

**National Retention Policy for Local Authority Records: Environment - Approved by LGMA for use on the 16th of November 2022**

Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
<b>Atmospheric Protection/ Pollution Control Including Noise Pollution</b>	<b>Monitoring of atmospheric &amp; environmental quality</b> including noise/dust cases	1 page survey + result + enforcement letter to quarry, notices of investigation. Only on a case-by-case-basis as per complaints (dust at landfill/quarries: historic activity, no legislation), backyard burning etc.	Retain for duration of investigation & enforcement action + further 7 years. Then offer significant cases to archivist for archiving. Others to be destroyed. 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Air Pollution Act 1987; Environmental Protection Agency Act 1992 (S.107, S.108) Air Pollution Act 1987; (S.13 - S.17, S.26, S.27, S.44) Air Pollution (Fixed Payment Notice) Regulations 2015 (S.I. 633 of 2015), Environmental Protection Agency Act 1992 (S.13, S.14) Protection of the Environment Act 2003 (S.11, S.24, S.56, S.57) Waste Management Acts 1996 (S.11, S.14, S.19, S.55, S.56) Waste Management (Prohibition of Waste Disposal by Burning) (Amendment) Regulations 2009 (S.I. 504 of 2013), Waste Management (Prohibition of Waste Disposal by Burning) (Amendment) Regulations 2015 (S.I. 538 of 2015), Waste Management (Prohibition of Waste Disposal by Burning) Regulations 2009 (S.I. 286 of 2009)"
	<b>Licence/permits issued by LA</b>	E.G.: air pollution licence; Monthly test results submitted to comply with licence.	Retain current & previous licence (lasts ongoing+reviewed every 3yrs) & original application then destroy licence. Retain register indefinitely. Register to be archived periodically (i.e.) when full or every 7 years. Offer register to archivist. If no archivist then see comment** Retain monitoring results for lifetime of licence (currently 3 years) then destroy.	Treat same as Section 16 licence Air Pollution Act 1987; Environmental Protection Agency Act 1992 (S.107, S.108)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Petroleum Vapour Audits</b> (petrol stations)	Audit docs (one page cert stating report received)	Retain current + previous audit docs for audit duration. Then destroy.	Air Pollution Act 1987
	<b>Licences (ippc or waste licences) issued by the EPA</b> are managed and controlled (inspections) by the EPA; LAs only inspect facilities licensed by LAs. <b>However</b> , 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 impose substantial fines on Member States, for non-compliance with environmental law. Waste management Act 1996-2013 Air Pollution Act 1987; Environmental Protection Agency Act 1992 (S.107, S.108) The European Communities (Greenhouse Gas Emissions Trading) Regulations 2012 (SI 490 of 2012) provide under Regulation 26(11) and 26(12) POE ACT 2003, EPA Act 1992. S1 138 2013 IE Regulations. S1 283 2030 IPC Regulations

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	<b>Burning authorisation issued to farmers</b>	Applications; corespondence; authorisations issued, Notifcation of when burning taking under the terms of the two years license, etc.	Retain current & previous authorisation. Then destroy. If no new application destroy records of authorisation after 2 years. Retain a high level register of burn authorisations retained 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**	Air Pollution Act 1987 Waste Management (Prohibition of 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 future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Statistical Returns:</b>	Statistical returns documents	Retain current and previous statistical returns. Then offer to archivist. If no archivist then see comment**	Air Pollution Act 1987  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Air Quality Management Plan</b>	Plan (5year Plan)	Retain current and previous superseded plan. Then offer to archivist. If no archivist then see comment**	Air Quality Standards Regulations 2002  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Noise Action Plan (5 year Plan)</b>	Plan (5year Plan)	Retain current and previous superseded plan. Then offer to archivist. If no archivist then see comment**	Environmental Noise regulations (S1 140 of 2006)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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	<b>Integrated Pollution Control licence:</b> 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**	Air Pollution Act 1987  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Smokey coal ban - enforcement</b>	Files	Retain for duration of investigation & 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 these records until all enforcement and legal proceedings including appeals have been exhausted. Then offer to archivist. If no archivist then see comment**	Air Pollution Act (Marketing, Sale, Distribution and Burning of Specified Fuels) Regulations 2012-2016  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Solvents &amp; Decorative Paints Cert of Compliance</b> (for car sprayers/dry cleaners)	Certificates of compliance (every 3 years.) (renewal or if late, new application) Inspection/audit file with each cert. Includes EPA compliant assessment report along with a completed registration app form	Retain current & previous Certificates along with inspection/audit file while active. Only offer superseded certificates to archivist. Destroy rest when file no longer active? If no archivist then see comment**	The European Union (Paints, Varnishes, Vehicle Refinishing Products and Activities) Regulations 2012. European Union (Installations and Activities using Organic Solvents) Regulations 2012  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Solvents &amp; Decorative Paints Cert of Compliance</b> (for car sprayers/dry cleaners)	Register	Retain register indefinitely. Register to be archived periodically (i.e.) when full or every 7 years. If no archivist then see comment**	The European Union (Paints, Varnishes, Vehicle Refinishing Products and Activities) Regulations 2012. European Union (Installations and Activities using Organic Solvents) Regulations 2012  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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	<b>Issues relating to Dry Cleaners Fumes and Odours</b>	Files of routine investigations/complaints	Retain for duration of 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 these records until all enforcement and legal proceedings including appeals have been exhausted. Offer register & significant case files to archivist. If no archivist then see comment**	Air Pollution Act 1987, (S.13 - S.17, S.26, S.27, S.44) Environment (Miscellaneous Provisions) Act 2015 Environmental Protection Agency Act 1992, (S.13, S.14)European Union (Installations and Activities using Organic Solvents) Regulations 2012 (S.I. No. 565/2012) European Union (Installations and Activities Using Organic Solvents) (Amendment) Regulations 2014 (S.I. No. 399/2014)Protection of the Environment Act 2003, (S.11, S.24, S.56, S.57) Waste Management Acts 1996 as amended  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Agriculture &amp; Forestry Water Quality Farm Surveys:</b>	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 Communities (Drinking Water) (No. 2) Regulations 2007, SI No. 278 of 2007 European Communities (Drinking Water) (No. 2) Regulations 2010  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Climate Action</b>	<b>Citizen Engagement, Community Leadership</b>	Documents related to formal public consultation on proposals initiated either by the Council or from the Community	Recommend to retain for lifetime of two Climate Action Plans (current one + previous one) then offer to archivist as significant change projects may have an archival value. If no archivist**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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	<b>Promotion &amp; raising awareness</b>	General awareness materials (e.g.) flyers; posters, social media posts, etc.	Retain for calendar year plus 1 year to allow for audit purposes. Then offer to archivist as major promotional campaigns may have an archival value. If no archivist**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Local Authority Adaptation Strategies</b>	Strategy documents	Recommend to retain for lifetime of two Adaptation Strategies (current one + previous one) then offer to archivist as they may have an archival value. If no archivist**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>National Planning Framework measures</b>	Documents relating to measures and actions taken by LA	Recommend to retain records of measures taken for the duration of the current and previous National Planning Framework. Then offer to archivist as they may have an archival value. If no archivist**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Assisting local enterprises to move to low-carbon, climate-resilient economic activities - Just Transition</b>	Documents relating to and detailing measures and actions taken by LA to assist local enterprises	Retain records until transition project is 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**.	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.

