



Subject:	Retention and Disposal Schedule for new Regional Planning IT System
Date:	15 November 2022
Reporting Officer:	Ed Baker, Planning Manager (Development Management)
Contact Officer:	Helen Richmond, Project Officer

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	To update the Committee on amendments to the agreed Retention and Disposal Schedule (the Schedule), which sets out how the council manages physical and digital planning records and information. A copy of the Schedule is provided at Appendix 1 .
2.0	Recommendations
2.1	The Committee is asked to note the amended Schedule at Appendix 1 which has been agreed with all planning authorities.
3.0	Main report
3.1	The new regional Planning IT system is scheduled to “go live” on 05 December 2022. As part of the preparation work, an amended Retention and disposal Schedule has been agreed by all planning authorities (including Mid Ulster Council, which is not part of the regional IT project).

3.2	The retention periods and disposal actions set out in the Schedule at Appendix 1 apply to all official records in whatever format held, paper and electronic. It provides the planning authorities with clear guidance on how to dispose of records promptly when they cease to be of any continuing administrative/legal value. It also identifies any records which should be transferred to the Public Records Office NI (PRONI) because of their long-term historical/research value.
3.3	The document has been updated to reflect changes to the Council's business requirements. The new Planning IT system includes an integrated Electronic Document Management System and going forward electronic records will be the official record rather than paper records. A module has been included in the new Planning IT system to manage the retention and disposal of electronic records.
3.4	The Public Records Office of NI has approved the Schedule.
3.5	<p><u>Financial & Resource Implications</u> None identified.</p>
3.6	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u> There are no equality implications with this report.</p>
4.0	Appendices
4.1	Appendix 1 – Retention and Disposal Schedule