		I Authority Records 2020 - approved by LGMA for use by L	
Functional Heading	Water Services		
Sub-Functions	Activities	Retention Recommendation	Comments
Potable/Drinking Water	Capital Investment projects* DBOs* Contractor management*	Retain all records relating to capital projects for duration of the project and/or service contract expires plus a further 7 yrs. * If project or service 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. If no archivist then see comment** Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.EU funded schemes to be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION	companies; and/or (ii) they company staff who will be e service. event of no archivist then the retained indefinitely or until future date for their archival employed directly or otherw Authority. The archivist eith otherwise engaged by the to senior manager/certifying o before taking any decision archive records.

collected and processed in r in relation to Tenders or sonal data involved will be if (i) are sole traders or unlimited ey include the CVs of the e engaged in delivering the ** In the the records should be ntil they can be appraised at a val value by an archivist either erwise engaged by the Local ither employed directly or e Local Authority is to notify g officer in business section on other than to permanently

IW Capital Investment Programme Tenders*	In relation to tender competitions conducted by the LA please apply the following: (a) Successful tenders	
including capitals spend on Small Village Schemes	retain evidence of quotation(s) supplied until contract covering supplies & services or works has been delivered in full +7 yrs. (Subject to the exception listed above for Capital Investment projects). Then offer to the archivist or If no archivist then see comment** (b) Unsuccessful tenders: retain for two yrs. then destroy. If project or service 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.	homeowners adjacent to the either LA or IW) will need to adhering to the 8 principles contract. ** In the event of no arcs should be retained indefinit appraised at a future date f archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco
IW Minor Capital works IW supressed Capital Maintenance Remedial Action List; Small Mains Rehabilitation; Disinfection Programme	Retain all records relating to minor capital works carried out by the LA for duration of the contract plus a further 7 yrs. If project or service 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 (i.e.) Section 80 of the Local Govt Act, 2001, which is separate to the control by IW of the asset itself. If no archivist then see comment**. Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds.	** In the event of no arcl should be retained indefinit appraised at a future date f archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco

of new main water supply gather personal data from the works. All contractors (of to ensure that they are as of DP as part of their

rchivist then the records nitely or until they can be for their archival value by an directly or otherwise engaged he archivist either employed nged by the Local Authority is certifying officer in business decision other than to cords within the archive.

rchivist then the records nitely or until they can be a for their archival value by an directly or otherwise engaged be archivist either employed aged by the Local Authority is certifying officer in business decision other than to cords within the archive.

Foreshore Licences temp & permanent	Duration of project; works or survey + 7 yrs. Offer to archivist/ retain indefinitely. If no archivist then see comment**.	FORESHORE ACTS 1933 before the commencement (including the erection of an owned foreshore a licence from the Minister for the En Local Government or the M Fisheries and Food, as app licence is subject to an ann Exchequer. ** In the event of no arc should be retained indefinit appraised at a future date to archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Production •Way leaves/rights of way* Correspondence with landowners.	Retain indefinitely. Expired way leave or rights of way to be offered to the archivist. If no archivist then see comment**	*LA may retain personal da way leaves or rights of way IW may be necessary but I their own way leaves unless transfer without consent. P here which will need to be ** In the event of no arc should be retained indefinit appraised at a future date to archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Land Acquisition and CPOs*	Retain until completion of transfer (which includes period of arbitration + 7 yrs. If no archivist then see comment**. Register of all CPOs enacted by LAs and ultimately transferred to new owner e.g. IW. Individual CPOs must be retained until the period specified in the notice for objection has expired. Once ABP have confirmed the scheme an objector has 8 weeks to take a claim for judicial review to the HC. Register of sale of land: Title deeds for land acquired by LA to be kept in archive/given to archivist	* Land Acquisition records data may also be held by F Department in the LA event of no archivist then th retained indefinitely or until future date for their archiva employed directly or otherv Authority. The archivist eith otherwise engaged by the senior manager/certifying of before taking any decision retain the records within the

3 TO 2003 - require that nt of any works or activity any structures) on Statee or lease must be obtained Environment, Community and Minister for Agriculture, ppropriate. Such a lease or nnual rental payable to the

rchivist then the records nitely or until they can be of for their archival value by an directly or otherwise engaged ne archivist either employed aged by the Local Authority is certifying officer in business decision other than to cords within the archive.

data of landowner over which ay exist. Sharing this data with t IW may have to negotiate ess legislation provides for the Possible data sharing issue e addressed.

rchivist then the records nitely or until they can be e for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to peords within the archive.

Is which may contain personal Property Management ** In the the records should be til they can be appraised at a val value by an archivist either erwise engaged by the Local ither employed directly or e Local Authority is to notify g officer in business section n other than to permanently the archive.

GIS Mapping & Meta data	GIS data for network and network assets is stored on the GIS system. GIS data maps are not deleted but are constantly updated. Retrieval of earlier versions of maps will be an issue for GIS system	If network maps are mainta LA or IW GIS systems a tin network should be taken pe or permanently stored. It is snapshot of GIS records at archival record of the histor point where the SLA with IV
Water network & maintenance	Records including maps of the water supply network are to be retained permanently. Older versions of maps once superseded should be offered to the archivist. If no archivist then see comment**.	** In the event of no arc should be retained indefinit appraised at a future date is archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Regulatory compliance/water quality* Inc. sampling of water supply; reports; details of tests conducted by laboratory, reports and correspondence to/from HSE and EPA etc	Retain all sampling;testing data and correspondence with Govt agencies including LA generated reports, indefinitely.	Drinking Water Directive (8 Directive (98/83/EC). a public health authority the history of sampling and tes the point that the SLA with also a possible need to def against the LA that may ari terminated.
Discharge/leak detection and remediation*	Retain details of specific discharges/leaks and remediation/repair works carried out for a period of 7 yrs. after works completed. Retain high level description of works carried out indefinitely but destroy all other details. If discharge and remediation works carried out were completed prior to assumption of authority by IW then retain records as above. If works commenced prior to but extend 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.If IW refuse original or its copy offer original to archivist. If IW accept original records the LA must keep a copy of records in archive. If no archivist then see comment**.	LG (Water Pollution Act), 1 ** In the event of no arc should be retained indefinit appraised at a future date if archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco

tained in GIS format on either time specific snapshot of the periodically and then archived is essential to be able to take a at any time for retention as an tory of the network up to the IW is terminated.

rchivist then the records nitely or until they can be e for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to peords within the archive.