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	<b>Carbon reduction measures</b>	Documents relating to measures and actions taken by LA	Retain records of carbon reduction measures 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 archivist**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Low Carbon projects</b>	Records and documents relating to 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**.	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>National Cycle Policy framework</b>	Documents relating to measures and 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 archivist**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown
	<b>Demand management measures including low emissions zones and parking pricing measures</b>	Documents relating to measures and 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 Ireland Climate Action Plan – To Tackle Climate Breakdown
	<b>Electric Vehicle charging network</b>	Records detailing network of charging 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**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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	<b>Circular Economy measures</b>	Documents relating to measures and actions taken by LA including measures funded under the Circular Economy Fund	Retain records of Circular Economy measures implemented for the remainder of the calendar year in which implementation takes place plus a further 2 years. Exception being where records required to be retained for purposes of C&AG audit of measures 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 archivist please see comment**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown. Circular Economy & Miscellaneous Provisions Act, 2022
	<b>Climate Mandate/Climate Charter</b>		Recommend to retain for lifetime of two Climate Mandates/Charters (current one + previous one) then offer to archivist as they may have an archival value. If no archivist please see comment**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown
	<b>Energy Efficiency + Energy Performance</b>	Documents relating to measures and actions taken by LA	Retain records of energy efficiency measures implemented by the Council for the 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 archivist please see comment**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown
	<b>Sustainable energy - SEAI Sustainable energy communities programme</b>	Records of Council involvement in Community driven sustainable energy projects submitted to SEAI	Retain records of community projects for their duration plus 2 years. Then offer to the archivist. If no archivists then please see comment**	Government of Ireland Climate Action Plan – To Tackle Climate Breakdown  <a href="https://www.seai.ie/community-energy/sustainable-energy-communities/">https://www.seai.ie/community-energy/sustainable-energy-communities/</a>
<b>Burial Grounds</b>	<b>Administration &amp; Operation of burial grounds (general)</b>	Administrative & operational records/complaints	Retain administrative and operational records for the lifetime of the burial ground + further 2 years. Then offer to archivist. If no archivist then see comment**	(Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948); Rules & Regulations for the Regulation of Burial Grounds 1888, as amended  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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	<b>Applications</b>	Applications	Retain records of successful applications for (i) new burial grounds; and (ii) extensions to existing grounds indefinitely because this is a working document. Once a document is identified as no longer required for operational reasons then offer to archivist. If no archivist then see comment**	(Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948); Rules & Regulations for the Regulation of Burial Grounds 1888, as amended  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Exhumation licences</b>	Licences	Retain for 2 years after granting of license. Once issue resolved. Then offer to archivist. If no archivist then see comment**	Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948; Rules & Regulations for the Regulation of Burial Grounds 1888, as amended Local Government Act 1994. Local Gov Act 1994  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Burial Plot Registers - Maps + Database</b>	Vital record.	Retain all indefinitely. Periodically offer updates to archivist. If no archivist then see comment**	Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948; Rules & Regulations for the Regulation of Burial Grounds 1888, as amended Local Government Act 1994. Local Gov Act 1995  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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	<b>Burial Plot purchasers register</b>	Vital record.	Retain indefinitely. Periodically offer updates to archivist. If no archivist then see comment**	Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948; Rules & Regulations for the Regulation of Burial Grounds 1888, as amended**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Headstone register</b>	Vital record.	Retain indefinitely. Then offer to archivist. If no archivist then see comment**	Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948; Rules & Regulations for the Regulation of Burial Grounds 1888, as amended  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Permissions</b> (e.g.) burying ashes; installation of headstones; changes to headstone, etc	Correspondence Register for operational reasons	Retain indefinitely. Periodically offer updates to archivist. If no archivist then see comment**	Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948; Rules & Regulations for the Regulation of Burial Grounds 1888, as amended  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Grave openings</b>	Vital record.	Retain for 2 years. Then offer to archivist. If no archivist then see comment**	Public Health (Ireland) Act 1878, Local Government Sanitary Services Act 1948); Rules & Regulations for the Regulation of Burial Grounds 1888, as amended  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Beaches -	Water Safety in bathing areas inc. Irish Water Safety Risk Assessment	Inspections	Retain current & previous risk assessments & inspections then destroy superseded docs.	The Bathing Water Directive (2006/7/EC)
	Lifeguards - attendance records		Retain for the duration of the employment contract plus a further seven year then destroy those records not required for any pension payment purposes.	Irish Water Safety's Guidelines in 2007, 2010
	Lifeguards: incident log/register		Retain logs & reports for 10 years from the date of the accident/incident or dangerous occurrence is reported or until investigation and legal proceedings have been exhausted. Then destroy. Exception to above being where a minor was involved in the incident/accident. In this scenario retain for 25 years or until investigation and legal proceedings have even exhausted. Then destroy. Retain high level register of incidents indefinitely and periodically offer to archivist once anonymised. If no archivist then see comment**	Irish Water Safety's Guidelines in 2007, 2011  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Bathing Areas-Water Quality Analysis & Monitoring	Electronic. Includes annual Public Participation Request for Submissions for Designated Bathing Area (small file)	Retain sampling data from monitoring and laboratory analysis reports for 7 years. Then archive. 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.	The Bathing Water Directive (2006/7/EC)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	Bathing Areas-Water Quality Reports & Correspondence		Retain laboratory reports and associated correspondence for 7 yrs. Then destroy correspondence and archive reports. 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. If no archivist then see comment**	The Bathing Water Directive (2006/7/EC)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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	<b>Administration of Licensing process (i.e.) application</b>	Reports/correspondence with Fire and Rates section; files on decision issues	For unsuccessful applicants retain 7 yrs. (following final decision). Then destroy. For successful applicants retain licence for duration park/site operational + 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.	Part IV Sanitary Service Act (1948)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Caravan &amp; Campsites</b>	<b>Licence for park/site</b>	Individual files retained for all sites / parks. The new licences are added to relevant file on ongoing basis.	Retain for operational lifetime of park/site operational + further 7 years. Then offer to the 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Register</b>	Register spreadsheet detailing caravan/campsite licenses issued?	Retain register up to 7 years. or, once register is full. Then offer to archivist. If no archivist then see comment**	Tourist Traffic Acts 1939 - 2016  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Register/Administration of casual trading licence</b>	Register/Applications (annual) correspondence, renewal of annual licence, Documents supplied by applicants to include: evidence of Public Liability Insurance, Tax Clearance Access Number (TCAN) Passport photographs of licence holder Copy of HSE Food Registration (where selling food) Waste Management Plan	Register/Applications (annual) correspondence, renewal of annual licence, Documents supplied by applicants to include: evidence of Public Liability Insurance, Tax Clearance Access Number (TCAN) Passport photographs of licence holder Copy of HSE Food Registration (where selling food) Waste Management Plan	Retain register indefinitely. Register to be archived periodically (i.e.) when full or every 7 years. Also publicly available & retained by National archives.

