdowr	of figure	S.		
					**In the event of no	archivist	then the re	ecords should be	
					retained indefinitely	or until t	hey can be	appraised at a future	
					date for their archival value by an archivist either empedirectly or otherwise engaged by the Local Authority.				
					archivist either employed directly or otherwise engaged				
					the Local Authority is to notify senior manager/certifying				
143	В				officer in business s	ection bef	ore taking	anv decision other	

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2	Functional Heading	Environment						
۲	Sub-Functions	Activities & Description of tasks and work	Documents	Retention Recommendation	Leg	islation. No	otes & Com	ments
		done						
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4		Carcass Removal	Removal order: large animals LAs	Retain removal orders for 3 years then	Animal Health and	Welfare Δ	÷ 2013	
		LAs dispose of all animals via a controlled		•	EU Animal By-Prod			g 1069/2009 as
		<u> </u>		l	implemented by SI	_		P 1003/ 1003 d3
			-	I	SI 187/2014 S.22(2			for 3yrs
			•	Retain invoices for 7 years (destroy copy	, ,	,		•
		cycle for BSE).	For carcasses at LA Animal Pound (dogs,	invoices in section after 3 years).				
			horses, small road kill dropped in by	Retain contract agreement for duration of				
			litter wardens): CP lorry collects direct	contract + 7 years then destroy.				
			from LA: invoices, stamped ABP (Animal					
			By-Products) documentation					
144								
<u> </u>		Removal of Unauthorised Roadside	LA policy/work order issued/notice	Retain removal orders for 5 years from time	Roads Act, 1993, S	71**In the	event of no	archivist then the
				they were issued. Then offer to archivist. If no				
				archivist then see comment** Exception	appraised at a futu	re date for	their archi	val value by an
				to 7 years period: where legal proceedings	archivist either em	ployed dire	ectly or oth	erwise engaged by
				have been initiated on foot of the	the Local Authority	. The archi	vist either (employed directly or
				I -		=		y is to notify senior
				· · ·	1			ction before taking
					any decision other	than to pe	rmanently	archive records.
145				been exhausted.				
	4	Abandoned or surrendered vehicles	work order issued removal orders/	Retain for 2 years from time of work order	The Abandonmen	t of vehicle	s is a prose	cutable offence
					under Section 71 o		-	
				Exception to 7 years period: where legal	Amended			
				proceedings have been initiated on foot of				
				the investigation and enforcement. In these				
				cases, the records should be retained until				
				the legal proceedings (inc. appeals) have				
146				been exhausted.				

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		done						
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\Box		PRI (Producer Responsibility Initiatives)	Certificate of Destruction/inspection	Retain inspections & registers (as internal	Under 2016 Regula	ations. (Dire	ective 2000	/53/EC
		Enforcement: Inspections of (a) ELVs (End		register/spreadsheet being kept for	environmental Pro	•		
		of Life Vehicles) recycling by AFTs	new/second hand cars, both under a	operational reasons) for 7 years. Then	(S.13,S.14),Protect	ion of the E	nvironmer	nt Act 2003 (S.11,
		(Approved Treatment Facilities: permitted	compliance scheme operated by ELVES	destroy. Exception where investogations and	S.24, S.56, S.57),W	aste Mana	gement (Er	d-of-Life Vehicles)
		scrapyards) who issue vehicle owners	(ELV Environmental Services) Includes	enforcement actions have resulted. Then	Regulations 2006 (S.I. 282 of 2	2006), Was	te Management (End-
		with a CoD (Certificate of Destruction)	individual registers held with LA	retain for duration of investigation &	of-Life Vehicles) (A	mendment	:) Regulatio	ns 2010 (S.I. No. 142
			compliance scheme	enforcement action + further 7 years. Then		•		chicles) (Amendment)
				destroy. Exception being that significant case	1 -	•	•	pean Union (End-of-
				files are to be offered to the archivist. If no	Life Vehicles, Regu		•	• •
				archivist then see comment** Exception to 7	1			· =
				years period: where legal proceedings have			_	cts 1996, as amended
				been initiated on foot of the investigation	(S.11, S.14, S.19, S.	•		•
				and enforcement. In these cases, the records		-		
				should be retained until the legal proceedings (Inc. appeals) have been exhausted.	be appraised at a f			
				(inc. appeals) have been exhausteu.				erwise engaged by
							•	employed directly or
					·	-		cy is to notify senior
								ection before taking
147					any decision other	_		=
		Inspections of End of Life Vehicles (ELVs)	Certificates of destruction	Retain for 7 years after certificate issued.	Waste Manageme	-		
		and issuing of certificate of destruction to		Then Destroy				
		the car owner						
148								