(80/778/EEC) as amended by As

here is a need to retain a esting of water supplies up to h IW is terminated. There is efend against any legal actions arise even after the SLA is

1977

rchivist then the records nitely or until they can be e for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to peords within the archive.

Water conservation	Retain details of steps taken by LA to encourage water conservation indefinitely	Water Conservation Regula 2008)
	proces exhausted (iii) where capital is provided from EU funds.	senior manager/certifying o before taking any decision retain the records within the
	been initiated: records should be retained until legal	otherwise engaged by the L
	its duration + 12 yrs.; (ii) where a legal case has	Authority. The archivist eith
	maintenance t is a contract under seal in which case	employed directly or otherw
	being where (i) where the contract for delivery of	future date for their archiva
	-	retained indefinitely or until
	network for duration of the contract + 7 yrs. Then	principles of DP as part of t the event of no archivist the
	In relation to contracts retain all records relating to contracts for maintenance work carried out on the	will need to ensure that the
	(b) Unsuccessful tenders: retain 2yrs. then destroy.	from homeowners adjacent
	asset itself. If no archivist then see comment**	Contractor management: n
	a LA which is separate to the control by IW of the	need to be addressed.
	provision of water infrastructure is of archival value to	
	offer a copy of these records to the archivist as	supply and to some extent
	archive. If IW accept original records the LA must	responsibility for fixing leak
	refuse original then offer original to LA archivist for	may also be shared by LAs
	records have not already been transferred. If IW	recorded and stored. The d
	original records to IW when SLA ends if these	the checks are made or lea
	assumption of control by IW in 2014 then offer	personal details of the hom
	further 7 yrs. If project or service extends beyond the	e e e e e e e e e e e e e e e e e e e
	& services or works has been delivered in full + a	DBOs* In relation to Regul
		service.
	(a) Successful tenders retain evidence of	include the CVs of the com
Water distribution network & maintenance*	In relation to tender competitions conducted by the LA the following retention periods apply.	*Personal data involved if (are sole traders/ unlimited

(i) the company submitting companies; and/or (ii) they mpany staff delivering the

ulatory compliance/water rge/leak detection the meowner/land owner where eaks detected are likely to be data relating to leak detection as with IW as they have the iks on the public side of the t on the private side under aring issue here which will

may gather personal data Int to the works All contractors ley are adhering to the 8 if their contract. ** In then the records should be til they can be appraised at a value by an archivist either rwise engaged by the Local ther employed directly or a Local Authority is to notify officer in business section in other than to permanently he archive llations 2008 (S.I. No. 527 of

New and replaced connections •Development/infrastructural levy/fees* *IW since 2014 are responsible for the collection of development levies from both commercial developers and (more importantly from a DP context) individuals who are self- builders. The development levy portion that relates to the water; wastewater and surface water drainage is calculated by the P&D section of the LA and IW is notified. The historical data relating to development levies is available to IW.	Where LA calculated the levy/fees then retain these records for 12 yrs after levy was sought. If record and associated correspodence over the payment of the levy 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. If no archivist then see comment**. Legislation allows for 12 yrs. to follow up on outstanding development contributions	LA only have a view Planni (Amendment) Act 2002 'Thinserted after section 96 of 96A.—Sections 40 to 42 shi granted under Part IV of the of this Act pursuant to an a August 1999 and to which to if the application for permise the inclusion of a housing se plan under section 94(1) be attached to a permission condition providing that the subsections (3) to (5), be particular and amount in respect of' ** In the event of no arch should be retained indefinit appraised at a future date for archivist either employed di- by the Local Authority. The directly or otherwise engage to notify senior manager/ce section before taking any di- permanently retain the record
Non-domestic billing* Inc. location details of actual meters; names & ID no's of customers; records of meter readings, historical customer data not transferred to IW.	Retain details of meter locations. All other non- domestic billing details are viewed through IW system but not records retained by LA. At end of SLA Offer original records (i.e.) records detailing meter locations,to IW. If IW refuse original or its copy then offer original to archivist for archive/retain indefinitely. If IW accept original records the LA must keep a copy of records in archive. If no archivist then see comment**.	* Personal data may be col these activities where the c uses personal details as pa contact details. event of no archivist then th retained indefinitely or until future date for their archiva employed directly or otherw Authority. The archivist eith otherwise engaged by the l senior manager/certifying of before taking any decision retain the records within the

ning & Development The following sections are of the Principal Act: shall apply to permissions the Act of 1963 or under Part III application made after 25 h this Part would have applied hission had been made after g strategy in the development ... 2) There shall be deemed to ion referred to in section 96A a here shall, in accordance with paid to the planning authority .'

rchivist then the records nitely or until they can be of for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to cords within the archive.

ollected and processed in company is a sole trader snd part of their billing address or ** In the the records should be til they can be appraised at a val value by an archivist either

rwise engaged by the Local ther employed directly or a Local Authority is to notify officer in business section n other than to permanently he archive.

