

## Summary of Libraries NI Retention Periods

### 1. Structure of the Schedule

The arrangement of records within the Schedule reflects the business functions, activities and transactions of Libraries NI rather than the organisational structure. A functional approach is used because organisational structures are subject to change, whereas business functions remain relatively constant.

#### 1.1 Accommodation and Equipment

This is the function of managing accommodation and equipment. It includes activities associated with the acquisition, construction, operation, maintenance, allocation and disposal of buildings, land and workspace owned or leased by Libraries NI.

Accommodation and Equipment		
Business Activity	Retention Period Range depending on type of File / Record	Final Action depending on type of File / Record
<b>Premises</b> (construction, maintenance and management)	1 year - 50 years Retain whilst LNI Property	Destroy / Transfer to new Owner
<b>Capital Development</b>	5 years – 25 years Retain whilst in LNI ownership	Destroy / Review
<b>Maintenance</b>	1 year – 7 years Retain whilst in LNI ownership	Destroy / Transfer to new Owner
<b>Health and Safety</b> (premises and equipment)	Current only – 50 years	Destroy
<b>Transport</b> (Mobiles and Delivery Vans)	7 years	Destroy

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### 1.2 Financial Management

This is the function of managing financial resources. It includes activities associated with accounting, budget allocations and submissions, procurement, funding and asset management. See Human Resource Management for activities associated with pay, pension and allowances.

<b>Financial Management</b>		
<b>Business Activity</b>	<b>Retention Period Range depending on type of File / Record</b>	<b>Final Action depending on type of File / Record</b>
<b>Accounting</b>	7 years	Destroy
<b>Asset Management and Procurement</b>	1 year – 10 years	Destroy
<b>Budgeting</b>	7 years	Destroy
<b>Funding</b>	2 years – 10 years	Destroy
<b>Reporting</b>	Permanent Preservation 1 year – 7 years	Offer to PRONI Destroy

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### 1.3 Audit and Accountability

This is the function of examining and reviewing operational and financial records to ensure they correctly record events, decisions, processes, transactions and activities undertaken during the course of business. It includes records associated with compliance, litigation and liaison with legal services, fraud and risk management.

<b>Audit and Accountability</b>		
<b>Business Activity</b>	<b>Retention Period Range depending on type of File / Record</b>	<b>Final Action depending on type of File / Record</b>
<b>External Audit</b>	5 years – 10 years	Destroy / Review
<b>Internal Audit</b>	3 years – 10 years	Destroy
<b>Fraud Management</b>	10 years	Destroy
<b>Risk Management</b>	Until superseded	Destroy
<b>Legal Accountability</b>	3 years – 30 years	Destroy

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### 1.4 Human Resource Management

This is the function of controlling, monitoring and managing employees. It includes activities associated with performance, development, welfare, health and safety issues, grievances, industrial relations, pay, pension, allowances, establishment and recruitment.

<b>Human Resource Management</b>		
<b>Business Activity</b>	<b>Retention Period Range depending on type of File / Record</b>	<b>Final Action depending on type of File / Record</b>
<b>Employee Performance</b>	No record to be retained on file – 7 years	Destroy
<b>Industrial Relations</b>	2 years – 20 years	Destroy
<b>Health and Safety (Employees)</b>	7 years – 50 years	Destroy
<b>Attendance and Leave</b>	2 years – 7 years	Destroy
<b>Pay, Pension and Allowances</b>	7 years	Destroy
<b>Personnel</b>	7 years	Destroy
<b>Staffing</b>	3 years – 7 years	Destroy
<b>Staff Training and Development</b>	1 year - 7 years	Destroy

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### 1.5 Information and Communication

This is the function of managing information and communication. It includes information governance (Freedom of Information, Data Protection etc.), interaction with government departments and the community, the maintenance of records, publications and the management of responding to enquiries, comments and complaints.

<b>Information and Communication</b>		
<b>Business Activity</b>	<b>Retention Period Range depending on type of File / Record</b>	<b>Final Action depending on type of File / Record</b>
<b>Management of Information</b>	5 years – 10 years Permanent Preservation	Destroy Permanent Retention by Libraries NI
<b>ICT</b>	7 years	Destroy
<b>Corporate Information</b>	7 years	Destroy
<b>Library Members and Visitors</b>	2 years – 16 years	Destroy
<b>Events</b>	Review 3 years	Determined on Review Destroy
<b>Publications</b>	Review 2 years – 7 years	Determined on Review Destroy
<b>Press and Public Relations</b>	3 years – 7 years	Destroy
<b>Customer Relations</b>	5 years	Destroy
<b>Information Governance and Requests</b>	3 years	Destroy
<b>Government Liaison</b>	3 years – 7 years	Destroy

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### 1.6 Corporate Management and Administration

This is the function of planning, managing and monitoring medium to long-term corporate objectives and performance. It includes activities associated with corporate decision-making, business planning, quality assurance, business continuity and improvement processes.

<b>Corporate Management and Administration</b>		
<b>Business Activity</b>	<b>Retention Period Range depending on type of File / Record</b>	<b>Final Action depending on type of File / Record</b>
<b>Board and Committees</b>	1 year – 7 years Permanent Preservation	Destroy Offer to PRONI
<b>Business Planning</b>	3 years Permanent Preservation	Destroy Offer to PRONI
<b>Emergency Planning</b>	Until superseded	Destroy
<b>Meetings</b>	3 years – 10 years	Review / Destroy
<b>Projects</b>	1 year – 25 years	Review / Destroy
<b>Public Consultation</b>	1 year – 5 years	Destroy
<b>Quality and Performance Management</b>	7 years	Destroy
<b>Policy and Procedure</b>	Updated regularly Until superseded	Remains open Destroy
<b>Equality</b>	4 years – 5 years	Destroy