**National Retention Policy for Local Authority Records: Environment - Approved by LGMA for use on the 16th of November 2022**

<b>Environment</b>				
<b>Functional Heading</b>				
<b>Sub-Functions</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
<b>Casual Trading</b>	<b>Local Bye-Laws</b>	Local Bye-Laws	Retain for reference until superseded. Then offer to archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Administration &amp; management of casual trading bays</b>		Retain day-to-day admin docs of Bays for 5 yrs. Then destroy. Retain details of complaints and investigation of trading licence breaches for duration of the investigation/ 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.	Casual Trading Act, 1995  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Recycling Inc. Composting</b>	<b>Bring banks</b> (unstaffed) glass bottles/drink & food cans/clothes	Administrative and operational records	Retain administrative and operational records for the lifetime of the civic amenity site +further 5 years. Then destroy. Retain annual report+return. Then offer to archivist. If no archivist then see comment**	Water Pollution Act, 1977,Air Pollution Act, 1987, EPA Act, 1992 Waste Management Act, 1996 Litter Pollution Act, 1977 Protection of the Environment Act, 2003 Water Services Act, 2007-2013 Water Framework Directive 2000/60/EC  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

**National Retention Policy for Local Authority Records: Environment - Approved by LGMA for use on the 16th of November 2022**

<b>Environment</b>				
<b>Functional Heading</b>				
<b>Sub-Functions</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
	<b>Recycling centres</b>	Administrative and operational records	Retain administrative and operational records for the lifetime of the civic amenity site + further 5 years. Then destroy. Retain annual report + return. Then offer to archivist. If no archivist then see comment**	Water Pollution Act, 1977 Air Pollution Act, 1987 EPA Act, 1992 Waste Management Act, 1996 Litter Pollution Act, 1977 Protection of the Environment Act, 2003 Water Services Act, 2007-2013 Water Framework Directive 2000/60/EC **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Civic amenity sites</b> purpose built/gated & staffed for larger items Christmas trees, fluorescent tubes, water oil & DIY waste. Should this be here or better to move it to	Administrative and operational records	Retain administrative and operational records for the lifetime of the civic amenity site + further 5 years. Then destroy. Retain annual report+return. Then offer to archivist. If no archivist then see comment**	Water Pollution Acts, 1977, 1987 EPA Act, 1992, Waste Management Act, 1996, Litter Pollution Act, 1977 Protection of the Environment Act, 2003 Water Services Act, 2007-2013 Water Framework Directive 2000/60/EC  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Management of Hazardous Household Waste</b>	Administrative and operational records	Retain all admin and operational records for 3 years from the time the waste was accepted by the initial transporter (40 CFR Section 262.40(a). Then offer register to archivist. If no archivist then see comment**	The Hazardous Waste Generator Improvements Final Rule is effective on May 30, 2017 Commission Decision of 18 December 2014, amending Decision 2000/532/EC on the list of waste pursuant to Directive 2008/98/EC of the European parliament and of the Council (2014/955/EEC) [referred to hereafter as 'The List of Waste (Low)'] Commission Regulation (EU) No 1357/2014 of 18 December 2014, replacing Annex III to Directive 2008/98/EC of the European Parliament and of the Council on waste and repealing certain Directives.  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

**National Retention Policy for Local Authority Records: Environment - Approved by LGMA for use on the 16th of November 2022**

<b>Environment</b>				
<b>Functional Heading</b>				
<b>Sub-Functions</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
	<b>Household Waste Subsidy</b>	Administrative and operational records of waivers for pensioners or people who have a disability	For unsuccessfull applicants retain for 2 years 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.	
	<b>Management of Asbestos</b>	WTT forms from DCC for disposal Register	Offer register periodically to archivist. If no archivist then see comment**	European Communities (Protection of Workers) (Exposure to Asbestos) Regulations, 1989 (as amended)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>PRI (Producer Responsibility Initiatives) Enforcement: Waste Electrical &amp; Electronic Equipment (WEEE).</b>	Enforcement files	Retain for duration of investigation & enforcement action + further 7 years. Then destroy. Then offer significant cases (after anonymisation) only to archivist for archiving. 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.	WEEE Directive 2012/19/EU, Environmental Protection Agency Act 1992, European Union (Waste Electrical and Electrical Equipment) Regulations 2014 (S.I. 149 of 2014), European Communities (Waste Electrical and Electronic Equipment) Regulations 2011 (S. I. 355 of 2011), Protection of the Environment Act 2003, Waste Management (Waste Electrical and Electronic Equipment) Regulations 2005 (S.I. 290 of 2005), Waste Management Acts 1996 as amended, S1 283 of 2014, WEEE Directive 2012/19/EU,  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

**National Retention Policy for Local Authority Records: Environment - Approved by LGMA for use on the 16th of November 2022**

<b>Environment</b>				
<b>Functional Heading</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
	<b>PRI (Producer Responsibility Initiatives) Enforcement:</b> End of Life Tyres (ELTs).	Files & records	Retain enforcement action files until complete + further 7 years. Then destroy. Then offer significant cases (after anonymisation) only to archivist for archiving. 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.	Tyre operators must register with Repak ELT who operate the national compliance scheme. The LA carries out inspections including bonfire inspections. Environmental Protection Agency Act 1992, Protection of the Environment Act 2003, Waste Management (Tyres and Waste Tyres) Regulations 2017 (S.I. 400 of 2017), Waste Management Acts 1996, as amended Tyres S1 400 of 2017  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Veterinary Services</b>	<b>Licensing of approved food establishments under LA supervision inc. low throughput slaughter houses and meat processors</b>	Register of licences  Licences are issued & valid for 12 months	Retain annual licences for licence duration + further 7 years. Then destroy. Offer completed register to archivist periodically. If no archivist then see comment**	European Communities (Food and Feed Hygiene) Regulations 2009 (S.I. No. 432 of 2009) and various amended Regs up to European Communities (Food and Feed Hygiene)(Amendment) (No. 2) Regulations 2015  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Animal Welfare &amp; Control</b>	<b>LA dog pound</b>	Register	Retain register for 1 year after the calendar year in question. . Then offer completed register to archivist. If no archivist then see comment**	Control of Dogs Act(s) 1986 to 1992;  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Dog licensing inc. annual and lifetime licences</b>	Annual Licences (valid for 12 months)  Lifetime licences	Retain annual licence for duration of the licence + further 2 years. Then destroy. Lifetime licences are to be retained for duration of dog's lifetime + further 2 years. Then destroy.	Control of Dogs Act(s) 1986 to 1992

**National Retention Policy for Local Authority Records: Environment - Approved by LGMA for use on the 16th of November 2022**

<b>Environment</b>				
<b>Functional Heading</b>				
<b>Sub-Functions</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
	<b>Register of dog licences Inc. annual and lifetime licences</b>	Register.	Retain historical registers (i.e.) those not maintained on-line by An Post) indefinitely. Offer the historical registers to the archivist. If no archivist then see comment** 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**	Control of Dogs Act(s) 1986 to 1992 National Dog Register is maintained by An Post on <a href="http://www.licenses.ie">www.licenses.ie</a>  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Microchipping of Dogs</b> (stray dogs from pound)	Register of Stray Dogs: Details of dogs seized including chip number details; date dog seized, etc are recorded on the register.	Retain register for 1 year after the calendar year in question. Then offer completed register to archivist. If no archivist then see comment**	Microchipping of Dogs Regulations 2015. Control of Dogs Act(s) 1986 to 1992 Under the COD Act 1986 register, LA's record these chip numbers in the Register of Stray Dogs. Regulations requires LAs to keep a register of all dogs seized, the details to be recorded on the register, that the register be open for inspection at all reasonable times, and be maintained for a period of not less than 1 year. The Microchipping Regulations specifies that the Dog Identification Databases where the chip number is to be recorded, as licensed by the Dept of Agriculture, are all privately run. LA's ensures the chip number for stray dogs is on one of these databases. The databases are not open to the public, but LA's can consult them.
	<b>General Admin for Control of dogs</b>	dog fouling/no licence fines record	Retain register indefinitely. Register to be archived periodically (i.e.) when full or every 7 years. Keep individual fines record for 7 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.	Section 14 Control of Dogs Act(s) 1986 & 1992. S.I. No. 442/1998 - Control of Dogs Regulations, 1998. Litter Pollution Act 1997 as amended - on the spot fines for dog fouling
	<b>Register of dog breeding establishment</b>	Register	Retain register indefinitely. Register to be archived periodically (i.e.) when full or every 7 years. Then offer to archivist. If no archivist then see comment**	Dog Breeding Establishments Act 2010  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