IW Capital Investment Programme	Retain all records relating to capital projects initiated	* Personal data may be co
	by the LA for duration of the project and or the	these activities. However in
•Tenders*	contract for resulting services expires plus a further 7	
	yrs. If project or service extends beyond the	the company submitting are
•DBOs	assumption of control by IW in 2014 then offer	companies; and/or (ii) they
	original records to IW when SLA ends if these	company staff who will be ϵ
 Contractor management* 	records have not already been transferred. If IW	service.
	refuse original then offer original to LA archivist for	event of no archivist then th
	archive. If IW accept original records the LA must	retained indefinitely or until
	offer a copy of these records to the archivist as	future date for their archiva
	provision of water infrastructure is of archival value to	employed directly or otherw
	a LA which is separate to the control by IW of the	Authority. The archivist eith
	asset itself. If no archivist then see comment**.	otherwise engaged by the l
	Exception being where (i) where the contract for	senior manager/certifying o
	delivery of the capital project is a contract under seal	before taking any decision
	in which case its duration plus 12 yrs.; (ii) where a	retain the records within the
	legal case has been initiated. In these instances	
	records should be retained until the legal process	
	has been exhausted; and (iii) where capital is	
	provided from EU funds.	
	EU funded schemes which should be retained to	
	comply with EU fund requirements (i.e.) Article 140	
	of REGULATION (EU) No 1303/2013 OF THE	
	EUROPEAN PARLIAMENT AND OF THE	
	COUNCIL. There is an absolute legal requirement to	
	retain all relevant documentation relating to EU	
	funding for a minimum period of 3 vrs. after the	
	In relation to tender competitions conducted by the	* Personal data may be col
IW Minor Capital works	LA please apply the following,	these activities. However in
IW supressed Capital Maintenance	(a) Successful tenders retain evidence of	Contractors the only persor
	quotation(s) supplied until contract covering supplies	the company submitting are
	& services or works has been delivered in full + a	companies; and/or (ii) they
	further 7 yrs. If project or service extends beyond	company staff who will be e
	the assumption of control by IW in 2014 then offer	service. *In relation
	original records to IW when SLA ends if these	water supply network contra
	records have not already been transferred. If IW	data from homeowners adj
	refuse original then offer original to LA archivist for	contractors (of either LA or
	archive. If IW accept original records the LA must	they are adhering to the 8 p
	offer a copy of these records to the archivist as	their contract.
	provision of water infrastructure is of archival value to	
	a LA which is separate to the control by IW of the	
	asset itself. If no archivist then see comment**	
	(b) Unsuccessful tenders (where applicable) – retain	
	for two yrs. then destroy.	
	For exception see above.	

collected and processed in in relation to Tenders or onal data involved will be if (i) are sole traders or unlimited by include the CVs of the engaged in delivering the ** In the the records should be

til they can be appraised at a val value by an archivist either rwise engaged by the Local ther employed directly or a Local Authority is to notify officer in business section of other than to permanently he archive.

ollected and processed in in relation to Tenders or onal data involved will be if (i) are sole traders or unlimited y include the CVs of the e engaged in delivering the tion to installation of new main tractors may gather personal djacent to the works. All or IW) will need to ensure that B principles of DP as part of

Wastewater Treatment	IW Capital Investment Programme	Retain all records relating to capital projects initiated	* Personal data may be collected and processed in
		by the LA for duration of the project and or the	these activities. However in relation to Tenders or
	•Tenders*	contract for resulting services expires plus a further 7	Contractors the only personal data involved will be if
		yrs. If project or service extends beyond the	the company submitting are sole traders or unlimited
	•DBOs	assumption of control by IW in 2014 then offer	companies; and/or (ii) they include the CVs of the
		original records to IW when SLA ends if these	company staff who will be engaged in delivering the
	 Contractor management* 	records have not already been transferred. If IW	service. ** In t
		refuse original then offer original to LA archivist for	event of no archivist then the records should be
		archive. If IW accept original records the LA must	retained indefinitely or until they can be appraised at
		offer a copy of these records to the archivist as	future date for their archival value by an archivist eith
		provision of water infrastructure is of archival value to	employed directly or otherwise engaged by the Local
		a LA which is separate to the control by IW of the	Authority. The archivist either employed directly or
		asset itself. If no archivist then see comment**	otherwise engaged by the Local Authority is to notify
		Exception being where (i) where the contract for	senior manager/certifying officer in business section
		delivery of the capital project is a contract under seal	before taking any decision other than to permanently
		in which case its duration plus 12 yrs.; (ii) where a	retain the records within the archive.
		legal case has been initiated. In these instances	
		records should be retained until the legal process	
		has been exhausted; and (iii) where capital is	
		provided from EU funds.	
		EU funded schemes which should be retained to	
		comply with EU fund requirements (i.e.) Article 140	
		of REGULATION (EU) No 1303/2013 OF THE	
		EUROPEAN PARLIAMENT AND OF THE	
		COUNCIL. There is an absolute legal requirement to	
		retain all relevant documentation relating to EU	
		funding for a minimum period of 3 vrs. after the	
		In relation to tender competitions conducted by the	* Personal data may be collected and processed in
	IW Minor Capital works	LA please apply the following,	these activities. However in relation to Tenders or
	IW supressed Capital Maintenance	(a) Successful tenders retain evidence of	Contractors the only personal data involved will be if
		quotation(s) supplied until contract covering supplies	
		& services or works has been delivered in full + a	companies; and/or (ii) they include the CVs of the
		further 7 yrs.	company staff who will be engaged in delivering the
		If project or service extends beyond the assumption	service. *In relation to installation of new ma
		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	contractors (of either LA or IW) will need to ensure the
		original to LA archivist for archive. If IW accept	they are adhering to the 8 principles of DP as part of
		original records the LA must offer a copy of these	their contract.
		records to the archivist as provision of water	** In the event of no archivist then the records
		infrastructure is of archival value to a LA which is	should be retained indefinitely or until they can be
		separate to the control by IW of the asset itself. If no	appraised at a future date for their archival value by a
		archivist then see comment**	archivist either employed directly or otherwise engage
		(b) Unsuccessful tenders (where applicable) – retain	by the Local Authority. The archivist either employed
		for two yrs. Then destroy.	directly or otherwise engaged by the Local Authority i
		Exception as per previous retention	to notify senior manager/certifying officer in business
		recommendations.	section before taking any decision other than to
			permanently retain the records within the archive.
I			

in relation to Tenders or sonal data involved will be if (i) are sole traders or unlimited ey include the CVs of the e engaged in delivering the ** In the the records should be ntil they can be appraised at a val value by an archivist either erwise engaged by the Local ither employed directly or e Local Authority is to notify officer in business section on other than to permanently the archive. collected and processed in in relation to Tenders or onal data involved will be if (i) are sole traders or unlimited ey include the CVs of the e engaged in delivering the tion to installation of new main tractors may gather personal djacent to the works. All or IW) will need to ensure that principles of DP as part of rchivist then the records nitely or until they can be for their archival value by an directly or otherwise engaged ne archivist either employed aged by the Local Authority is certifying officer in business decision other than to cords within the archive.