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		Inspection of Approved Treatment	Waste facility permits	Retain for 7 years. after the permit expires.	1 '	-		otection Agency Act
		Facilities (ATFs) - car dismantlers		Then Destroy	1		of the Env	ironment Act 2003
					(S.11, S.24, S.56, S	•	:f- \/-l-:-l-	a) Barrilatiana 2006
					_	•		s) Regulations 2006 End-of-Life Vehicles)
					(Amendment) Reg		•	•
					European Union(E		•	• •
					Regulations 2014 (S.I. 661 of 2	.011), Euro	pean Union (End-of-
					Life Vehicles) Regu	lations 201	4 (S.I. 281 (of 2014), European
					· '	, ,		it) Regulations 2016
					1.		_	cts 1996, as amended
					(S.11, S.14, S.19, S	•	Environme	nt (Miscellaneous
149					Provisions) Act 20:	15 (5.35)		
		Licensing of Approved Treatment	Waste facility permits	Retain 7 years after the permit expires. Then	Environment (Mis	cellaneous	Provisions)	Act 2015 (S.35),
		Facilities		Destroy.	Protection of the E			•
					1	•		ehicles) Regulations
								End-of-Life Vehicles)
							-	of 2016), Regulations te Management Acts
					1996, as amended			_
					as amenaea	(3.11, 3.14	, 3.13, 3.33	, 3.30)
150								
		Street sweeping	Waste facility permits	Retain for 2 years once permit expires Then				
				Destroy.				
151								
		On-street/public area litter bins	Waste facility permits	Retain for 2 years after permit expires. Then				
152				Destroy.				
		On Street public toilets	Tender process/contract/ complaints.	Retain these documents until expiry of				
			Fiscal & Cleaning files. Building	permit (5 years)+ further 5 years. Then				
153			maintenance records.	destroy. If contract, retain for 7 years after				
133				contract expires.	ļ			

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2	Functional Heading	Environment						
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		done				, , , , , , , , , , , , , , , , , , , ,		
-4		Control of drinking alcohol in public	Files fixed charge notice issued by the	Retain 7 years then destroy. Except where	Local Government	Act 1994	(S 37)	
			guards. Register letter notifying the	legal proceedings have been initiated on foot		•	. ,	aces Bye-Laws, 2003
		-	individual & and all correspondence to	of the investigation and enforcement. Then	1	_		nption of Intoxicating
			the individual.	records should be retained until the legal	Liquor Bye Laws 20	15		
				proceedings (Inc. appeals) have been				
				exhausted. In this case retain for a further 2	**In the event of no			
				years then destroy?		•	•	appraised at a future
				Keep records re development of bye-laws			-	rist either employed
				until superseded then offer to archivist. If no archivist then see comment**	directly or otherwis archivist either emp		=	•
				archivist their see comment	the Local Authority	•	•	
					officer in business s		•	
					than to permanent		_	arry accision other
15	4				·	•		
		AIE (Access to information on		Retain copies of requests including records	The European Com	munities (Access to I	nformation on the
		Environment) requests		released for 5 years. Retain sufficient high	1			(S.I. No. 133 of 2007,
				level description of each request to populate				
				the required (for non-personal requests)	**In the event of no			
				disclosure log. Then destroy all other	date for their archiv	•	•	e appraised at a future
				documents including copies of docs released. Periodically offer high level list to archivist. If	directly or otherwis		•	• •
				no archivist please see comment**	archivist either emp		•	•
				The distincts prease see comment	the Local Authority	•	•	
					officer in business s		-	
					than to permanent		_	·
15		Due Leure	Decords relating to the development of	Detain records with relevant Due law	**!+	o nahiritat	+h o.a. +l :	agarda abasıldı.
	Development of Bye-laws	-	Records relating to the development of	Retain records until relevant Bye-law superseded. Offer to archivist. If no archivist	**In the event of no			
			•	then see comment**	date for their archiv	•	•	e appraised at a future
				Then see comment	directly or otherwis		-	
					archivist either emp		•	•
					the Local Authority	-	-	
					officer in business section before taking any decision other			
15	6				than to permanent		_	,