**National Retention Policy for Local Authority Records: Environment - Approved by LGMA for use on the 16th of November 2022**

Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Enforcement of control of dogs regulations</b>	Inc. complaints; correspondence; investigations and enforcement actions	Retain register indefinitely. Register to be archived periodically (i.e.) when full or every 7 years. 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.	S.I. No. 442/1998 - Control of Dogs Regulations, 1998
	<b>Regulation of Dog Breeding Establishments</b>	Inspection & Enforcement reports.	Retain register and enforcement reports indefinitely. Register to be archived periodically (i.e.) when full or every 7 years. 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.	Dog Breeding Establishments Act 2010 revised Guidelines 1 January 2019. 15 (4) of the Dog Breeding Establishments Act 2010
	<b>Operation and administration of Dog/animal pounds.</b>	Licences issued	Retain docs for 7 years from date of issue. Then destroy.	S.I. No. 442/1998 - Control of Dogs Regulations, 1998
	<b>Register of stray horses</b>	Register for operational reasons	Retain detail until case resolved + further 3 years. Then Destroy.	Control of Horses Act, 1996
	<b>Control of Horses</b> (Only for horses living in limited spatial areas)	Application and issuing of horse licence	Annual licence valid for 12 months a retain for duration of the licence + further 7 years. Then destroy. Details of unsuccessful applications to be retained for 2 yrs. from the time that application was refused. Then destroy.	Control of Horses Act, 1996 (S.8, S.9, S.37, S.40)
	<b>MCC Horse control record:</b> reclaim, rehome disposal, recoupment etc.	Control record: reclaim, rehome disposal, recoupment etc.	Retain for 7 years. Then destroy.	Control of Horses Act, 1996
	<b>Compensation to bee-keepers for bees lost due to American Foul Brood Disease (Bee Pest)</b>	Application forms/correspondence	Keep copy of documents for 3 years. Then offer to archivist. If no archivist then see comment**	Bee Pest Prevention (Ireland) Act, 1908 S.6. Agricultural Act, 1931, (S.4) Bee Pest Prevention (Amendment) Regulations, 1978 Regulation (EC) No 1107/2009 Animal Health and Welfare Act, 2013  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Allocation and administration of animal welfare grants</b>		Retain admin record of payment for 7 years. Then destroy.	

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
<b>Community Grant Animal schemes</b>	<b>Legislation; Regulations; Circulars &amp; Bye-laws</b>	Legislation; Regulations; Circulars & Bye-laws	Retain bye-laws until superseded. Then offer to archivist. If no archivist then see comment**	Litter Pollution Acts, 1997, as amended (S.3, S.8, S.9, S.15, S.16, S.17, S.18, S.19, S.20, S.21, S.22, S.27) Waste Management Act, 1996, as amended (S.11, S.14, S.15, S.16, S.71) Litter Bye-Laws, 2009, Beach Bye-Laws, 2012/ Storage & Presentation of Waste Bye-Laws, 2009, Galway City Council (Segregation, Storage and Presentation of Household & Commercial Waste) Bye-laws, 2019  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Litter Control: Policy &amp; Plan</b>	Policy and plan	Retain current and previous superseded policy & plan. Then offer to archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Litter Control, Prevention &amp; Enforcement</b>	<b>Litter Control: General administration and management of litter control services</b>	Administrational & operational files Register of statistics	Keep a Register of statistics for 2 years. Then offer to archivist. If no archivist then see comment**	Section 3 of Litter Pollution Act, 1997 (as amended in 2017)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>On the spot fines issued by Litter wardens to offenders</b>	Litter complaint form, fines duplicates (same as receipt books/ counterfoils of fines issued)	Keep receipt book for 2 years. Then destroy. Keep a Register of Fines. After 2 years. anonymise this register & offer to archivist. If no archivist then see comment**	The Litter Pollution Act 1997 (as amended in 2017)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Enforcement of litter control legislation/regulations</b>	Correspondence/complaints/ investigations/ evidence/ reminders/ prosecutions including court-cases for unpaid fines	Retain for (i) where enforcement action is taken for duration of investigation and enforcement action plus a further 7 years; Then offer significant cases, only, (destroy insignificant cases) to archivist for archiving. If no archivist, then retain indefinitely, <b>or</b> (ii) where no enforcement action* is taken destroyed after 6 months from date when offence took place. 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.	Section 3 of Litter Pollution Act,1997(as amended in 2017), In 2015, 3 new waste enforcement regional lead authorities (WERLAs) were established to drive improved performance & greater consistency in waste enforcement: Cork County Council, Dublin City Council and Leitrim & Donegal County Councils (combined) respectively. *(i)Prosecutions are only enforceable within 6 months of the offence being committed *(ii)Where CCTV is used in litter prevention and prosecution then CCTV footage is to be retained for 28 days or as per local CCTV usage policy then destroyed/wiped. Exception being where CCTV footage is required as evidence for an enforcement action. Where an enforcement action has been commenced retain all records, (inc CCTV footage) until the enforcement and legal proceedings have been exhausted including appeals.
	<b>On-Spot Litter fines Register/database</b>	Register of Fines	Retain Register of fines for 2 years then anonymise this Register.	Section 3 of Litter Pollution Act,1997(as amended in 2017),
	<b>Inspections relating to Commercial Food Waste</b>	Inspection files & correspondence	Retain for duration of inspection and 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.	4
	<b>Litter Pollution Monitoring Survey in Towns</b>	Register of statistics	Keep Register of statistics for 2 years. Then Destroy	The Litter Pollution Act 1997 (as amended in 2017),
	<b>Litter Pollution Quantification Survey in smaller specified area</b>	Register of statistics	Keep Register of statistics for 2 years. Then Destroy	The Litter Pollution Act 1997 (as amended in 2017),
	<b>Litter black spots Inc. locations and steps taken to remediate</b>	Register of statistics	Keep Register of statistics for 2 years. Then Destroy	The Litter Pollution Act 1997 (as amended in 2017)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

**National Retention Policy for Local Authority Records: Environment - Approved by LGMA for use on the 16th of November 2022**

Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>National Litter Pollution Monitoring Survey</b>	Register of statistics	Keep a Register of statistics for 2 years. Then offer to archivist. If no archivist then see comment**	The Litter Pollution Act 1997 (as amended in 2017)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Irish Business against litter survey</b>	Register of statistics	Keep a Register of statistics for 2 years. Then offer to archivist. If no archivist then see comment**	The Litter Pollution Act 1997 (as amended in 2017),  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Graffiti Enforcement</b>	<b>Graffiti</b>	Awarding of tender and management of contract for services	Retain for duration of contract + further 7 years, then destroy	Litter Pollution Acts, 1997, as amended (S.20)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Diesel Laundering</b>	<b>Diesel Laundering Disposal</b>	(i)Tender and contract returns to Dept (ii)recoupments from Dept, (iii)Reports on quantities of diesel found and removed (LA database); LA's Cert of Registration (5 yr. period) from EPA (for site to hold diesel); contractor maintains this site on LA's behalf to comply with Cert).	Retain for contract + further 7 years, then destroy except return to Dept which should be offered to archivist. If no archivist then see comment**	The Hazardous Waste Generator Improvements Final Rule is effective on May 30, 2017Commission Decision of 18 December 2014, amending Decision 2000/532/EC on the list of waste pursuant to Directive 2008/98/EC of the European parliament and of the Council (2014/955/EEC) [referred to hereafter as 'The List of Waste (Low)'] Commission Regulation (EU) No 1357/2014 of 18 December 2014, replacing Annex III to Directive 2008/98/EC of the European Parliament and of the Council on waste and repealing certain Directives.
	<b>Trans frontier Shipment of Waste (TFS) for Diesel Laundering</b>	Applications, correspondence/consignment notices Dublin City Council deal with all TFS consignments in country and therefore hold records. Contractor for diesel laundering e.g. deal with TFS on LA's behalf.	Retain for 7 years then destroy TFS documents including bond.	Dublin City Co Waste Management (Shipments of waste) Reg 2007-S.1 No. 419. Note DCC deal with all TFS consignments in country, therefore hold records