Wastewater Treatment network including	Records including maps of the wastewater sewerage	*Personal data may be cap
Surface water drainage & sewers*	network are to be retained permanently. Older versions of maps once superseded should be offered to the archivist. If no archivist then see comment** If network maps are maintained in GIS format on either LA or IW GIS systems a time specific snapshot of the network should be taken periodically and then archived or permanently stored. It is essential to be able to take a snapshot of GIS records at any time for retention as an archival record of the history of the network up to the point where the SLA with IW is terminated.	WIRLA ** In the event of no arcs should be retained indefinit appraised at a future date f archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco
Wastewater Treatment facilities Inc. Pumping/ DBO	In relation to the operation of wastewater facilities retain records for the duration of which the facility is in operation or where the facility is operated under contract retain details of the contract for its duration + 7 yrs. If project or service 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. If no archivist then see comment**	** In the event of no an should be retained indefinit appraised at a future date f archivist either employed duby the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently archive record

ptured and shared with
chivist then the records nitely or until they can be for their archival value by an directly or otherwise engaged e archivist either employed ged by the Local Authority is certifying officer in business decision other than to cords within the archive.
archivist then the records hitely or until they can be for their archival value by an directly or otherwise engaged e archivist either employed ged by the Local Authority is certifying officer in business decision other than to rds.

Wastewater network & maintenance	In relation to tender competitions conducted by the	*In relation to Regulatory c
	LA please apply the following:(a) Successful tenders	quality checks and dischar
 Regulatory compliance* 	retain evidence of quotation(s) supplied until contract	1.
	covering supplies & services or works has been	the checks are made or lea
•Tenders	delivered in full + a further 7 yrs. If project or	recorded and stored. The o
	service extends beyond the assumption of control by	may also be shared by LAs
•DBOs	IW in 2014 then offer original records to IW when	responsibility for fixing leak
	SLA ends if these records have not already been	supply and to some extent
•Contractor management*	transferred. If IW refuse original then offer original	'first fix'. Possible data sha
	to LA archivist for archive. If IW accept original	need to be addressed.
	records the LA must offer a copy of these records to	event of no archivist then the
	the archivist as provision of water infrastructure is of	retained indefinitely or until
	archival value to a LA which is separate to the	future date for their archiva
	control by IW of the asset itself. If no archivist then	employed directly or otherw
	see comment**	Authority. The archivist eith
	(b) Unsuccessful tenders (where applicable) – retain	otherwise engaged by the
	for two yrs. Then destroy.	senior manager/certifying o
	In relation to contracts retain all records relating to	before taking any decision
	contracts for maintenance work carried out on the	retain the records within the
	network for duration of the contract plus a further 7	
	yrs Then offer to the archivist/retain indefinitely.	
	Exception being where (i) where the contract for	
	delivery of maintenance t is a contract under seal in	
	which case its duration plus 12 yrs.; (ii) where a legal	
	case has been initiated. In these instances records	
	should be retained until the legal process has been	
Discharge/look detection and remediation*	exhausted: and (iii) where capital is provided from	Water Services Act 2014
Discharge/leak detection and remediation*	Retain details of specific discharges/leaks and remediation/repair works carried out for a period of 7	Water Services Act 2014
	yrs. after works completed. Retain high level	
	description of works carried out indefinitely but	
	destroy all other details.	
	If discharge and remediation works carried out were	
	completed prior to assumption of authority by IW	
	then retain records as above. If works commenced	
	prior to but extend 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. If IW refuse original	
	or its copy offer original to archivist. If IW accept	
	original records the LA must keep a copy of records	
	in archive.	

compliance/waste water arge/leak detection the omeowner/land owner where leaks detected are likely to be e data relating to leak detection As with IW as they have the aks on the public side of the nt on the private side under haring issue here which will ** In the n the records should be

ntil they can be appraised at a val value by an archivist either erwise engaged by the Local ither employed directly or e Local Authority is to notify g officer in business section on other than to permanently the archive.

	Wastewater Monitoring	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.	should be retained indefinit
	Hydrant licensing*	Retain register of hydrant licenses issued indefinitely. Retain details of actual licenses for a period of 7 yrs. from when the license expires. Then destroy.	*Certain LAs may operate a which allow builders/develo hydrants as a source of wa construction. Personal deta captured and processed.
Administration of Service Level Agreement with IW	Annual Service Plans*	Retain current and previous ASPs until current one superseded. Then offer to archivist. If no archivist then see comment**	*Even though SLA is in plac of staff should not be share anonymised. In the event of no archivist retained indefinitely or until future date for their archiva employed directly or otherw Authority. The archivist eith otherwise engaged by the l senior manager/certifying o before taking any decision retain the records within the
	Training of LA water service staff who are covered by SLA with IW*	Retain details of training provided to staff for the duration of employment plus 7 yrs. Then destroy.	*Even though SLA is in place of staff should not be share anonymised.

rchivist then the records nitely or until they can be e for their archival value by an I directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to ecords within the archive.

e a system of hydrant licenses elopers to access adjacent fire vater supply during etails of license applicant are

lace with IW the personal data ared with IW without it being

st then the records should be ntil they can be appraised at a val value by an archivist either erwise engaged by the Local ither employed directly or e Local Authority is to notify g officer in business section on other than to permanently the archive.