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		done						
4								
	Schools & Community Groups	Local Environmental awareness raising	painting compt./social environment	Retain for duration of awareness raising	**In the event of n	o archivist	then the re	ecords should be
		-	awareness/awards/end of year report	campaign and outreach programmes plus 2	retained indefinite	ly or until t	hey can be	appraised at a future
		schools and community groups	with image of campaign	years. Then offer to the archivist. If no	date for their archi	val value b	y an archiv	ist either employed
				archivist then see comment**	directly or otherwi	se engaged	by the Loc	al Authority. The
					archivist either em	ployed dire	ectly or oth	erwise engaged by
					the Local Authority			
					officer in business		_	=
					· ·	•		Comment: suggested
						olumn D re	legal proce	eedings not relevant
					to this activity			
1,53								
157	1	Village improvement schemes	Plans/documents/correspondence/Regi	Register to be retained indefinitely but	**In the event of n	o archivist	then the re	acords should be
			ster	offered periodically to the archivist. Keep live				appraised at a future
					date for their archi	-	-	• •
				archivist then see comment**	directly or otherwi		-	• •
					archivist either em	ployed dire	ectly or oth	erwise engaged by
					the Local Authority	is to notif	y senior ma	nager/certifying
158					officer in business	section bef	ore taking	any decision other
		Allotments	, ·	Retain all docs for 7 yrs. Policy to be retained	**In the event of n			
			1	until superseded. Then offer register to the				appraised at a future
		l .	of allotment users, general	· · · · · · · · · · · · · · · · · · ·	date for their archi		•	• •
		l .	correspondence re how allocate.	then see comment**	directly or otherwi		-	-
		l .	Reduced fee proof of social welfare/		archivist either em		•	
		l	pension under scheme. Repossessing a		the Local Authority		-	
			plot correspondence with plot holder. Annual allotment fee. Licence		officer in business than to permanent		_	any decision other
			agreements for allotment holder.		than to permanent	iy arcilive	ecorus.	
			Surrender of allotment & refund of key					
			deposit. Policies & strategies re					
			allotments.					
159								

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		done	Dodanients	Neterition recommendation				
4								
		Waste Segregation Inspections	Register of inspections (not a public	Retain 7 years. from time of inspection then				
			register)	destroy records of all but significant cases.				
			File per company inspected/engaged	Offer register to archivist for archiving when				
			with under Regs (approx. 20 per year), including: correspondence, inspection	full/every 7 years. Only offer significant cases to archivist. If no archivist then see				
			reports, declaration forms, details of	comment** Exception being where legal				
			compliance;	proceedings have been initated. In these				
			leomphanee,	cases these records are to be kept until legal				
				proceedings have been exhausted.				
				procedurigo nave seen extrausteur				
160								
	Packaging	Suspected Major Producers Inspections	Register of inspections (not a public	Retain for 7 years from time of inspection.	EU (Packaging) Regulations 2014 as amended.			
			register) Files for up to 10 companies	Then destroy records for all but significant	Suspected major	•		
			per year including: correspondence,	cases. Offer register to archivist for archiving	1-			on the market) must
			inspection reports, declaration forms,	1	either register wit	n Repak or s	elf comply	with LA
			details of compliance	cases to archivist. If no archivist then see				
				comment** Exception being where legal proceedings have been initated. In these				
				cases these records are to be kept until legal				
161				proceedings have been exhausted.				
101		Major Producers self-compliance	Register of inspections (not a public	Retain for 7 years then destroy records for all	EU (Packaging) Re	gulations 20	14 as amei	nded.
			register) File per company: quarterly	but significant cases. Offer register to	Note: the obligation	_		
			reports, bi-annual proof of newspaper	archivist for archiving when full/every 7			•	ee years not the LA.
			notice, annual registration form, annual	years. Only offer significant cases to archivist.				•
			report, 3 year implementation plans	If no archivist then see comment**				
				Exception being where legal proceedings				
				have been initated. In these cases these				
				records are to be kept until legal proceedings				
162				have been exhausted.				
163		1		<u> </u>				
164		٦						
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