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>LA Cert of Regulation</b>	Cert of Regulation	Retain for duration of inspection and 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Reference Material</b>	Reference Material	Retain for as long as research/reference material is relevant. Then Destroy.	
<b>Protection of natural waters</b>	<b>Legislation; Regulations; Circulars &amp; Bye-laws</b>		Retain all current applicable environmental legislation; regulations; circulars and bye-laws until superseded. Superseded docs to be retained for 10 years. Then offer to archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>River Basin management plans</b>		Retain current and previous superseded plan. Then then offer to archivist. If no archivist then see comment**	Water Framework Directive, Directive 2000/60/EC. Water Policy Regulations (S.I. No. 722 of 2003), Surface Waters Regulations (S.I. No. 272 of 2009) and Groundwater Regulations (S.I. No. 9 of 2010)
	<b>Water quality management/catchment management, Policies&amp; plans</b>		Retain current and previous superseded policies & plans. Then then offer to archivist. If no archivist then see comment**	River Basin Management Plan 2018-2021 The Water Framework Directive, Directive 2000/60/EC,
	<b>Appropriate Assessment - NATURA - relating to SACs or SPAs</b>		Retain current and previous superseded plans and statements. Then offer to archivist. If no archivist then see comment**	Article 6(3) and 6(4) of the Council Directive 92/43/EEC
	<b>Small Stream Risk Scoring</b>		Retain current and previous scoring results 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.	The Water Framework Directive, Directive 2000/60/EC,

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Environmental Impact Assessments</b>		Retain copy of environmental impact assessment on planning application file for 20 years. Then offer to archivist for archiving. If no archivist then see comment**	EIA Directive 2014/52/EU European Union (Planning and Development) (Environmental Impact Assessment) Regulations 2018 Section 38(5), Planning & Development Act 2000: At the end of the period for the availability of documents referred to in subsection (2) a planning authority shall retain at least one original copy of each of these documents in a local archive in accordance with section 65 of the Local Government Act 1994 Planning application documents can be stored on plan as well in hard copy files or folders on server/intranet. Section 25 of the P&D (Amendment) Act, 2018 provides for publication on-line of documents listed in section 38 of the P&D Act, 2000. The Water Framework Directive CEN standard; 27828:1994 - Guidance on hand net sampling of benthic; macroinvertebrates; EN 16150:2012 Water quality-Guidance on pro rata; multi-habitat sampling of benthic macro-invertebrates from; wadable rivers; Irish Statute SI 277 of 2016 (European Union Environmental Objectives (Standards for Monitoring of Quality Elements) Regulations 2016)
	<b>Site suitability for Wastewater treatment plants</b>		Retain until construction of treatment plant has been completed; commissioned and is in operation. Then retain on planning file + further 20 years. Then offer to archivist for archiving. If no archivist then see comment**	Section 38(5), Planning & Development Act 2000: At end of period for the availability of documents re to in subsection (2) a planning authority shall retain at least one original copy of each of these documents in a local archive in accordance with section 65 of the LG Act 1994 Section 25 of the P&D (Amendment) Act, 2018 provides for publication on-line of documents listed in section 38 of the P&D Act, 2000.
	<b>Wastewater treatment Plant Files/Architectural drawings</b>		Retain until construction of treatment plant has been completed; commissioned and is in operation. Then retain on planning file +20 yrs. Then offer to archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Surveys &amp; Statistics results</b>		Retain current and previous statistical results then offer to archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Surveys &amp; Statistics return to Dept</b>		Retain current and previous statistical returns then offer to archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Enforcement Legal proceedings/prosecutions</b>		Retain until the enforcement and legal proceedings have been exhausted including appeals. Then offer to archivist who will select stand out precedent setting cases for archiving. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Enforcement Register of Enforcements</b>		Retain register indefinitely. Register entries to be archived every 7 years. If no archivist then older then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Enforcement Notices &amp; Complaints</b>		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+B94:H94	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Rivers &amp; Lakes-Water Quality Analysis &amp; Monitoring</b>		Retain sampling data and laboratory analysis reports for 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Rivers &amp; Lakes-Water Quality Reports &amp; correspondence</b>		Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Groundwater water quality Analysis &amp; Monitoring</b>		Retain sampling data from monitoring and laboratory analysis reports for 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Groundwater water quality Reports &amp; Correspondence</b>		Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Coastal Waters &amp; Aqua Culture-Water Quality Analysis&amp; Monitoring</b>		Retain sampling data from monitoring and laboratory analysis reports for 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Coastal Waters &amp; Aqua Culture-Water Quality reports &amp; Correspondence</b>		Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Drinking Waters-Water Quality Analysis &amp; Monitoring</b>		Retain sampling data from monitoring and laboratory analysis reports for 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Drinking Waters-Water Quality Reports &amp; correspondence</b>		Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Agricultural Pollution Investigation and Inspection Inc. files of routine investigations/complaints</b>		Retain files of routine investigations/complaints for period of 7 years after investigation takes place. 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. and enforcement action + further 7 years. Significant cases where precedent has been set (involving legal proceedings) should be offered to the archivist. If no archivist then see comment**	The Water Framework Directive 2000/60/EC  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Suggested Referece Good Agricultural Practice for the Protection of Waters Regulations 2017 as amended
	<b>Agriculture &amp; Forestry Water Quality Farm Surveys</b>		Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Agriculture &amp; Forestry water quality Analysis &amp; Monitoring</b>		Retain sampling data from monitoring and laboratory analysis reports for 7 years. Then archive. 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.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Oil Pollution prevention&amp; Control Management Plans &amp; Correspondence</b>		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**	
	<b>Oil Pollution prevention&amp; Control Discharge licences.</b>		Retain for duration of license or until 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**	
	<b>Emergency Planning Committee</b>		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**	Sea Pollution (Prevention of Oil Pollution) Regs, 1994. SI No. 44/1994  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Maritime Contingency Plans</b>		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**	

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<b>Functional Heading</b>				
<b>Environment</b>				
<b>Sub-Functions</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
	<b>Private licences Register for Sewers</b>		Retain register indefinitely. Licenses to be retained for duration of license or until superseded. Then retain for period allowed by statute for any legal or enforcement actions taken against the license holder. Then destroy. Register to be archived periodically. If no archivist then see comment**	Sections 4 & Section 16 of the Local Govt (Water Pollution) Act, 1977 (as amended) Section 16 Licences  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Private licences Register for Water</b>		Retain register indefinitely. Licenses to be retained for duration of license or until superseded. Then retain for period allowed by statute for any legal or enforcement actions taken against the license holder (i.e.) 7 years. Then destroy. Register to be archived periodically. If no archivist then see comment**	Sections 4 & Section 16 of the Local Govt (Water Pollution) Act, 1977 (as amended) Section 4 Licences  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value
	<b>Trade Effluent Discharge to Sewer Licence</b>		Retain file on licence until expired (review every 5 years to check for closed files) + further 7 years then destroy. Retain actual monitoring results for 7 years then destroy. If a complaint, retain for duration of investigation and enforcement action + further 7 years. If license period extends 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 until the legal proceedings (Inc. appeals) have been exhausted.	Section 16 Licence (i.e.) Section 16 of the Local Govt (Water Pollution) Act, 1977 (as amended). Waste from hotels/ restaurant to a public sewer. File on granting S.16 licence and file on test results submitted by contractors monthly/bi-monthly/quarterly to comply with licence. If LA takes them to court, the prosecution will be done within 12 months. Some S.16 Licences going to Irish Water.