lace with IW the personal data ared with IW without it being

Operational Records of Service delivery* could include databooks; calculation sheets; copies of records generated on IW systems (e.g.) Maximo, Click, etc	Retain for the duration of the the Service Level Agreement (SLA) between the LA & IW plus a further 7 yrs. Then offer to archivist. If no archivist then see comment**	* Personal data may be collected and proces these activities. ** In the event of no archivist then the reshould be retained indefinitely or until they appraised at a future date for their archival archivist either employed directly or otherwis by the Local Authority. The archivist either edirectly or otherwise engaged by the Local A to notify senior manager/certifying officer in section before taking any decision other that permanently retain the records within the ar
Admin for Central Management Charge	Retain for the duration of the Service Level Agreement (SLA) between the LA & IW + a further 7 yrs. Then destroy.	
Recoupment from IW	Retain for the duration of the Service Level Agreement (SLA) between the LA & IW plus a further 7 yrs. Then destroy.	
Operational Procedures	Retain current and previous plans until current one superseded. Then offer to archivist. If no archivist then see comment**	** In the event of no archivist then the re should be retained indefinitely or until they of appraised at a future date for their archival archivist either employed directly or otherwis by the Local Authority. The archivist either e directly or otherwise engaged by the Local to notify senior manager/certifying officer in section before taking any decision other that permanently retain the records within the ar
SLA Meetings including mtgs with WSTO	Retain for duration of Agreement + further 7 yrs. Then offer to archivist. If no archivist then see comment**	** In the event of no archivist then the re should be retained indefinitely or until they of appraised at a future date for their archival archivist either employed directly or otherwis by the Local Authority. The archivist either e directly or otherwise engaged by the Local of to notify senior manager/certifying officer in section before taking any decision other that permanently retain the records within the ar

rsonal data may be collected and processed in e activities. In the event of no archivist then the records old be retained indefinitely or until they can be aised at a future date for their archival value by an ivist either employed directly or otherwise engaged the Local Authority. The archivist either employed of the otherwise engaged by the Local Authority is otify senior manager/certifying officer in business on before taking any decision other than to be an ently retain the records within the archive.
In the event of no archivist then the records Id be retained indefinitely or until they can be aised at a future date for their archival value by an ivist either employed directly or otherwise engaged the Local Authority. The archivist either employed of the otherwise engaged by the Local Authority is otify senior manager/certifying officer in business on before taking any decision other than to banently retain the records within the archive.
In the event of no archivist then the records Id be retained indefinitely or until they can be aised at a future date for their archival value by an ivist either employed directly or otherwise engaged the Local Authority. The archivist either employed ty or otherwise engaged by the Local Authority is otify senior manager/certifying officer in business
on before taking any decision other than to nanently retain the records within the archive.

	Asset Transfer to IW	Retain until transfer of asset has been completed plus a further 7 year. Then offer to archivist. If no archivist then see comment**	** In the event of no arch should be retained indefinit appraised at a future date f archivist either employed du by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco
Septic Tanks & Sludge Disposal	Register of single dwelling waste treatment systems (i.e.) septic tanks	Maintain register of septic tanks indefinitely on-line https://www.protectourwater.ie	Water Services (Amendment) WATER SERVICES ACTS 2007 A DOMESTIC WASTE WATER TREATMENT SYSTEMS (REGIST
	Inspections and Recoupments	Retain record of inspections indefinitely.	River Basin Management P The Water Framework Dire
	Register of appoved sludge disposal firms	Retain register indefinitely	Public facing register of cur disposal firms is maintained
	Nutrient Management Plans submitted by approved sludge disposal firms	Retain plans for duration that license to act as approved sludge disposer is valid. For disposal firms taken off the register because their license has lapsed or been revoked a high level descripton details of their license details should be retained indefinitely in spreadsheet format. all supporting licensee doucments inc nutrient management plans should then be destroyed.	Sewage Sludge Directive (& Management (Use of Sewa Regulations, 1998 and the Sewage Sludge in Agricultu
Environmental Protection Authority	Water Supply Schemes - Licencing and Monitoring	Retain licenses until they expire. Then retain high level description of license detail including details of any monitoring carried out in spreadsheet format. After 7 years historical entries on spreadsheet can be removed and offered to the archivist.**	Water Framework Directive Water Policy Regulations (S Surface Waters Regulation Groundwater Regulations (Directive (91/676/EEC); Gro (2006/118/EC);Drinking Wa as amended by Directive (9 ** In the event of no arcu should be retained indefinit appraised at a future date f archivist either employed di by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco

rchivist then the records nitely or until they can be for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to cords within the archive. nt) Act 2012 AND Amendment Act, 2012 ISTRATION) REGULATIONS 2012 t Plan 2018-2021 rective, Directive 2000/60/EC, urrently approved sludge ed on-line (86/278/EEC); Waste wage Sludge in Agriculture) e Waste Management (Use of Iture) Regulations, 2001. ve, Directive 2000/60/EC. s (S.I. No. 722 of 2003), ons (S.I. No. 272 of 2009) and (S.I. No. 9 of 2010) Nitrates Groundwater Directive Vater Directive (80/778/EEC) (98/83/EC); rchivist then the records nitely or until they can be for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to cords within the archive.

	Wastewater Schemes - Licencing and Monitoring	Retain licenses until they expire. Then retain high level description of license detail including details of any monitoring carried out in spreadsheet format. After 7 years license and historical entries on spreadsheet can be removed and offered to the archivist.**	Water Framework Directive Water Policy Regulations (S Surface Waters Regulation Groundwater Regulations (Directive (91/676/EEC); Gro (2006/118/EC);Drinking Wa as amended by Directive (S
Estates Taken in Charge	Surveys and reports required for Planning & Development prior to estate being taken in charge	Water Services to retain survey and reports until estate is taken in charge. File is then (i) transferred to P&D and (ii) copies of survey and reports should be retained by water services in their operational file. These copies should be retained indefinitely or until water supply and waste network connections for the estate are changed.	
Industry or Economic Development	Correspondence, meetings with companies requiring a water or waste water supply	Retain records of correspondence and meetings between water services and companies for duration of interaction + a further 7 years. If interaction and engagement 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. If no archivist then see comment**	** In the event of no arc should be retained indefinit appraised at a future date f archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco
Fisheries	Aquaculture Licences	Retain licenses until they expire. Then retain high level description of license detail including details of any monitoring carried out in spreadsheet format. After 7 years license and historical entries on spreadsheet can be removed and offered to the archivist.**	Fisheries (Consolidation) A (1980); Fisheries (Amendment) (Amendment) Act (1997); F (2001); Aquaculture (Licence fees) Regulations (1998); A Application and license fee (1998)Aquaculture License (1998) event of no archivist then the retained indefinitely or until future date for their archival employed directly or otherw Authority. The archivist eith otherwise engaged by the the senior manager/certifying of before taking any decision retain the records within the

ve, Directive 2000/60/EC. s (S.I. No. 722 of 2003), ons (S.I. No. 272 of 2009) and s (S.I. No. 9 of 2010) Nitrates Groundwater Directive Water Directive (80/778/EEC) (98/83/EC);

rchivist then the records nitely or until they can be e for their archival value by an I directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to ecords within the archive.

Act (1959); Fisheries Act dment) Act (1997); Fisheries ; Fisheries (Amendment) Act ence Application and license ; Aquaculture (Licence fees) (no.2) Regulations se Appeals (Fees) Regulations ** In the of the records should be null they can be appraised at a

val value by an archivist either erwise engaged by the Local ither employed directly or e Local Authority is to notify g officer in business section on other than to permanently the archive.

Laboratory	Sampling data and reports	Retain sampling data and laboratory analysis reports and associated correspondence for 7 years. Then destroy correspondence and archive analysis reports. 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 arch should be retained indefinit appraised at a future date f archivist either employed du by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco
	Calibration, specifications, metrics and maintenance of equipment used in the laboratory	Retain for duration equipment in use then a further 7 years. Then destroy. Exception being those cases where either enforcement actions and legal proceedings have been initiated and are still ongoing. Where this occurs keep these records until all enforcement and legal proceedings including appeals have been exhausted.	
Bathing Waters Already in Environment. This is the same wording	Blue Flag Beaches	Retain all documents relating to the application for the status of blue flag beaches until the period of designation expires or the status is superseded. Then offer record of the high level history of blue flag beaches to the archivist. If no archivist the retain the high level history indefinitely as per comment **	The Bathing Water Directive Environmental Protection A under the Bathing Waters D Water Quality Regulations 2 identify bathing waters on a website publicly available the event of no archivist the retained indefinitely or until future date for their archival employed directly or otherw Authority. The archivist eith otherwise engaged by the D senior manager/certifying o before taking any decision of retain the records within the
	Water Safety in bathing areas inc. Irish Water Safety Risk Assessment + Inspections	Retain current risk assessment and inspection report until they are superseded. Retain current and previous risk assessments and inspecton reports then destroy.	The Bathing Water Directiv
	Lifeguards - attendance records	Retain for the duration of the employment contract plus a further seven year the destroy those records not required for any pension payment purposes.	Irish Water Safety's Guideli

chivist then the records
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for their archival value by an
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ged by the Local Authority is
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Agency Act,1992 LAs required
Directive and the Bathing
s 2008 (SI No 79 of 2008) to
an annual basis. Beaches.ie-
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wise engaged by the Local
ther employed directly or
Local Authority is to notify
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he archive.
ve (2006/7/EC)
elines in 2007, 2010

	Lifeguards: incident log/register	Retain logs & reports for 10 years from the date of the accident/incident or dangerous occurrence. In these instances, the relevant record needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed. Then destroy. Exception being where a minor is involved = retain for 25 years or until investigation and legal proceeding has been completed. Then destroy.	Irish Water Safety's Guideli
	Bathing Areas-Water Quality Analysis & Monitoring	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 In the event of no archivist retained indefinitely or until future date for their archival employed directly or otherw Authority. The archivist eith otherwise engaged by the L senior manager/certifying o before taking any decision retain the records within the
	Bathing Areas-Water Quality Reports & Correspondence	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. 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.	
Protection of Natural waters	Reference Material	Retain for as long as research/reference material is relevant. Then Destroy.	
	Legislation; Regulations; Circulars & Bye- laws	Retain all current applicable environmental legislation; regulations; circulars and bye-laws until superseded. Superseded docs to be retained for a further 10 yrs. Then offered to an archivist. If no archivist then see comment** .	** In the event of no arch should be retained indefinit appraised at a future date f archivist either employed du by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco

elines in 2007, 2011 tive (2006/7/EC) ** st then the records should be ntil they can be appraised at a val value by an archivist either erwise engaged by the Local ither employed directly or Local Authority is to notify officer in business section on other than to permanently the archive. tive (2006/7/EC) ** st then the records should be ntil they can be appraised at a val value by an archivist either erwise engaged by the Local ither employed directly or E Local Authority is to notify officer in business section on other than to permanently the archive. rchivist then the records nitely or until they can be for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to cords within the archive.