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<b>Functional Heading</b>				
<b>Sub-Functions</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
	<b>Section 4 Licence to discharge treated wastewater</b>	File on granting S.4 licence and file on test results submitted by contractors to comply with licence. If LA takes them to court, the prosecution will be done within 12 months.	Retain file on licence until expired (review every 5 years to check for closed files) + further 7 years then destroy. Retain actual monitoring results for 7 years then destroy. If a complaint, retain for duration of investigation and enforcement action + 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 been exhausted.	Section 4 licences. (Inc. treatment plants) to ground/surface waters, granted once and is ongoing until contractor/LA gives notice. File on granting S.4 licence and file on test results submitted by contractors to comply with licence. If LA takes them to court, the prosecution will be done within 12 months.
	<b>Bio Solids register of sewage treated at Waste Water Treatment Plants</b>	Also Bio Solids Management Plan (submitted by contractors for permission letter from LA) and files	Retain file on licence until expired (review every 5 years to check for closed files) + further 7 years then destroy. Retain actual monitoring results for 7 years then destroy. If a complaint, retain for duration of investigation and enforcement action + further 7 years. If license period extends 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 until the legal proceedings (Inc. appeals) have been exhausted.	The Waste Management (Collection Permit) Regulations (S.I. 820/2007 as amended by S.I. 87/2008), The Water Services (Amendment) Act, 2012 (No. 2 of 2012) legislates for: The Water Services Acts, 2007 and the 2012 Domestic Wastewater Treatment (Registration) Regulations, 2012 (S.I. 220/2012)
	<b>Sludge Register of all sludge/biosolids movement</b>	Register	Retain register indefinitely. Register entries to be archived every 7 yrs. If no archivist then older register entries (i.e.) after 7 yrs, then see comment**	Waste Management (Use of Sewage Sludge in Agriculture) Regulations, 1998, as amended in 2001,

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Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Waste management</b>	Policies, plans & strategies/6yr regional plan	Retain current and previous policies & plans. Then offer to archivist for archiving. Then offer to archivist. If no archivist then see comment**	Waste Management Act, 1996; SI no 162/1998. Waste Management (Licensing) Regulations, 2004-S.1. No 395/2004 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Flood Defence Scheme</b>	Environmental EIS, construction contracts, land to be acquired	Retain for 15 years. From time of scheme completion. Then offer to archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Coastal Protection Schemes</b>	CFRAMS DOCS OUTLINING SCHEME- flood risk assessment and management/Report/Plan/Study Tenders, Work construction contracts/register of schemes	Retain work contract for 1 year post audit completion. Retain register of schemes for 15 years. Then archive. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Waste Management</b>	<b>Inspections of Waste Permitted Facilities</b>		Retain for duration of licence or until superseded. Then retain for period allowed by statute for any legal or enforcement actions taken against the licence holder + further 7 years. Then offer to archivist. If no archivist then see comment**	Waste Management Act, 1996; SI no 162/1998. Waste Management (Licensing) Regulations, 2004- S.1. No 395/2004  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Waste Management</b>	Reports & Correspondence	Destroy correspondence after 7 years. Archive significant reports after 7 years. If no archivist then see comment**	Environmental Protection Agency Act 1992, Protection of the Environment Act 2003, Waste Management (Facility Permit and Registration) (Amendment) Regulations 2008 (S.I. 86 of 2008), Waste Management (Facility Permit and Registration) (Amendment) Regulations 2014 (S.I. 546 of 2014), Waste Management (Facility Permit and Registration) (Amendment) Regulations 2014 (S.I. 320 of 2014), Waste Management (Facility Permit and Registration) (Amendment) Regulations 2015 (S.I. 198 of 2015), Waste Management (Facility Permit and Registration) Regulations 2007 (S.I. 821 of 2007), Waste Management Acts 1996, as amended  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Waste Management Permits</b> (Waste Facility Permits and Certificates of Registration)	(General admin. & correspondence re application and granting/refusing of permits).Facilities & Sites permitted to 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.	Waste Management (Licensing) (Amendment) Regulations, 2004-S.1 No.395/2004 2019 Waste management (Permit) Regs, 2007 & 2008. Waste Management Act 1996, as amended. Waste management (Facility Permit & Registration) regulations 2007 (S.I. 821 of 2007), as amended. Waste Management Act, 1996; SI no 162/1998.  Waste permit lasts for a max of 5 years and can then be renewed. Any permit issued by LA is sent to NWCPO (National Waste Collection Permit Office based in Offaly Co Co): they hold every permit and Cert of Registration in country. LAs update it for them if there is a revision.
	<b>Enforcement of Waste Collection Permits (5year permit): issued by the NWCPO in Offaly for all LAs.</b>	Local Authority Enforcement files.	Destroy pre-2007 WCP applications. If no court-case, retain for 7 years after expiry/revocation, or otherwise inactive. Then destroy. If a court-case underway then retain for 7 years after case finalised. Then destroy. Offer register to archivist for archiving. If no archivist then see comment**  NWCPO in Offaly to retain indefinitely high level details of current and previous permits and enforcement actions in electronic/digital format.	Waste management (Collection Permit) Regs, 2007, as ammended-S.1 No. 820/2007 & 2008  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.  A LA has 1 year to go to court for non-payment of a FPNs Fixed Penalty Notices (FPN) for WCP since 2016. NWCPO review FPNs within life of WCP

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<b>Environment</b>				
<b>Functional Heading</b>				
<b>Sub-Functions</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
	<b>Inspections/Audits of Waste Permitted Facilities</b>	Docs re Inspections/Audits of Waste Permitted Facilities	Retain until expiry of permit/duration of investigation and enforcement action + further 7 years. 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 been exhausted. Then offer significant cases only to archivist. If no archivist then see comment**	Environmental Protection Agency Act 1992, Protection of the Environment Act 2003, Waste Management (Facility Permit and Registration) (Amendment) Regulations 2008 (S.I. 86 of 2008), Waste Management (Facility Permit and Registration) (Amendment) Regulations 2014 (S.I. 546 of 2014), Waste Management (Facility Permit and Registration) (Amendment) Regulations 2014 (S.I. 320 of 2014), Waste Management (Facility Permit and Registration) (Amendment) Regulations 2015 (S.I. 198 of 2015), Waste Management (Facility Permit and Registration) Regulations 2007 (S.I. 821 of 2007), Waste Management Acts 1996, as amended  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Waste Transfer Forms (originally C1 Forms) - now issued online by DCC</b>	Waste Transfer Forms	Destroy any old C1 forms. DCC to retain WTF for 7 years then destroy. Exception to 7 years period: 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 been exhausted. Offer significant case files to archivist. If no archivist then see comment**	For the moving of hazardous waste within the state Shipments of Hazardous Waste Regulations, 2011. S.6(1)(g) and S.10 re: records  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Administration of Waste Collection Permits</b>	Waste Collection Permits	Retain for 7 years. Then destroy	SI No 165/1998 Waste management (Permit) Regs, 1998 (Segregation, Storage and Presentation of Household & Commercial Waste) Bye-laws, 2019 Waste Management Act 1996, as amended. Waste management (Facility Permit & Registration) regulations 2007 (S.I. 821 of 2007), as amended