River Basin management plans	Retain current and previous superseded plan. Then then offer to archivist. If no archivist then see comment** .	Water Framework Directive, Directive 2 Water Policy Regulations (S.I. No. 722 Surface Waters Regulations (S.I. No. 722 Groundwater Regulations (S.I. No. 9 o Directive (91/676/EEC); the event of no archivist then the recon- retained indefinitely or until they can b future date for their archival value by a employed directly or otherwise engage Authority. The archivist either employed otherwise engaged by the Local Author senior manager/certifying officer in bus before taking any decision other than retain the records within the archive.
Water quality management/catchment management, Policies& plans	Retain current and previous superseded policies & plans. Then then offer to archivist. If no archivist then see comment** .	River Basin Management Plan 2018-2 The Water Framework Directive, Direct ** In the event of no archivist then the should be retained indefinitely or until appraised at a future date for their arch archivist either employed directly or othe by the Local Authority. The archivist eit directly or otherwise engaged by the L to notify senior manager/certifying office section before taking any decision othe permanently retain the records within the
Appropriate Assessment - NATURA - relating to SACs or SPAs	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 Dire
Small Stream Risk Scoring	Retain current and previous scoring results and assessments. Then offer to archivist. If no archivist then see comment** .	The Water Framework Directive, Direc

ve, Directive 2000/60/EC. s (S.I. No. 722 of 2003), ons (S.I. No. 272 of 2009) and (S.I. No. 9 of 2010) Nitrates ** In hen the records should be ntil they can be appraised at a val value by an archivist either rwise engaged by the Local ither employed directly or E Local Authority is to notify officer in business section n other than to permanently

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irective, Directive 2000/60/EC, rchivist then the records nitely or until they can be for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to cords within the archive.

e Council Directive 92/43/EEC

rective, Directive 2000/60/EC,

Environmental Impact Assessments	Retain copy of environmental impact assessment on	EIA Directive 2014/52/EU
	planning application file for 20 yrs. Then offer to	European Union (Planning
	archivist for archiving. If no archivist then see	(Environmental Impact Ass
	comment** .	Section 38(5), Planning & I
		end of the period for the av
		referred to in subsection (2
		retain at least one original
		documents in a local archiv
		65 of the Local Governmer
		application documents can
		hard copy files or folders of
		Section 25 of the P&D (Am
		for publication on-line of do
		of the P&D Act, 2000.
		The Water Framework Dire
		27828:1994 - Guidance on
		benthic; macroinvertebrate
		quality-Guidance on pro ra
		benthic macro-invertebrate
		Statute SI 277 of 2016 (Eu
		Objectives (Standards for I
		Elements) Regulations 201
		** In the event of no arc
		be retained indefinitely or u
		a future date for their archi
		either employed directly or
		Local Authority. The archiv
Site suitability for Wastewater treatment	Retain until construction of treatment plant has been	Section 38(5), Planning & I
plants	completed; commissioned and is in operation. Then	end of period for the availa
	retain on planning file for a further 20 years. Then	subsection (2) a planning a
	offer to archivist for archiving. If no archivist then see	one original copy of each o
	comment**	archive in accordance with
		1994 Section 25 of the P
		provides for publication on
		section 38 of the P&D Act,
		the event of no archivist th
		retained indefinitely or until
		future date for their archiva
		employed directly or other
		Authority. The archivist eith
		-
		otherwise engaged by the
		a a mian manager
		senior manager/certifying o
		senior manager/certifying c before taking any decision retain the records within the

g and Development) ssessment) Regulations 2018 a Development Act 2000: At the availability of documents (2) a planning authority shall I copy of each of these nive in accordance with section ent Act 1994 Planning an be stored on plan as well in on server/intranet.

mendment) Act, 2018 provides documents listed in section 38

irective CEN standard; on hand net sampling of tes; EN 16150:2012 Water rata; multi-habitat sampling of tes from; wadeable rivers; Irish European Union Environmental r Monitoring of Quality 016)

rchivist then the records should until they can be appraised at hival value by an archivist or otherwise engaged by the <u>ivist either employed directly or</u> & Development Act 2000: At ilability of documents re to in authority shall retain at least of these documents in a local th section 65 of the LG Act P&D (Amendment) Act, 2018 n-line of documents listed in t, 2000. ** In

then the records should be til they can be appraised at a val value by an archivist either erwise engaged by the Local ither employed directly or e Local Authority is to notify officer in business section in other than to permanently the archive.

Wastewater treatment Plant	Retain until construction of treatment plant has been	
Files/Architectural drawings	completed; commissioned and is in operation. Then retain on planning file for a further 20 years. Then offer to archivist for archiving. If no archivist then see comment**	** In the event of no arc should be retained indefinit appraised at a future date is archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Surveys & Statistics results	Retain current and previous statistical results then offer to archivist. If no archivist then see comment**	** In the event of no arc should be retained indefinit appraised at a future date if archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Surveys & Statistics return to Dept	Retain current and previous statistical returns then offer to archivist. If no archivist then see comment**	** In the event of no arc should be retained indefinit appraised at a future date if archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco
Enforcement Legal proceedings/prosecutions	Retain until the enforcement and legal proceedings have been exhausted including appeals. Then offer to archivist who will select stand out precednet setting cases for archiving. If no archivist then see comment**	** In the event of no arc should be retained indefinit appraised at a future date t archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco

rchivist then the records nitely or until they can be e for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to peords within the archive.

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rchivist then the records nitely or until they can be e for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to peords within the archive.

Enforcement Register of Enforcements	Retain register indefinitely. Register entries to be archived every 7 years. If no archivist then for older register entries (i.e.) after 7 years, see comment**	** In the event of no arc should be retained indefinit appraised at a future date if archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Enforcement Notices &Complaints	Retain until file detailing complaints and any enforcement actions has been completed plus a further 7 years. Then offer to archivist. If no archivist then see comment** Exception being those cases where legal proceedings have been initiated. Where this occurs keep these records until all legal proceedings including appeals have been exhausted.	** In the event of no arc should be retained indefinit appraised at a future date in archivist either employed d by the Local Authority. The directly or otherwise engage to notify senior manager/ce section before taking any of permanently retain the reco
Rivers & Lakes-Water Quality Analysis & Monitoring	Retain sampling data 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.	** In the event of no arc should be retained indefinit appraised at a future date if archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Rivers & Lakes-Water Quality Reports & correspondence	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. 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 arc should be retained indefinit appraised at a future date f archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently archive record

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rchivist then the records nitely or until they can be e for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is for certifying officer in business of decision other than to ords

Groundwater water quality Analysis & Monitoring	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.	** In the event of no arc should be retained indefinit appraised at a future date archivist either employed of by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of
Groundwater water quality Reports & Correspondence	Retain laboratory reportsand associated correspondence for 7 years. Then destroy correspondence and archive reports. 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.	permanently retain the record ** In the event of no arc should be retained indefinit appraised at a future date archivist either employed of by the Local Authority. The directly or otherwise engage to notify senior manager/ce section before taking any of permanently retain the record permanently retain the record archives and any of the taking any of taking
Coastal Waters & Aqua Culture-Water Quality Analysis& Monitoring	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.	** In the event of no arc should be retained indefini appraised at a future date archivist either employed of by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Coastal Waters & Aqua Culture-Water Quality reports & Correspondence	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reports. 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 arc should be retained indefinit appraised at a future date archivist either employed of by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco

rchivist then the records nitely or until they can be e for their archival value by an I directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to ecords within the archive.