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Trans-Frontier Shipment (TFS) of Waste administration of TFS Notifications &amp; Waste Movements</b>	Applications, correspondence/consignment notices. Dublin City Council deal with all TFS consignments in country and therefore hold records. Contractor for diesel laundering e.g. deal with TFS on LA's behalf.	Retain for 7 years then destroy TFS documents including bond.	SI No 402/2001 Waste management (Collection Permit) Regs, 2007, as ammended-S.1 No. 820/2007
	<b>Investigations of Unauthorised Waste Collection, Transport and Disposal / Waste Prosecution:</b>	Files and Waste Complaints Database (LA database since 2006: number relates to file)	Retain for duration of investigation & enforcement action + 7 years. Offer Waste Complaints database to archivist every 7yrs. If no archivist then see comment** Exception to 7 yrs. period: 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 been exhausted.	SI No 149/1998 Waste management (Trans frontier Shipment of Waste) Regs, 1998 Waste Management (Shipments of waste) Reg 2007-S.1 No. 419  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Waste Enforcement</b>	Complaints;correspondence; investigation reports; and evidence gathered (inc CCTV)	Where an enforcement action has been commenced retain all records, (inc CCTV footage) until the enforcement and legal proceedings have been exhausted including appeals. Where no enforcement action is being taken then all records other than CCTV is to be destroyed after 5 years. Records 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**	Section 11 of the Waste Management Act, 1996 No such proceedings shall be commenced later than 5 years from the date on which the offence concerned was committed. CCTV footage to be retained for 28 days or as per local CCTV usage policy then destroyed/wiped. Exception being where CCTV footage is required as evidence for an enforcement action.
	<b>Farm Plastics: Enforcement -PRI (Producer Responsibility Initiatives)</b>	Register/Enforcement docs/correspondence Companies producing farm film products pay a levy to the national compliance scheme operated by IFFPG (Irish Farm Film Producers Group) who provide compliance and a recycling service for farmers. The LA carries out inspections.	Retain for 7 years. Then destroy. Maintain & archive Register. Exception to 7 yrs.: 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	Environmental Protection Agency Act 1992, European Union (Packaging) (Amendment) Regulations 2015 (S.I. 542 of 2015), Waste Management Act, 1996, as amended Waste Management (Packaging) Regs, 1997; SI no 61/2003. Waste Management (Packaging)Regs, 2003 & associated regs. European Union (Packaging) Regulations 2014 (S.I. 282 of 2014), Protection of the Environment Act 2003, Waste Management (Packaging) Regulations 2007 (S.I. 798 of 2007), Waste Management Acts 1996, as amended, Waste Management (Environmental Levy) Plastic bag Regulations, 2001, as amended (S.1. 605 of 2001)

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<b>Environment</b>				
<b>Functional Heading</b>				
<b>Sub-Functions</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
	<b>Farm Plastics</b>	Register/Enforcement docs/correspondence	Retain for 7 years. Then destroy. Maintain & archive Register. Exception to 7 years.: 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.	Environmental Protection Agency Act 1992, S13, S14 Environmental Protection Agency Act 1996, as amended (S.11, S.14, S.19, S.55, S.56), Protection of the Environment Act 2003 (S.11, S.24, S.56, S.57), Waste Management (Farm Plastics) (Amendment) Regulations 2017 (S.I. 396 of 2017), Waste Management (Farm Plastics) Regulations 2001 (S.I. 341 of 2001), Environment (Miscellaneous Provisions) Act (S.35), European Union (Packaging) (Amendment) Regulations 2015 (S.I. 542 of 2015),
	<b>Operation/management of Landfill sites: historical/closed landfill sites</b>	Monitoring & investigations of ground waters, surface waters, borehole logs, leachate, remediation/construction (capping/excavating, drainage, sealing, sealing site)	Weed out individual files on individual sites. Unsuccessful tenders: retain 2 years. then destroy. Retain successful tenders, contracts, as constructed drawings, earlier draft drawings construction quality assurance reports permanently. Retain pre-tender repots, documentation, site meetings etc until construction complete + final account completed + further 7 yrs. If no archivist then see comment** Note: archive historic construction docs for landfill.	Environmental Protection Agency Act 1992, Protection of the Environment Act 2003, Waste Management Acts 1996, as amended Waste Management Licencing regulations 204-S.1.No 395/2004  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Gas Energy Project Submitted to EPA</b>	Tender docs with contractors, docs for connecting to Grid/dealing with ESB, annual emission reports, annual gas survey	Retain pre-tender documentation, reports, site meetings etc until construction is completed + final account completed + further 7 years. Then destroy all general correspondence. Destroy regardless of whether they were qualified or not. Retain successful tenders, contracts, constructed drawings & earlier draft drawings permanently. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Waste Questionnaire</b>	Questionnaire on different areas of waste	Offer active breakdown of figures from every questionnaire to archivist for archiving. If no archivist then see comment**	Submitted to EPA who issue a national annual environmental report (statistics collated) + a report on each LA. LA holds breakdown of figures.  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Carcass Removal</b> LAs dispose of all animals via a controlled animal rendering plant (College Proteins) where the carcass is reduced to ash so that it cannot enter the food chain (the cycle for BSE).	Removal order: large animals LAs consign to College Proteins via a licensed knackery who collect and store until CP collects from them: invoices, contract. For carcasses at LA Animal Pound (dogs, horses, small road kill dropped in by litter wardens): CP lorry collects direct from LA: invoices, stamped ABP (Animal By-Products) documentation	Retain removal orders for 3 years then destroy. Retain ABP documentation for 3 years, then destroy. Retain invoices for 7 years (destroy copy invoices in section after 3 years). Retain contract agreement for duration of contract + 7 years then destroy.	Animal Health and Welfare Act 2013 EU Animal By-Products legislation: EC Reg 1069/2009 as implemented by SI 187/2014. SI 187/2014 S.22(2): records be retained for 3yrs
	<b>Removal of Unauthorised Roadside Vehicles</b>	LA policy/work order issued/notice issued/removal orders/fines issued	Retain removal orders for 5 years from time they were issued. Then offer to archivist. If no archivist then see comment** Exception to 7 years period: 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 been exhausted.	Roads Act, 1993, S71  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Abandoned or surrendered vehicles</b>	work order issued removal orders/	Retain for 2 years from time of work order issue + further 7 years. Then destroy. Exception to 7 years period: 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 been exhausted.	The Abandonment of vehicles is a prosecutable offence under Section 71 of the Waste Management Act 1996, As Amended

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<b>Environment</b>				
<b>Functional Heading</b>				
<b>Sub-Functions</b>	<b>Activities &amp; Description of tasks and work done</b>	<b>Documents</b>	<b>Retention Recommendation</b>	<b>Legislation, Notes &amp; Comments</b>
	<b>PRI (Producer Responsibility Initiatives) Enforcement: Inspections of (a) ELVs (End of Life Vehicles) recycling by AFTs (Approved Treatment Facilities: permitted scrapyards) who issue vehicle owners with a CoD (Certificate of Destruction)</b>	Certificate of Destruction/inspection docs/register importation of new/second hand cars, both under a compliance scheme operated by ELVES (ELV Environmental Services) Includes individual registers held with LA compliance scheme	Retain inspections & registers (as internal register/spreadsheet being kept for operational reasons) for 7 years. Then destroy. Exception where investigations and enforcement actions have resulted. Then retain for duration of investigation & enforcement action + further 7 years. Then destroy. Exception being that significant case files are to be offered to the archivist. If no archivist then see comment** Exception to 7 years period: 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 been exhausted.	Under 2016 Regulations. (Directive 2000/53/EC environmental Protection Agency Act 1992 (S.13,S.14), Protection of the Environment Act 2003 (S.11, S.24, S.56, S.57), Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. 282 of 2006), Waste Management (End-of-Life Vehicles) (Amendment) Regulations 2010 ( S.I. No. 142 of 2010), European Union(End-of-Life Vehicles) (Amendment) Regulations 2014 (S.I. 661 of 2011), European Union (End-of-Life Vehicles, Regulations 2014 (S.I. 281 of 2014), European Union (End-of-Life Vehicles) (Amendment) Regulations 2016 (S.I. 566 of 2016), Waste Management Acts 1996, as amended (S.11, S.14, S.19, S.55, S.56) Environment (Miscellaneous Provisions) Act 2015 (S.35)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Inspections of End of Life Vehicles (ELVs ) and issuing of certificate of destruction to the car owner</b>	Certificates of destruction	Retain for 7 years after certificate issued. Then Destroy	Waste Management Act, 1996, as amended (S.71)
	<b>Inspection of Approved Treatment Facilities (ATFs) - car dismantlers</b>	Waste facility permits	Retain for 7 years. after the permit expires. Then Destroy	(Directive 2000/53/EC environmental Protection Agency Act 1992 (S.13, S.14), Protection of the Environment Act 2003 (S.11, S.24, S.56, S.57) Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. 282 of 2006), Waste Management (End-of-Life Vehicles) (Amendment) Regulations 2010 ( S.I. No. 142 of 2010), European Union(End-of-Life Vehicles) (Amendment) Regulations 2014 (S.I. 661 of 2011), European Union (End-of-Life Vehicles) Regulations 2014 (S.I. 281 of 2014), European Union (End-of-Life Vehicles) (Amendment) Regulations 2016 (S.I. 566 of 2016), Waste Management Acts 1996, as amended (S.11, S.14, S.19, S.55, S.56) Environment (Miscellaneous Provisions) Act 2015 (S.35)

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Licensing of Approved Treatment Facilities</b>	Waste facility permits	Retain 7 years after the permit expires. Then Destroy.	Environment (Miscellaneous Provisions) Act 2015 (S.35), Protection of the Environment Act 2003 (S.11, S.24, S.56, S.57), Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. 282 of 2006), European Union (End-of-Life Vehicles) (Amendment) Regulations 2016 (S.I. 566 of 2016), Regulations 2007, as amended S.I. 821 of 2007, Waste Management Acts 1996, as amended (S.11, S.14, S.19, S.55, S.56)
	<b>Street sweeping</b>	Waste facility permits	Retain for 2 years once permit expires Then Destroy.	
	<b>On-street/public area litter bins</b>	Waste facility permits	Retain for 2 years after permit expires. Then Destroy.	
	<b>On Street public toilets</b>	Tender process/contract/ complaints. Fiscal & Cleaning files. Building maintenance records.	Retain these documents until expiry of permit (5 years)+ further 5 years. Then destroy. If contract, retain for 7 years after contract expires.	
	<b>Control of drinking alcohol in public places.</b>	Files fixed charge notice issued by the guards. Register letter notifying the individual & and all correspondence to the individual.	Retain 7 years then destroy. Except where legal proceedings have been initiated on foot of the investigation and enforcement. Then records should be retained until the legal proceedings (Inc. appeals) have been exhausted. In this case retain for a further 2 years then destroy? Keep records re development of bye-laws until superseded then offer to archivist. If no archivist then see comment**	Local Government Act, 1994 (S.37) Consumption of Intoxicating in Public Places Bye-Laws, 2003 (S.7) Regulation & Control of the Consumption of Intoxicating Liquor Bye Laws 2015  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>AIE (Access to information on Environment) requests</b>		Retain copies of requests including records released for 5 years. Retain sufficient high level description of each request to populate the required (for non-personal requests) disclosure log. Then destroy all other documents including copies of docs released. Periodically offer high level list to archivist. If no archivist please see comment**	The European Communities (Access to Information on the Environment) Regulations 2007 to 2014 (S.I. No. 133 of 2007, S.I. No. 662 of 2011 and S.I. No. 615 of 2014) (AIE Regulations)  **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
<b>Development of Bye-laws</b>	<b>Bye-Laws</b>	Records relating to the development of bye-laws.	Retain records until relevant Bye-law superseded. Offer to archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
<b>Schools &amp; Community Groups</b>	<b>Local Environmental awareness raising and educational outreach with local schools and community groups</b>	painting compt./social environment awareness/awards/end of year report with image of campaign	Retain for duration of awareness raising campaign and outreach programmes plus 2 years. Then offer to the archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. Comment: suggested that comment in column D re legal proceedings not relevant to this activity
	<b>Village improvement schemes</b>	Plans/documents/correspondence/Regi ster	Register to be retained indefinitely but offered periodically to the archivist. Keep live documents 7 years. Then archive. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.
	<b>Allotments</b>	Register of the expression of interest re applications to use allotments, register of allotment users, general correspondence re how allocate. Reduced fee proof of social welfare/ pension under scheme. Repossessing a plot correspondence with plot holder. Annual allotment fee. Licence agreements for allotment holder. Surrender of allotment & refund of key deposit. Policies & strategies re allotments.	Retain all docs for 7 yrs. Policy to be retained until superseded. Then offer register to the archivist once anonymised. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.

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Functional Heading	<b>Environment</b>			
Sub-Functions	Activities & Description of tasks and work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<b>Waste Segregation Inspections</b>	<u>Register of inspections</u> (not a public register) File per company inspected/engaged with under Regs (approx. 20 per year), including: correspondence, inspection reports, declaration forms, details of compliance;	Retain 7 years. from time of inspection then destroy records of all but significant cases. Offer register to archivist for archiving when full/every 7 years. Only offer significant cases to archivist. If no archivist then see comment** Exception being where legal proceedings have been initiated. In these cases these records are to be kept until legal proceedings have been exhausted.	EU (Packaging) Regulations 2014 as amended.
<b>Packaging</b>	<b>Suspected Major Producers Inspections</b>	<u>Register of inspections</u> (not a public register) Files for up to 10 companies per year including: correspondence, inspection reports, declaration forms, details of compliance	Retain for 7 years from time of inspection. Then destroy records for all but significant cases. Offer register to archivist for archiving when full/every 7 years. Only offer significant cases to archivist. If no archivist then see comment** Exception being where legal proceedings have been initiated. In these cases these records are to be kept until legal proceedings have been exhausted.	EU (Packaging) Regulations 2014 as amended. Suspected major producers (turnover of >€1 million and place more than 10 tonnes of packaging on the market) must either register with Repak or self comply with LA
	<b>Major Producers self-compliance</b>	<u>Register of inspections</u> (not a public register) File per company: quarterly reports, bi-annual proof of newspaper notice, annual registration form, annual report, 3 year implementation plans	Retain for 7 years then destroy records for all but significant cases. Offer register to archivist for archiving when full/every 7 years. Only offer significant cases to archivist. If no archivist then see comment** Exception being where legal proceedings have been initiated. In these cases these records are to be kept until legal proceedings have been exhausted.	EU (Packaging) Regulations 2014 as amended. Note: the obligation within the regulations is on the self compliers to maintain documents for three years not the LA.