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rchivist then the records nitely or until they can be e for their archival value by an I directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to ecords within the archive.

Drinking Waters-Water Quality Analysis & Monitoring	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.	Drinking Water Directive (8 Directive (98/83/EC); In the event of no archivist retained indefinitely or until future date for their archiva employed directly or otherw Authority. The archivist eith otherwise engaged by the l senior manager/certifying of before taking any decision retain the records within the
Drinking Waters-Water Quality Reports & correspondence	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reporst. 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.	Drinking Water Directive (8 Directive (98/83/EC); In the event of no archivist retained indefinitely or until future date for their archiva employed directly or otherw Authority. The archivist eith otherwise engaged by the l senior manager/certifying of before taking any decision retain the records within the
Agricultural Pollution Investigation and Inspection inc files of routine investigations/complaints	Retain files of routine investigations/complaints for period of 7 years after inestigation 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 + 7 yrs. Significant cases where precedent has been set (involving legal proceedings) shoudl be offered to the archivist. If no archivist then see comment**	Authority. The archivist eith otherwise engaged by the l senior manager/certifying o
Agriculture & Forestry Water Quality Farm Surveys	Retain laboratory reports and associated correspondence for 7 years. Then destroy correspondence and archive reporst. 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 arc should be retained indefinit appraised at a future date f archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco

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ther employed directly or
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Agriculture & Forestry water quality	Retain sampling data from monitoring and laboratory	
Analysis & Monitoring	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.	** In the event of no arc should be retained indefinit appraised at a future date archivist either employed of by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Oil Pollution prevention & Control Management Plans & Correspondence	Retain current and previous superseded plans and statements plus correspondence relating to those plans. Then offer plans to archivist. If no archivist then see comment** Destroy correspondence.	** In the event of no arc should be retained indefinit appraised at a future date archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Oil Pollution prevention& Control Discharge licences.	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**	** In the event of no arc should be retained indefinit appraised at a future date is archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently retain the reco
Emergency Planning Committee	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 SI No. 44/1994 ** In the event of no arc be retained indefinitely or u a future date for their archiv either employed directly or Local Authority. The archiv otherwise engaged by the I senior manager/certifying of before taking any decision retain the records within the

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Maritime Contingency Plans	Retain current and previous superseded plans and statements plus correspondence relating to those plans. Then offer plans to archivist. Destroy correspondence. If no archivist then see comment**	** In the event of no arc should be retained indefinit appraised at a future date archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any d permanently retain the reco
Private licences Register for Sewers	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 Pollution) Act, 1977 (as am In the event of no archivist retained indefinitely or until future date for their archiva employed directly or otherw Authority. The archivist eith otherwise engaged by the senior manager/certifying of before taking any decision retain the records within the
Private licences Register for Water	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 Pollution) Act, 1977 (as am In the event of no archivist retained indefinitely or until future date for their archiva employed directly or otherv Authority. The archivist eith otherwise engaged by the senior manager/certifying of before taking any decision archive records

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Trade Effluent Discharge to Sewer Licence	Retain file on licence until expired (review every 5yrs to check for closed files) + 7yrs then destroy. Retain actual monitoring results for 7yrs then destroy. If a complaint, retain for duration of investigation and enforcement action + 7 yrs. 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 yrs. 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.	will be done within 12 mont going to Irish Water. the event of no archivist the retained indefinitely or until future date for their archiva employed directly or otherw Authority. The archivist eith
Section 4 Licence to discharge treated wastewater	Retain file on licence until expired (review every 5yrs to check for closed files) + 7yrs then destroy. Retain actual monitoring results for 7yrs then destroy. If a complaint, retain for duration of investigation and enforcement action + 7 yrs. Archive significant cases. If no archivist then see comment** Exception to 7 yrs. 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. tre ground/surface waters, gra until contractor/LA gives no licence and file on test resu to comply with licence. If L/ prosecution will be done wi ** In the event of no arc should be retained indefinit appraised at a future date to archivist either employed d by the Local Authority. The directly or otherwise engag to notify senior manager/ce section before taking any of permanently archive record

Section 16 of the Local Govt 77 (as amended). urant to a public sewer. File on file on test results submitted -monthly/quarterly to comply hem to court, the prosecution onths. Some S.16 Licences ** In then the records should be ntil they can be appraised at a val value by an archivist either erwise engaged by the Local ither employed directly or E Local Authority is to notify officer in business section n other than to permanently the archive. reatment plants) to ranted once and is ongoing notice. File on granting S.4 sults submitted by contractors LA takes them to court, the within 12 months. rchivist then the records nitely or until they can be for their archival value by an directly or otherwise engaged he archivist either employed aged by the Local Authority is certifying officer in business decision other than to ords

Bio Solids register of sewage treated at
Bio Solids register of sewage treated at Waste Water Treatment Plants

nt (Collection Permit) 007 as amended by S.I.

nendment) Act, 2012 (No. 2 of

ts, 2007 and the 2012 Domestic (Registration) Regulations, 2012 ** In the event of cords should be retained can be appraised at a future alue by an archivist either herwise engaged by the Local either employed directly or the Local Authority is to notify ng officer in business section ion other than to permanently in the archive.